

# HYGIENE CONCEPT

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### Gender disclaimer:

The masculine form chosen in the framework always equally includes female or diverse persons. Consistent double designations have been omitted for better readability.

## 1. Preamble

The following hygiene concept extends the safety concept of ARKANA Forum GmbH to include special measures for protection against infection by SARS-CoV-2 (COVID-19). The hygiene concept is binding for all those involved in the organisation and implementation of the event. This also includes participants, contracted personnel, and visitors of the event.

Staff and contracted service providers are informed about the measures in writing. Visitors will be informed by means of information boards and in advance through all information channels used.

When the Corona Ordinance is referred to in the following, the ordinance of the state of Baden-Württemberg is meant.

If there are any legal changes between the date of the publication of the hygiene concept and the event, e.g. due to the publication of a new ordinance, these will be taken into account immediately when planning the event.

## 2. Function of the hygiene concept

The implementation of the measures listed below is intended to minimise the risk of transmission and infection by the SARS-CoV-2 virus and reduce it to an acceptable level. In the event of an infection, the traceability of infection pathways should be facilitated for the responsible authorities.

## 3. Maximum number of visitors

The permissible number of visitors results from the adjusted seating of ARKANA Forum GmbH (see point 7), based on the usual spacing rules.

Overcrowding at the event can be ruled out, as the event is only known to those attending who had to register in advance.

## 4. General requirements

Currently, Warning Level is in effect in the state of Baden-Württemberg. As long as this applies, all persons must provide proof of either a recovery from COVID-19, a complete vaccination against the virus, or a negative antigen or PCR test before entering the premises of ARKANA Forum GmbH.

Furthermore, the following applies:

In accordance with the Corona ordinance, a minimum distance of 1.5 metres from other persons must be maintained in public spaces. In addition, it is compulsory to wear a respiratory protection mask (FFP2 or comparable) in the entire premises of ARKANA Forum GmbH and in the adjoining premises of inomed Medizintechnik GmbH. Deviations from this are only permitted when consuming food and drinks. Furthermore, food and drinks may only be consumed at the assigned seating area.

Visitors will be informed by means of additional signage with the usual pictograms. During the event, checks will also be made to ensure that the rules are observed.

If a visitor does not have a medical mask with him or her, sufficient masks will be kept in stock and can be made available. This also applies to our employees and to the staff of contracted companies.

## **5. Special requirements**

According to the Corona ordinance, the organiser must comply with the hygiene requirements according to § 2 and 3 Corona ordinance, prepare a hygiene concept according to § 7 Corona ordinance and conduct a data collection according to § 6 and 8 Corona ordinance when holding events. In addition, a ban on entry and participation applies in accordance with § 4 and 5 of the Corona ordinance

These points and the resulting measures are specifically addressed below.

### **5.1 Ventilation of indoor areas**

The ARKANA Forum GmbH premises are ventilated 30 minutes before the start of the event with a duration of 10 minutes. Doors and windows will be kept open as far as possible during the event. If this is not possible, the rooms will be ventilated at 20-minute intervals for 5 minutes during the event.

### **5.2 Regular cleaning of surfaces and objects**

All surfaces used during the event, such as tables, counters, and the speaker's desk, are cleaned and disinfected at regular intervals. Especially shortly before the event, they are disinfected by the cleaning staff. Since each participant of the event is assigned a fixed seat, further disinfection of the surfaces during the event is not necessary.

### **5.3 Sanitary facilities**

The sanitary facilities are regularly cleaned and disinfected. A strong focus of the cleaning staff is on replenishing paper, soap, and disinfectant so that visitors have direct access to them without having to walk unnecessary distances.

### **5.4 Disinfectant dispensers**

Dispensers with disinfectant have been installed in a clearly visible position at all entrances and exits to the premises of ARKANA Forum GmbH and the adjacent premises of inomed Medizintechnik GmbH. Additional dispensers have also been installed in the sanitary facilities in the washing area.

In addition, mobile dispensers are positioned in the event area, outside of escape and rescue routes.

## 5.5 Catering

The gastronomy area/catering serving area is generously planned with one-way traffic at individual points if required.

Food and beverages may only be consumed at the permanently assigned seating areas. The medical mask may be removed there. The distance of 1.5 m will be maintained at the seating and catering areas.

To keep the risk of infection as low as possible, small meals and snacks will only be offered wrapped in foil. Cold drinks will also only be offered in sealed containers. Hot meals are served with a maximum of 2 persons at a table with a minimum distance of 1.50 m.

An automatic coffee machine is available for self-service outside the function room. The surface of the coffee machine is cleaned regularly. In addition, use is only permitted with prior disinfection of the hands. Hand sanitizers are available in front of the coffee machine. The minimum distance is indicated by floor markings.

## 5.6. Communication

This hygiene concept and any further information will be sent to the tenants of the premises of ARKANA Forum GmbH, the service companies and persons commissioned by us and our employees involved.

Participants will be informed by means of notice boards and in advance by e-mail.

## 5.7 Data collection

A verification of the test, vaccination or recovery certificates of the participants is carried out in accordance with §6 Corona ordinance before entering the premises. For the purpose of identity verification, the documents will be checked against the personal data of the participant. Proof of vaccination must be presented in a form that can be read by electronic apps. Personal data will only be processed locally in the device used and will only be processed to the extent and as long as necessary for visual inspection.

The following data will be collected from our participants prior to their participation in the event:

- First and last name
- Address details
- Date and time of attendance
- Telephone number

The requirements for data storage, use, retention, and deletion in accordance with the Corona ordinance and DSGVO will be maintained.

Persons who object to the collection of their contact data will be excluded from participation in the event.

Data will be collected digitally in advance of the event. An additional data collection will take place on the day of the event. However, subsequent registration on site will not be offered.

Tenants of the ARKANA Forum GmbH premises as well as service providers will be obliged to keep the above data of all persons present and to make it available if required.

### **5.8 Access and participation bans**

Persons who are in separation according to the Corona ordinance or who show typical COVID-19 symptoms will be denied access to our premises.

### **6. Approval of the hygiene concept**

Approval of the hygiene concept is not necessary according to the requirements of the Corona ordinance.

### **7. Seating**

	Rows of chairs	Parliamentary	U-shape	Other
	Number of seats/participants			
Ideenraum	9	7	7	
Visionsraum	13	10	10	
Zeitraum	17	13	15	
Zeitraum open	24	20	-	8 seats visually obstructed by columns and lateral view of the screen

## 8. Contact

The hygiene concept shall be always kept available and shall be presented to the competent authority upon request. The following contact details may be passed on by the operator to the Public Order Office of the City of Freiburg and the District Office of Breisgau-Hochschwarzwald (Public Health Office) for queries regarding the hygiene concept and the personal data collected on request:

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