

How we ensure COVID-19 compliant events

Many companies ask themselves what is permitted in the face of the present COVID-19 regulations and are unsure how they can execute their corporate event as safe as possible. We from eventfactory GmbH will keep track of all the legal requirements and regulations for you. A COVID-19 representative, who will make sure that the event meets all legal requirements, accompanies our events. Additionally we came up with more steps to make your event COVID-19 safe.

As early as during the beginning phases of the lockdown, we started to develop a checklist, and still enhance it according to new developments. **This is more than just the implementation of the required hygiene standards and providing a “Welcome Health-Kit”**. Additionally, to the required measures regulated by the government, we came up with more steps to ensure an even higher level of security.

Here is an excerpt of our services:

- An individually created COVID-19 safety concept including a checklist for your event (no additional charges)
- COVID-19 representative for ALL events (no additional charges)
- Corona PCR tests shortly before your event (extra charge)
- Participant contact tracing without phones, but with a special Bluetooth technology (extra charge)

The aim of our additional measures is to keep risk of an infection as well as the concerns of your event participants at a minimum level, so they can concentrate on the event. Ask us and we will send you an individualized checklist for your event and support you in making your event COVID-19 compliant.

Please note that we adapt the proposed measures to the current COVID-19 policies. Please find an example COVID-19 checklist attached:

Covid-19 Measures – Checklist

This checklist supports you with keeping track of current COVID-19 policies and complements legal requirements.

Preventative measures before your event:

Information for Attendees:

- Attendees will be informed to stay home if they were in contact with suspected or confirmed COVID-19 cases
- Attendees will be informed to stay home when not feeling well
- Ahead of the event, attendees will receive information about the symptoms of a COVID-19 infection
- Ahead of the event, attendees will receive information about hygiene measures, including how to sneeze and cough (into one's elbow, tissue) correctly.

Information for Staff:

- Assigned staff is sensitized to watch for individuals with respiratory symptoms
- Staff members know how to proceed with attendees who show symptoms of a respiratory disease

Involvement of Health Authorities and service providers:

- Responsible health authorities are involved in the planning of the event
- Medical personnel (rescue service) will be involved in the planning of the event
- Medical personnel (rescue service) will be present during the event and care for attendees with health issues / questions

Further preventative Measures:

- Discuss whether attendees who cannot attend due to COVID-19 (or suspicion of COVID-19) will be granted a refund
- Obligatory FFP2 masks for attendees, organizers, staff
- Discuss whether fever measurements should be carried out in the admission area
- Implement measures that reduce number of people and exposure time when queuing
- Assign seats (personalized tickets) to facilitate contact tracing
- Hand disinfection facilities for attendees and staff will be provided
- There will be sufficient facilities for attendees and staff to wash their hands with soap.
- There will be a professional security concept, which includes a Corona/Covid19 scenario.
- Discuss whether PCR Tests should be conducted (exclusion of attendees / quarantine)

Measures during the event:

Transfer

- Two seats per person
- Plexiglas walls to separate driver from attendees
- In-depth disinfection after each trip
- Facemasks for attendees and drivers
- Disinfection wipes in all vehicles
- „Welcome Health-Kit“ – facemask, gloves, hand sanitizer, QR Code for local Corona-App, cab voucher etc.

Hotels:

- Online check in, digital key
- Digital signature
- Social distancing information for meetings
- Self-service with beverages, pre-packaged snacks during coffee breaks
- Taking temperature and rapid testing
- High hygiene and cleanliness standards
- Efficient room planning in lobby, restaurant, elevators etc.

Restaurants and Catering:

- No buffet – all meals will be served
- Information about social distancing
- High hygiene standards
- Enlarged outdoor seating areas
- Minimum distance of 2m between groups
- Maximum used capacity of 50%

Venue:

- UV-C filter
- Information about social distancing
- Maximum used capacity of 50%
- Taking temperature and rapid testing
- High hygiene standards
- Efficient room planning
- Venues with air conditioning: integrated high-tech filter

Activities:

- Geofencing and GPS-tracking with bracelets
- Rapid testing
- Max. 10 persons per group / guide
- No queuing
- Careful selection of suppliers, who comply with Covid-19 policies

Reactive Measures of event organizers:

- All measures are defined in writing and coordinated with all stakeholders, to ensure quick response when attendees spontaneously show COVID 19 symptoms
- Isolation of (possibly) ill persons on site is possible
- The isolation area has the necessary equipment (protective masks, disposable gloves, etc.)
- The necessary hygiene measures have been defined and coordinated with responsible health authorities

Risk assessment of the event:

Aspects to consider:

- Number of people per square meters
- Risk of venue
- Average age of attendees
- Duration of event, on the basis of a consistent number of people present at the event

Please note that we adapt the proposed measures to the current COVID-19 policies. A certified Covid-19 representative will be continuously involved in the planning of your event.