

## Checklist: Hygiene and infection prevention concept for event organizers in NRW

As of 25 November, 2021

The Corona Protection Ordinance of November 24, 2021 has defined new framework conditions for North Rhine-Westphalia which also affect the entire conference and congress market. Previously applied regulations based on the current incidence rate are no longer applicable; access restrictions now apply depending on the current incidence of hospitalization.

Facilities which plan to hold an indoor event with more than 100 people without fixed seating must submit a facility-specific hygiene and infection protection concept to the responsible health authority (public health department) before opening for the first time. In the future, there is no longer a general obligation for event planners to submit a hygiene and infection protection concept, but we still recommend that it be prepared in every case and support you with our checklist.

The coronavirus checklist contains four overriding themes which you can use for orientation when preparing your concept:

- Basic Information & clarification of responsibilities
- Rules and regulations for maintaining the minimum distance of 1.5 metres between visitors
- Obligation to wear a face mask
- Compliance with the provisions for special infection hygiene

### Step 1: Basic information & clarification of responsibilities

- Do you need to present a **hygiene and infection protection concept** for your event?
  - For events with more than 100 participants a location-based hygiene and infection protection concept must be presented to the authorities. But we recommend that you prepare such a concept in other cases as well to provide for the maximum safety of your event participants.
- Did you provide all **necessary basic information** on the event?
  - The duration and date
  - A short description
  - Information, whether the event will take place in- or outdoors
  - Planned number of participants
    - Attention: If the number of participants exceeds 5,000, a capacity restriction applies: The capacity of the location exceeding 5,000 spectators may only be used to 50 percent

of its capacity.

- Is there **procedure** for admission in compliance with current infection protection regulations?
  - Controls of the participants' immunization or testing by use of the CovPass-App released by the Robert Koch-Institute. In case that incidence of hospitalizations is higher than 3: for non-recreational events access based on the 3G-rule applies (immunized and tested) while recreational events may only grant access to those with a 2G-statu (immunized only).
- Are **visitors being held up-to-date regarding the rules** and regulations for hygiene and infection prevention at the event?
  - Prior to the event via email;
  - At the event via information boards on coughing and nasal etiquette, hand hygiene and distancing rules.
- Is this **information easily understandable** for (international) visitors?
- Is **compliance with the rules and regulations** monitored
  - Are regular controls by the security staff contractually agreed?
  - Is information on the control cycles included in the hygiene and infection prevention concept?

## Step 2:

### Rules and regulations for maintaining the minimum distance of 1.5 metres between visitors

- Are visitors able to maintain the **minimum distance of 1.5 metres** between each other at all times?
  - It may be helpful to provide for a site plan including information on walking paths as well as the location of sanitary as well as entrance and exit areas.
- Is there a **presentation program** and is it organized **according to the rules**?
  - Is participant access to the presentation rooms limited and seats positioned so that the minimum distance of 1.5 meters between visitors in the presentation rooms is guaranteed at all times?
  - Are the presentation rooms aired regularly?

### Step 3:

#### Obligation to wear a face mask

- It is recommended to wear a face mask to cover your nose and mouth in every situation in which it is not possible to maintain a minimum distance of 1.5 metres to others. Additionally, wearing at least a medical face mask (or surgical mask) is obligatory:
  - When inside and different households meet;
  - Outside, if so ordered by the respective authority.
  
- Deviations from the obligation to wear a face mask are possible:
  - On fixed seats or standing places at business events, congresses, fairs and meetings, if the minimum distance of 1.5 metres is kept between groups at all times;
  - in restaurants or other gastronomic facilities with fixed seats;
  - at workplaces indoors, if
    - a minimum distance of 1.5 metres is kept at all times,
    - meetings take place only between immunized employees,
    - unless the wearing of masks is required for reasons of occupational health and safety.
  - If communicating with a person who is deaf or hard of hearing requires this;
  - For the consumption of food and beverages;
  - If this is temporarily necessary to provide a service or medical treatment or due to other urgent reasons.
  - If participants cannot wear a face mask due to medical reasons, a corresponding medical attestation must be carried at the event and present upon demand.

Is **sufficient and comprehensible information about the obligation to wear a mouth-nose covering for visitors** posted at the event and are appropriate controls regulated?

Exclude persons who are not covered by these exceptions and do not comply with the obligation to wear a face mask from the event with the assistance of the security personnel.

#### Step 4:

### How do I ensure that the provisions for special infection hygiene are complied with?

- Was the **visitor management** adapted to the special infection hygiene regulations?
- Are controls of participants' 2G- or 3G-status with the CovPass-App arranged for at the entrance to the event? Is this clearly depicted in the hygiene and infection protection concept?
- Are **information boards** about infection control compliance regulations posted at the entrance?
- Has care been taken to prevent the transmission of infection?
  - Attention: Visitors showing symptoms of the cold or who do not have sufficient proof of immunization/testing are to be excluded from the event without fail.
- Is the **prevention of droplet infections** and contact transmission (smear infections) ensured? For instance by
  - Sufficient facilities for hand hygiene, in particular at the entrances (handwashing & hand disinfection facilities);
  - The regular disinfection of contact surfaces, door handles and handrails;
  - Regular cleaning intervals (in sanitary facilities and exhibition spaces);
  - Adequate ventilation of the facilities;
    - Through frequent fresh air ventilation;
    - Through technical innovations that are proven to be as efficient as fresh air ventilation.
  - Best practice is to contact the venue operator or your service provider regarding these points and present information on the precautions with help of the following documents:
    - Cleaning & disinfection plans for the event,
    - A ventilation concept.
- Does the events **catering offer comply with the current regulations** on hygiene and infection prevention?
  - Attention: Provided that the gastronomic offer is not limited to the collection of food and beverages, access is only allowed for persons holding a 2G-status.

- Has adequate protection against infection been provided, for example by
  - Enabling guests to maintain a distance of 1.5 metres in the catering area;
  - Sufficient hand sanitizers and the best possible coverage of the food (spit protection or similar) at self-service buffets.

Imprint:

Cologne Convention Bureau

KölnTourismus GmbH, Kardinal-Höffner-Platz 1, 50667 Köln

Tel. +49.221.34643218 | [www.locations.koeln](http://www.locations.koeln) | [convention@koelntourismus.de](mailto:convention@koelntourismus.de)

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