

## HOUSE RULES

the University Medical Center Rostock (hereinafter referred to as UMR)  
As of December 2025

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For the sake of readability, only the masculine form is used in the following text; it applies equally to members of all genders and does not constitute discrimination.

## **A Scope**

The house rules apply

- (1) spatial:  
for all properties, buildings and other facilities of the UMR
- (2) personnel:  
for all persons who are within the area of application, regardless of the reason.
- (3) Furthermore, additional regulations apply to patients, accompanying persons and visitors.
- (4) In construction areas, the special provisions for construction sites also apply.

## **B General Provisions**

### **§ 1 Principles**

- (1) The right of domicile for the entire UMR premises is exercised by the Chief Financial Officer of UMR. The Board of Directors, the heads of the clinics and institutes, the nursing directors, the heads of business units and staff departments, as well as the reception and gate staff are responsible for exercising this right and for the direct enforcement of the house rules. This right of domicile includes measures to ensure peace, safety, and order, as well as issuing removal orders and bans from the premises.
- (2) Decisions made by the Commercial Director in the exercise of her right to control access to the property shall take precedence over those made by the other officers.
- (3) Any employee may be commissioned by the Commercial Director to exercise the right of domicile and to implement the house rules in individual cases.
- (4) For areas not directly assigned or used by the general public, including outdoor areas, the reception and gate staff shall be primarily responsible within reasonable limits.
- (5) Violations by employees must be reported immediately to their own supervisor or, if known, to the supervisor of the offender; violations by third parties must be reported to the Commercial Director.

### **§ 2 Conduct within the University Medicine Rostock**

- (1) Everyone within the area of application shall, within the bounds of proportionality and what is reasonable for him, protect the property and possessions of the UMR from damage and loss and comply with the provisions on order, safety, data protection, occupational safety, health, fire protection and environmental protection.
- (2) Any disruption to patient care, research, and teaching must be avoided. The patients' need for rest must be respected.

- (3) All rooms and inventory are available exclusively to the authorized persons for their intended use.
- (4) Changes in room usage and additional requirements must be reported to the respective room manager or to the GB Construction/Operations and Medical Technology department.
- (5) The permanent relocation of equipment and furnishings is permitted only within the framework of the inventory regulations.

### **§ 3 Use of private electrical appliances**

- (1) Bringing and operating private electrical devices in hospitals poses a risk and should therefore be avoided for everyone's safety.
- (2) Electrical appliances that are identified solely by a CE marking, or that have no CE marking at all, are generally not permitted within the scope of these house rules. In addition to the CE marking, one of the following safety symbols, which can be found on the appliance's rating plate, must also be displayed:
  - GS - certified safety,
  - VDE - Association for Electrical, Electronic & Information Technologies
  - TÜV - Technical Inspection Association.
- (3) The following electrical devices may be brought to the hospital stay and used for their intended purpose in the patient's room, provided they have the markings listed above:
  - hairdryer
  - Personal care devices with and without batteries, such as razors, toothbrushes,
  - Chargers and power supplies for laptops, tablets, mobile phones and smartphones, consumer electronics devices,
  - digital picture frames,
  - electrically operated clocks,
  - electrically operated lights.
- (4) When using mobile internet or mobile phones and smartphones for making calls, please be sure to observe local signage. In certain ward areas, such use can cause interference or damage to medical equipment and is therefore prohibited.

Special regulations apply to medical devices brought in by the patient. These will be discussed during the patient admission process.
- (5) Carrying and using certain electrical devices, especially those that emit heat by design, is prohibited within the area of application. This includes, among others...
  - Heating pads, blankets, fans,
  - Heating lamps, infrared devices,
  - Cooking appliances, kettles, immersion heaters,
  - Fans, air conditioners, refrigerators.
- (6) If extension cables and multi-connectors are needed, please contact the station staff.

- (7) For safety reasons, bringing in, storing, and charging batteries and accumulators for personal transportation devices such as e-bikes, e-scooters, and similar vehicles is strictly prohibited in all buildings throughout the entire hospital complex. This applies regardless of whether the batteries are installed or not.

#### **§ 4 Prohibitions**

- (1) The following are prohibited:
- Smoking outside designated smoking areas (including e-cigarettes and vaporizers), especially smoking directly at entrances and exits and under room windows.
    - o Any waste generated must be disposed of exclusively in the designated containers.
  - Gambling,
  - Use of roller skates, inline skates, skateboards, bicycles, scooters, and similar items inside buildings, with the exception of approved service bicycles.
  - the parking of bicycles in buildings and outside of designated parking spaces,
  - Bringing animals (except guide dogs, service dogs and other animals used for therapy purposes after consultation with the attending physician),
  - Bringing potted plants into areas close to patients,
  - Feeding wild animals,
  - Use of fire and open flames,
  - Bringing and consuming alcohol, cannabis, non-prescribed cannabis-based medications and drugs,
  - Privately bringing weapons and weapon-like objects of any kind,
  - Posting flyers outside the usual display areas without the approval of the board (except for posting flyers by staff representatives and trade unions in the usual and designated areas).
  - Entering lawns and green areas, insofar as the areas are designated for this purpose  
The purpose is not explicitly stated.
- (2) Political activities are generally prohibited and require the prior approval of the Chief Financial Officer. Charitable activities also require the prior approval of the Chief Financial Officer. Permissible trade union and staff council activities are exempt from this approval requirement.

#### **§ 5 Activities requiring approval**

- (1) Photography, video or sound recordings for official or scientific purposes are permitted with the consent of those involved.
- (2) The following activities are only permitted with the written consent of the Chief Financial Officer (application via the intranet):
- commercial activity, advertising, distribution of products, product samples, flyers, posters, etc.,

- Offering services,
  - cultural and other events,
  - Drone flights
  - Association activities. Permissible trade union activities and activities of professional associations/specialist societies related to the UMR's official duties do not require the approval of the Commercial Director.
- (3) Otherwise, the fee regulations and all other relevant provisions of the UMR shall apply.
  - (4) For staff representatives, the authorization for information material within the scope of their statutory duties shall be deemed granted.

## **§ 6 Safety and Order**

- (1) Orders issued by authorized persons (Section 1 Paragraph 1) to maintain the operation of the clinic and to ensure compliance with the house rules must be obeyed.
- (2) When using mobile phones, the prohibition signs must be observed.
- (3) Escape and rescue routes must be fully usable at all times and without exception and must not be blocked or narrowed under any circumstances.
- (4) Technical equipment and installations may only be used in accordance with their intended purpose and by authorized persons.
- (5) When handling hazardous substances of all kinds, the applicable regulations must be fully observed.
- (6) The functions of all safety devices must not be impaired. Operational fire protection equipment must not be damaged, altered, or taken out of service without prior notification. Opening or closing self-closing doors is permitted only for short-term official duties and must be released immediately after completion. Otherwise, opening or closing self-closing doors is prohibited.
- (7) Cleanliness must be maintained throughout the entire UMR premises. Rooms must be adequately ventilated. Open windows should be noted where possible. In case of rain, storms, or snow, all windows must be closed.
- (8) The respective users are responsible for locking the rooms and offices, as well as the cupboards and desks, and for closing the windows and switching off the lights and equipment when leaving the rooms.
- (9) Recipients of service keys are responsible for their secure safekeeping. Any transfer of keys to third parties is strictly prohibited. The loss of a service key must be reported immediately to the Building/Operations and Medical Technology department ( [schliessmanagement@med.uni-rostock.de](mailto:schliessmanagement@med.uni-rostock.de) ) or to the Central Dispatch Office at telephone number +49 381 494 6666.
- (10) Any damage, malfunctions, and other infrastructural deficiencies must be reported immediately via the dispatch software " LogBuch " (Service tab). In case of emergencies (time-critical, consequential damage expected, immediate activation of on-call personnel required) or extensive clarification required, the central dispatch office must be contacted at telephone number 0381 494 6666.

## **§ 7 Aggressive Behavior, De-escalation and Emergency Management**

- (1) Any form of aggressive, violent, insulting, or threatening behavior towards patients, visitors, or staff of the UMR will not be tolerated. Such behavior may result in immediate removal from the UMR premises, a ban from the premises, or – where legally permissible and medically justifiable – the termination of treatment. Legal action remains reserved.
- (2) All employees are required to immediately inform the relevant contacts (e.g., supervisors, security, emergency team) in the event of such incidents. Emergency numbers and instructions for behavior in emergencies must be followed.
- (3) The UMR ensures that appropriate measures for de-escalation, the safety of those involved, and – if necessary – the alerting of external emergency services are in place as part of its emergency management plan. Internal alarm and deployment plans apply in this regard.
- (4) Patients, visitors and staff are obliged to follow the instructions of the deployed forces in the event of an evacuation, medical or security emergency.

## **§ 8 Liability, Lost and Found Items and Patient Property**

- (1) Liability for damage and loss caused by negligence shall be governed by the statutory provisions.
- (2) UMR shall not be liable for the fault of others and shall only be liable to a limited extent for the fault of its employees.
- (3) Only necessary items should be brought along. Valuables and money should be left at home if possible.
- (4) Money and other valuables may, where available, be deposited in safe deposit boxes or with nursing staff (with a written list) ( safebags ).
- (5) In the case of persons admitted in incapacitated, money and valuables shall be identified in the presence of a witness and deposited with a written list ( safebags ).
- (6) UMR is liable for items entrusted to its custody only to the extent of the care it exercises in its own affairs (§ 690 BGB). No liability is assumed for patients' belongings.
- (7) Items held in custody that are not collected will be dealt with after six months in accordance with the provisions on deposits.
- (8) Found items must be handed in immediately. Depending on where they were found, the item should be handed in to the nursing staff of the relevant ward or to the gate/security staff.
- (9) The UMR does not keep found items itself. It hands them over to the lost and found office of the Hanseatic City of Rostock as soon as possible.

## **§ 9 Applicability of other provisions**

In addition, the following apply in particular to the area of UMR:

- Law on fire protection and technical assistance by the fire brigades for Mecklenburg-Vorpommern,
- Law on disaster control in Mecklenburg-Western Pomerania,

- State Hospital Act for the State of Mecklenburg-Western Pomerania,
- General Data Protection Regulation
- Non-smoking law Mecklenburg-Vorpommern,
- For accident protection and accident insurance, the statutes of the accident insurance fund,
- current occupational safety and fire protection regulations,
- Alarm and deployment plan of Rostock University Medical Center,
- Waste disposal regulations of the University Medicine Rostock,
- Inventory regulations of the University Medicine Rostock,
- Parking and traffic regulations of the Rostock University Medical Center,
- the supplementary regulations and service instructions that exist for individual buildings, facilities and laboratories,
- External company regulations
- Occupational Health and Safety Act and the corresponding DGUV publications.

#### **§ 10 Penalties for violations of the house rules**

- (1) Patients who violate the house rules and disrupt or endanger safety or the operation of the clinic may be discharged from inpatient treatment, provided it is medically justifiable.
- (2) Accompanying persons, visitors, and other individuals may be asked to leave the premises. In serious cases, a ban from the premises may be issued.

### **C. Provisions for patients, accompanying persons and visitors**

In addition to the general provisions listed above, the following regulations apply to patients, accompanying persons, and visitors. Furthermore, the General Terms and Conditions (GTC) in their currently valid version also apply to patients.

#### **§ 11 Conduct within the scope of application**

- (1) The orders and instructions of the doctors, nursing staff and administration of the UMR must be followed.
- (2) Areas of the UMR which are reserved for staff only may be entered by non-employees only with appropriate permission.
- (3) Until their discharge, patients who wish to leave the ward or the hospital grounds temporarily must obtain the consent of their attending physician and inform the nursing staff on duty. Leaving the UMR grounds is, however, at the patient's own risk in all cases.
- (4) Patients who are outside the hospital room must wear sufficient and appropriate outer clothing.
- (5) Bed rest and night rest generally apply from 10:00 p.m. and must be observed in the interest of all patients.

- (6) Patients must remain in their assigned hospital room or in public areas. Visiting other hospital rooms is generally not permitted.
- (7) During medical visits, patients must remain in their hospital rooms unless otherwise prescribed.
- (8) During the hospital stay, patients may only take their own medication with the consent of the attending physician at UMR. Staff are authorized to take into safekeeping any medication brought in or unused.
- (9) During your hospital stay, you may use the telephone, television, and internet. Use is subject to the applicable terms of use. The password for Wi-Fi access is available from the nursing staff.

## **§ 12 Catering**

- (1) Patient meals are provided according to the general menu or according to special medical instructions (e.g. diet).
- (2) Leftover food must not be stored for hygienic reasons.

## **§ 13 Visits to the Sick**

- (1) Patients may be visited after prior notification to the nursing staff, provided that this does not interfere with their medical care. Visits to patient rooms after 8:00 p.m. require the approval of the ward manager.
- (2) Visits to intensive care units (in particular intensive care unit, recovery room, cardiology recovery unit, infectious diseases unit, intermediate medicine care unit, stroke unit) require the prior authorization of the attending physician or the responsible nursing staff.
- (3) Visits are generally not permitted:
  - by persons suffering from acutely infectious/communicable diseases or in whose household such diseases occur at the time of the visit,
  - by people who are intoxicated or under the influence of drugs/cannabis.
- (4) Furthermore, visits may be completely prohibited or restricted at any time in the interest of the patients or for medical reasons. This applies in particular to visits by children under 14 years of age.
- (5) Infants and young children should generally not be brought into the ward area due to the increased risk of infection.

## **§ 14 Data Protection and Confidentiality**

- (1) Patients, accompanying persons, visitors, and other persons are bound by confidentiality regarding information concerning fellow patients or staff of the UMR during their stay. The disclosure of information that a patient obtains from other patients or staff – including in conversations among themselves – must be treated as strictly confidential and is subject to data protection regulations.
- (2) Taking photographs, videos, or audio recordings on hospital premises is generally prohibited for reasons of data protection and privacy. An exception exists

only if the express permission of the Chief Financial Officer is obtained beforehand and all persons affected have given their consent. It must be ensured that the personal rights of all persons depicted are respected.

- (3) Visitors and guests must respect the privacy of patients. It is prohibited to record or disclose personal information about other patients without their consent. This includes discussions about medical information or details about treatment methods.
- (4) All information obtained during the stay at the hospital must be treated confidentially. This applies to conversations as well as personal data obtained from patient records or interactions with UMR staff.
- (5) In specific documentation cases or for events, special permits may be granted, but these are clearly defined and regulated. All security and data protection aspects must be observed.

## **D. Provisions for employees and persons with residence permits**

The following provisions apply in addition to the General Provisions to all employees of UMR and to persons who work at UMR on behalf of or with the approval of UMR for the duration of their stay at the institution.

- (1) In principle, access to the premises is permitted only for official purposes.
- (2) Protective or work clothing must be removed after work has ended. When changing clothes or leaving the areas, the provisions of the currently valid basic hygiene regulations apply, in particular the UMR clothing regulations.
- (3) Unauthorized persons are prohibited from entering laboratories. The respective laboratory regulations must be observed.
- (4) Equipment and installations must be used exclusively for their intended purpose.
- (5) Employee identification cards must be worn visibly during working hours, unless there are hygienic or occupational health and safety reasons to the contrary.
- (6) For organizational reasons, it is not permitted to carry the employee ID card together with the key on a common belt.

This house rule comes into effect on the day of its adoption.

These house rules are a translation of the German house rules dated 3 February 2026.

The signed house rules can be found in the current version in Nexus Curator.