

23.09.2020



CLUBCOMMISSION.BERLIN

Sample Hygiene Concept

Guide for open-air events under Coronavirus hygiene measures

As of 23.09.2020



Table of contents

General information	3
Event description	4
Instructions to staff and guests	4
Instructions to guests	4
Instructions/Rules for personnel	5
Awareness team	5
Cleaning personnel	5
Security personnel at the entrance	5
Bartenders	5
Invitation management and documentation	6
Mandatory documentation/attendance record	6
Personalized tickets	6
Entry	6
Exit	6
Hygiene measures for different areas	7
Dance floor	7
Stage	7
Backstage	7
Chillout areas	7
Walkways/areas of movement	7
Beverage counter/bar	8
Food counter	8
Dining area	8
Sanitary facilities	9
Smoking area	9
Awareness Area	9
Cleaning	9
Cleaning and disinfection before the event	9
Cleaning and disinfection after the event	9
Worst case scenario	10
Possible action to be taken in case of a suspected infection	10
Appendix	10
Disinfectants used	10
Signs used	10
Documents	10



General information

This document describes an exemplary hygiene concept for outdoor events. The measures listed in it serve as a guide to what is needed to establish a safe hygiene concept during the corona pandemic. No claim is made to completeness. The legally prescribed measures are different for each federal state, and are based on the guidelines of the state of Berlin. In general, it can be said that a hygiene concept exists to meet the requirements and recommendations of the Robert Koch Institute, the occupational health and safety authorities and the federal and state governments. The form in which a hygiene concept needs to be available, i.e. in the form of key points, tables or continuous text, is not specified.

A hygiene concept serves as an instrument of quality assurance in the preparation, implementation and follow-up of an open-air event and is based on the hygiene and protection measures for safe events in Berlin during the Corona Pandemic. In its present version, it provides a framework for action to all employees of the event. All employees are aware of the requirements for their work and tasks. In addition, they will be sensitized to all the circumstances relating to their area of responsibility before they start work. The hygiene guidelines must be followed in all activities, on the one hand in everyday life, and on the other hand they must be adhered to and implemented before, during and after an event.



Event description

- A person responsible for hygiene must be appointed (name, address, telephone number). This person is responsible for the enforcement of the hygiene concept.
- A restricted area should be chosen to prevent unauthorized access.
- Name the area / size of the area and describe it briefly if necessary
- Name the maximum number of guests: up to 5000 (total number of people present on site at the same time must not exceed 5000, the exact number depends on the current corona regulations)
- Name the start and end time of the event

Instructions to staff and guests

Instructions to the guests

- The hygiene measures are to be clearly presented to the guests, as they are the basic conditions under which the event can take place.
- If tickets are issued online, the hygiene measures are sent in advance by e-mail.
- Information on the applicable hygiene rules should be visible at the following locations in the area:
 - Entrance
 - Exit
 - Toilets
 - Bar
 - Chillout area
 - Dance floor
 - Awareness area
 - Backstage
- Instructions could be:
 - Instructions from personnel must be followed, especially the persons responsible for hygiene.
 - Persons who do not comply with these instructions will be expelled from the premises.
 - Adhere to distancing rules (1.5 m distance to other guests, always have a mask with you, if the distance is less than 1.5 m,, it must be worn over nose and mouth)
 - Explain the sneezing etiquette (when coughing or sneezing, keep a distance of at least 1.5 m and turn away, always in a disposable handkerchief, which



is disposed of after use (if no handkerchief is available, cough into the crook of your arm or sneeze and turn away from people, always wash your hands thoroughly after sneezing, coughing and blowing your nose)

Instructions/Rules for personnel

- Personnel are to be informed about the hygiene measures and asked to enforce them.
- Personnel are required to wash/disinfect their hands regularly, especially when interacting with guests.
- During any activity where the 1.5m minimum distance cannot be guaranteed, the duty to wear a mask over nose and mouth applies, e.g. for:
 - Security personnel
 - Runners
 - Awareness personnel
 - Cleaning personnel

Awareness Team

- The Awareness Team is encouraged to wear a mask over nose and mouth at all times. They will move through the entire area of the event and contact the guests to point out the hygiene measures.
- The awareness team will be in contact with the security team. In case of repeated violation of the hygiene measures, they will expel the respective person from the premises by contacting the security team.

Cleaning personnel

- Cleaning personnel must wear a mask over nose and mouth and gloves when cleaning.
- The toilets are cleaned in 30-minute intervals and disinfected with a surface disinfectant.
- After each artist or act, the contact surfaces of the stage/equipment are disinfected.

Security personnel at the entrance

- The security personnel must wear a mask over mouth and nose and gloves.
- After each interaction with guests, the gloves are disinfected.
- The gloves are changed every hour.

Bartenders

- Staff wear disposable gloves, which should be cleaned with a surface disinfectant after contact with guests. The disposable gloves must be changed every hour.
- Break intervals for personnel: 30 minutes every 2 hours
- No gloves are worn during the breaks for the recovery of the hands.

- Bar staff must wear a mask over nose and mouth

Invitation management and documentation

Mandatory documentation/attendance record

- Documentation at entrance or exit: Surname, first name, address, telephone number, signature, arrival and departure, both from staff and guests. The data is stored for 30 days after the end of the event and then destroyed in accordance with DSGVO.

Personalized tickets

- A pre-booking or ticketing system is recommended, ideally with time slots to avoid a traffic jam at the entrance.

Entry

- Entry and exit are spatially separated from each other.
- Hand disinfectant is provided.
- In front of the entrance there are floor markings at a distance of 1.5 m. Should the distance fall below this distance due to the situation, guests must wear a mask over nose and mouth. In order to make this obvious, there are signs in front of the entrance indicating this.
- Guests with the following symptoms will not be admitted: fever, sore throat, cough, loss of smell or taste
- At the entrance the body temperature is measured. From a temperature of 37.5 degrees Celsius onwards, entry is denied. Exception: The person concerned carries a certificate that justifies the increased temperature to an obvious degree.
- Only guests with a clean mask/face covering will be admitted. In addition, the organizer(s) will provide masks for guests to hand out.
- At the entrance the guests are to wash/disinfect their hands. The agents used are listed in the appendix.

Exit

- When leaving the premises, the time of departure is recorded.

Hygiene measures on the areas

Dance floor

- Wearing a mask over nose and mouth is mandatory on the entire dance floor
- There is a smoking ban on the dance floor.
- Guests are requested by signs to keep to the specified minimum distance of 1.5 m. (Experience shows that guests do not keep to the minimum distance. However, it does no harm to demand this)
- If larger groups are formed, the audience is asked to refrain from doing so by taking appropriate measures (music is turned down, announcements, requests from security and awareness personnel).
- If the minimum distance is repeatedly violated, guests may be expelled from the premises by the security personnel.

Stage

- The distance regulation of 1.5 m on the stage and between artists applies.
- There is a spatial separation from the audience, so that the minimum distance of 1.5 m is guaranteed.
- For singing on stage, the demarcation is extended so that a distance of 3m from the audience is guaranteed.
- If there is more than one person on stage, the obligation to wear a mask over nose and mouth applies.
- After each change of an artist, the equipment used is disinfected.

Backstage

- Designated seating areas have a minimum distance of 1.5 m.
- Hand disinfectant is provided here.
- The seating areas are arranged in such a way that group formation is prevented.

Chillout areas

- On the way to the sites, a mask must be worn over nose and mouth if the minimum distance cannot be maintained.
- Seating groups have a minimum distance of 1.5 m to each other.
- Guests may remove the mask at the designated seating areas.
- The seating groups are designed in such a way that a maximum of 6 people can sit on one seating group.
- Guests may be closer than the 1.5 m minimum distance when sitting.

Walkways / movement areas

- The paths are illuminated.
- If the paths are so narrow that the minimum distance of 1.5 m cannot be maintained, it is compulsory to wear a mask over mouth and nose.

Beverage counter/bar

- The drinks are dispensed via a "one-way street" system. In addition, there are markings on the floor at 1.5 m intervals. In addition, a mask must be worn over nose and mouth.
- Disposable cups are used for dispensing non-bottled beverages.
- Empty bottles are placed next to the bar in crates/collection stations to avoid contact with the bar staff.
- The staff is to be separated from the audience by a separating pane/plexiglass.
- The drinks are personalized (name is written on the bottle/glass to avoid confusion).
- The bar is cleaned with a surface disinfectant at 30-minute intervals.
- Visibly inebriated persons are not allowed to continue to purchase alcoholic beverages.
- In exceptional cases, strongly inebriated persons may be expelled from the premises.
- A bowl under the plexiglass will be provided to deposit the money.

Food counter

- The personnel must be separated from the audience by a separating pane.
- Only disinfectants (both surface disinfectants and hand disinfectants) which do not affect the quality of the food may be used. (do not have a perishable effect)
- The food is distributed via a "one-way street" system. In addition, there are markings on the floor at 1.5 m intervals. A mask must also be worn over nose and mouth.
- Disposable dishes are used. The dishes are disposed of in a lockable container. This prevents personnel from coming into contact with potentially contaminated objects.
- The personnel wear disposable gloves. These must be cleaned with a surface disinfectant after contact with guests. The disposable gloves must be changed every hour.
- Food staff must wear a mask over mouth and nose
- Break intervals for personnel: 30 minutes every 2 hours
- No gloves are worn during the breaks for the recovery of the hands.
- The counter is cleaned with a surface disinfectant in 30-minute intervals.

Dining area

- The dining area is designed so that food can only be eaten at tables.
- The tables and seating arrangements are designed so that a maximum of 6 people can sit at one table/seating arrangement.
- When sitting at a table/seating group, the obligation to wear a mask does not apply.
- The tables are disinfected in 30-minute intervals with a surface disinfectant.
- The distance between the tables is designed to ensure a minimum distance of 1.5 m between persons of different tables.
- Rules are indicated to attendees by signs.

Sanitary facilities

- The guests are requested to disinfect the contact surfaces before going to the toilet. (with surface disinfectant and disposable towels)
- In addition, the staff cleans and disinfects the toilets at 30-minute intervals.
- During their stay in the sanitary facilities, guests must wear a mask over nose and mouth.
- Wash basins with soap, disposable towels and lockable waste garbage cans are available. If this is not possible, an appropriate hand disinfectant is provided.
- Correct hand washing procedure is explained by appropriate signage. (e.g. here: <https://www.smarticular.net/haende-richtig-waschen/>), observe the 30sec rule

Smoking area

- The area must be large enough to ensure a minimum distance of 1.5 m between smokers*.
- The ashtrays are set up in such a way that the minimum distance of 1.5 m between individual persons is guaranteed.
- There is no obligation to wear a mask in the smoking area.

Awareness area

- A mask must be worn over nose and mouth on the way to seating areas.
- Designated seating areas must be indicated with markings of a minimum distance of 1.5 m. Guests may remove their mask in the designated seating areas.
- The area should be designed with reclining areas for guests. The lying areas must be more than 1.5 m apart.

Cleaning

Cleaning and disinfection before the event

- All those involved in the event who are responsible for the setup in advance must thoroughly clean and disinfect all washable working and contact surfaces before the event begins. Proof of this must be noted in the cleaning protocol.

Cleaning during the event

- The surfaces are cleaned and disinfected at different intervals. The toilets and the bar have a cleaning interval of half an hour. The stage is disinfected after each change of artist.

Cleaning and disinfection after the event

- After the event, the same guidelines for cleaning and disinfection apply as before the event. All washable surfaces must be thoroughly cleaned and disinfected. Proof of this must be noted in the cleaning protocol.



Worst case scenario

Possible instructions for action in the event of a suspected Corona case

- In the event of a suspected positive Corona case, the person is placed in a separate area in temporary quarantine (awareness area or a special room, important is that the person is isolated from other people). The hygiene officer(s) or the awareness personnel will inquire about possible contact with other people and the person's movements during the event.
- The persons taking care of the potentially infected person must protect themselves (e.g. FFP2 mask, protective suit, gloves, goggles)
- After potentially infected persons have been informed, they are also quarantined.
- There are two options going forward:
 - a) an emergency doctor is called to perform a Covid 19 test on site.
 - If the result is negative, the person can continue to participate in the event.
 - If the result is positive, the person must be sent home or sent to quarantine. Further steps are to be clarified with the responsible public health department or the physician present
 - b) an ambulance is called to do the corona test in a hospital.
- If there are too many potentially infected persons, the event is cancelled. Further steps will be discussed with the responsible administration.
- Contact is immediately made with the responsible health office to clarify further action.
- Guests are encouraged to minimize their personal contacts during the next two weeks. A quarantine can only be imposed by the responsible public health department.

Appendix

Disinfectants used

- Removal from IHO list
 - Surface disinfectant:
 - Hand disinfectant:

Signs used

Here all signs, which are displayed at the event, are shown.

Documents

All documents referred to in the hygiene concept are filed in the appendix.

- IHO list (excerpt if necessary)
- Manufacturer's information on disinfectants/soap etc.
- Sars-CoV-2 Containment Ordinance