

# SAFETY PLAN FOR EVENTS ON COVID-19

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Version 1.1 / 1<sup>st</sup> October 2020

## **Introduction**

The following safety plan describes the requirements that events with a maximum of 1'000 persons must meet in order to resume or continue their activities in accordance with COVID-19 Regulation 2. The requirements are directed at the operators of facilities and organisers of events and its employers. They serve to define the protective measures that must be implemented.

## **Purpose of the measurements**

The aim of the measures is to protect further the employees and organisers and latter the guests of an event from infection by the new coronavirus. It is also important to provide the best possible protection for people at particular risk, both employees and guests.

## **Legal principles**

COVID-19-Regulation 2 (818.101.24), Labour Law (SR 822.11) and its regulations

## SAFETY PLAN BASIC RULES

The Davos Congress safety plan ensures that the following requirements are met. Enough and appropriate measures must be provided for each of these requirements. Davos Congress, the employer and the organiser are responsible for the selection and implementation of the relevant measures:

1. All persons involved in the organisation and execution of the event clean their hands regularly.
2. An electronic attendance list of participants / visitors / guests must be kept. Name, telephone number, address, e-mail and - if available - the seat number (for rows of seats) must be listed. The organisers must keep a corresponding list for 14 days.
3. The flow of people (e.g. entering and leaving the rooms, during breaks) must be regulated in a way that the distance of 1,50 metres between visitors can be maintained.
4. Events at which the guests or spectators are seated (e.g. cinema, theatre), the rows of seats have to be arranged in such a way that at least one seat between individuals and groups of families or persons from the same household remains empty. If possible, the chairs should always be placed in rows with a minimum distance of one 1,50 metres between the chairs and rows.
5. For events (fairs, festivals, concerts) the maximum number of participants / visitors / guests is one person per 2.5 sqm of accessible area.
6. The flow of people (e.g. when entering and leaving the spectator or recreation rooms) must also be directed in such a way that the distance of 1,50 metres between the participants / visitors / guests can be maintained.
7. Employees and other persons keep a distance of 1,50 metres between each other. For work at an unavoidable distance of less than 1,50 metres, employees should be exposed as little as possible by shortening the duration of contact and / or implementing appropriate protective measures.
8. Surfaces must be cleaned as required
9. An appropriate protection of particularly vulnerable persons is to be implemented.

**Note:**

The specifications or the legal basis may change at any time. You are advised to regularly check whether the measures and protection concepts taken meet the latest requirements of the canton (see cantonal [website](#) on coronavirus).

## 1. HAND HYGIENE / PROTECTIVE MASKS

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All persons in the company clean their hands regularly.

### Measures

If the distance of 1,50 metres in the contact area between working personnel and participants / visitors / guests is less than 1,50 metres, even for a short period of time, the wearing of a hygiene mask (e.g. surgical masks) is strongly recommended, but there is no general obligation to wear it.

The provision of protective masks in the entrance and exit areas for participants / visitors / guests is recommended.

Setting up sanitizers: Guests must be able to wash their hands with soap and water or sanitize them when entering the event location.

All participants in an event wash their hands regularly with soap and water. Especially before arrival as well as before and after breaks. At workplaces where this is not possible, hands must be sanitised.

Before the following work the catering personnel must always wash their hands or sanitise: setting tables, folding napkins and polishing cutlery.

All persons inside the congress center are obliged to wear a mask.

Employees are required to avoid touching the personal belongings of guests. If it is nevertheless necessary, disposable gloves are worn or the items are disinfected.

## 2. SOCIAL DISTANCING

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Employees and other persons keep a distance of 1,50 metres between each other.

### Measures

The organiser is guided by the protective measures recommended by the FOPH. The distance between persons must be maintained in accordance with current FOPH regulations. See [FAQ FOPH](#)

Room and stage space must be planned and checked for enough safety distances. Positioning and escape plans as well as walkways are to be designed with sufficient distances.

The seating and room concept (conference, theatre, parliamentary, cocktail reception, banquet, etc.) must be set up in such a way that the currently valid distance according to the FOPH is maintained. See [FOPH](#) and [Safety plan Gastrosuisse \(German\)](#).

Ground markings that help to ensure that the distance of at least 1,50 metres between groups of guests is maintained and, where necessary, to direct the flow of people have to be provided.

It must be ensured that the minimum distance of 1,50 metres can also be maintained in lavatory facilities, recreation rooms, changing rooms and other staff rooms.

### Work with unavoidable distance below 1,50 metres

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Taking into account specific aspects of work and work circumstances in order to ensure protection.

#### Measures

If the distance of 1,50 metres between the event staff should fall short, even for a short period of time, the wearing of a hygiene mask (e.g. surgical masks) is strongly recommended. The employer must enable the employees - who are at their request - to work with hygiene masks.

### 3. CLEANING

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Regular cleaning of surfaces and objects after use as required, especially if they are being touched by several people.

#### Measures

All areas with which visitors, participants, service providers and employees come into contact must be regularly disinfected with suitable means. This includes among other things: lavatory facilities, door handles / handrails, buttons (elevator / cash desks), frequently used surfaces (furniture, tables, counters).

Disposable cloths are preferably used for the cleaning work. If fabric cloths are in use, they must be replaced regularly, but at least twice a day.

Speaker's desk is regularly disinfected. Hand microphones are only provided on stands.

Surfaces and objects (e.g. work surfaces, wardrobe hangers) should be cleaned regularly with a professional cleaning or disinfecting agent, especially when used together. No bar tables with tablecloths are available for rent at exhibitions until further notice.

Door handles, lift buttons, stair railings, armrests of chairs, coffee machines, used kitchen utensils, and other working material used by several persons are cleaned or disinfected professionally on a regular basis - depending on use, but at least once a day.

Lavatories are cleaned and disinfected regularly, at least twice a day. A cleaning protocol must be kept.

Cutlery and kitchenware, even when not in use, is cleaned in the dishwasher, before use. The rinsing processes are carried out at temperatures above 60 °C.

### 4. PEOPLE AT PARTICULAR RISK

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Ensure adequate protection of particularly vulnerable persons.

#### Measures

Visitors who belong to the risk group as defined by the FOPH, or who show COVID-19 symptoms, are advised to stay away before the event.

### 5. COVID-19 SICK INDIVIDUALS AT WORK

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#### Measures

Those who are ill in the company must be sent home with a hygiene mask and informed, following the instructions for isolation according to the FOPH (see [FOPH Isolation and quarantine](#)).

## 6. SPECIFIC WORK CIRCUMSTANCES

Considering specific aspects of work and work situations to ensure protection.

Measures
Helpdesks and information points where contact with guests is to be expected are to be provided with suitable protective walls (Plexiglas).
Artists, presenters, musicians, panellists, etc. are given separate and marked dressing rooms.
Reusable cloakroom tickets must be disinfected or disposable paper numbers must be used.
When covering dishes, cutlery and glasses, mouth-nose protection and gloves must be worn. Open cutlery trays are not permitted.
If the required distance of 1,50 metres cannot be maintained in the control room due to lack of space, partition walls must be installed.
The badge handling is left to the organizer. The corresponding equipment is organized by him. Below are our suggestions: <ul style="list-style-type: none"> <li>- Guests will not receive a badge on site; the organizer will send a personal entry code or the badge in advance, which can be printed or downloaded.</li> <li>- In the entrance area all badges are laid out alphabetically in an envelope on a table. The guest takes his badge independently.</li> <li>- An employee distributes the badge at the registration table behind a plexiglass wall with disinfected hands. There is no physical contact between the guest and the employee.</li> </ul>
Each exhibitor shall ensure that the minimum distances and the space utilization key are observed on his stand space in accordance with the specifications of the FOPH. The number of stand staff must be taken into account in the area calculation as well.
The exhibitor is required to disinfect objects at the booth regularly. Stand cleaning services or disinfectants can be ordered from Davos Congress

## 7. INFORMATION

Information of employees and other relevant persons about the guidelines and measures.

Measures
The organiser shall give sufficient advance notice of the applicable federal travel regulations (rail, air, public transport). When using taxi and shuttle buses, maximum capacities and minimum distances based on the protection concepts of the transport companies must be maintained. Wearing a mask in public transportation is mandatory.
Signs should be put up on posters with Covid-19 behavioural guidelines to raise the awareness of the participants.
The respective employer informs employees in writing and specifically about the applicable regulations, which must be observed by all those involved during the construction, implementation and dismantling phases of events.
The following tracing apps are recommended for data collection: <ul style="list-style-type: none"> <li>- <a href="#">Tastier</a> : QR Tracing</li> <li>- <a href="#">Tavi</a>: Transponder Tracing System</li> <li>- <a href="#">Mindful App</a>: Tracing App</li> </ul>

Admission of persons with Covid-19 or showing symptoms of Covid-19 disease is prohibited. Suitable precautions must be taken, namely the obligation for visitors to declare themselves and the refusal of admission of persons with obvious symptoms

## 8. MANAGEMENT

Implementation of the management guidelines in order to efficiently implement and adapt the safety measures.

### Measures

Access control and full electronical registration (name, telephone number, address, e-mail) must be ensured. Entrance and exit zones are to be provided separately from each other and marked accordingly. Waiting and transfer zones with distance markings in front of the entrances must ensure the currently valid distance according to the FOPH.

Safety and health training by the safety officer. This also and above all includes the COVID-19 measures.

If possible, the admission of the guests should take place in different groups and with a time delay.

In order to be able to limit the number of people to be contacted in the event of contact tracing to a maximum of 300, the plenary hall will, if necessary, be divided into sectors by reserving seats and directing flows of people.

## FURTHER SAFETY MEASURES

### Measures

In order to trace possible chains of infection, a full electronical registration (name, telephone number, address, e-mail) of visitors, participants, service providers and employees is carried out. All relevant data is archived up to 14 days after an event and made available to the authorities as required.

A fresh air supply and CO2 monitoring is guaranteed for all rooms of the Davos Congress Center.

Adequate ventilation of the entire venue must be ensured. Especially in lower and small rooms, sufficient and regular ventilation must be ensured.

The measures taken by the Federal Council to restrict the entry of persons from abroad must be taken into account.

The active promotion of group travel should be avoided.

Sufficiently dimensioned recreational, movement and special areas, including smoking areas, are to be considered.

Doors should be left open in all areas (entrance doors, passageway doors, main toilets), if permissible. Exceptions: rooms with electronically controlled doors.

Close encounters are to be reduced to a minimum (podium, stage artists, presenters, technical staff).

Participation and interaction are only to be implemented under consideration of the FOPH protection guidelines. Crowds of people around stands, showcases and attractions must be prevented.

Event catering is oriented towards and, where possible, implements GastroSuisse's existing hygiene and safety measures plan.

Waiting zones with distance markings in front of the issuing area must ensure the currently valid distance according to the FOPH.

Where possible, guests should be divided into appropriate groups with the aim of reducing interregional mix.

Wherever possible, access to the storage premises shall be contactless.

Participants are advised to install the COVID - 19 tracing app for secure tracing. [Covid App instructions BAG](#)

## 9. SPECIFIC REQUIREMENTS

In the following, the three options are described according to which an event can be organized:

### The distance rules are met

Maintaining the distance of 1,50 metres remains the most important measure to prevent transmission, together with the hygiene rules. The following applies:

All persons must be able to keep the currently valid distance of 1,50 metres to each other.

Seats must be allocated in such a way that the distance of 1,50 metres between individuals and between groups of families or persons living in the same household can be maintained at all times.

The flow of people (e.g. when filling and emptying the rooms, during breaks, toilets) must be directed in such a way that the distance of 1,50 metres between all persons (except groups of families or persons living in the same household) can be maintained.

### Safety measures are met

If it is not possible to maintain the distance in certain situations, for example for operational reasons, it is permissible to use other protective measures (wearing hygiene masks or installing suitable barriers). The following applies:

The organizer informs all persons about the implementation of the safety measures, especially regarding the correct use of the hygiene masks.

Either all persons wear a hygiene mask (e.g. at events with standing persons or fully occupied rows of seats) or seats must be separated from each other by suitable barriers.

The flow of people (e.g. when filling and emptying the rooms, during breaks) must be directed in such a way that the distance of 1,50 metres between all persons (except groups of families or persons living in the same household) can be maintained.

### If protective measures cannot be met

If these measures cannot be applied either and close contacts may therefore occur, the following applies:

If the distance cannot be maintained, suitable protective measures, such as wearing a hygiene mask, must be implemented. Accordingly, the wearing of a hygiene mask then becomes mandatory.

The organizer informs the visitors about the possible or certain falling below the distance of 1,50 meters.

The organiser advises visitors of the electronic registration of contact details and that they may be subject to quarantine if close contact is made with COVID-19 sufferers during the event.

A full electronic registration (name, first name, telephone number, e-mail, address) can be made via reservation systems or by using the contact form.

Contact details for events with seated persons should be recorded in relation to the seat (using a reservation system, app, etc.)

Auditoriums or public areas must be set up in such a way that traceability is ensured in the case of close contacts. At concerts, for example, the auditorium or public areas can, where possible, be divided into marked sectors.

Close contacts must be able to be provided by the organiser for 14 days after the event at the request of the cantonal health authorities.

- Definition Event:** By that are meant: trade fairs, events, congresses, symposia etc.
- Definition recreational area:** Areas of an event location in which people are present for a period of time. Examples are: Lecture areas, catering areas, accreditation cloakroom areas, sanitary facilities. A minimum distance of 1,50 metres must be maintained.
- Definition area of movement:** Areas of an event location where people move to the respective event contents and sections. Examples are: Corridors, staircases, as well as escape and rescue routes.
- Definition temporary space:** Areas of a venue where people remain for a limited period of time. Examples are: Access, admission, accreditation, cloakrooms, restrooms, smoking area.

## COMPLETION

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This document was created based on an industry solution:  Yes  
 No

This document was distributed and explained to all employees.

### Information Event

#### Davos Congress

Responsible Person: \_\_\_\_\_

Cell phone - Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

#### Organizer

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Cell phone - Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature and Date: \_\_\_\_\_




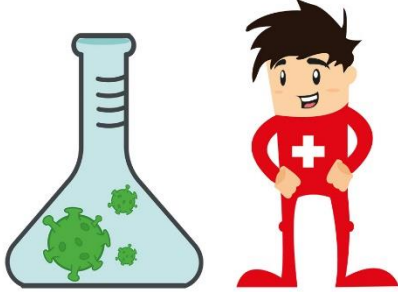

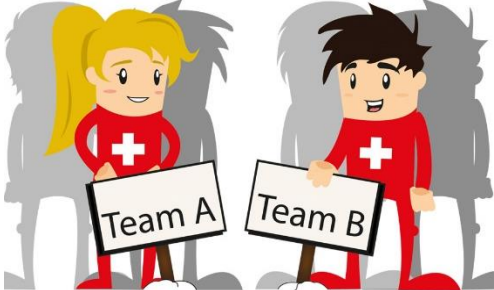


Notice to:

- Public order office municipality Davos
- Police department of Grison



## «STOP-PRINCIPLE»

The STOP-principle explains the sequence in which protective measures are taken.

	<p><b>S</b> stands for substitution, which in the case of COVID-19 is only possible with sufficient distance (e.g. home office)</p>	
	<p><b>T</b> are technical measures (e.g. acrylic glass, separate workplaces).</p>	
	<p><b>O</b> are organisational measures (e.g. separate teams, changed shift planning).</p>	
	<p><b>P</b> stands for personal protective measures (e.g. hygiene masks (surgical masks)).</p>	

### Personal safety measures

**Personal safety measures should only be used if other measures are not possible and adequate protective equipment (e.g. hygiene masks (surgical masks) is available.** They are less efficient than substitution and technical or organisational measures.

Employees must have the necessary knowledge for the correct use of protective equipment and be appropriately trained in its use. If this is not the case, protective equipment may lead to a false sense of security and basic, effective measures (keeping distance, washing hands) are neglected.