

Hygiene concept for presence events of the forumZFD

valid from 2nd June 2020

The following measures and rules of conduct serve to ensure the maximum possible health protection during our attendance events and seminars.

The hygiene concept must be handed out to all participants before the start of the event, ideally by e-mail with the other event documents or the booking confirmation. It will also be published on the forumZFD website. Before and during the event, the event and seminar management will be available to answer questions. For each event a list of participants must be drawn up with the necessary contact details. In addition, for events at external venues, the local regulations must be observed. Should the regulations of the external location differ in individual points from those of forumZFD, the more restrictive regulation shall apply.

Spatial measures

General

- Distance regulation: 1.5 m distance, implementation through barriers, markings, access regulations
- Mandatory wearing of mouth and nose protection in public areas
- Notice "General hygiene and protection measures"

Seminar rooms and work equipment

- Airing 4 times a day
- Distance 1.5 m: Realisation by single occupancy and distribution of the tables in the room
- Wearing of mouth-nose protection obligatory if the minimum distance is temporarily undercut
- Wherever possible, work equipment should be used on a personal basis. Participants should be provided with individual work sets (pens, handouts, other work materials)

Common areas

- Reduce seating to a minimum
- Remove newspapers and magazines

kitchens and catering

- No use of the kitchens by participants
- Limit collective intake of meals

- stagger break times (if the break takes place in closed rooms and there is not enough capacity for all participants)
- Do not share utensils
- Dishwasher > 60° operation
- Do not offer open food (e.g. cookies, jelly babies) or only food that can be washed before consumption (e.g. fruits)

Hygiene measures

Hand disinfection

- Hand disinfection before entering the sites, implementation by providing disinfection columns
- Provision of disinfectant in sanitary facilities
- Instructions for regular hand washing and disinfection
- Central procurement of disinfectant
- No shaking hands, adherence to sneezing and coughing labels

Surface disinfection

- Regular cleaning of all objects and surfaces: door handles, handrails, keyboards, telephones

Sanitary facilities

- Daily cleaning

Mouth and nose protection

- Disposable mouth and nose protection masks for participants (a supply is provided by forumZFD)
- Reusable mouth-and-nose protection for employees

Lifts

- Single use
- For lifts with more than 5 m² floor space max. two persons
- Independent control by participants required

Prevention

Requirements for participation

- No symptoms of disease
- No contact with infected person within the last 14 days
- In case of symptoms, participation is only possible after the negative result of a corona infection

Participants with Covid-19 diagnosis

- If a participant is diagnosed with a corona infection following a visit, the participant is obliged to inform the forumZFD.
- The forumZFD will then immediately inform the public health department and possible contacts by means of lists of participants.

Break regulation

- Staggered, time-shifted break regulation necessary (if the break takes place in closed rooms and there is not enough capacity for all participants)