



die tagungslounge.

GUEST REGISTRATION

- In principle, only closed events are held. All guests are registered by name with contact details and in writing. The corresponding data will be destroyed four weeks after the event and will not be accessible to third parties until then.
- Due to spacing regulations, a reduced maximum number of participants is possible in our space.

GENERAL

- Events must be conducted in accordance with the applicable Saxon Corona Protection Ordinance. Organizers are liable themselves in the event of violations.
- Organizers must have their own hygiene concepts for each event.
- Persons with symptoms suggestive of COVID-19 disease (e.g., fever, sore throat, cough) are prohibited from entering said facility. The exclusion applies for the staff and the visitors alike.
- The ban on entering in case of suspected illness is pointed out at the entrance (display, staff, etc.).
- The hygiene regulations to be observed are clearly communicated to the guests before the start of the event (display, instruction of contact persons, etc.).
- Signs at the entrance, exit and sanitary area clearly and concisely show the hygiene requirements that apply in the facility.
- Entrance and exit doors that do not open and close automatically are always kept open during opening hours.
- Admission of guests will be staggered. The guests do not all arrive at the same time, so that large crowds are avoided.
- Receipt of the wardrobe is not allowed.
- Disinfection dispensers will be provided at the entrance as well as in the sanitary area.
- Before the event and during the set-up, the rooms are ventilated regularly (every 20 minutes) by opening doors and windows.
- The rooms are ventilated for at least 15 minutes before an event and during breaks.
If permanent airing is not possible due to the outside temperature, the respective conference room is briefly ventilated every 20 minutes.
- A regulated situation for leaving the Tagungslounge at the same time is ensured by e.g. announcements of a moderator or the staff on site
- Door handles and shared surfaces are disinfected everywhere at least twice a day.
- Contact surfaces with intensive hand contact as well as frequently used surfaces such as furniture, tables, toilets are regularly disinfected.
- At the end of an event, contact surfaces and seating are disinfected.



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STAYING AREAS

- Regarding the access regulations to the Tagungslounge (vaccinated, recovered and/or tested), the distance regulations, the allowed maximum limit for the number of guests as well as the wearing of a mouth-nose-protection, the current Saxon Corona Protection Ordinance applies.
- Routes and distances are marked, so gathering areas in front of the sanitary area and in the foyer are regulated.
- Access to the seating areas will be controlled by staff/contact persons/representatives/organizers on site.
- The access to the roof terrace is regulated by signboard.

PROGRAM

- Microphones, if used, are used on a personal basis and/or disinfected or provided with clean plastic protection after each use.
- The first row of seats is placed at a sufficient distance from the speaker.

SANITARY AREA

- Disinfection dispensers, liquid soap and disposable towel dispensers are available in the sanitary area.
- Buckets with disposable towels are emptied regularly.

GASTRONOMY - in case of external catering an own hygiene concept is mandatory

- If open buffets and beverage stations are not permitted, a serving will take place instead.
- There is a defined inflow and outflow direction for serving the food.
- Reusable glassware and tableware and catering equipment, if used, are cleaned in high-temperature dishwashers (> 70 degrees).
- Tea towels, cleaning cloths etc. are changed regularly and washed after use at at least 60°.
- After handing out and removing bottles, glasses and dishes, hands are always washed or disinfected.
- During transport and storage, contamination is excluded by suitable packaging.



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EMPLOYEES AND SERVICE PROVIDERS

- Rapid antigen tests are performed and written documentation of the absence of symptoms is provided to our employees at the start of their service.
- Registration of all persons involved in advance.
- Suppliers, caterers and other service providers have their own hygiene concepts.
- Recording of attendances and absences at the event location.
- Employees wear face masks during all working hours, unless the minimum distance is observed.
- All employees are instructed about the hygiene concept on record.
- All employees regularly disinfect their hands.