

# Health and Hygiene Concept for the ESMT Berlin Campus at Schlossplatz 1

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## 1. GENERAL REQUIREMENTS

- All guests and staff members must comply to the social distance of 1.5 meters at all times.
- Protective mouth and nose covering (mask) must be worn in all closed rooms. Students must wear masks in classrooms and study rooms. Teaching faculty and employees are allowed to take off their masks in classrooms when they keep the social distance of 1.5 meters. Visitors are allowed to take their masks off when they are in their seats in the event room.
- An attendance record of participants must be kept for all events in closed rooms.
- Compliance with the maximum number of people allowed per square meter according to room size
- Controlled access to building and rooms and the avoidance of queues
- Closed rooms need to be ventilated adequately.
- No singing is allowed in closed rooms.
- No events with dancing are permitted in closed rooms.

## 2. SPECIFIC REQUIREMENTS FOR ESMT

All guests and staff members must wear masks in the public areas of the Learning Center until they have reached their seat in the seminar room, restaurant, library, etc.

- For visitors and external guests who come without their own mask, simple masks are provided free of charge.
- For external events, the organizer is obliged to keep a sufficient supply of masks for the registered participants.

## 3. COMPETENCIES AND RESPONSIBILITIES

For internal events, including seminars and lectures, ESMT is responsible for compliance with official and statutory requirements and protective measures.

For co-hosted external events on or off campus, ESMT and the external cooperation partner(s) share responsibility.

- ESMT bears the operator's responsibility for basic compliance with the rules and regulations based on the present health and hygiene concept for the campus (operator liability / in line with the "Versammlungsstättenverordnung").
- The organizer is responsible for the additional risk that they bring to ESMT through their event. The ESMT health and hygiene concept is used as the basis for the organization of all events.

## 4. ATTENDANCE DOCUMENTATION

For events and meetings with external participants, it is mandatory to keep a record of all attendees so that contacts can be traced when required by health and hygiene officials.

- The documentation is to be saved in accordance with data protection regulations for a period of four weeks after the end of the event or use of a service.
- At the end of the storage period, the attendance documentation must be deleted or destroyed.

The attendance record must contain at least the following information for each participant:

- First name and surname
- District or municipality of the place of residence or permanent residence
- Complete home address or email address
- Phone number
- Attendance time
- Seat or table number, if applicable

The participant data must be handed over by the organizer to the reception personnel at Schlossplatz after the on-site registration process has been completed.

For individual appointments, such as customer visits, the responsible ESMT staff member (e.g., program manager, event manager) must send the contact data of all participants to reception in advance. On site, the attendance will be documented in a designated form.

## 5. HYGIENE CONCEPT FOR EVENT PLANNING

An appropriate risk assessment must be carried out before each event, together with the responsible person. These are:

- Hygiene officer(s) of ESMT for the operator side
- Program / event manager of ESMT for planning and monitoring at internal events
- Client / organizer for planning and monitoring at external events or as cooperation partner of ESMT events

## 6. CLEANING AND HYGIENE MEASURES

In rooms with circulating air conditioning – Auditorium 3, Chancellor's Office, Garden View, Schloss Gracht, Study Rooms on all floors, Seminar Rooms on the 3rd floor, and Café – ventilation is to be carried out by manually opening the windows at regular intervals (if possible, 4 to 6 times per hour, but at least every 60 minutes).

### Cleaning of equipment (internal / external)

- The service provider must hand over surfaces of all rented equipment (furniture) cleaned / disinfected after delivery / installation.
- If this is not possible, a special cleaning by the ESMT cleaning team must be scheduled before its first use during the event.
- If events last several days, surfaces of the rented equipment must be included in the ESMT cleaning / hygiene plan.
- When the furniture is collected, the service provider is responsible for cleaning (the service provider usually charges a flat rate for this service).

### Personnel allocation cleaning

- For large events, additional cleaning staff is needed in order to ensure regular cleaning to adhere to the hygiene requirements.
- The number of additional personnel is determined by the Facility Management team and must be defined in detailed agreements with the responsible program or event manager.

## 7. EVENT AREAS / ROOM USE

If the space allows, separate entrances and exits must be defined and marked accordingly (IN / OUT).

- Space overload (> max. number of seats), congestion when entering / leaving the room, a high density of people in the room or in front of the room must be avoided.
- In areas where queuing may occur (e.g., entry to event areas), personnel and / or signage (e.g., floor markings, barrier tapes) must ensure that the minimum social distance is kept.
- All event measures must ensure a minimum distance of 1.5 meters between visitors and must observe the maximum number of people permitted for the respective area.
- When leaving the seats in the event rooms, wearing a mask is obligatory.

For the event areas Foyer Ground Floor, Foyer 1, Foyer 2, Colonnade, Coffee Lounge, and Garden, a case-by-case examination must be carried out in coordination with Facility Management.

## 8. GASTRONOMY / EVENT CATERING

As the in-house caterer, ARAMARK is responsible for all gastronomic offerings on the ESMT Campus. This applies to both internal and external events.

The following areas are covered by ARAMARK:

1. Café
2. Restaurant (for staff, seminar participants, and designated guests only)
3. Conference catering in the seminar / meeting rooms
4. Event catering in the public areas and garden

Payment in the café and restaurant is exclusively contactless and cashless.

Self-service buffets are not permitted (except for those with pre-packaged food).

### Café

- Snacks and drinks are offered both as takeaway and for consumption in the café.
- Limited seating is available for guests and students.
- Only 12 people may access the café at the same time.

### Conference catering in the seminar / meeting rooms

- Drinks are provided on the tables for each person.

- Only small bottles (0.2 l) may be used.
- Food / snacks are provided individually packaged or in sealed containers.
- During the breaks, empty bottles and glasses must be exchanged.

#### **Event catering in the public areas and garden**

- When foyer areas are temporarily used for gastronomic purposes, an individual inspection by Facility Management and the hygiene officer(s) must be carried out before the use is approved.
- Buffet areas must be designed in such a way that the paths of the guests are clearly marked. Barrier tapes must be installed in a one-way system along the serving stations, so that opposing or crossing flows of people are avoided.
- Temporary buffet areas (e.g., for serving hot food) must be equipped with plexiglass shields to protect employees and guests.
- Bar / counter areas are not permitted.
- No events with dancing are permitted.
- Excessive consumption of alcohol is not permitted.
- Table decorations are not permitted.

## **9. USE OF EXTERNAL STAFF**

If personnel from external service providers are hired for events, the service provider / person responsible must be informed of ESMT's health and hygiene measures.

Following on-site registration and before starting work, each employee (in small groups) will be instructed on the hygiene protection measures, rules of conduct, responsibilities, and contact persons at the event location.

## **10. GUEST AND PARTICIPANT MANAGEMENT**

#### **Communication**

- Participants must be informed about the hygiene measures on the ESMT campus in advance of the event as part of the invitation or announcement.
- If the program requires more measures than those outlined in this document, participants will be informed by the responsible program director.
- Invitations / confirmations of participation should be sent digitally / electronically.
- Participants from [risk areas \(according to the current list of the RKI\)](#) are not allowed to attend events / seminars or access to the ESMT campus unless they have been

released from compulsory quarantine by the responsible health authority.

- People considered to have a higher risk of severe COVID-19 disease should be advised in advance not to participate in the event.
- Participants with symptoms, whether mild or severe, are not allowed to enter ESMT Berlin.
- If symptoms occur, immediate isolation and the need for immediate medical clarification must be pointed out.

#### **Arrival**

- Private transport is recommended.
- Traveling or arriving in groups should be avoided.
- When using shuttle buses, maximum capacities and the applicable distance rules should be adhered to.

#### **On-site registration**

- The ESMT registration and cloakroom counters are equipped with plexiglass shields.
- Participant registration should be contactless or electronic if possible.
- Reusable name tags are not to be used for hygiene reasons.
- Name tags (textile adhesive labels) that can be printed on site can be used to mark seats in the event room (e.g., one as name badge and another as seat badge).
- The organizer is solely responsible for the organization of the registration process and procedures on site.
- The guidance of guests through the building must be self-explanatory with signage guiding in a one-way system to the seminar / event room. Appropriate signs and floor markings have been added on the stairs.
- Where possible, the entrance and exit to a room should be separate and clearly marked.
- Before the start of seminars and events, the responsible persons must instruct participants on health and hygiene measures on the ESMT campus, including instruction on the purpose and correct use of masks, regular airing of the premises, etc.