



# MESSE BERLIN

# SAFETY AND

# HYGIENE

# CONCEPT

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

**VERSION FOR MESSE BERLIN EVENTS  
V01: 14 JULY 2020**

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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.

In addition to the social distancing rules issued by the Robert Koch Institute (RKI) important elements include operational and organisational safety and hygiene measures as well as measures to as far as possible enable complete tracing of known infections. This concept serves as a guideline for an individual assessment of the risks accompanying 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. The chief security officer (CSO) coordinates the key elements of individual event concepts 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.

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## 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.

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:
    - SARS-CoV-2 Infection Control Directive
  - Brandenburg:
    - Directive on Handling the SARS-Cov-2 / Covid-19 Virus in Brandenburg (Directive on Handling SARS-CoV-2)
- 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)

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.

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## 3. OBJECTIVES



Objectives of Messe Berlin's safety and hygiene measures:

- to reduce extended periods of direct personal contact,
- to minimise the risk of smear infection via surfaces and objects by shortening cleaning and disinfection intervals
- to ensure optimum contact tracing of possible infections

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

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## 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 safety concepts for individual events will expand on these measures in greater detail. The legal situation and infection numbers in combination with the considerations for holding a certain event (B2B/B2C, international national/international audience, attendance numbers etc.) at the time in question will be the deciding factors. Messe Berlin and the relevant public health authority in Berlin Charlottenburg-Wilmersdorf will coordinate the necessary measures and detail them in a concept for each event.

This concept is to be communicated accordingly. 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.

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

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### 4.1 MAINTAINING SOCIAL DISTANCING/LIMITING CONTACTS



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

Entrances and exits are to be kept separate if possible. Measures such as floor markings, hall announcements, barriers form part of this concept. Furthermore, accreditation systems, admission control systems and admission separation systems may come into use at entrances and exits. In the event of attendance numbers exceeding the capacity of certain areas information systems may also be employed.

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

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

### **Public areas**

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

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

### **Sanitary facilities**

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

### **Transit areas**

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

### **Main entrance and exit areas at events**

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

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

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

Options may include:

- Staggering times
- Creating small work groups and assigning them to specific work areas
- Assigning personnel to fixed locations, if possible
- Rescheduling necessary operations such as maintenance tasks outside normal working hours.

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## 4.2 HYGIENE CONCEPT

### 4.2.1 FACE MASKS



### 4.2.2 CLEANING AND DISINFECTION MEASURES



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

All participants, exhibitors and all other persons in attendance are urgently advised to wear face masks. Messe Berlin appeals to everyone to act in a responsible manner.

Staff in restaurants and catering areas who are in direct contact with customers must wear face masks.

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.

#### **Maximising air quality/minimising airborne particles**

All enclosed spaces must be adequately ventilated, by efficient cross-ventilation for example. This can be achieved by tilting windows.

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 the event 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.

### 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.

Multiple food collection points must be organised to avoid larger gatherings. If this is not feasible spatially, then table service is to be allowed only. During meals customers must be seated a minimum of 1.5 m apart. Self-service points are permitted only for distributing individually packaged plates and cutlery.

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## 4.3 CONTACT TRACING



In order to be able to trace and localise possible infections and in compliance with the legal provisions, information will be collected on all participants. For contact tracing purposes this will take place either during ticket registration or at the latest upon admission. In addition to contact data, information will be stored on the exact times of entry to and departure from the event venue. The contact data of contractors, employees and other persons and the times during which they attended the entire event, including construction and dismantling periods, will also be collected. The data will be passed on to the relevant public health authority solely upon official request. The data will be processed in accordance with the legal data protection requirements. [Four weeks following departure from the event venue the data will no longer be processed for this purpose].

Exhibiting companies are responsible for collecting and storing the data of persons attending rented areas and enclosed spaces. Subject to a fee, Scan2Lead is available from Messe Berlin to assist exhibiting companies in collecting this data.

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

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## 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 subsequent safety and hygiene concepts to be established for specific events take the characteristics of respective events into account in order to address their specific needs.

In addition to the responsibilities undertaken by Messe Berlin every participant in an event takes personal responsibility 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.