



Hygiene Framework Concept

Developed by the Senate Department for Economics, Energy and Public Enterprises for safe events in Berlin during the corona pandemic

in cooperation with *visitBerlin* Convention Partner and the [visitBerlin Berlin Convention Office](#)

On the basis of the SARS-CoV-2 Infection Protection Ordinance

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The following overview presents the basic hygiene framework concept for events and serves as guidelines for conducting a safe event during the current corona pandemic.

The Hygiene Framework Concept has been drafted by the Senate Department for Economics, Energy and Public Enterprises together with the *visitBerlin* Convention Partner in its role as a representative of the interests of Berlin's MICE sector and have been agreed with the Berlin Convention Office of *visitBerlin*.

In the legally binding **Ordinance on Measures Necessary to Stem the Spread of the Novel Coronavirus SARS-CoV-2 in Berlin**, the Berlin Senate establishes the framework under which MICE industry events and cultural, sports, and leisure events are possible in Berlin during the pandemic.

The Hygiene Framework Concept has been drafted in agreement with the Senate Department for Health, Long-Term Care and Gender Equality.

The Berlin event sector bears a responsibility for the guests visiting events and those working there. Therefore, these standards have been drafted together with experts for event security, health and safety at work, and representatives of agencies, meeting and event venues, services for technical and catering services and event organisers so that events can be conducted safely during the COVID-19 pandemic.

On the basis of these guidelines as well as the valid laws and regulations for the particular business sector, a hygiene concept is to be prepared for each event and its implementation monitored and assessed. At a minimum, the hygiene concept has to contain:

- Event description, also detailing the programme schedule, times and spaces
- General hygiene risk assessment
- Definition of admission requirements such as, e.g., negative point-of-care (PoC) antigen test for events / proof of completed vaccination with the second vaccination at least 14 days prior to the event
- Definition of measures
- Cleaning and disinfection plan
- Instructions on implementing the hygiene measures
- Definition of requisite briefings
- Ventilation concept for the specific venue

Any food and beverage services which may be provided for visitors are subject to the valid food service industry hygiene guidelines.

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1. General

1.1.	The event organiser is to ensure compliance with the hygiene regulations, the valid social distancing regulations and further SARS-CoV-2 (BMAS) health and safety standards for the entire duration of producing the event.
1.2.	People at a higher risk (www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html) of developing a severe illness from COVID-19 (respiratory illnesses) are advised not to participate in the event, especially if they do not have full vaccination protection.
1.3.	The event organiser and as a result all downstream trades and services are to inform visitors and the employees in question in writing and specifically on all the relevant protective measures taken which must be complied with by all those involved during the set up, implementing and dismantling phases of the event.
1.4.	In addition, the event organiser and as a result all downstream trades and services are to inform visitors and the employees in question in writing and specifically on the regulations and procedures in the case of a COVID-19 case occurring.
1.5.	At all neuralgic points of the event venue, information panels are to provide easily understandable and accessible details on the valid codes of conduct under the event's hygiene concept (entrances and exits, sanitary facilities, event area).
1.6.	The wording "simultaneously present" in the Containment Measures Ordinance refers to all persons present and includes both employees and visitors. The maximum number of persons specified in the Ordinance are to be adhered to. Deviations from the maximum numbers of persons may be permitted for events in closed rooms with mechanical ventilation and where these guidelines are implemented; for such cases, the maximum permitted numbers can be found in the Ordinance. Mechanical ventilation (permanently installed air-conditioning units or, alternatively, mobile ventilation systems with an external fresh air supply) has to provide the event rooms with the flow and volume of external fresh air required in the pandemic and systematically extract waste air from the space. See also 3.6 on adequate indoor ventilation.

1.7. Where applicable, the admission requirements for events as specified in the Sars-CoV-2 Infection Protection Measures Ordinance (negative test result of a current point-of-care (PoC) antigen test, proof of vaccination, proof of recovery from a corona infection) have to be met by all persons present.

Where admission to an event is only possible with a negative test result, the test must have been conducted within the last 24 hours. The test may be conducted on-site (a test station in or at the event location) or at a decentralised test centre. The certificate of a negative test result for a current point-of-care (PoC) antigen test, including self-tests or a PCR test for an infection with the coronavirus SARS-CoV-2, must include at least the date and time the test was carried out, the name of the person tested and the business/authority that carried out the test. The certificate should otherwise correspond to the template provided by the Senate Department responsible for health (<https://www.berlin.de/corona/media/downloads/>). A certificate for a PoC antigen self-test may only be issued by a person charged with doing so by the authority responsible. From 15 days after their final vaccination, visitors who have received all vaccination doses necessary for full protection against infection are no longer required to take a test. They must carry proof of their vaccinated status with them. Those who have recovered from a Covid-19 infection are similarly freed from the requirement to show a negative test. Persons are regarded as recovered when their positive PCR test was taken at least six months previously and one vaccination dose was administered at least 14 days previously or when the positive PCR test dates from at least 28 days ago but no more than six months ago.

2. Hygiene measures

2.1. Before the event starts, a cleaning and disinfection plan shall be prepared clearly identifying which areas are to be cleaned, how often, and the cleaning and disinfectant agents to be used. For multi-day events, cleaning and disinfection must be carried out at the end of each day of the event.

2.2. All hand contact surfaces must be disinfected prior to the start of the event (in particular, door handles, handles/grips, lift buttons and grips, table surfaces, etc.). Hand contact surfaces with intensive contact over the course of a day are to be disinfected repeatedly.

2.3. Floors must be cleaned on every working day; with large numbers of guests, the floors are to be cleaned additionally as required by the level of visible soiling. These surfaces do not require disinfection.

2.4. Before starting work, all employees must disinfect their hands. All visitors to the event must clean or disinfect their hands during the accreditation process.

2.5. For the entire duration of producing the event, clearly visible disinfectant dispensers must be installed at all the venue's entrances and exits and at neuralgic points.

2.6. The event personnel does have to wear a mask (mask of medical standard).

- 2.7. At events, participants are obliged to wear a medical mask, unless they are in their seat. Those acting contrary to these regulations can be required to leave the premises. Exceptions according to Infection Protection Ordinance remain unaffected. The event organiser is therefore recommended to provide sufficient suitable mouth and nose coverings for those visitors who do not bring their own.

3. Event venue / Use of space

- 3.1. In or at the event location, distancing definitions and controls are differentiated for the following areas:

- **Event / social areas**
- **Traffic areas**
- **Special areas**

Where possible, the event venue is to be subdivided into areas/zones/rooms to ensure the controlled distribution of visitors. In applying this model, overcrowded areas, queues and a high density of visitors are to be avoided. Here, advance capacity planning can provide a helpful support (for instance, with advance registration for individual presentations or talks).

- 3.2. **Event / social areas** = areas where visitors may remain for longer periods and so a risk of longer-term personal contact must be assumed, i.e., areas for events and presentations, catering, accreditation, cloakrooms, and sanitary facilities. In these areas, the requisite measures are to be taken to ensure the minimum distance of 150 cm between those present is maintained and, to the greatest possible extent, the maximum number of persons for the particular area is not exceeded.

Seating plans in event areas are to include setting the required distances between seated participants and the width of aisles. Providing all visitors present have been tested for the coronavirus SARS-CoV-2 and returned a negative result (see 1.7), deviations are permissible in the minimum distance between seating and the arrangement of tables.

In areas where queues can form (e.g. access to event or catering stations), stewards or security personnel and/or signage (e.g., floor markings, belt barriers) are to ensure the prescribed minimum distance is maintained as far as possible.

The access to sanitary facilities must be controlled by personnel and/or signage (e.g., floor markings, belt barriers) to ensure the prescribed minimum distance is ensured as far as possible. Where possible, the number of toilet stalls, urinals and washbasins must be divided to ensure the prescribed minimum distance is maintained.

- 3.3. **Traffic areas** = areas of an event venue where visitors move to and from the various programme points and sections, e.g., corridors, stairs, and emergency escape routes. In these areas, the event organiser shall require visitors to observe the distancing and hygiene recommendations of the Robert Koch Institute (RKI) generally valid at the time of the event.

3.4.	<p>Special areas = entrance, admission, accreditation, cloakroom, waiting areas, test stations for point-of-care (PoC) rapid antigen tests, areas for smokers. Additional measures are required here to ensure a minimum distance of 150 cm is maintained at all times. Such measures include access flow management by security guards and stewards and/or the requisite 'technical' equipment (floor markings, room partitions, automated gate systems or other pedestrian flow systems to control access, signal light systems, etc.).</p>
3.5.	<p>As far as possible given the available space, the event moderators and performers (artists, musicians, talk show guests, etc.) must be assigned separate and marked dressing rooms/spaces.</p>
3.6.	<p>Events are to take place in spaces where adequate ventilation is ensured. The aim is to exchange the room air and provide a continual and defined supply of fresh air to the event spaces and rooms, including production offices, catering areas, sanitary facilities, etc. Existing ventilation/air conditioning systems are to be operated where possible with fresh air and circulating air is to be avoided.</p> <p>Event rooms without air conditioning or ventilation systems are to regulate the supply of fresh air via windows, skylights, smoke dampers, and doors, etc. The spaces are to be aired at least 45 minutes before the event begins / the rooms are opened, and airing should continue where possible until the end of the event / the opening hours for visitors. At least once an hour, spaces are to be thoroughly aired for at least ten minutes by cross ventilation / intensive airing by opening the windows, skylights, smoke dampers, doors, etc. as wide as possible.</p> <p>These measures vary depending on the technical and spatial conditions in the particular event spaces and rooms. A concrete ventilation and airing plan is to be drafted which is adapted for the particular venue and takes into account the pertinent recommendations, opinions, and statements. (Statement by the Indoor Air Hygiene Commission (IRK) of the Federal Environment Agency: https://www.umweltbundesamt.de/sites/default/files/medien/2546/dokumente/irk_stellungnahme_lueften_sars-cov-2_0.pdf, Recommendations of the Federal Institute for Occupational Safety and Health (BAUA): https://www.baua.de/DE/Angebote/Publikationen/Fokus/Lueftung.html).</p> <p>.</p> <p>The time for airing the rooms and spaces can also be utilised in parallel as breaks for attendees.</p> <p>A record of ventilation and airing is to be put in place which details, documents, and monitors the times of such regular airing, and includes at least the following data: date, time, and name of person responsible for airing the room(s) and space(s).</p>
3.7.	<p>Avoid whirling up air that has been breathed since this may include aerosolized particles.</p>

4. Visitor management

4.1.	Where possible, participant invitations/confirmations should be organised via digital/electronic means to allow contactless access to the event (using personalised tickets/IDs with QR codes/barcodes/RFID).
4.2.	<p>In advance, the event organiser is to document all visitors by listing their contact data (1. First and last name, 2. Telephone number, 3. The district or municipality where domiciled or permanently resident, 4. Full address and email address, 5. Time and duration the person is present, 6. Tests taken, where this is on-site testing, and 7. Seat or table number, if available (can be dispensed with when using digital applications)) to allow possible chains of infections to be later traced and contained. The existing data from the ticket booking can be used, if necessary supplemented by other necessary data. In the case of a justified need, the data shall be provided exclusively to the public health authorities. Consent for the storage of such data is to be obtained from each person (in accordance with the General Data Protection Regulation (GDPR)).</p> <p>The contact data can be collected using digital means (apps).</p>
4.3.	For larger numbers of guests, the option of providing individual admission times should be considered to avoid larger queues in the entrance area (time slot tickets similar to museum admission systems).

5. Arrivals and departures

5.1.	Where applicable, the currently valid entry restrictions for people from abroad need to be taken into account.
5.2.	At present, the recommended mode of travelling to the event venue is by private transport – the event organiser waives the requirement of group transport and provides information in advance of the event on the valid travel regulations (rail services, flights, public transport in Berlin).
5.3.	Taxi companies ought to be informed about the event in advance and given details of the expected number of visitors.
5.4.	When using shuttle buses, the number of guests must not exceed the maximum allowed (hygiene concepts of the transport companies) and the valid minimum distances must be maintained.
5.5.	In general, the arrival of visitors must be planned to be staggered as far as it is feasible – where possible with waiting areas provided in front of the event venue with floor markings and/or, bands, barrier tapes, etc. to ensure compliance with the currently valid distancing requirements.

6. Entrances / exits

6.1.	As part of the entrance and exit controls, steps must be taken to ensure the maximum density of people in any particular area is never exceeded for any longer than a brief period of time. The area does not necessarily have to be monitored by stewards or security staff, providing a means of limiting access to the area can be guaranteed at the requisite times. Unauthorised persons or those not tested, with a positive test result, or without accreditation, are not allowed to enter the event premises.
6.2.	Where possible, separate entrances and exits should be provided and should be adequately signed.
6.3.	Suitable measures are to be implemented to ensure the flow of visitors at entrances and exits comply with the required distances (floor markings, room partitions, automated gate or other pedestrian flow control systems, signal light systems, pull principle). The traffic paths are to be defined and marked to steer the flow of visitors smoothly (one-way system where possible, distance markers or spacers). Flows of people in opposite directions are to be avoided.
6.4.	Sufficient space for queues is to be provided in the event areas and methods of controlled access set up (e.g., controls by stewards or security personnel). Wearing a medical mask is mandatory for those waiting in queues.
6.5.	Persons with symptoms may not enter the event venue. If a person inside the event venue should develop symptoms, the affected person(s) must leave the venue. This applies equally to persons who have tested negative, are fully vaccinated, or have recovered from a Covid-19 infection.
6.6.	Persons who have tested positive may not enter the event venue. Anyone with a positive result from an on-site test must, following the rules on hygiene, face coverings, and social distancing, place themselves in quarantine immediately, inform the responsible public health office and register with a doctor for a PCR test.
6.7.	When planning exits, it may be necessary to include other doors or emergency exits in the process of controlling visitor flows (including stewards or security staff at those exits).

7. Check-in (accreditation, testing, ticket checks, cloakroom)

7.1.	Ticket or entry controls must be contactless and electronic. In the case of late registrations at the venue during the course of accreditation, the event organiser must also record the private contact data of these visitors (see 4.2.). Here too, consent for the storage of such data is to be obtained from each person (in accordance with the General Data Protection Regulation (GDPR)).
7.2.	For on-site testing, the event organiser has to establish, separately from the event areas, a space where tests can be conducted. If necessary, a waiting area also needs to be set up.

7.3.	Ideally, participants are provided with cloakroom tokens in a contactless form (e.g. digital cloakroom tokens). Alternatively, disposable paper tokens can be used. The required minimum distances must be maintained from and by the cloakroom and accreditation personnel and/or they are to be provided with the requisite protective equipment (see 7.5.).
7.4.	The number of cloakroom personnel is to reflect the floor area and is based on the valid social distancing regulations. Where this is not possible, a cloakroom service cannot be provided.
7.5.	The following protective equipment is to be provided for all those working in the accreditation, ticket control, and cloakroom areas: mask of medical standard and a higher frequency of regular hand disinfection.

8. Production

8.1.	To facilitate the tracing of possible chains of infection, all the trades and services and their employees are to be electronically documented. All the relevant private data (see 4.2.) shall be recorded/ documented and, in the case of a justified need, this data shall subsequently be provided exclusively to the public health authorities (in compliance with data privacy provisions). Here too, consent for the storage of such data is to be obtained from each person (in accordance with the General Data Protection Regulation (GDPR)).
8.2.	To reduce the number of those working inside the event venue at the same time, tasks are already to be staggered in the set-up and dismantling phases and smaller working groups established with areas and operations for fixed defined times.
8.3.	Accreditation for the production area shall be solely granted to those persons whose workplace is directly located there. The issuing point for work passes is to be located in a spatially separate/protected area.
8.4.	After registration, each employee (bundled in the smallest group possible for the organisation of this operation) shall receive an induction – written + visual (accessible) – on the prescribed hygiene measures at the event venue, the codes of conduct, responsibilities and contact partners.

9. Technical equipment

9.1.	The set-up/dismantling of technical equipment and in particular the arrangement of the work places (control room, followspots, etc.) shall be positioned to comply, as far as possible, with the valid distancing regulations.
9.2.	If the control room is too small to comply with the valid distancing regulations, protective shields are to be installed. Work spaces opposite each other are to be arranged in an offset pattern.

9.3.	Only those persons directly involved in working in the production areas shall be admitted during rehearsals and the event itself.
9.4.	Personal items, tools, PPE, radio devices, etc. are to be personalised and not passed on to third parties.

10. Event schedule / Programme planning

10.1.	In planning the programme design and sequence of events, close contact should be reduced as far as possible (podium, stage artists, etc.). On show stages and other presentation areas, the layouts, seating plans, aisles, etc. have to be planned as far as possible with sufficient distances. The obligation to wear a mask may be waived on the stage / podium where a minimum distance of 150cm between the persons involved is guaranteed at all times. Floor markings or fixed chairs are recommended to ensure the distance is maintained.
10.2.	Interaction between/with visitors is only possible under the very strict conditions described in the individual hygiene concepts. The main focus must be on presenting rather than interactive involvement. The displays and devices necessary for demonstrating equipment are to be cleaned and disinfected after each use. The currently valid regulations on social distancing must be applied at stands (merchandise, sponsors, etc.) as well as at showcase events, attractions, and so on.
10.3.	Organisers have to ensure that visitors are also informed about the hygiene and protection measures even during the event (if appropriate, via announcements).
10.4.	Singing together is only permitted in closed rooms if the standards detailed in the Department for Culture's Hygiene Framework Concept are adhered to. The Framework Concept is available online at https://www.berlin.de/sen/kulteu/aktuelles/corona/ . Dance events in closed rooms are not permitted.

11. Catering

11.1.	Measures should be taken to prevent an excessive consumption of alcohol, since this may lead to breaking the regulations on social distancing. Anyone who is clearly drunk should be warned and, if necessary, escorted from the premises.
11.2.	Self-service buffets are permitted providing measures are taken to ensure the guests comply with the required minimum distance to one another and wear a mask of medical standard when not seated at a table. When offering food and beverages, care is to be taken that groups do not form. In addition, the valid distancing regulations are to be observed (floor markings).
11.3.	To accelerate the serving of food and beverages, these are to be labelled clearly and legibly. Where appropriate, provision should be made for cashless payments.

11.4.	To avoid the excessive density of guests and staff at a single location, decentralized serving points shall be planned and set up (the maximum number of people allowed in the catering area is to be determined in advance). Alternatively, food and beverages may be provided in sealed packaging and placed on the chairs/tables in the event area.
11.5.	Where possible, dishwashers set at a temperature of 60° Celsius should be used for the rinse cycles for used glasses, cutlery and dishes. At lower temperature, an appropriate surface-acting agent / detergent are to be used. These requirements may also be met with careful cleaning using the 'two sink method' (and the use of gloves). During transport and storage, suitable packing must be employed to exclude the possibility of contamination.
11.6.	The following protective equipment is to be provided for all those working in the catering services: mask of medical standard, and a higher frequency of regular hand disinfection.
11.7.	All catering area employees must be regularly instructed on all the necessary additional hygiene measures. Regular handwashing and disinfection must be planned and coordinated
11.8.	On a needs basis, crew catering for all trades and service providers is to follow a planned staggered schedule for the available/envisaged areas.

12. Stewards and security personnel

12.1.	Stewards and security personnel are to supervise compliance with the valid social distancing regulations and the obligation to wear a mask of medical standard, and prevent (if necessary, by additional mobile patrols) the formation of queues of people, and disperse larger groups if they should form in the waiting areas, in the breaks, in front of the sanitary facilities, and in/at the catering facilities.
12.2.	Where possible the security processes and procedures for admission are to be changed to contactless checks (body scanners / metal detectors).
12.3.	Access to all areas/zones/rooms is to be checked by stewards and security staff. Where necessary, ushers are to assist in controlling the flow of guests taking or leaving their seats in seating areas.
12.4.	For the entire duration of the production of the event, stewards and security personnel are to ensure that no unauthorized person can enter the event premises.
12.5.	Should a bag check be required, sufficiently large spaces are to be provided with separate pedestrian flow systems to control access.
12.6.	The actual checking process has to be spatially/temporally staggered. The guests are to empty their bags themselves. The security personnel shall conduct a visual check. Guests are responsible for repacking the objects after the check and to hand in objects/bags for safekeeping.
12.7.	The following protective equipment is to be provided for all those working as stewards or security staff: mask of medical standard, disposable gloves, and a higher frequency of regular hand disinfection.



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