



MESSE BERLIN

SAFETY AND

HYGIENE

CONCEPT

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

**VERSION FOR MESSE BERLIN EVENTS
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1. SITUATION AND PRELIMINARY REMARKS



This concept provides a framework for implementing safety and hygiene measures at Messe Berlin events. 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 novel coronavirus Covid-19 is contained. In Berlin Messe Berlin is bound by the provisions of the [SARS-Cov-2 Infection Control Directive](#).

Establishing a safety and hygiene concept for a specific event is a requirement, regardless of whether that event is held under **"3G" rules** (admission on condition of being vaccinated or having tested or recovered) or **"2G" rules** (vaccinated or recovered).

Please note that according to the current SARS-CoV-2 Infection Control Measures Ordinance, indoor events with more than 10 people present at the same time may only take place under "2G" rules respectively "2G-plus" rules. "2G-plus" rules means that in addition to the 2G status (admission only for vaccinated or recovered), a negative test result or a booster vaccination or proof of recent recovery or vaccination has to be presented. Children up to the age of 18 are exempt from this requirement. For children, it is sufficient to possess a negative test result. Outdoor events with up to 1,000 people present at the same time must take place under **"3G"** rules (optionally under **"2G"** rules). If the number of people exceeds 1,000, **"2G"** rules apply to outdoor events.

In addition to the social distancing rules issued by the Robert Koch Institute (RKI) important elements include operational and organisational safety and hygiene measures. This concept serves as a guideline for an individual assessment of the risks accompanying Messe Berlin in-house events. 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. Messe Berlin's Corporate Security department coordinates the key elements of the individual concepts for specific events 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.

Legal basis

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:
 - [Fourth version of the SARS-CoV-2 Infection Control Directive](#)
 - Brandenburg:
 - [Third ordinance on temporary containment measures due to the SARS-CoV-2 virus and COVID-19 in the State of Brandenburg \[SARS-CoV-2 Containment Ordinance - SARS-CoV-2-EindV\]](#)
- [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)
- [Hygiene framework concept for safe events \[congresses, B2B events etc.\] by VisitBerlin](#)
(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).

Data protection

All measures are drawn up subject to applicable data protection laws (specifically DSGVO and BDSG) and in coordination with the group's data protection officer.

3. OBJECTIVES



Objectives of Messe Berlin's safety and hygiene measures are

- to ensure the rules on minimum social distancing (1.5 m/**3G option**) and maximum attendance in respective areas are observed,
- to reduce extended periods of direct personal contact,
- to control entry flows and establish a signage system to avoid waiting lines,
- to minimise the risk of smear infection via surfaces and objects by shortening cleaning and disinfection intervals and
- to enable an adequate air exchange in enclosed spaces by means of a suitable ventilation system

in order to offer participants in Messe Berlin events the best possible protection against infection.

4. HOLDING EVENTS



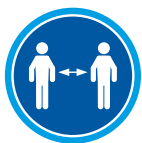
As the company operating the exhibition grounds Messe Berlin ensures that, when holding events, it makes every effort to pursue the objectives defined under Item 3. This concept is not an absolute formula for success and will evolve over time. It provides orientation and aims to form the basis for tailoring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

The measures listed here are specified and described in further detail in the safety and hygiene concepts for individual events. 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 will be put together for each 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 rules and responsibilities before and during an event.

Relevant staff will ensure the implementation and enforcement of these plans and measures. In the event of breaches of the applicable safety and hygiene rules Messe Berlin shall exercise its domiciliary rights. Messe Berlin also reserves the right to assert further rights.

Events organised under **"2G" rules** respectively **"2G-plus" rules** may only take place if, in accordance with the applicable provisions of Federal and State Laws on the Prevention of Infectious Diseases, all persons in attendance are either vaccinated or have recovered, or are legally exempt from these provisions. During the event, no persons may be present in the event area who are not considered to be recovered or vaccinated or for whom one of the legal exemptions does not apply.

4.1 MAINTAINING SOCIAL DISTANCING/LIMITING CONTACTS



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

At events organised under **"3G" rules** the seating and tables must be arranged so as to ensure persons are a minimum of 1.5 metres apart. If this is not possible, other safety measures must be undertaken to minimise the spread of contagious airborne particles to ensure adequate protection against infection.

These planning measures form the basis for maintaining social distancing rules. The rules on minimum distancing and limiting direct personal contact apply for the duration of the event, including 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 registration systems for access 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. At **events held under "2G-plus" rules** no fixed seating arrangement is required. When arranging seating and tables it is not necessary to keep them a minimum distance of 1.5 metres apart.

An assessment is to be made as to whether construction and dismantling **under "3G" rules** 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



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

For events under **"2G" rules**, proof of vaccination against or recovery from SARS-CoV-2 must be verified digitally and will be matched with a photo ID when access is gained to the event; printed QR codes can also be verified digitally. In cases where the requirements for a legal exception exist, the required evidence must be viewed and the identity of the person present must be verified by means of an official photo ID. For events under **"2G-plus" rules**, there is an additional obligation to provide evidence of negative testing. (For the requirements of the proof of negative testing, see the following explanation for 3G conditions). This additional testing requirement does not apply to individuals who have received booster vaccination or have recently recovered or been fully vaccinated.

At events held under **"3G" rules**, only persons are allowed to attend who have either tested negative or are exempted from testing (e.g. when participants are recovered or vaccinated).

The **2G, 2G-Plus and 3G-rules** expressly apply only to the official time period of the event, plus possible rehearsal days and handover days before the respective event start (with customer contact). For the set-up and dismantling times, the 3G obligation at the workplace currently applies.

If evidence of a negative test is required, this can be ensured by at least one of the following options (except in cases where only a PCR test is mandatory, in which case only option 4 applies):

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 and manufacturer of the Covid test,
- 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.

If a negative test certificate has been issued in an electronic form approved by the Berlin Senate (RKI contact tracing app), the requirement to provide the name and manufacturer of the Covid test, its location and the person conducting the test can be disregarded.

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. The test procedure / proof thereof, or of an exemption from testing, is to be documented by the organiser on the attendance form in accordance with Item 4.3 and the legal provisions.

4.2.2 MOUTH-AND-NOSE COVERINGS



At events held in all enclosed rooms it is obligatory to wear a **FFP2** mask (also at the fixed place).

This also applies to outdoor events with more than 1,000 people present at the same time. If the number of people is less than 1,000, a mouth-nose covering (at least in the quality of a medical face mask, so-called surgical mask) must be worn, but not at the fixed place. The obligation to wear a face mask also applies in places where the minimum distance of 1.5 meters cannot usually be maintained, e.g. in waiting areas.

Face 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. Please also refer to the applicable descriptions of a face covering and medical face mask as defined in the enclosure InfSchMV to the SARS-CoV-2 Infection Control Directive. Exceptions in accordance with § 2 (2) of the SARS-CoV-2 Infection Control Directive still apply.

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. The **"2G" rules** apply to restaurants and catering areas as well as for catering on stand areas.

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. Cleaning and disinfection must take place at frequent intervals.

At events under **"2G"** rules or **"2G-plus"** rules, no more than 10 people may be at a table. The minimum distance rule need not to be applied within this group of people. Food and beverages may only be consumed at the table. This also includes bar tables and bar counters.

4.3 REGISTRATION



For security reasons and to comply with the maximum number of persons required by law, all persons entering the event area must register in advance with their contact details. This is done either at the ticket registration or at the latest at the entrance.

5. GENERAL SAFETY RULES AND PERSONAL RESPONSIBILITY



Messe Berlin ensures that events are carried out safely and that the applicable rules are observed. With the infrastructure and organisations that it possesses it is sufficiently capable of safely carrying out events with the additional measures described in this concept, while complying with the relevant distancing and hygiene rules. The individual safety and hygiene concept 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.

In addition to the responsibilities of Messe Berlin, all participants are also personally responsible for observing the safety and hygiene measures. For information purposes, these measures together with additional general rules of conduct are to be communicated online ahead of an event as well as on information signs and by announcements made in the halls. The company's domiciliary rights by which all participants must abide ensure that these rules are implemented safely.