

# HYGIENE CONCEPT

In-house exhibition 2020



## „THE HIGHEST COMMANDMENT IS THE OBSERVANCE OF THE DISTANCE RULE OF 1.50 METERS, AS WELL AS THE MASK OBLIGATION.“

The hygiene concept for the VEIT - in-house exhibition, on 05.-08.11.2020, has been prepared on the basis of the Bavarian Ministerialblatt, BayMBl. 2020 No. 419, of 22.07.2020, „Corona Pandemic: Hygiene Concept for Trade Fairs, Congresses, Exhibitions“. This reflects the joint announcement of the Bavarian State Ministries of Economic Affairs, Regional Development and Energy and of Health and Care of 17.07.2020, ref. 62-5760/105/25, and forms the framework concept for infection protection and hygiene concepts for trade fairs and congresses in Bavaria. All measures are based on the current state of knowledge and can be adapted at any time to meet future requirements arising from events.

### GENERAL INFORMATION

- ✓ Persons who, according to their own information, belong to the groups of persons named in §28 Para.1 Sentence 1 IfSG (sick persons, suspects of illness, suspects of infection or drop-outs) cannot be admitted to the in-house exhibition. This also applies to persons from risk areas defined by the RKI, unless they have passed the 14-day quarantine period or submit a negative corona test not older than 48 hours.
- ✓ All visitors must be registered before the start of the in-house exhibition.
- ✓ The maximum number of visitors based on the floor space (10m<sup>2</sup>/visitor) is limited to 250 persons.
- ✓ At the exhibition stands, the respective exhibitor must name a person present as a contact person for hygiene and distance rules, as well as for the disinfection of usable areas.
- ✓ In all rooms there will be **signs indicating the hygiene measures.**
- ✓ All running tracks are clearly visible on the floor and are marked with additional marking of signs.

### PARKING AND ENTRANCE AREA

- ✓ On the parking lot the **parking spaces are marked/blocked** according to the authorized person.
- ✓ There is no obligation to wear masks in outdoor areas if the minimum distance of 1.50m is maintained. If it is not possible to keep the minimum distance, the wearing of the mouth and nose masks is obliged.
- ✓ Entrance and exit are separated by shut-offs.
- ✓ In the entrance area (waiting zone), distance markings are placed on the floor.
- ✓ **Masks are already obliged in the entrance area.**
- ✓ The entrance to the building is through the left door, the exit is through the right door.

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## RECEPTION- AREA

- ✓ Visitors must disinfect their hands when entering the building. Disinfectant dispensers are available for this purpose.
- ✓ The receptionist is protected by a plexiglass panel.
- ✓ **Visitors are registered** and their personal data (name, surname, address, telephone number) are recorded for the possible tracing of infection chains by the receptionist. The data will be kept for one month and then destroyed in compliance with the DSGVO. **The data will not be used for other purposes.**
- ✓ At the reception the maximum number of persons is already considered and limited accordingly.
- ✓ Visitors are provided with name badges with a color code to divide them up for the guided tours of the company.
- ✓ Masks are available at reception if a visitor does not have his or her own mask.
- ✓ **The visitor receives a guide to the hygiene rules during the in-house exhibition.**
- ✓ There are no coat racks.

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## COMPANY TOUR

- ✓ The company tours take place in small groups of max. 6 visitors.
- ✓ **The distance of 1.50m must be observed and masks must be worn**
- ✓ The number of participants is limited by the color code on the name badges.
- ✓ The participants of the guided tour do not count towards the maximum number of visitors, as they are not in the exhibition area.
- ✓ Should a higher number of visitors make it necessary to conduct two tours at the same time, the coordination must ensure **that a collision of the two groups is avoided.**

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## SANITARY FACILITIES

- ✓ The sanitary facilities are cleaned regularly according to the VEIT cleaning plan, but at least in accordance with the official requirements.
- ✓ **Sufficient washing facilities, disposable towels and disinfectants are available for hand washing and disinfection.**

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## EXHIBITION AND LECTURE ROOMS

- ✓ All exhibition and lecture rooms must always be well ventilated.
- ✓ All persons in all exhibition rooms must wear masks

### ADMINISTRATION BUILDING EG

- ✓ The running routes (one-way traffic) are marked accordingly on the floor and separated from each other by barrier tapes where necessary.
- ✓ At the entrance to the exhibition room, the flow of visitors is counted by an employee and, if necessary, limited so that the maximum number of visitors is not exceeded.
- ✓ The exhibitors at the stands take care that there are no large crowds of people and that the distance rule of 1.50m and the obligation to wear masks are observed.
- ✓ Disinfectant for hand disinfection is provided at the exhibition stands.
- ✓ The exhibitors disinfect their exhibition space (table) after each customer contact.

### HALLE1 (NEW SHOWROOM)

- ✓ Access to Hall 1 is via the staircase in the administration building to the cafeteria and the staircase in the production building. The way back to the exhibition is via the entrance and exit.
- ✓ At the entrance to Hall 1, the visitors are counted by an employee and, if necessary, limited so that the maximum permitted number of visitors is not exceeded.
- ✓ Seating for the lectures must be arranged so that the maximum number of visitors is not exceeded and a minimum distance of 1.50m is guaranteed (persons from one household may sit closer together.).
- ✓ The chairs are cleaned and disinfected before an event.
- ✓ When the visitors have taken their place, they can remove the mouth and nose protector. As soon as they leave the place, the mask is compulsory again.

### CAFETERIA

- ✓ Masks are compulsory in the cafeteria.
- ✓ At the entrance of the cafeteria there is the possibility of hand disinfection.
- ✓ The cafeteria will be set up as a „waiting area“ if the number of visitors in the exhibition rooms reaches the maximum.

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## EXHIBITION AND LECTURE ROOMS

- ✓ Access to the cafeteria is via the staircase in the administration building or via the elevator.
- ✓ **The handrail of the stair railing is regularly disinfected.**
- ✓ The elevator can only be used by one person at a time, unless the persons belong to a household.
- ✓ Exit the cafeteria via the terrace (in good weather) or via the staircase in the production building (the handrail is also regularly disinfected here).
- ✓ **The running routes are marked accordingly and where necessary separated from each other by barriers.**

## OUR HYGIENE HIGHLIGHT

All rooms are additionally equipped with the VEIT Air Cleaner AC 10. This enables air disinfection by ultraviolet radiation (UV-C). With the help of UV-C radiation up to 99% of bacteria and viruses in the air can be eliminated.

Further information is available at [www.veit-airclean.com](http://www.veit-airclean.com).