

## Instructions for Visitors to the Factory Museum

(21.8.2020)

### **Welcome to Rolls-Royce Deutschland in Oberursel**

Due to its location within a secure area of the Rolls-Royce site, museum visits can only take place in accordance with current rules and regulations. Furthermore, the well-being and safety of visitors and employees are very important to us.

These instructions are handed to you or have been read to you at the reception. Please read and observe them when entering the factory premises and during your visit to the museum.

- Access to the factory premises and the museum is permitted only:
  - When pre-registered by email. See “Visitors to the company museum”
  - After registration at the reception
  - When accompanied at all times by a company employee or a designated representative
  - After receiving instructions in health & safety
  - After receiving the visitors’ pass and
  - After reading the “Instructions for visitors to the company museum”
- Entrance to the factory premises is at your own risk and of your own free will. The factory premises and the museum are not barrier-free. For visitors to the museum, the visit is permitted only in and around the museum as well as on the direct way to and from the museum.
- The visitors’ badge must be carried visibly at all times.
- Due diligence applies on the factory premises. Be especially aware of vehicles (forklifts, etc.). Use the pavements or walk along the side of the road.
- No liability is assumed for personal items and valuables
- Visitors under 14 years of age must be accompanied by a parent or guardian. Furthermore, the form „Legally binding declaration for Rolls-Royce Deutschland Ltd & Co KG“ is to be filled out and signed by the guardian.
- The carrying of dangerous articles and dangerous substances is forbidden.
- Animals are not permitted.
- Smoking, apart from in designated areas, is forbidden on the company premises.
- Photography and filming is not permitted on the company premises. Photography is permitted within the area of the museum after previous consultation with the accompanying company employee or its designated representative.
- Data protection notice for photo and film recordings and their use: We regularly take photos and films at our events, some of which are published on our homepage, on our social media channels and, if necessary, in other publications. Please inform the photographer on site if you do not wish to have the photo/film containing your image published.
- Please do not touch the exhibits as there is a danger of injury, contamination and damage.
- Please obey the instructions of the company representative.
- Please return the visitor’s badge back to the reception when exiting the premises.

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(21.8.2020)

## Pandemic hygiene and protective measures

(As 5.8.2020)

The current visit regulations (described in the above leaflet for visitors to the works museum) are supplemented by the following provisions due to the current Covid-19 infection situation:

- Persons who have been diagnosed with a communicable infectious disease and are subject to notification under the Infection Protection Act or an ordinance adopted on the basis of it, are forbidden to enter the museum buildings including the associated open spaces around the museum. If you have signs of illness or have had contact with Corona-infected persons within the last 2 weeks, we kindly ask you not to visit the museum
- Limited number of visitors to the factory museum: In order to maintain the minimum distance, the maximum number of visitors at any time is 6 persons.
- Visits to the works museum on days open to the general public is possible by prior appointment by email and as part of a guided tour only. Guided tours on public open days are offered at 15:00 and 16:30.
- RRD is obliged to collect the following data for the purpose of tracking possible routes of infection (required also for entry to the factory premises):

*Name / First Name*

*Residential address (Town, street, house number)*

*Number of Identity card or passport*

*Age or year of birth (voluntary information)*

*Telephone number*

*Email*

Please provide this data at the time of pre-registration. Send your pre-registration at least 2 days before the desired visit date to [GKMO@outlook.de](mailto:GKMO@outlook.de)

- A minimum distance (currently 1.5 meters) between individual persons must be maintained in and outside of the buildings throughout, group formation must be avoided. The minimum distance must also be observed in the seating options in the exhibition area and in the toilet area.
- The correct wearing of a face mask is mandatory for all visitors. Persons without a face mask will not be granted entry to the company premises.
- Disinfecting your hands is mandatory. Please use the disinfection dispensers in the entrance areas of the factory museum.
- The exhibition rooms and toilets are cleaned regularly and contact areas (e.g. doorknobs) are disinfected. The rooms are also ventilated regularly; the windows are opened during the visiting period, weather permitting.



*These and any other measures are necessary, not only to protect you, but also to protect us. Thank you for your understanding. We wish you an exciting time at our factory museum.*

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### In case of emergency

Emergency telephone number:

**+49 6171 90 6666**

or

**+49 173 599 8537**

Follow the instructions of the security staff  
and your designated tour-guide.

**First aid:** At the security-office in building  
9039 (reception area at the factory entrance)

**Fire alarm / alarm:** Leave the building im-  
mediately, the escape routes are marked. Go to  
the meeting point where you will receive fur-  
ther instructions.

