



HYGIENE CONCEPT OF THE EVENT

The health and safety of our guests and employees are of utmost priority.

1. MEASURES TO ENSURE THE MINIMUM DISTANCE OF 1.5 M

- a. Floor markings are installed (where not obviously recognisable, e.g. through several entrances and exits) in front of the reception desk and in front of the conference room, or walking routes are provided by Tensators.
- b. within the hotel, information and behavioural signs are posted at neuralgic points to ensure that distances are observed and that maximum numbers of people are allowed to use the hotel (lifts, toilet facilities)

2. MOUTH-NOSE COVERING

- a) Entering the hotel is only permitted when wearing an OP or FFP2 mask. This must be worn in the public areas as well as in the function room. The only exceptions to this are the persons giving the presentations, as long as a distance of 2.5 m from the audience is ensured.
- b) The person in charge is responsible for ensuring that replacement masks are available on site (e.g. one of the participant's masks is damaged).

3. HAND HYGIENE

- a) There are notices in the hotel with instructions on hand hygiene.
- b) dispensers with disinfectants for hand disinfection are available in the hotel lobby, at the reception, in the catering and conference areas.

4. CONTROL AND REGULATION OF GUEST TRAFFIC

- a) Entrances and exits are (as far as structurally possible) designed and marked separately in order to avoid direct accommodating contact between guests
- b) regulation of the number of participants according to contact restrictions

5. WORKPLACE DESIGN WITH PUBLIC TRAFFIC AT THE VENUE

- a) The workplaces at the reception, in the restaurant and in the conference area are designed in such a way that employees can keep sufficient distance to other persons (at least 1.5 m).
- b) if necessary, transparent partitions are used at the reception desk or the like
- c) This may also apply to the VA reception desk.
- d) Pens for signing in participants and staff shall be cleaned or disinfected after each use.

6. FUNCTION ROOMS, SANITARY ROOMS, RESTAURANT AND HOTEL ROOMS

- a) Door handles and handrails are constantly cleaned and disinfected.
- b) Avoidance of queues in the restaurant by coordinating time in advance and quick table allocation as well as pre-ordering of meals.
- c) The cleaning intervals of the sanitary facilities are adapted to the use.
- d) At the VA location, special attention is paid to areas with frequent/critical contact points, such as key cards, lift doors and buttons, stair railings, door handles, door leaves, telephones, TV remote controls, bathroom tap handles.
- e) Glasses and cups are rinsed at a minimum of 70° C
- f) Fresh air circulation is ensured in the restaurant area.

7. CONFERENCE AREA

- a) The seating in the conference rooms is designed in such a way that the minimum distance of 1.5 m can be maintained at all times (also in the podium area).
- b) Entrance and exit are separated as far as possible / doors remain open at the organiser's request
- c) fixed walking directions (one-way principle) as well as instructions on hygiene and keeping a distance are marked, as far as possible
- d) Disinfection dispensers are located at the entrances and at neuralgic points.
- e) Hand disinfection and paper towels are available in the conference rooms.
- f) all hand contact surfaces are disinfected before the start of each event
- g) Sufficient fresh air is ensured in the conference rooms with windows that can be opened - intermittent ventilation through open windows (minimum approx. 3 minutes), for all conference rooms in which the windows cannot be opened, see next point.
- h) Air-conditioning systems: ideally so-called ventilation and air-conditioning systems (RLT), which guarantee a 100% supply of fresh air. RLT systems should ideally be in continuous operation or the operating time should be extended by at least 2 hours before and after the actual time of use.
- i) Cloakrooms are set up decentrally - take into account spacing possibilities.

- j) Standing tables are placed in such a way that the distance of 1.50 m is maintained.
- k) Toilet facilities are open, if necessary there is an access restriction and continuous cleaning is ensured.
- l) Hand-held and hall microphones should not be passed around; if necessary, change them.

8. ACCESS TO THE EVENT

The COVID test is another additional safeguard.

For employees:

- (a) staff are offered up to three 2019 nCoV antigen self-tests per week.
- b) Employees who have direct client contact are required to accept this offer of testing before engaging in any F2F contact
- c) An existing negative test result certified in writing by a third party replaces the use of the test offer. This negative test result must not be older than 24 hours.

For speakers:

- a) For speakers, the existence of a negative test result is a prerequisite for the fulfilment of their speaker assignment at the event. This must be communicated at the speakers' briefing.
- b) This negative test result must not be older than 24 hours (rapid antigen test) or 48 hours (PCR test).

For participants:

- a) Participants may only take part in the event with the written assurance of a negative test result.
- b) Participants will be informed about this in the invitation.
- c) This negative test result must not be older than 24 hours (rapid antigen test) or 48 hours (PCR test).

Exemption from the presentation of a negative test result:

- (a) A complete vaccination with a vaccine against SARS- CoV-2 authorised in the EU exempts from the requirement of a negative test result, provided that the vaccination required for complete vaccination protection was 14 days ago.
- b) Persons who have been ill with Covid-19 in the last six months and have been proven to have recovered are also exempt from the obligation to test.

9. BEFORE AND DURING THE EVENT

- a) The rules of conduct, e.g. when leaving the conference rooms at break times, will be explained to all event participants during the welcoming ceremony.

- b) A list of participants is available, the presence (arrival and departure) of the participants is documented and archived for 4 weeks as required by law - if no list of participants is sent to the hotel in advance, guest registration is carried out on site via the LUCA App
- c) all participants carry an OP mask with them; this mask must also be worn in the meeting room at the venue
- d) the conference room is regularly ventilated (fresh air is supplied via open windows or air conditioning).

10. BREAKS / CATERING

- a) Observance of distance rules during breaks: There are decentralised serving points to counteract too high a density of people
- b) Dishes, cutlery and glasses have been washed beforehand at a temperature of at least 70°C.
- c) Seating must be arranged in such a way that the minimum distance according to the applicable contact restriction is guaranteed during meals.

11. THE ONBOARD WORKSHOP

Only fully vaccinated or recovered guests are allowed onboard the **MS COMMODORE** for the **On Board Action - Dynamic Route Optimisation/Safety**. Please take this into account while choosing the workshop in the morning session.