

Annex (X)

Demarcation of responsibilities for "protection and hygiene measures" against SARS-CoV-2

1. „The "demarcation of responsibilities" determines which contracting partner is responsible for implementing the protection and hygiene measures specified in detail. It takes into account the hygiene requirements already implemented for event participants. They shall be considered as the standard in this annex to the contract.
2. Not all the measures listed below may have to be implemented at the time the event is held owing to the highly dynamic evolution of the Covid-19 pandemic, which requires the regulatory authorities and local health authority to continually update protection and hygiene requirements. Likewise, we cannot guarantee that supplementary requirements will not be imposed.
3. The coordination of the actual content of the required "Protection and Hygiene Concept" for the individual event and the agreement of such with the competent local authority (Health Department or Office of Public Order) must be arranged by the organizer and in good time before the planned event. The organizer will be assisted by the operator upon request and at the expense and risk of the organizer.

Demarcation of responsibilities for "protection and hygiene measures" against SARS-CoV-2

Phase concept

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|---|----------------------------|
| 1. Planning and coordination of measures | 5. EV duration |
| 2. Registration and recording of participants | 6. Visitor exit, departure |
| 3. EV construction, instructions | 7. EV dismantling |
| 4. Visitor arrival, admission | |

Key

- X = responsible for implementation
 (X) = assistance if required
 0 = billing based on expenditure
 EV = event

1. Planning and coordination of measures	Implemented by		Notes
	Operator	Organizer	
Preparation of the possible layout variants for the implementation of the event in compliance with the applicable distance/measurement regulations (1.5 m distance between persons).			
Determination of the maximum permissible (simultaneous) number of participants present for the event at the time of the conclusion of the contract.	X		
Check and determine the maximum allowed (simultaneous) number of participants for the event for the duration of the event.	(X)	X	
In the case of exhibitions, potentially increase the size of the stand area/footprint, taking into account the current specifications (space requirement for 1 person is between 3 m ² to 20 m ² depending on the federal state).	(X)	X	
Agreement between the operator and the organizer on which of the following protection measures are absolutely necessary for the performance of the EV at the scheduled time of the EV.	X	X	
Preparation of a hygiene and infection control concept considering the requirements of the regulation (antigen or PCR test for non-immunized visitors specified / 3G rule (vaccinated, recovered, tested) or 2G rule (vaccinated, recovered) regulation?).	(X)	X	
Determine the anticipated cost of implementing the protection and hygiene costs for the EV, in particular for disinfectants, increase in public order personnel, medical services, cleaning service and for instruction and control measures based on the concept	X		
Decision: Implementation / rescheduling / cancelation of the event		X	
Appointment of a responsible person to implement the protection and hygiene measures (e.g., as a hygiene representative).	X	X	Each for their section of responsibility
Obtain permission / consent (from the public health department / public order office) to hold the event, if a case-by-case event permit is required.	(X)	X	0

2. Registration and recording of participants	Implemented by		Notes
	Operator	Organizer	
Registration and recording of the name and contact details of each participant (visitor) and contributor by the organizer for the purpose of tracing possible sources of infection.		X	
Registration and recording of the name and contact details of all other persons present (employees, service providers, etc.), if necessary differentiated based on the EV phases	X	X	Each for their circle of participants
Retention of participant data for four weeks	X	X	Each for their circle of participants
Deletion of participant data after four weeks	X	X	Each for their circle of participants

Information	Implemented by		Notes
	Operator	Organizer	
<p><u>Information on the participants and contributors</u> on the part of the organizer – <i>as soon as possible before the event</i> – regarding all the current hygiene and conduct regulations to be observed during the EV (in text form with confirmation of acknowledgment), in particular:</p> <ul style="list-style-type: none"> ▪ Visitor admission only permitted with evidence of 3G or 2G status ▪ Coughing and sneezing etiquette, hand hygiene, distance rules ▪ Notes on the prohibition of participation in the EV in the presence of cold symptoms. ▪ Recommend visitors not carrying outer clothing with them Otherwise allow visitors to take their coats into the room or area (wardrobe is closed) ▪ Mouth-nose covering (mask) if the event participants are moving around the entire Venue ▪ Exception: Mouth-nose covering (mask) may only be removed when seated ▪ Elevators in the building may only be used by one person (or two persons in pairs) 		X	
<p><u>Information on all the other people who will be present during the EV</u> (employees, service providers, etc.) – as soon as possible before the event – regarding all the current hygiene and conduct regulations to be observed during the EV (in text form with confirmation of acknowledgment) particularly in accordance with the applicable SARS-CoV-2 occupational health and safety standards, the 3G or 2G regulations and the updated risk assessment in accordance with § 5 of the Occupational Safety Act (ArbSchG).</p>	X	X	Each for their circle of participants

3. EV construction, instructions	Implemented by		Notes
	Operator	Organizer	
<u>Inspection of the registration</u> of all the persons involved in the construction phase	X	X	Each for their circle of participants
<u>Instructions regarding the safety obligations during the construction phase</u> in text form and, as far as possible, verbally on site with the subsequent confirmation by signature for the organizer's own employees and for service providers contracted by the organizer	X	X	Each for their circle of participants
Provision of mouth-nose covering (mask) for the organizer's own employees and for service providers contracted by the organizer	X	X	Each for their circle of participants
Installation of disinfection stations in the entrance section and at sensitive points / in working and catering areas by the various workers	X		0
Provision of tables and chairs based on the reduced seating plan for the event	X		
Blocking of permanent seating and rows of seats based on the defined seating plan	X		
Marking / signposting of suitable routing (e.g. by signs and barrier tapes) to avoid unnecessary contact	X		0
Marking of clearance section at the admission and other waiting area zones	X		0
Creation and installation of "COVID-19 protection notice boards" / LED monitor images "COVID-19 protection"	X		0
<u>Instructions to and briefing of the event public order service personnel</u> with a precise designation of zones for each public order service person to remind visitors in the event of violations of hygiene and distance regulations	X		0
Establish cleaning and disinfection intervals for door handles, toilets, bar tables, counters, sideboards and other surfaces that may pose an increased risk of transmission during the <u>construction phase</u> and <u>during the EV</u> itself. Establish a documented cleaning schedule for cleaning staff with records of completion.	X		0
As far as possible, "site-specific" assignment of personnel to avoid unnecessary changes of personnel and risk of contact.	X	X	
Permanent opening (wedging open) of closed doors (exception: fire doors).	X		
Expansion of smoking sections and provision of more ashtrays than "normal".	X		
Installation of signs and affixing of stickers as a reminder of the hygiene and conduct regulations that must be observed.	X		0

4. Visitor arrival, admission	Implemented by		Notes
	Operator	Organizer	
Measures to avoid queues at entrance sections with, as far as possible, non-contact verification of access authorization, e.g.	(X)	X	0
Electronic accreditation		X	
Issuing of machine-readable admission tickets (QR codes, etc.).		X	
Allocation of individual admission times (e.g. staggered entry at 15-minute intervals).		X	
Installation of contactless access controls for admission ticket control.	(X)	X	0
Installation of control sections to inspect evidence of 3G / 2G of visitors in digital and analog form.	(X)	X	
Installation of waiting zones to maintain distance regulations with markings on the ground, retractable barriers, barricade tape, etc.	X		0
Installation of an entrance screening for cold symptoms with supervision by public order service personnel (optional).	X	(X)	0
Installation of a Covid-19 test station with entrance screening.	X	(X)	0
Installation of a room / section to separate potentially ill persons, with a separate exit to leave the building.	X		
Deployment of decision-making staff of the organizer in the entrance section, if participants must be denied access.		X	Order a doctor's visit where necessary
Training of the control and admission personnel regarding the requirements for the inspection of evidence of 3G / 2G.		X	
Installation and implementation of hygiene protection measures for control and admission personnel (plexiglass panels on counters).	X		0
Moving event participants through the venue with mouth-nose covering only. The mouth-nose covering may only be removed at the seat taken.			

5. EV duration	Implemented by		Notes
	Operator	Organizer	
Operate ventilation systems with high air exchange rates, regularly check the correct functioning of the systems.	X		
Instructions to participants before the start of the event based on a defined instruction standard (similar to air travel).	(X)	X	0
Regular monitoring of compliance with cleaning standards with documentation of the control.	(X)	X	0
Conduct inspection rounds by project management level staff to verify compliance with specified hygiene standards.	X	X	0
Immediate intervention in the event of any violations of protection and hygiene standards with the exercise of house rules in the event of a repeat offense	X	X	
<u>Handling of microphones:</u> <ul style="list-style-type: none"> ▪ Disinfection of microphones after each use ▪ Change the pop filter of the microphones regularly ▪ Lapel microphones must be put on by the speaker him/herself ▪ Handover of microphones is not direct (replace the microphone for the next speaker to pick up) 	(X)	X	0
<u>Hospitality - sample measures</u> <ul style="list-style-type: none"> ▪ Snacks and snacking items, beverages will be served as takeaway items or provided packaged on the conference tables No uncovered/unwrapped cookies, no uncovered/unwrapped fruit ▪ Food signage that is easy to read (on chalkboard). ▪ Salads, sandwiches, desserts, etc. are served in individual portions appropriately packaged ▪ Food is served exclusively by trained staff; no self-service ▪ Cutlery is packed separately and issued by the catering staff ▪ Sneeze guard is placed at food and beverage outlets ▪ Kitchen staff wear mouth-nose covering (mask) gloves and a hairnet if necessary ▪ Hand disinfection before serving is mandatory ▪ Markings on the ground to maintain the distance of 2 m ▪ Crockery, cutlery and also glasses are washed exclusively in machines with a sufficiently high water temperature (not in cold water basins with cloths or brushes). 	X		0 Implemented by caterer in accordance with the regulations of the Covid-19 control ordinance

6. Visitor exit, departure	Implemented by		Notes
	Operator	Organizer	
Inform the participants before the end / at the end of the event about the scheduled evacuation plan in compliance with the distance requirement.	(X)	X	0
Implementation of visitor guidance in the exit phase in accordance with the defined exit concept, if necessary with opening and staffing of the emergency exit doors.	X		0
Signs at the exits to prevent unwanted gatherings of people in the outdoor section of the conference center.	X	X	0

7. Dismantling	Implemented by		Notes
	Operator	Organizer	
Instruction of the dismantling personnel regarding the protection and hygiene regulations that must be observed at all times during the dismantling process.	(X)	X	0
Definition of cleaning and disinfection intervals for door handles, toilets and other surfaces that may pose an increased risk of transmission during the <u>dismantling phase</u> .	(X)	X	0