

# Health & Safety Guidelines

## For Congresses And Events

The safety and health strategy for your event serves as a basis for safe operations with regard to infection prevention. It is based on the HMC Health & Safety Guidelines which describes the implementation of the rules and requirements set forth in the HmbSARS-CoV-2-EindämmungsVO ordinance on the campus of Hamburg Messe und Congress GmbH and in the CCH – Congress Center Hamburg. No deviations from the Ordinance as last amended are permissible, and HMC strictly rejects any such deviations. Please provide detailed information in a separate document and submit along with this form.

### 1. General information

As provided in your event description

- Name of event
- Name of Organiser
- Date of event
  - Event opening hours
  - Assembly (days, hours), disassembly (days, hours)
- Halls/ foyers/ rooms/ outdoor areas to be occupied
- Number of seats in the conference area
- Exhibition area in square metres (gross)
- Expected number of participants (visitors, exhibitors, staff)

Please include with your protection strategy a programme of your event, along with the hall plan.

### 2. Prerequisites for admission of event participants

#### 2.1 Exclusion of participants exhibiting potential COVID-19 symptoms

Examples: Submit the form your event participants will be required to sign, or refer to the participation conditions presented at the time of registration.

#### 2.2. Registration of all event participants

Please use this space to describe how you will be collecting contact tracing information from participants. Please specify separately for catering areas.

#### 2.3. Contact tracing

Please describe for which groups of participants, at which locations or how exactly the contact details will be collected and how the contact details will be transmitted to the competent authority.

#### 2.4. Evidence control for participants

Please indicate here which access model (e.g. 2-G-Plus) is used and describe how the corresponding paragraphs from the containment ordinance are implemented. Electronic certificates are preferred and the use of the CovPassCheck app is recommended.

## 3. Protective measures

### 3.1. Social distancing

Please describe how you intend to ensure compliance with the social distancing requirement technically, organisationally and with regard to staffing. Please provide separate details for each phase of the event. You may include a graphical description of your visitor guidance concept.

- Assembly /disassembly
- Entrance / exit
- Cloakroom and registration
- Conference
- Intermission, breaks / catering
- Bathrooms

Please indicate how, where and when you will communicate the above-described measures to the event participants.

### 3.2. Compliance with hygiene rules

Please describe the measures you intend to take to ensure compliance with the hygiene rules and include all measures Hamburg Messe und Congress will be taking for you so as to provide external stakeholders with a complete picture of the event. Please let us know who will be in charge of monitoring compliance with the rules, and at what locations/positions this will be done. Specify how you intend to address violations, as well.

### 3.3. Ventilation

For this category, use the information from the text below regarding the spaces you intend use. Also indicate how you will ensure that conference rooms are aired regularly. Halls A1 to A4 and B5 to B7 as well as the central entrance area are equipped with ventilation systems which are supplied exclusively with outside air during event operations. To achieve the appropriate room temperature during winter months, these systems use heat recovery technology (rotary heat exchangers). Outside of trade fair operations, the halls are heated using an air recirculation system during cold weather. The conference and meeting rooms and hospitality spaces in these buildings as well as the West entrance are exclusively supplied outside air via rotary heat exchangers. No recirculation heating is necessary in these spaces.

In 2020, Hamburg Messe und Congress installed UVC air sanitation devices in the central ventilation systems for the public spaces of Halls B1 to B4 (including the conference and meeting rooms, service offices and hospitality spaces) and the East and South entrance areas as a precautionary measure in connection with the coronavirus pandemic.

UVC (Type-C ultraviolet light) is an air, water and surface disinfection technology that has been used for decades. Ultraviolet light at a wavelength of 253.7 nm has eliminated all germs and viruses in tests performed to date. According to an official statement by the International Ultraviolet Association (IUVA), UVC light is an effective means to inactivate SARS-type viruses. The system used by Hamburg Messe und Congress, combined with the chosen mechanical air filtering systems, can achieve an air disinfection level of up to 95%.

## 4. Responsible persons / contact persons

- Name of Event Manager,

- local contact information (mobile phone)  
Name of Infection Prevention Officer  
Local contact information (mobile phone)

## 5. Miscellaneous

Please add any further descriptions relevant to your event that did not fit any of the above categories.