

SAFETY PLAN FOR EVENTS WITH A MAXIMUM OF 1'000 PERSONS ON COVID-19

Version 1.0 / 22nd June 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. The event management ensures that a maximum of 1'000 people (guests/participants, employees of all trades and the event organisation) are present at an event.
3. An attendance list of participants / visitors / guests must be recorded. This list must contain the name, telephone number, address, e-mail and - if available - the seat number (for rows of seats). The organisers must keep a corresponding list for 14 days.
4. 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 metre between visitors can be maintained.
5. Events at which the guests or spectators are seated (e.g. cinema, theatre), the rows of seats must 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 metre between the chairs and rows.
6. For events (fairs, festivals, concerts) the maximum number of participants / visitors / guests is one person per 2.5 sqm of accessible area.
7. 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 metre between the participants / visitors / guests can be maintained.
8. Employees and other persons keep a distance of 1.50 metre between each other. For work at an unavoidable distance of less than 1.50 metre, employees should be exposed as little as possible by shortening the duration of contact and / or implementing appropriate protective measures.
9. Surfaces must be cleaned as required
10. An appropriate protection of particularly vulnerable persons is to be implemented.

1. HAND HYGIENE / PROTECTIVE MASKS

All persons in the company clean their hands regularly.

Measures

If the distance of 1.50 meter in the contact area between working personnel and participants / visitors / guests is less than 1.50 meter, even for a short period of time, the wearing of a hygiene mask (e.g. surgical masks) or a face visor 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 in the catering area, hands must always be washed or sanitised: setting tables, folding napkins and polishing cutlery.

2. SOCIAL DISTANCING

Employees and other persons keep a distance of 1.50 meter 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 metre 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 metre can also be maintained in lavatory facilities, recreation rooms, changing rooms and other staff rooms.

Work with unavoidable distance below 1.50 meter

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

Measures

If the distance of 1.50 metre between the event staff should fall short, even for a short period of time, the wearing of a hygiene mask (e.g. surgical masks) or a face visor is strongly recommended. The employer must enable the employees - who are at their request - to work with hygiene masks or face visors.

3. CLEANING

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.

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 (but at least twice a day). A cleaning protocol must be kept.

Cutlery and kitchenware (even when not in use) is cleaned in the dishwasher if possible before use (not by hand). The rinsing processes are carried out at temperatures above 60 °C.

4. PEOPLE AT PARTICULAR RISK

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

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 metre cannot be maintained in the control room due to lack of space, partition walls must be installed.

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.

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.

8. MANAGEMENT

Implementation of the specifications in management to efficiently implement and adapt the protective measures.

Measures

Access control and full 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. This instruction must be signed by all persons working on the construction site.

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

FURTHER SAFETY MEASURES

Measures	
	In order to trace possible chains of infection, a full registration (name, telephone number, address, e-mail) of visitors, participants, service providers and employees is carried out. In principle, all relevant data is archived up to 14 days after an event and made available to the authorities as required.
	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.
	Body temperature measurement at the entrance is recommended to ensure that all participants are free of fever. Davos Congress can provide thermometers.
	Participants are advised to install the COVID - 19 tracing app for secure tracing. Covid App instructions BAG

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 1.50p 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

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: _____

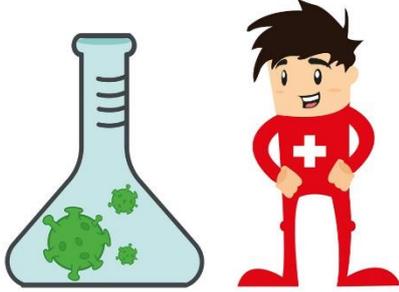
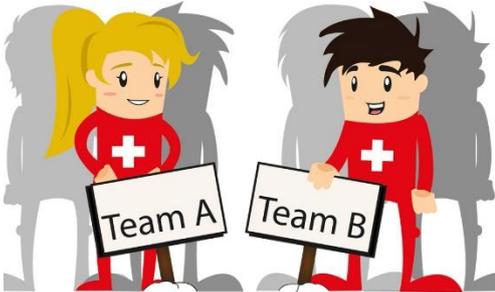
Signature and Date: _____

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