



MESSE BERLIN

SAFETY AND HYGIENE CONCEPT

**A STANDARD GUIDE TO MEASURES FOR HOLDING EVENTS
DURING THE COVID-19 PANDEMIC**

**VERSION FOR GUEST EVENTS
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1. SITUATION AND PRELIMINARY REMARKS



This concept provides a framework for implementing safety and hygiene measures for guest events taking place at Messe Berlin. . The necessary measures are to be planned, implemented and followed up in accordance with the applicable legal directive. The objective is to ensure that the spread of the coronavirus Covid-19 is contained. In Berlin all guest events are bound by the provisions of the [SARS-Cov-2 Infection Control Directive](#).

In addition to the social distancing rules issued by the Robert Koch Institute (RKI) important elements include operational and organisational safety and hygiene measures as well as measures to as far as possible enable complete tracing of known infections. This concept serves as a guideline for an individual assessment of the risks accompanying guest events at Messe Berlin. It forms the basis for the safety and hygiene concepts for individual events. These take specific characteristics into account, such as the size and type of a venue, available staffing and the type of event. The chief security officer (CSO) coordinates the key elements of individual event concepts, which have been provided by the organisers of guest events, along with the relevant public health authority in Berlin Charlottenburg-Wilmersdorf.

Regarding the spread of Covid-19 the situation is in constant flux. As a result, regulatory authorities and local public health authorities must continually amend the safety and hygiene measures. For this reason some measures may not be required at certain events.

The necessary occupational safety measures are based on the applicable occupational safety rules (including BMA Occupational Safety Standards). They are determined by the risk assessment and documented. They remain unaffected by the provisions of this concept.

2. LEGAL BASIS



During the preparation and holding of events, due to their complex nature and because of the interactions of various skilled trades and service providers, a number of regulations, standards and sets of rules must be observed.

Especially the following laws, directives and recommendations form the legal basis for this safety and hygiene concept.

- [Act on the Prevention and Control of Infectious Diseases in Man](#) (Protection against Infection Act – IfSG)
- State-level directives and decrees:
 - Berlin:
 - [Second Ordinance on Measures Required to Protect the Population from Infections with the SARS-CoV-2 Coronavirus \(Second SARS-CoV-2 Infection Protection Measures Ordinance – 2. InfSchMV\)](#)
- [Advice on protection against infection by the Robert Koch Institute](#)
- [Guidelines issued by the relevant occupational safety authorities](#) (including SARS-CoV-2 Occupational Safety Standards)
- Guidelines by the relevant professional associations (including Advice by the Professional Association of the Food and Hospitality Industry, the Professional Association of the Construction Industry)
- [Visit Berlin general hygiene concept](#) (these guidelines were coordinated with the Berlin Senate Department for Economics, Energy and Public Enterprises and the Senate Department for Health, Nursing and Equality and approved as a general hygiene concept).

All measures are drawn up subject to applicable data protection laws (specifically General Data Protection Regulation and German Data Protection Act) and in coordination with the group's data protection officer.

3. OBJECTIVES



Objectives of Messe Berlin's safety and hygiene measures:

- to ensure the rules on minimum physical distancing (1.5 metres) and the number of people occupying respective areas are observed,
- to reduce extended periods of direct personal contact,
- to minimise the risk of smear infection via surfaces and objects by shortening cleaning and disinfection intervals,
- to ensure optimum tracing of possible infections and contact tracing through adequate measures

in order to offer attendees of guest events at Messe Berlin the best possible protection against any infection.

4. HOLDING EVENTS



As the company operating the exhibition grounds, Messe Berlin ensures that, when holding guest events, it makes every effort to pursue the objectives defined under Item 3. This concept is not an absolute formula for success and will evolve over time. It provides orientation and aims to form the basis for tailoring safety and hygiene concepts for individual guest events.

The safety concepts for individual guest events will expand on these measures in greater detail. The legal situation and infection numbers in combination with the considerations for holding a certain event (B2B/B2C, international national/international audience, attendance numbers etc.) at the time in question will be the deciding factors. A concept detailing the required measures must be put together for each guest event by the organiser of the guest event and communicated accordingly (including in coordination with the relevant health authority in Berlin Charlottenburg-Wilmersdorf). All persons involved and attending will be informed of the rules and responsibilities before and during the event.

It is recommended that the trade fair activities of all participants on the exhibition grounds be limited to the hours of 7 a.m. **to 8 p.m. at the latest** (daily closing time of events). Any changes to these times are to be coordinated in advance with Messe Berlin.

Relevant staff will ensure the implementation and enforcement of these plans and measures. In the event of infringements of the applicable safety and hygiene rules Messe Berlin shall exercise its domiciliary rights. Messe Berlin also reserves the right to assert further rights, in particular the right to extraordinary termination of the rental contract with the guest event organiser, and to claim damages.

4.1 MAINTAINING SOCIAL DISTANCING/LIMITING CONTACTS



Messe Berlin's event planning includes seating plans, event descriptions (including a risk assessment and hygiene concept). These documents are to be presented to the relevant public health authority for their information.

These planning measures form the basis for maintaining social distancing rules. They apply throughout the entire event, i.e. during the event itself and construction and dismantling periods. They apply to all persons involved in and attending the event, including visitors, exhibitors, staff on the stands, service providers and employees.

Entrances and exits are to be kept separate if possible. Measures such as floor markings, hall announcements, barriers form part of this concept. Furthermore, accreditation systems, admission control systems, separation systems in front of the entrances and exits as well as information systems may also be employed which must comply with the relevant data protection laws.

Prior to an event being held a hall capacity plan is to be established to calculate the maximum permissible attendance at any one time. The result forms part of the safety and hygiene concept for an individual event.

The following distinctions must be made between the individual areas at an event:

Public areas

Public areas include all areas at an event venue where visitors can gather for a length of time. A heightened risk of extended periods of personal contact is to be assumed here. This includes lecture areas, catering areas, accreditation counters and cloakroom areas. In these cases the general minimum physical distancing rule of 1.5 m must be implemented and enforced at all times. Seating plans must include corresponding seat and aisle widths.

In addition to suitable hall placement and seating plans, minimum distancing is to be implemented and enforced in areas where waiting lines may form (e.g. entrances to lecture and catering areas). This is to be undertaken by personnel and using other measures (e.g. floor markings, barrier tape).

Sanitary facilities

Access to sanitary facilities must be regulated by personnel and/or measures in such a way as to ensure minimum physical distancing of 1.5 m is observed within the facilities at all times. Inside the sanitary facilities the number of toilets, urinals and washbasins is to be reduced to ensure that minimum distancing is observed here too.

Transit areas

Transit areas include all areas at an event venue used by visitors to access sections and items of interest. They include corridors, foyers, passageways and rescue paths. The RKI's general advice on social distancing and hygiene valid at the time of the event shall apply. Signs containing this information are to be installed in all key areas (entrances, exits, sanitary facilities, event areas). The information is to be presented in easily understandable German and English.

Main entrance and exit areas at events

If necessary, additional physical distancing rules and measures are to be implemented in highly frequented entrance and exit areas. Suitable methods for regulating access, to be implemented by stewards and/or measures such as floor markings, room partitioning, separation systems, traffic light systems, must be employed in order to ensure that minimum physical distancing of 1.5 m is observed at all times. Consideration is also to be given to designating special waiting areas.

In individual cases or areas in which minimum distancing rules cannot be implemented stricter hygiene conditions and measures must apply.

An assessment is to be made as to whether construction and dismantling personnel numbers can be reduced so as to minimise unnecessary encounters.

Options may include:

- Staggering times
- Creating small work groups and assigning them to specific work areas
- If possible, personnel (who must receive tests) are to be assigned fixed workplaces.
- Rescheduling necessary operations such as maintenance tasks outside normal working hours.

4.2 HYGIENE CONCEPT

4.2.1 COVID19-TESTING



Hygiene measures aimed at preventing infection are to supplement the distancing rules described under Section 4.1.

Only persons who have tested negative and can present corresponding proof of a negative test result may take part in events that are attended by more than ten people at any one time. In accordance with exemptions pursuant to the relevant Law on the Prevention of Infectious Diseases, the Infection Control Directive or other federal or state-wide directives, persons who have been vaccinated against Covid-19 or have recovered (and can present documentation) are not required to supply proof of a negative test. This applies expressly only to the official **time period of the event, plus any rehearsal days and handovers** prior to the start of the relevant event (and contact with customers). Construction and dismantling periods before and after the event are exempt from the testing requirement.

Option 1: the person receives a point of care antigen test (POCT) at the event venue.

Option 2: using a point of care antigen test (POCT) the person self-tests at the event venue, monitored by the event organiser or their representative.

Option 3: the person provides the organiser or their representative with a written or electronic certificate of a negative point of care antigen test (POCT) or of a negative self-test for infection by SARS-CoV-2, carried out remotely and no more than 24 hours beforehand.

Option 4: the person provides the organiser or their representative with a written or electronic certificate of a negative PCR test, carried out remotely no more than 24 hours beforehand.

The certificate documenting a valid negative point of care antigen test (POCT), including a self-test, or a valid PCR test for infection by SARS-CoV-2 can be supplied in any one of the following ways:

- name of the test used,
- in all cases state the date/time of the test,
- state the name of the person tested
- and the name of the test centre or person tasked with carrying out and/or supervising the test.

The certificate of a point of care antigen test (POCT) carried out as a self-test may only be issued by an authorised qualified person. In the case of events running over several days a negative test result is to be presented daily. Testing/confirmation of testing or the presentation of a required certificate is to be documented on the attendance form by the event organiser in accordance with Item 4.3.

4.2.2 MOUTH-AND-NOSE COVERINGS



For the time being face coverings (at minimum surgical face masks) must be worn by everyone **in all enclosed spaces and halls on the grounds of Messe Berlin**. This applies in equal measure to exhibitors, stand construction companies, service providers, visitors and employees. Mouth-and-nose coverings must also be worn outdoors, waiting lines as well as in places where it is usually not possible to observe the minimum distancing rule of 1.5 metres. In cases in which it is technically or organisationally not feasible to implement protective measures, e.g. by reducing room occupancy, maintaining social distancing or erecting partitions, or where observing a minimum distance is not possible, medical face masks must be worn.

Mouth-and-nose coverings must be worn so that the mouth and nose are fully covered and no aerosols or droplets can be exhaled. Furthermore, care is to be taken that the material used impedes aerosols or droplets being dispersed. See also: the applicable definition of a mouth-nose-covering and medical mask as per § 1 (5) and § 1 (6) of the SARS-COV-2 Infection Protection Measures Ordinance.

4.2.3 CLEANING AND DISINFECTION MEASURES



A cleaning and hygiene plan forms part of the safety and hygiene concept for an individual event. In addition to the usual cleaning measures this must specify the following:

- The locations and number of (non-contact) hand sanitiser dispensers as well as the intervals for refilling and checking they are in working order
- Checking of sanitary facilities
- Intervals for cleaning and disinfecting potentially infectious surfaces (e.g. smooth table/counter surfaces, microphones, glass elements/protective measures) and/or areas where a heightened risk of infection may exist (e.g. door handles, toilets, ticket offices and other areas)
- If necessary, the creation of a highly visible "disinfection force" serving public health, with members identifiable by special clothing, whose sole responsibility is cleaning critical areas.

As a general rule disinfection is to take place by wiping down with disinfectant. Spraying disinfectant disperses aerosol droplets, the contents of which have a greater chance of entering the respiratory tract. Wiping disinfectant also achieves a higher level of disinfection than incomplete spraying of surfaces. Suitable gloves must be worn, e.g. household nitrile gloves.

Contact-free payment

We advise using cash-free payment methods (EC card, credit card, mailed invoices).

Utensils, equipment, presentation aids

Items such as pens, presentation charts, bottle openers etc. should if possible only be available to certain participants. General public use of these items is to be avoided. Frequently handled objects such as ATMs or microphones are to be disinfected each time after use.

Measures to improve air quality/minimise the aerosol load

All enclosed spaces must be adequately ventilated, for example by cross-ventilation. A regular full exchange of air is recommended.

Doors to enclosed spaces/passageways inside the event area must ideally be kept open to minimise the risk of infection from door handles. This does not apply to areas fitted with electronic closing devices.

During events optimum control of the ventilation in all enclosed spaces/halls, with the aim of providing an adequate air exchange rate (depending on outside conditions), is guaranteed by Messe Berlin's technical installations.

During construction/dismantling at events, if 50 or more persons are present at any one time in a hall, or depending on individual circumstances, a decision will be taken as to when and for how long (ventilation/air exchange rate) air-conditioning systems will be employed to assist ventilation.

Restaurants/catering areas

During the opening and equipping of restaurants and catering areas and during the periods in which catering is provided by exhibitors on the stands the guidelines issued by authorities [Infection Control Directive], the advice provided by DEHOGA, as well as the BGN document entitled Supplement to the risk assessment of the hospitality industry must be observed.

In accordance with the applicable official rules and infection safety recommendations, and on condition that restaurants and catering areas may be opened and that catering on the stands is permitted, if at all possible multiple food collection points are to be organised to avoid larger gatherings. If this is not feasible spatially, then only one collection point shall be permitted. Table and/or counter service and self-service points (e.g. coffee machines, takeaway buffets) are permitted subject to observance of the minimum distancing rules. Food and beverages may only be consumed at tables.

On no account shall it be permitted to serve food and drink to participants (visitors, exhibitors, service providers) not belonging to the event in question.

4.3 CONTACT TRACING



In order to be able to trace and localise possible infections and in compliance with the legal provisions, information must be collected on all participants by the guest event organiser. For contact tracing purposes this must take place either during ticket registration or at the latest upon admission. In addition to contact data (first and last name, telephone number, district or municipality of residence or place of fixed abode, full address or email address, attendance times, place/table numbers, if available), information must be stored on the exact **times of entry to and departure from** the event venue.

The organiser of the guest event must pass the data collected on to the relevant public health authority solely upon official request. The data must be processed in accordance with the legal data protection requirements.

In order to ensure that everyone benefits from greater personal safety Messe Berlin advises using the RKI's contact tracing app.

5. GENERAL SAFETY RULES AND PERSONAL RESPONSIBILITY



By acting responsibly on the basis of clear guidelines and by taking the applicable distancing and hygiene rules into account it is possible to ensure the safety of the participants in Messe Berlin guest events. The individual safety and hygiene concept to be provided by the guest event organiser shall also take the characteristics of the respective event into account, in order to cater for the individual needs and safety requirements of the event in question. All participants are also personally responsible for observing the safety and hygiene measures. For information purposes, general rules of conduct are to be communicated online in advance, as well as through information signs and messages broadcast in the halls.