

Questionnaire for the implementation of Events under pandemic conditions

Assistance with the definition of hygiene measures

The questions should be answered in a comprehensible and concrete way for the respective event.

Events

Date:

Time: from : till :

Building: **Room:**

Titel:

Number of participants:

Type and content of the event (description):

Can the event be postponed? (if not, give reasons):

Need for a face-to-face event (if yes, then justification):

Have other forms of implementation been explored (if yes, which):

Why is the implementation with digital means not possible (reason):

Note:

- Guests should be made aware of the voluntary nature of participating in a face-to-face event.
- Guests who have reservations about attending a face-to-face event should be given the opportunity to follow the event using digital media.

These instructions should be communicated in advance on the invitation.

Event and hygiene concept

Description for the concrete course of the event including applicable hygiene measures. The following points must be included:

Arrival and admission:

How is access to the buildings, corridors and rooms provided? Are access and exit routes defined?

Are stewards appointed and are these stewards present before, during and after the event? Are sufficient stewards scheduled?

How is admission regulated? Are there admission controls? Are the people counted so that the maximum number of participants is not exceeded?

Is a briefing on hygiene measures carried out before the start of the event? Is there a query about the health status and contact with infected persons?

Will there an entry in attendance lists?

During the event

How are the possibilities for disinfection regulated?

Break regulations and catering

How are break times regulated? Are times for sufficient ventilation provided?

Catering? Special regulations must be observed!

How do you guarantee the following points: No self-service. Serve drinks and food only sealed or packaged. Avoid queuing up. Do not take food in groups and distance rule must be kept at all times.

End of the event and exit

Is an orderly exit regulated? If applicable, do stewards ensure an orderly exit from the event? Is attention paid to the distance rules when leaving or will instructions be given again on this? Is a quick exit from the building guaranteed? If necessary, doors should be opened in advance to avoid congestion.

Drawings

If necessary, sketches/plans are to be submitted for better representation (of installation positions, of access or routing, etc.).



Implementation of the event

Organisation/Firm:

Your name:

E-Mail address:

Mobile number: