

# COVID-19 BEHAVIOR GUIDELINES

The Fraunhofer Forum Berlin, hereinafter referred to as FFB, has established site specific codes of conduct to protect the health of guests and employees at our premises.

A brief overview of the most important advice:

## **1 Hygiene and safety measures**

- At the FFB, events currently take place under the 3G-rule (vaccinated, convalescent or tested on a daily basis (valid for 24H) or a valid PCR test result (valid for 48h)).
- All guests are requested to wash and disinfect their hands before the event begins.
- Our maintenance cleaning company additionally ensures the daily disinfection of touched surfaces.
- It is mandatory for all guests to wear a FFP2 face mask which covers both nose and mouth.
- A FFP2 face mask must be worn constantly in all areas (foyer, corridor, aisles in the event room). Guests are allowed to remove their mask while they are seated during the event.
- If necessary, our team will provide disposable FFP2 masks.
- The event rooms are regularly and sufficiently ventilated by FFB staff before and after the event.
- During the event, the windows in the room should be kept open as long as possible.
- Disinfectants are provided in sufficient quantities by FFB.
- All touched surfaces and objects in the event room must be disinfected by the guests themselves after the event.

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## 2 Distance regulations

- A minimum distance of 1.5 meters between persons must be maintained at all times in all areas.
- Event rooms must be entered individually, and washrooms occupied by only one person at a time.
- The distance requirement must also be respected during the event. For activities where the minimum distance cannot be maintained, the wearing of an FFP2 mask is obligatory.
- The seating plan is set according to the minimum distance regulations and must not be changed.
- To ensure that the distance requirement is met, the maximum number of participants for the booked room is determined in advance by FFB and cannot be increased.

## 3 Behavior during breaks

- Food and beverages may only be offered and consumed at the tables. Buffet zones can be offered only under strict conditions.

## 4 Attendance documentation and compulsory registration

- In order to trace possible chains of infection, each guest must fill out a self-disclosure form.
- For this purpose, FFB will provide a document that requests the following information: first and last name, full address, telephone number, date and time of attendance.
- The data is stored at our office in compliance with data protection regulations for two weeks and is only forwarded to the responsible health authority on request.
- After two weeks, the data will be destroyed/deleted from our system.
- In case of symptoms of the disease COVID-19 you are not allowed to visit the FFB.
- Both, a suspected case and an occurrence of COVID-19, must be reported to FFB immediately. If symptoms of disease occur, the affected person is advised to seek medical advice immediately.