



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

Hygiene Recommendation

**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](#)**

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The Hygiene Recommendation 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 Recommendation 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.

The Berlin event sector bears a responsibility for the guests visiting events and those working there. Those responsible are urged to comply with the measures set out in the recommendations. Additional access restrictions based on existing house rights remain possible. In particular, any prohibition of arbitrariness, Section 19 of the General Equal Treatment Act and Article 9 (1) of the General Data Protection Regulation must be observed. 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.

Any food and beverage service which may be provided for visitors are subject to the Hygiene Recommendation in the food service industry.

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1. General

1.1	The event organiser should ensure compliance with the hygiene regulations and further SARS-CoV-2 (BMAS) health and safety standards for the entire duration of producing the event.
1.2	The event organizer, and thus all trades and services, should inform visitors and affected employees in advance, in writing and specifically, of all protective measures that have been taken and that must be observed by all those involved during the event set up, implementation and dismantling phases.
1.3	In addition, the event organiser and as a result all trades and services should inform in advance visitors and the employees in writing and provide specific details of the regulations and procedures in the case of a COVID-19 case occurring.
1.4	At all neuralgic points of the event venue, information panels should 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).

2. Hygiene measures

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 should be carried out at the end of each day of the event.
2.2	All hand contact surfaces should 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 should be disinfected repeatedly.
2.3	Floors should 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 should be installed at all the venue's entrances and exits and at neuralgic points.
2.6	Event organisers are recommended to ensure sufficient and suitable face masks are available for those attendees who do not have a mask with them.

3. Event venue / Use of space

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"> ▪ Event / social areas ▪ Traffic areas ▪ Special areas <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>
3.2	<p>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 and cloakrooms, as well as waiting areas and sanitary facilities.</p>
3.3	<p>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.</p>
3.4	<p>Special areas = entrance, admission, accreditation, cloakroom and waiting areas, if necessary test stations for point-of-care (PoC) rapid antigen tests, areas for smokers.</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 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. The relevant recommendations and opinions shall be taken into account. (Statement by the Indoor Air Hygiene Commission (IRK) of the Federal Environment Agency can be reached via the following link:</p>

	<p>https://www.umweltbundesamt.de/sites/default/files/medien/2546/dokumente/irk_stellungnahme_lueften_sars-cov-2_0.pdf</p> <p>Recommendations by the Federal Institute for Occupational Health and Safety (BAUA) can be reached via the following link: https://www.baua.de/DE/Angebote/Publikationen/Fokus/Lueftung.html</p> <p>The time for airing the rooms and spaces can also be utilised in parallel as breaks for attendees.</p> <p>A ventilation and airing protocol can 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

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).
4.2	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).

5. Arrivals and departures

5.1	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.
5.2	The event organiser 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 protocols of the transport companies).
5.5	In general, the arrival of visitors should 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 reduce physical contacts.

6. Entrances / exits

6.1	Where possible, separate entrances and exits should be provided to the event venue and should be adequately signed.
6.2	Suitable measures should be implemented to ensure the flow of visitors at entrances and exits (floor markings, room partitions, automated gate or other pedestrian flow control systems, signal light systems, pull principle, etc.). The traffic paths can 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.
6.3	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).
6.4	Persons with symptoms should not enter the event venue. If a person inside the event venue should develop symptoms, the affected person(s) should be expelled from the venue.
6.5	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, segregate immediately, and behave in accordance with the current regulations of the Infection Protection Act.
6.6	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)

7.1	Ticket or entry controls should be contactless and electronic.
7.2	Where on-site testing is provided, the event organiser should establish a space separate from the event areas where tests can be conducted. If necessary, a waiting area also needs to be set up.
7.3	The following protective equipment is to be provided for all those working in the accreditation, ticket control, and cloakroom areas: masks of medical standard or FFP2-masks and a higher frequency of regular hand disinfection.

8. Production

8.1	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.
8.2	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.

8.3	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.
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9. Technical equipment

9.1	Only those persons directly involved in working in the production areas shall be admitted during rehearsals and the event itself.
9.2	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	Organisers have to ensure that visitors are also informed about the hygiene and protection measures even during the event (if appropriate via signage, announcements).
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11. Catering

11.1	Food and beverage services which may be provided for visitors are subject to the Hygiene Recommendation in the food service industry.
11.2	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.
11.3	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.
11.4	The following protective equipment is to be provided for all those working in the catering services: masks of medical standard or FFP2-mask and a higher frequency of regular hand disinfection.
11.5	All catering area personnel must be regularly instructed on all the necessary additional hygiene measures. Regular handwashing and disinfection must be planned and coordinated.
11.6	On a needs basis, the catering crews of all service providers are to follow a planned staggered schedule for the available/envisaged areas.

12. Stewards and security staff

12.1	Where possible the security processes and procedures for admission are to be changed to contactless checks (body scanners / metal detectors).
12.2	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.
12.3	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.
12.4	Should a bag check be required, sufficiently large spaces are to be provided with separate pedestrian flow systems to control access.
12.5	The actual checking process should 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.
12.6	The following protective equipment is to be provided for all those working as stewards or security staff: medical-quality masks or FFP2-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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