

*InnoTrans 2021*



# ***SAFETY AND HYGIENE INFORMATION***

***FOR EXHIBITORS AND PARTICIPANTS***

Recommendations and guidelines for measures  
for holding events during the Covid-19 pandemic  
for InnoTrans 2021 (27–30 April)

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# 1. SITUATION AND PRELIMINARY REMARKS

These recommendations and guidelines for measures for InnoTrans 2021 are based on the **Safety and Hygiene Concept of Messe Berlin GmbH** and appeal to all participants, i.e. organisers, exhibitors, trade visitors and contractors, to exercise a high degree of personal responsibility in observing the recommendations. The objective is to ensure that the spread of the novel coronavirus Covid-19 is contained. In Berlin Messe Berlin GmbH is bound by the provisions of the SARS-CoV-2 Infection Control Directive.

The legal situation and infection numbers in combination with the considerations for holding individual events at the time in question will be the deciding factors. All the necessary measures for InnoTrans will be prepared following a joint assessment of the risks with the CSO of Messe Berlin GmbH and in coordination with the relevant public health authority in Berlin Charlottenburg-Wilmersdorf and are summarised in this concept.

Regarding the spread of Covid-19 the situation is in constant flux. As a result, the regulatory authorities and local public health authorities must continually amend the safety and hygiene requirements. For this reason it is necessary to constantly modify this concept and it is possible that some measures can be adapted when InnoTrans takes place.



## 2. OBJECTIVES

The first priority is to maintain the safety and health of all exhibitors, visitors, service partners and employees, even if this changes the characteristic nature of the event. Subject to the conditions prevailing in April 2021, which could mean either a tightening or easing of restrictions, the focus is on a responsible, individually tailored safety and hygiene concept, which has the following primary objectives in order for InnoTrans to be a successful event:

**1**

**Physical distancing and reducing direct contact over longer periods**

**2**

**Comprehensive hygiene rules and health precautions**

**3**

**Contact tracing in accordance with the guidelines of the Robert Koch Institute (RKI) to ensure optimum tracing of possible infections**

In order to ensure that everyone benefits from greater personal safety InnoTrans advises using the RKI's contact tracing app.

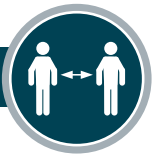


## 3. GENERAL SAFETY RULES AND PERSONAL RESPONSIBILITY

As the organiser InnoTrans undertakes to ensure that the conditions exist for observing the applicable rules. For information purposes, measures and additional general rules are to be communicated online in advance as well as on information signs at the actual event.

### ALL PARTICIPANTS TAKE PERSONAL RESPONSIBILITY FOR OBSERVING THE SAFETY AND HYGIENE RULES.

In the event of breaches of the applicable hygiene and safety rules InnoTrans shall exercise its domiciliary rights.



### 3.1 PHYSICAL DISTANCING

With the infrastructures and organisations at its disposal InnoTrans has the necessary means to implement additional measures in order to ensure compliance with the relevant distancing and hygiene rules. These include additional signage systems, communication and waiting areas, as well as changes to access and room planning. These measures apply throughout the entire event, including construction and dismantling periods. They apply to all persons involved in and attending the event, including visitors, exhibitors, stand personnel, contractors and employees.

**A minimum distance of 1.5 metres between persons must be observed at all times. If minimum distancing cannot be observed in certain cases or areas, then stricter hygiene conditions and measures shall apply. They include the installation of screens in all counter areas, mandatory wearing of face masks and providing disinfection options**



### 3.2 HYGIENE

The distancing rule described under Section 3.1 are to be supplemented by strict hygiene rules on the exhibition grounds, which are aimed at preventing infection – in particular by improving ventilation quality in the halls, implementing shorter cleaning intervals and the wearing of face masks.

All participants, exhibitors and attendees are urgently advised to wear face masks. Depending on the legal situation the organiser reserves the right to make wearing face masks mandatory for taking part.



## 3.3 CONTACT TRACING

In order to be able to trace and localise possible infections and in compliance with the legal provisions, information will be collected on all participants. For contact tracing purposes this will take place either during ticket registration or at the latest upon admission. In addition to contact data, information will be stored on the exact times of entry to and departure from the event venue. Collection and storage of data and compliance with data protection laws and deletion requirements is undertaken on behalf of the organiser by Capital Services GmbH.

The data will be passed on to the relevant public health authority solely upon official request and will be processed in accordance with the legal data protection requirements. [Four weeks following departure from the event venue the data will be deleted.]

**It is the responsibility of exhibitors to collect and store data on their contractors and on persons present on rented areas and in rented rooms for the entire duration of the event, including construction and dismantling periods.**



## 4. HOLDING THE EVENT

The organiser shall undertake to ensure that the objectives and corresponding rules and measures defined under Section 2 are observed at InnoTrans 2021. These provide orientation and are intended to form the basis for implementing individually tailored safety and hygiene measures for stand concepts and the rules applying to participants in the event.



### 4.1 RECOMMENDATIONS FOR EXHIBITORS

Exhibitors are required to obtain information on the applicable regulations, laws, directives and additional orders issued in connection with containing the spread of Covid-19 prior to taking part in InnoTrans 2021 and to observe them accordingly. This also includes informing all third party contractors of the provisions and measures to be observed. Protecting against infection and enforcing and observing the hygiene and distancing rules applicable at the event is the responsibility of the exhibitor. In the event of any breaches of the provisions for containing the spread of Covid-19 and/or non-observance of the safety and hygiene measures, Messe Berlin GmbH reserves the right to exclude the persons concerned from taking part in the event.

**IT IS A CONDITION TO NAME A CONTACT PERSON RESPONSIBLE FOR ENSURING THAT THE SAFETY AND HYGIENE RULES ON THE RENTED SPACES ARE OBSERVED AT ALL TIMES.**



## 4.1.1 CONTACT TRACING

Exhibiting companies are responsible for collecting and storing data and observing the deletion requirements to enable tracing of those present on rented areas and in rented rooms. This applies equally to exhibitors' third party contractors during construction and dismantling periods and for the duration of the event.



## 4.1.2 CONTRACTORS

All companies taking part in the event (exhibitors, stand construction firms and other contractors) are obliged to establish safety and hygiene concepts specifically for taking part in InnoTrans 2021. All companies present on the stand are to be informed by the exhibitor of the need to observe the hygiene and distancing rules. Staff attendance times must be documented on a daily basis.

### **PRACTICAL INFORMATION FOR CONSTRUCTION AND DISMANTLING:**

Establish a hygiene concept for construction/dismantling and keep a printed copy on the stand. Provide details of a contact person.

All employees are to be informed of the occupational safety measures regarding Covid-19.

Streamline work procedures, establish a detailed work schedule (staggered shifts).

Observe hygiene rules. Face masks, hand sanitiser and gloves must be available in adequate supply, including for contractors (PSA).

Avoid working in teams. Alternatively, assemble small teams always with the same personnel. Face masks must be worn if minimum distancing of 1.5 m is not possible.

Register and document the names and attendance times of employees, suppliers, service providers, contractors and self-employed workers constructing the stand.

Avoid unnecessary contact with other persons.



## 4.1.3 STAND CONSTRUCTION

In order to take part in InnoTrans 2021 and for the purpose of constructing the stand area the provisions under Section 2 must be observed:

**1**

**MINIMUM  
DISTANCING**

**2**

**HYGIENE RULES AND  
HEALTH PRECAUTIONS**

**3**

**CONTACT  
TRACING**

The technical guidelines of Messe Berlin GmbH remain unchanged and in place. Stand designs should be modified to feature more space and fewer partitions to facilitate observance of the distancing and hygiene rules, in order for as many people as possible to still be able to visit the stand at the same time. In exceptional cases, if minimum distancing cannot be observed suitable precautions must be taken to prevent airborne contagion or smear infection, e.g. by observing the mandatory wearing of face masks and providing hand sanitiser.

### THE FOLLOWING ARE EXAMPLES OF MEASURES TO BE TAKEN:

- ▶ Stand area entrances and exits are to be clearly marked. Access is to be monitored. Advice is to be given on attendance (maximum visitor numbers etc.), e.g. for autograph sessions, individual tours, vehicle presentations.
- ▶ Access is to be monitored to prevent over-attendance on the stand and the names of all persons on the stand are to be registered. Stands must provide as much space as possible without impeding movement.
- ▶ Perspex screens are to be installed at reception counters.
- ▶ Hand sanitiser dispensers and face masks are to be provided at the entrance and exit to the stand.
- ▶ Sufficiently wide aisles are required for one-way traffic, incorporating corresponding signage and floor markings. Meeting rooms and catering areas are to provide ample space.
- ▶ Items such as pens/pencils, presentation charts, bottle openers etc. are to be handed out on an individual basis – unmonitored public use is to be avoided.
- ▶ Suitable structural modifications (e. g. perspex screens) are to be made and personal protective equipment (face masks) is to be worn where minimum distancing cannot be observed, e.g. where people make direct contact, in meeting rooms with tables and chairs.
- ▶ If possible, exhibits are to be presented in glass cabinets or similar displays to avoid multiple contact with these items. Alternatively, they must be disinfected at regular intervals.

- ▶ If possible, walk-in exhibits are to be inspected one person at a time only, e.g. trains and buses on the outdoor display/rail track areas. Disinfection is to take place at regular intervals.
- ▶ Lectures and presentations on the stand are strictly subject to the applicable distancing and hygiene rules.
- ▶ Contact with frequently touched items, e. g. door handles, is to be avoided.
- ▶ Counters, tables and other contact surfaces are to consist of smooth materials to make them easy to clean.
- ▶ Stands with upper tiers are to feature sufficiently wide staircases for two-way traffic. Alternatively, one-way traffic is to be observed on the staircases.
- ▶ Fully enclosed spaces are not recommended. Spaces frequented by visitors are to be designed to ensure adequate ventilation. Thorough ventilation must be guaranteed.



## 4.1.4 GASTRONOMY – CATERING ON THE STAND

At restaurants and on catering areas and in the case of exhibiting companies providing catering service on the stands, the guidelines issued by local authorities [Infection Control Directive] must be observed as well as the advice provided by DEHOGA and the BGN document titled 'Supplement to the risk assessment of the hospitality industry'.

In cases in which a caterer independent of Capital Catering GmbH is the service provider on the stand the exhibitor must coordinate directly with the caterer to ensure their service meets the afore-mentioned requirements.

### THE FOLLOWING MEASURES ARE RECOMMENDED:

- ▶ Staff and stand personnel are to wear face masks at distribution points for food and beverages, and/or perspex screens are to be installed.
- ▶ Floor markings are to be installed to ensure minimum distancing is observed.
- ▶ Food items are to be individually packaged, including items such as milk and sugar etc.
- ▶ Disposable tableware is to be used.
- ▶ No drinks counters or self-service buffets
- ▶ No shared use of coffee machines
- ▶ To prevent infection the usual drinks receptions are prohibited – stand parties are subject to permission on a case-by-case basis.





## 4.2 RECOMMENDATIONS FOR PARTICIPANTS / TRADE VISITORS

Participants / trade visitors are required to obtain information on the applicable regulations, laws, directives and other orders issued in connection with containing the spread of Covid-19 prior to taking part in InnoTrans 2021 and to observe them accordingly. In the event of any breaches of the provisions for containing the spread of Covid-19 and/or non-observance of the safety and hygiene measures, Messe Berlin reserves the right to exclude the persons concerned from taking part in the event.

**All participants in events take personal responsibility for observing the safety and hygiene rules**

### THE FOLLOWING RECOMMENDATIONS ARE TO BE OBSERVED:

Early registration to avoid waiting lines for admission to InnoTrans

No physical contact when greeting persons / holding meetings

Avoid coughing and sneezing

Wearing of face masks – mandatory in designated areas

Bring your own items such as pens and pencils

Make non-cash payments

Postpone visiting highly frequented halls, stands and other areas where minimum distancing limits have been reached

No calling cards





## 5. MEDICAL ASSISTANCE

Messe Berlin GmbH guarantees that qualified personnel and corresponding facilities are available on site to provide immediate medical help at every event. Please refer to the plan of the exhibition grounds, which will be available at a later date, to determine the exact locations of the first aid room.

In the event that symptoms such as coughing or a high temperature are experienced **before** visiting the fair, no participant, exhibitor, employee or contractor shall be permitted to enter the exhibition grounds. They are requested to consult a doctor immediately.

### IN AN EMERGENCY ON THE EXHIBITION GROUNDS:

First aid is available from a medical service of the DRK (German Red Cross)

T: +49 30 3038-2222

### IN AN EMERGENCY OUTSIDE THE EXHIBITION GROUNDS:

Berlin hotline for suspected Covid-19 cases: +49 30 90 28 28 28 8 (8 a.m. to 8 p.m.)

Medical on-call service (hotline): +49 116 117

Ambulance service (emergencies only): 112

Local doctors in Berlin (mostly English-speaking); prior telephone registration necessary with reference to Covid-19 suspicion

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