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Corona pandemic: Hygiene concept for the reopening of trade fairs, congresses and exhibitions

by the State Ministries of Economy, Regional Development and Energy and of Health and Care

In order to enforce the Infection Protection Act (IfSG), the following framework concept for infection protection and hygiene concepts for the implementation of trade fairs and congresses will apply from 1 September 2020. This is addressed to the respective trade fair or congress organizers. If an organizer rents external premises for the execution of the trade fair or congress and/or makes use of a coordinating implementing partner, he may delegate these duties to the Lessor and/or the implementing partner by contract if necessary. The latter is then the "organizer" in the sense of these regulations.

1. Organisational matters

- 1.1 ¹The Organizers shall draw up an operational **infection protection concept**, taking into account employees, exhibitors, visitors and service providers and observing the applicable legal situation and the occupational health protection and precautionary regulations. ²The SARS-CoV-2 occupational safety standard of the BMAS and the official recommendations on maternity protection in connection with the corona virus SARS-CoV-2 / COVID-19 must be observed.
- 1.2 ¹The organizers **train** their employees in infection protection (internal infection protection measures) and provide relevant facts about SARS-CoV-2/COVID-19 (e.g. early symptoms of an illness). ²They take into account their specific field of work and tasks, their qualifications and language skills. ³The employees are **informed and trained** on the correct handling of mouth-nose covering and general hygiene regulations. ⁴Employees with acute respiratory symptoms of any severity are not allowed to work.
- 1.3 ¹The Organizers shall **communicate** the need to comply with the infection prevention safety measures to their exhibitors, service providers and visitors. ²Domiciliary right is consistently exercised in respect of persons who do not comply with the infection protection regulations.
- 1.4 The Organizers **shall ensure** that the exhibitors are **advised** on the design and communication of the applicable rules of conduct to ensure compliance also at the exhibition stands.
- 1.5 The organizers **shall monitor** compliance with the company's infection protection concept on the part of employees, exhibitors, service providers and visitors and shall take appropriate action in the event of violations.

2. General safety and hygiene rules

- 2.1 ¹The top priority is to maintain a **minimum distance of 1.5 m** between persons in all rooms as well as when entering and leaving the premises and on corridors, aisles, stairs and outdoors. ²This applies to trade fair participants, service providers, staff and visitors.

³Persons to whom the general contact restriction does not apply in relation to each other do not have to comply with the distance rule. ⁴If **entertainment programmes** are offered, an **increased minimum distance of 2 m** must be maintained for aerosol-forming activities (e.g. singing, playing wind instruments).

- 2.2 The Organizers shall take suitable infection prevention measures to ensure that the necessary minimum distance of 1.5 m is maintained by the **layout** and design of the halls, entrances, meeting and conference rooms, movement areas, etc.
- 2.3 ¹Exhibitors, visitors and service providers entering the event area shall be **registered** (name, first name, place of residence, telephone number or e-mail address, period of stay) in order to enable contact persons to be identified in the event of a subsequently identified COVID-19 case among exhibitors, visitors or personnel. ²This information may only be transmitted for the purpose of providing information on request to the competent health authorities. ³The **documentation** must be stored in such a way that third parties cannot view it and the data must be **protected** against unauthorised or unlawful processing and against accidental loss or damage. ⁴The data must be retained for one month for this purpose. ⁵If the data have to be retained for a longer period of time due to another legal basis, they may no longer **be used** for the purpose mentioned in sentence 1 after one month has elapsed since their collection. ⁶The Organizer must **inform** the persons concerned about the data processing in a suitable manner when the data are collected, in accordance with the requirements for data protection information under Art. 13 of Regulation (EU) 2016/679.
- 2.4 ¹In **indoor areas**, a mouth-nose covering must always be worn, regardless of whether the minimum distance can be maintained. ²The organisers shall keep a contingent of mouth-nose coverings at entrances in case of need.
- 2.5 ¹When the infection level has permanently stabilised at a low level, the mouth-nose covering can be removed at **exhibition stands** at the table, provided that the minimum distance of 1.5 m can be safely maintained. ²In this case, the exhibitor must record the contact details of the person **separately**. ³The provisions under 2.3. apply accordingly. ⁴The obligation to wear masks will be reviewed by the respective State Ministries in the light of the current infection situation before the opening of the exhibition and congress business.
- 2.6 In **outdoor areas**, it is mandatory to wear a mouth-nose covering if compliance with the minimum distance of 1.5 m cannot be guaranteed at all times.
- 2.7 ¹Persons who can credibly demonstrate that they are **unable or unreasonable** to wear a mouth-nose covering due to a disability or for health reasons are exempt from the obligation to wear it. ²The removal of the mouth-nose-covering is permitted as long as it is necessary for identification purposes or for communication with people with hearing impairment or for other compelling reasons.
- 2.8 Points of interaction such as **check-in, sales outlets, service offices**, sanitary facilities must be equipped with **spit protection** or the keeping of distance must be ensured by other measures.
- 2.9 **Exclusion** from visiting the trade fair/congress events:
- Persons with contact to COVID-19 cases within the last 14 days
 - People with acute, unspecific general symptoms and respiratory symptoms of any severity

2.10 Exhibitors, visitors and service providers shall **be informed** in advance in a suitable manner about the respective hygiene concept and these exclusion criteria (e.g. by posting them on a notice board) and advised as necessary.

2.11 ¹The Organizers shall draw up a concept for **dealing with sick persons and suspected cases of illness**. ²If exhibitors or visitors at a trade fair, exhibition or congress develop symptoms during their stay that could be connected with an incipient COVID-19 infection, they must leave the premises immediately.

3. Implementation of infection protection measures in the operational process and in the spatial conditions

3.1 ¹The organizers shall draw up a **parking lot concept** to avoid crowds of people, e.g. by means of signposting, restriction of parking spaces or, if necessary, closure of parking areas. ²In case of transport by organizers, the hygiene regulations for passenger transport must be observed. ³For the use of public transport, the applicable hygiene regulations shall apply; if necessary, an increase in services shall be organised. ⁴To the extent possible, **additional parking spaces, travel capacities and open spaces** in the entrance area and at highly frequented points are to be created.

3.2 All exhibitors, visitors and service providers on the exhibition grounds are required to **register** and to carry out a largely contactless, preferably digitalised, admission **control** in order to avoid human-to-human contact.

3.3 ¹The total number of persons simultaneously present on the grounds shall be monitored by suitable measures for **regulating the number of visitors and controlling access authorisations for service partners and service providers** with regard to Item 2.2. ²No more than one visitor per 10 m² of event space may be admitted at the same time. ³Hereby, consideration must also be given to extending or staggering opening hours and ticket limits for groups.

3.4 In queues or in the **waiting area**, measures shall be taken to maintain minimum distances of 1.5 m, e.g. by applying floor markings.

3.5 Accumulations of people entering and leaving the exhibition grounds, as well as in individual halls and at special points of attraction, shall be avoided by **appropriate routing** (e.g. one-way streets, marking of doors) and distance markings.

3.6 **Doors** shall be kept open as far as possible or shall be equipped with automatic opening mechanisms.

3.7 The use of **lifts** shall be restricted in terms of numbers and, if necessary, priority groups of persons.

3.8 Exhibitors shall name a person present **at the stand** as a **contact person** for compliance with the hygiene and distance regulations.

3.9 Each organizer must have a **hygiene concept and a cleaning and disinfection plan** that must take into account the frequency of use of contact surfaces, e.g. door handles, and ensure that they are cleaned and disinfected regularly.

3.10 ¹A competent **representative** for hygiene issues must also be appointed by the Organiser. ²He/she is also responsible for monitoring the current situation (RKI information) and coordinating with the security and public order service. ³Attention is to be drawn to hygiene and distance regulations as well as information possibilities by means of notices and hall announcements.

- 3.11 The **security service providers** of the organizers must be informed about the specific infection protection requirements and instructed to coordinate with the local police regarding possible coordination of infection protection measures.
- 3.12 Exhibitors, service providers and visitors shall be provided with sufficient **washing facilities**, with soap dispensers and disposable towels (especially in sanitary facilities) and disinfectant dispensers (especially in entrance areas, sanitary facilities, offices and counters).
- 3.13 ¹The Organizer shall have a **ventilation concept** for continuous ventilation of the entrance areas, exhibition halls and conference rooms without continuous air circulation. ²To ensure regular air exchange, the frequency of ventilation shall be determined in accordance with the size of the room and its use. ³If ventilation systems are available, care must be taken to ensure that any pathogens present cannot be transmitted via these systems, e.g. by reducing the amount of circulating air, installing or frequently changing filters.
- 3.14 ¹In **lecture areas** and (specialist) forums, the organizer must ensure that a minimum distance of 1.5 m between visitors can be maintained by means of suitable infection protection measures (e.g. access controls, appropriate seating). ²No more than one visitor per 10 m² of event space may be admitted at the same time.
- 3.15 In the case of **trade fair restaurants and catering stations**, the Organizer shall ensure the implementation of the currently valid sector-specific regulations for the catering industry (in particular with regard to infection protection and hygiene concepts).

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