

Checklist

Hygiene measures for you and your customers

Status: January 2022

The current situation affects us all. Nevertheless, trade fairs, congresses and events are slowly finding their way back into our annual calendars, once again providing opportunities for networking and face-to-face interaction. While this requires a number of unusual measures, it won't prevent us from planning and holding professional, successful and above all, safe events.

Based on the State and City of Hamburg's current 'HmbSARSCoV-2-EindämmungsVO' ordinance, Hamburg Messe und Congress GmbH (HMC) has developed a hygiene and infection control strategy (Health and Safety Guidelines) to ensure the safety of all participants in trade fairs, exhibitions, congresses and other events. You can find it at hamburg-messe.de/en/hygiene-concept-1

The requirements and measures will be updated continuously as appropriate to account for new developments and ensure compliance with the HmbSARS-CoV-2-EindämmungsVO ordinance as last amended. Furthermore, HMC bases its strategy on the hygiene rules issued by the Federal Centre for Health Education (www.infektionsschutz.de), which publishes information on COVID-19 for the general public.

You as an exhibitor are responsible for assembling and operating your exhibition stand. You are consequently under obligation to adhere to the framework of terms and conditions and to monitor your contractors as well as operations at the exhibition stand.

The following checklist will support you in complying with the requirements.

1. Preparation

- Have read and will adhere to Health and Safety Guidelines of Hamburg Messe und Congress GmbH
- Hygiene strategy for stand prepared
- Have trained stand staff and contractors about hygiene requirements
- Have appointed a Hygiene Representative
- Applicable occupational safety standards are being met
- Contact tracing during assembly and disassembly covers own staff as well as subcontractor employees
- Stand construction contractors briefed about contact tracing and hygiene rules

2. Stand construction

2.1. Stand construction follows "3G" access model (recovered, vaccinated or tested)

- 1.5 m social distancing ensured in all areas
- Sufficient space provided for seating, including access paths
- Sufficient space provided for demonstration area, including access paths
- No enclosed meeting rooms*
- Open design
- No closed ceilings*
- Separate entry and exit areas, marked appropriately
- Stand markings for social distancing and direction of movement
- Counters positioned away from visitor traffic
- Stand design makes sure consulting conversations will only take place within the stand area
- Unnecessary physical interaction avoided during set-up
- Permissible number of persons inside stand properly accounted for
- Measures to monitor permissible number of stand occupants implemented

2.2. Stand construction follows “2G+” access model (recovered or vaccinated and additionally tested)

- No enclosed meeting rooms*
- Open design
- No closed ceilings*
- Unnecessary physical interaction avoided during set-up
- Recording of your own employees, service providers and subcontractors during construction and dismantling for contact data tracking

* Minimum requirement is to guarantee proper ventilation or continuous air exchange.

For specific questions please contact Technical Safety (messtechnik@hamburg-messe.de, +49 40 3569-2528).

3. Hospitality

3.1. Catering follows “3G” access model (recovered, vaccinated, or tested)

- Catering exclusively implemented with restaurant-style fixed seating
- No handing-out of food samples (if , continue with 4.)
- Food is pre-portioned, pre-packaged, and stored in a protected place
- No self-service (e. g. giveaways)
- Sustainable single-use dishes and cutlery used
- Trained personnel will serve
- Staff and guests wear medical masks
- Catering only at seats. Standing places are not allowed.
- Guests are advised that the mask may only be put down at a fixed place.
- Guests will be documented according to Section 7 of Hamburg Pandemic Control Ordinance

3.2. Catering follows “2G+” access model (recovered or vaccinated and additionally tested)

- Hospitality for guests only under the applicable 2G+ regulations
- Create a protection concept for hospitality
- Food samples handed out within exhibition stand area only, not to passers-by in corridors
- Catering only at seats. Standing places are not allowed.
- No self-service (e. g. giveaways)
- Staff and guests wear medical masks
- Guests are advised that the mask may only be put down at a fixed place.

4. Exhibition stand operation

4.1. Stand operation follows “3G” access model (recovered, vaccinated, or tested)

- Presentations and other activities at the stand will not interfere with visitor flow in adjacent aisles
- Physical services, or demonstrations of exhibits which are intended to be touched will be minimized (exhibits to be disinfected regularly)
- Wearing a medical mask – if possible, FFP2 mask

4.2. Stand operation follows “2G+” access model (recovered or vaccinated and additionally tested)

- Presentations and other activities at the stand will not interfere with visitor flow in adjacent aisles
- Wearing a medical mask – if possible, FFP2 mask

5. Hygiene / cleaning

5.1. Hygiene / cleaning applying “3G” access model (recovered, vaccinated, or tested)

- Disinfectants will be available and used at stand
- Handshaking will be avoided
- Routine disinfectant use on event premises
- Regular hand washing
- Regular cleaning
 - Stand area
 - Products / exhibits
 - Contact surfaces (countertops, handles, etc.)
 - Seats, tables
- For exhibits not suited for frequent cleaning, other precautions are being taken to avoid smear infections (e.g., glass cabinets)
- Wearing a medical mask – if possible, FFP2 mask
- Medical masks available for customers
- Cashless payment equipment provided

5.2. Hygiene / cleaning according to “2G+” access model (recovered or vaccinated and additionally tested)

- Disinfectants will be available and used at stand
- Routine disinfectant use on event premises
- Regular hand washing
- Regular cleaning
 - Stand area
 - Products / exhibits
 - Contact surfaces (countertops, handles, etc.)
 - Seats, tables
- For exhibits not suited for frequent cleaning, other precautions are being taken to avoid smear infections (e.g., glass cabinets)
- Cashless payment equipment provided
- Wearing a medical mask – if possible, FFP2 mask
- Medical masks available for customers

6. Tracing

- Registration of stand staff (including set-up and dismantling, catering personnel etc.)
- Type of registration _____

7. Extra measures

Note: The individual measures depend on stand size, visitor frequency and stand design.

We wish you a successful event and continued good health!

Our hygiene and safety measures for events

Our services to you:



We make sure all participants can maintain proper social distancing.



We provide all participants with opportunities for regular and adequate hand hygiene.



We systematically track and trace all event participants.



We sanitise all contact surfaces regularly following specific cleaning schedules.



We provide disinfectant dispensers in all public areas.



Our ventilation systems continually supply our exhibition halls with fresh outside air.



We liaise with the local public transport system before each event to avoid overcrowding.



If a suspected COVID-19 case is detected during the trade fair, the affected person can be isolated and attended to at one of our two first-aid posts.



Trained staff will monitor compliance with the hygiene rules and help you comply.



We will notify all participants about the applicable safety and hygiene rules.



We protect our employees and partners by complying with the SARS-COV-2-specific occupational safety standards.

Our request to all participants:



Cover your mouth and nose. Face masks are mandatory.



If you are feeling unwell or have been around an ill person, you are not allowed to attend.



Comply with applicable quarantine requirements after returning from a high-risk region.



Do not shake hands.



Use cashless payment methods only.



While on the exhibition campus, comply with the same hospitality rules that apply everywhere else.



Dispose of used face masks using the rubbish bins provided for this purpose.



Take responsibility for compliance with the applicable safety and hygiene rules.

Our request to you as exhibitor:



You will need a hygiene strategy of your own for your exhibition stand. We will gladly assist you.



Instruct your staff about all applicable hygiene measures.



Distribute only pre-portioned, pre-packaged food and beverages to visitors.

Our request to you as congress organizer:



You will need a dedicated hygiene strategy for your congress. We will gladly assist you.

Infektionen vorbeugen:

Prevent infections!

Richtig Hände waschen schützt!

Simple hygiene precautions can help to protect yourself and others!

Um Krankheitserreger zu entfernen, waschen Sie Ihre Hände gründlich. Das gelingt in fünf Schritten:

*To remove pathogens, wash your hands thoroughly.
You can do this in five steps:*

1



Nass machen

Hände unter fließendes Wasser halten.
Hold your hands under running water.

2



Rundum einseifen

Hände von allen Seiten einschäumen.
Apply soap from all sides.

3



Zeit lassen

Gründliches Einseifen dauert
20 bis 30 Sekunden.
Rub your hands for around 20 to 30 seconds.

4



Gründlich abspülen

Hände unter fließendem Wasser abwaschen.
Rinse your hands under running water.

5



Sorgfältig abtrocknen

Hände mit einem sauberen Tuch trocknen.
Dry your hands using a clean towel.



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