

Precautionary Measures against COVID-19

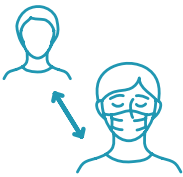
Dear Sirs and Madams,

The health and safety of our participants and team members is our supreme priority. To ensure this, we have developed a hygiene plan together with the event location to ensure your safety. We follow the recommendations of the Robert Koch Institute and regulations issued by health authorities to prevent the spread and transmission of diseases. When staging our events, we adhere to all prescribed hygienic measures. We shall monitor developments on a daily basis and adjust the hygiene plan as needed.

The following rules of the hygiene plan apply to participation in Behörden Spiegel events. If you have any questions, our event team will be happy to respond to them at any time and shall be available during the event. Just get in touch with us.

We are looking forward to a successful event.
Your Behörden Spiegel Team

SHORT AND SWEET: THE MEASURES IN OUR HYGIENE PLAN



Keeping a distance

A minimum distance of 1.50 m must be maintained at all times. Be aware of markings on floors and signs that show you, for example, walking directions or entryways and exits.



Mouth-nose protection

Wearing mouth-nose protection is mandatory at the location. When you are seated, it is left up to you whether to wear mouth-nose protection or not. Please bring your mouth-nose protection with you to the event. We will have a sufficient supply at the ready if needed.



Disinfection

Sufficient disinfectant dispensers are available at the venues at the front of and in the event rooms and in the sanitary facilities. Please disinfect your hands when entering the venue and regularly during the event. Surfaces will be disinfected on a regular basis.



Contact with other participants

Please refrain from shaking hands and keep your hands away from your face, especially from your mouth, nose and eyes. If unavoidable, cough or sneeze in the crook of your arm.



Ventilation

It will be ensured that the venue room is sufficiently ventilated and supplied with fresh air before and during the event.



Coffee and lunch breaks

You are to sit at the minimum distance from the other participants during coffee and lunch breaks. As an alternative, food will be handed out at food-collection stations.

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Information

Signs at the event location draw attention to applicable hygiene rules, which may differ between the German Länder as well as between individual locations.

Before the event, all participants will be informed about applicable hygiene and distance rules. The event team will also be happy to answer any questions you may have at any time.



Seating arrangement

The seats have the officially prescribed safety distance to neighbor seats. The specified seating arrangements must be observed and may not be changed.



Symptoms of illness

Please stay at home if you have symptoms of illness.

The organiser reserves the right to deny access to persons with symptoms of illness.



Contactless registration

The registration/issue of name badges on site as well as other administrative procedures are free of contact.



(Writing) materials/documents

We recommend that you bring your own writing materials (pencil, pad) to the event, as needed. Writing materials will not be available at all venues. We recommend that you do not share your writing materials with other participants. We will not be laying out information material for attendees to pick out and take with them. Writing materials required for the event will be provided at the seats.



Record of attendance

We shall document attendance and the attendance time of participants. Registration will be contactless.



Measurement of CO₂ content

We will be monitoring the CO₂ content of the air in the venue rooms continuously. If limits are exceeded, the event will be interrupted for a few minutes to ventilate the venue room.



Additional information

We consider it mandatory for you to have installed the Corona-Warn-App of the Federal German government on your private or business smartphone.