



Figure 1: Logo of the Senate Department for Economics, Energy and Public Enterprises with the Berlin Bear

# 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 e.V. and the [\*visitBerlin\* Berlin Convention Office](#)

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

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The Hygiene Framework Concept presents the basic hygiene and protection measures for events and serves as a guideline for safe events in Berlin during the 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 has been agreed with the Berlin Convention Office of visitBerlin.

In the legally binding **Ordinance on Measures Required to Protect the Population from Infections with the SARS-CoV-2 Coronavirus (Infection Protection Measures Ordinance)**, the Berlin Senate sets the framework for possible MICE industry events and cultural, sports, and leisure events 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. Those responsible are to ensure the measures detailed in the hygiene and protection concept are adhered to. These guidelines have been drafted together with experts for event security, occupational health and safety, and representatives of agencies, meeting and event venues, services for technical and catering services and event organisers so that, by adhering to these standards, events can be conducted safely during the COVID-19 pandemic.

On the basis of this Hygiene Framework Concept as well as the pertinent laws and regulations applicable to each particular business, a hygiene protocol is to be prepared for each event and its implementation monitored and assessed. As a minimum, the hygiene protocol has to contain:

- Event description, also detailing the program schedule, times and spaces
- General hygiene risk assessment
- Definition of admission requirements such as, e.g., 2G rules or 3G rules
- Definition of measures
- Cleaning and disinfection protocol
- Instructions on implementing the hygiene measures
- Definition of requisite briefings
- Ventilation concept for the specific venue

**Maximum numbers of persons at events under the currently valid regulations (Fourth SARS-CoV-2 Infection Protection Measures Ordinance)**

| G-Rule   | <b>2G</b>       | <b>3G</b>  | <b>0G</b> |
|----------|-----------------|------------|-----------|
| Indoors  | Over 20 to 2500 | Under 20   | -         |
| Outdoors | Under 5000      | Under 1000 | Under 100 |

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

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## 1. General

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| 1.1 | <p>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.</p>  |
| 1.2 | <p>Where applicable, the admission requirements for events as specified in the Sars-CoV-2 Infection Protection Measures Ordinance are to be complied with:</p> <p><b>3G Rule:</b> Negative test result of a current (within the previous 24 hours) point-of-care (PoC) antigen test or PCR test (within the previous 48 hours), proof of vaccination or recovered status.</p> <p>Where admission to an event is only possible with a negative test result, the POC antigen test must be conducted within the 24 hours prior to the end of the event (or 48 hours for a PCR test). Under some circumstances, given that visitors may spend many more hours at an event in this sector than in other branches, the test may have been conducted more than 24 hours before the end of the event. Hence, the event organisers may, if they so wish, require a negative result from a same-day test. The test may be conducted on-site (a test station in or at the event location) or at a decentralised test center. A certified negative test result from a current point-of-care (PoC) antigen test, including on-site self-tests supervised by the organiser, 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 test and its manufacturer as well as the person tested and the business/authority which conducted or supervised the test. The certificate should otherwise correspond to the template provided by the Senate Department responsible for health (<a href="https://www.berlin.de/corona/media/downloads/">https://www.berlin.de/corona/media/downloads/</a>). A certificate for on-site PoC antigen self-test at the event may only be issued by a person instructed to do so by the organiser or 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 dates from 28 days up to a maximum of six months previously.</p> |
| 1.3 | <p><b>2G rules:</b> The 2G rules require certain events and similar activities to limit admission solely to those who are vaccinated or recovered.</p> <p>The 2G rules stipulate:</p> <ul style="list-style-type: none"><li>▪ A digitally verifiable proof of vaccination against or recovery from SARS-CoV-2 - for instance, via the Federal Government's Corona Warn App or the Robert Koch Institute's CovPass app. Printed QR codes can also be verified digital. This requirement does not apply where those vaccinated in a third country outside the European Union have a vaccination certificate for a vaccine recognized by the EU. At the time of entry, the digitally verifiable proofs must be digitally verified and checked against an official photo ID.</li></ul>  |

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|     | <ul style="list-style-type: none"> <li>■ Wearing face masks remains compulsory, though the social distancing regulations can be waived. Should it be impossible to enforce the mandatory wearing of face masks, event organisers can either choose to impose social distancing or require a negative test result. Where organisers opt for a mandatory negative test, social distancing may be waived. Persons unable to be vaccinated against Covid-19 for medical reasons who have a physician’s certificate to prove their status may take part in 2G events and be admitted to and use 2G facilities providing they can present a negative PCR test taken no more than 48 hours previously.</li> <li>■ Children under 18 may be admitted to 2G events and 2G facilities providing they can present proof of a negative test; this must be either a negative rapid antigen test conducted a maximum of 24 hours prior to the end of the event, or a PCR test conducted a maximum of 48 hours prior to the end of the event.</li> <li>■ Children under the age of six do not have to take a mandatory test; this exception applies equally to school pupils regularly tested in order to attend school (proof here could be e.g. a school student ID card, but this does not apply during school vacations, as there is no regular testing during this time). Children over 6 years old are similarly exempt from mandatory testing where they are tested regularly in order to attend day care facilities.</li> </ul> <p>Those responsible must provide information, in an appropriate manner, on the applicability of the 2G rules.</p> <p>The personnel must be vaccinated, recovered or tested a maximum of 24 hours previously.</p> |
| 1.4 | The event organiser and as a result all trades and services are to inform in advance 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 event set up, implementation and dismantling phases.  |
| 1.5 | In addition, the event organiser and as a result all trades and services are to inform in advance visitors and the employees in question in writing and provide specific details of the regulations and procedures in the case of a COVID-19 case occurring.   |
| 1.6 | 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 protocol (entrances and exits, sanitary facilities, event area).  |
| 1.7 | <p>The Infection Protection Measures Ordinance phrase ‘persons present at the same time’ refers to all persons present including employees and visitors equally. The maximum number of persons specified in the Ordinance is to be observed.</p> <p>Deviations from the maximum numbers of persons may be permitted for events in closed rooms with mechanical ventilation and where these guidelines are implemented; in such cases, the maximum permitted numbers can be found in the Ordinance. Mechanical ventilation (permanently installed air-</p>  |

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|  | 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. |
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## 2. Hygiene measures

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| 2.1 | Before the event starts, a cleaning and disinfection protocol 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 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 | Event personnel are required to wear a mask of a medical standard.   |
| 2.7 | At events participants are obliged to wear a medical mask unless they are in their seats. Those acting contrary to these regulations can be required to leave the premises. Exceptions under Section 2, Para. 2 of the Infection Protection Measures Ordinance remain unaffected. Event organisers are accordingly recommended to ensure sufficient and suitable face masks are available for those attendees who do not have such a mask with them. |

## 3. Event venue / Use of space

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| 3.1 | <p>In or at the event location, the definition of social distancing and controls are differentiated for the following areas:</p> <ul style="list-style-type: none"> <li>▪ <b>Event / social areas</b></li> <li>▪ <b>Traffic areas</b></li> <li>▪ <b>Special areas</b></li> </ul> <p>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).</p> |
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| <p><b>3.2</b></p> | <p><b>3G: Event / social areas</b> = 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 and cloakrooms, as well as waiting areas and sanitary facilities. In these areas, the requisite measures are to be taken to ensure the minimum distance of 150 cm between visitors is maintained and the maximum number of persons for the particular area is not exceeded.</p> <p>Seating plans in event areas are to include setting the required distances between seated participants and the width of aisles. Since all attendees present have tested negative for the coronavirus SARS-CoV-2 (see 1.2), deviations are permissible in the minimum distance between seating and the arrangement of tables.</p> <p>In areas where queues can form (e.g. access to event areas, waiting areas 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.</p> <p>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.</p> <p><b>2G:</b> For events under 2G rules, visitors are no longer required to keep to the mandatory distance once the stipulated checks have been carried out. On this, also see 1.3 which explains the 2G rules in more detail.</p> |
| <p><b>3.3</b></p> | <p><b>3G: Traffic areas</b> = 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 Robert Koch Institute (RKI) distancing and hygiene recommendations generally valid at the time of the event.</p> <p><b>2G:</b> For events under 2G rules, visitors are no longer required to keep to the mandatory distance once the stipulated checks have been carried out. On this, also see 1.3</p>   |
| <p><b>3.4</b></p> | <p><b>3G: Special areas</b> = entrance, admission, accreditation, cloakroom and waiting areas, test stations for point-of-care (PoC) rapid antigen tests, areas for smokers. Additional measures are required here to ensure the mandatory 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> <p><b>2G:</b> Social distancing rules apply until the requisite proofs of vaccination or recovery have been checked or until admission. For events under 2G rules, visitors are no longer required to keep to the mandatory distance once the stipulated checks have been carried out. On this, also see 1.3.</p>  |

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| 3.5 | 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.   |
| 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 event rooms are opened, and airing should continue where possible until the end of the event / the opening hours. 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.<br/>(Statement by the Indoor Air Hygiene Commission (IRK) of the Federal Environment Agency can be reached via the following link:<br/><a href="https://www.umweltbundesamt.de/sites/default/files/medien/2546/dokumente/irk_stellungnahme_lueften_sars-cov-2_0.pdf">https://www.umweltbundesamt.de/sites/default/files/medien/2546/dokumente/irk_stellungnahme_lueften_sars-cov-2_0.pdf</a></p> <p>Recommendations by the Federal Institute for Occupational Health and Safety (BAUA) can be reached via the following link: <a href="https://www.baua.de/DE/Angebote/Publikationen/Fokus/Lueftung.html">https://www.baua.de/DE/Angebote/Publikationen/Fokus/Lueftung.html</a></p> <p>The time for airing the rooms and spaces can also be utilised in parallel as breaks for attendees. A ventilation and airing protocol is to be put in place to determine the times of such regular airing, and document and monitor them. The protocol must include at least the following data: date, time, and name of person responsible for airing the room(s) and space(s).</p> |
| 3.7 | Avoid whirling up air that has been breathed since this may include aerosolized particles.   |

## 4. Visitor management

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| 4.1 | Where possible, participant invitations/confirmations should be organised via digital/electronic means to allow contactless access to the event (personalised tickets / IDs with QR codes / barcodes / RFID). |
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| 4.2 | <p>To enable possible chains of infections to be later traced and contained, the event organiser shall document all visitors accordingly in advance with their private contact data: 1. First and last name, 2. Telephone number, 3. The district or municipality where domiciled or permanently resident (can be dispensed with when using digital applications), 4. Full address and email address if available, 5. Time and duration the person is present, 6. Seat or table number, if available (can be dispensed with when using digital applications). 7. Tests are to be conducted or test certificates/vaccination proofs checked at the point of admission. Documentation can be waived if the proofs are provided electronically.</p> <p>The existing data from the ticket booking can be used, as appropriate 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 | <p>For larger numbers of guests, the option of providing individual admission times should be considered to avoid larger queues in the entrance, waiting and test areas (time slot tickets similar to museum admission systems).</p>   |

## 5. Arrivals and departures

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| 5.1 | <p>Where applicable, the currently valid entry restrictions need to be taken into account for people arriving from other countries or within Germany from risk, high incidence, and Covid-19 mutation regions.</p>  |
| 5.2 | <p>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).</p> |
| 5.3 | <p>Taxi companies ought to be informed about the event in advance and given details of the expected number of visitors.</p>   |
| 5.4 | <p>When using shuttle buses, the number of guests must not exceed the maximum allowed (hygiene protocols of the transport companies) and the valid minimum distances must be maintained.</p>  |
| 5.5 | <p>In general, the arrival of visitors must be planned to be staggered as far as 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.</p> |

## 6. Entrances / exits

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| <p><b>6.1</b></p> | <p><b>3G:</b> 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 all times. Unauthorised persons or those not tested, with a positive test result, or without accreditation, are not allowed to enter the event premises.</p> <p><b>2G:</b> In accordance with the particular current version of the SARS-CoV-2 Infection Protection Measures Ordinance, only those vaccinated against or recovered from a Covid-19 infection are to be admitted.</p> <p>Exceptions: A negative test result for:</p> <ul style="list-style-type: none"> <li>▪ Children under 18. Children under the age of six do not have to take a mandatory test. This exception applies equally to school pupils regularly tested in order to attend school (proof here could be e.g. a school student ID card, this does not apply during school vacations. During the vacation period, regular test proof must be provided). Children over 6 years old are similarly exempted from a mandatory test providing they are tested regularly in order to attend day care facilities.</li> <li>▪ Persons unable to be vaccinated against Covid-19 for medical reasons with a physician's certificate as proof of their status; in such cases, the individuals in question are required to show a negative result from a PCR test conducted less than 48 hours previously.</li> </ul> |
| <p><b>6.2</b></p> | <p>Where possible, separate entrances and exits should be provided to the event venue and should be adequately signed.</p>  |
| <p><b>6.3</b></p> | <p>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, etc.). The traffic paths are to be defined and marked to steer the flow of visitors smoothly (one-way system where possible, distance markers, spacers). Flows of people in opposite directions are to be avoided.</p>   |
| <p><b>6.4</b></p> | <p><b>3G:</b> 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 face mask is mandatory for those waiting in queues.</p> <p><b>2G:</b> For events under 2G rules, once the stipulated checks have been carried out, visitors are no longer required to keep to the mandatory distance. On this, also see 1.3.</p>   |
| <p><b>6.5</b></p> | <p>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.</p>   |

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| 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 deploying stewards or security staff at those exits).  |

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

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| 7.1 | Ticket or entry controls must be contactless and electronic. In the case of late registrations at the venue, the event organiser must also record the private contact data of these visitors during the course of accreditation (see 4.2.). Here too, consent for the storage of such data is to be obtained (in accordance with the General Data Protection Regulation (GDPR)).  |
| 7.2 | <p><b>3G:</b> Where on-site testing is provided, the event organiser has to establish a space separate from the event areas where tests can be conducted. If necessary, a waiting area also needs to be set up.</p> <p><b>2G:</b> On-site testing is only admissible for particular groups of people:</p> <ul style="list-style-type: none"> <li>▪ PoC tests for children under 18.</li> <li>▪ Persons unable to be vaccinated against Covid-19 for medical reasons with a physician's certificate as proof may take a PCR test on site.</li> </ul> |
| 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 provided with the requisite protective equipment as specified in 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: masks of medical standard and a higher frequency of regular hand disinfection.  |

## 8. Production

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| 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 personal 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 (in accordance with the General Data Protection Regulation (GDPR)). |
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| 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 | Production area accreditation shall be solely granted to those whose work place 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

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| 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 social 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

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| 10.1 | <p><b>3G:</b> In planning the programme design and sequence of events, close contact must 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 face mask can be waived on the stage/podium where a minimum distance of 150 cm between the persons involved can be guaranteed at all times. Floor markings or fixed chairs are recommended to ensure the distance is maintained.</p> <p><b>2G:</b> The social distancing regulations can be waived. On this, also see 1.3.</p>        |
| 10.2 | <p><b>3G:</b> Interaction between/with visitors is only possible under the very strict conditions described in the individual hygiene protocols. 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.</p> <p><b>2G:</b> Interaction with the audience or with visitors is permitted. On the rules for maintaining social distance at 2G events, also see 1.3.</p> |

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| <b>10.3</b> | Organisers have to ensure that visitors are also informed about the hygiene and protection measures even during the event (if appropriate via signage, announcements).  |
| <b>10.4</b> | <p><b>3G:</b> 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 <a href="https://www.berlin.de/sen/kulteu/aktuelles/corona/">https://www.berlin.de/sen/kulteu/aktuelles/corona/</a>. Dance events in closed rooms are not permitted.</p> <p><b>2G:</b> The regulations on social distancing can be waived. Dance events in closed rooms are not permitted. Dancing is permitted outdoors following 2G rules. Singing together in closed rooms is generally permitted.</p> |

## 11. Catering

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| <b>11.1</b> | Measures should be taken to prevent an excessive consumption of alcohol, since this may lead to breaking the rules on social distancing. Anyone who is clearly drunk should be warned and, if necessary, escorted from the premises.   |
| <b>11.2</b> | Food and beverage services which may be provided for visitors are subject to the applicable guidelines on hygiene in the food service industry. Catering services indoors are only permitted under the 2G rules. Outdoor catering services are not subject to the 2G rules.  |
| <b>11.3</b> | <p>In addition to self-service buffets, it is also possible to provide seated meals (in closed spaces) with table service.</p> <p>Finger food and a standing buffet is similarly allowed for the consumption of food and beverages providing this is held under 2G rules and the food is consumed at tables. Standing tables and counters are also considered tables.</p> <p>Where events are not under the 2G rules, food and drink may also only be consumed in catering areas outdoors at tables, which by definition includes both standing tables and counters. Under 2G rules, food may also be consumed away from the tables.</p> |
| <b>11.4</b> | 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.  |
| <b>11.5</b> | Where possible, used glasses, cutlery and dishes should be washed in dishwashers with the rinse cycle set at a temperature of 60° Celsius. At lower temperatures, the appropriate surface-acting agents / detergents are to be used. These requirements may also be met with careful cleaning with the 'two sink method' (and the use of gloves). During transport and storage, suitable packing must be employed to exclude the possibility of contamination.   |
| <b>11.6</b> | The following protective equipment is to be provided for all those working in the catering services: masks of medical standard and a higher frequency of regular hand disinfection.  |
| <b>11.7</b> | All catering area personnel must be regularly instructed on all the necessary additional hygiene measures. Regular handwashing and disinfection must be planned and coordinated.   |

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| <b>11.8</b> | On a needs basis, the catering crews of all service providers are to follow a planned staggered schedule for the available/envisaged areas. |
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## 12. Stewards and security staff

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| <b>12.1</b> | <p><b>3G:</b> Stewards and security personnel shall supervise compliance with the valid social distancing regulations and the obligation to wear a medical-quality face mask 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.</p> <p><b>2G:</b> In the areas under 2G rules, once the stipulated checks have been carried out, the regulations on social distancing may be waived. On this, also see 1.3.</p> |
| <b>12.2</b> | Where possible the security processes and procedures for admission are to be changed to contactless checks (body scanners / metal detectors).  |
| <b>12.3</b> | 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.   |
| <b>12.4</b> | 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.  |
| <b>12.5</b> | Should a bag check be required, sufficiently large spaces are to be provided with separate pedestrian flow systems to control access.  |
| <b>12.6</b> | 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 or handing in the objects/bags for safekeeping.   |
| <b>12.7</b> | The following protective equipment is to be provided for all those working as stewards or security staff: medical-quality masks and a higher frequency of regular hand disinfection.   |



*Figure 2: Logo of the Senate Department for Economics, Energy and Public Enterprises with the Berlin Bear*

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