

# HYGIENE CONCEPT IN THE CONTEXT WITH COVID-19



# **Guidelines According to SARS-CoV-2 Infection Control Regulation Berlin**

Status 25.01.2021

## **General Guidelines for Events**

- In public spaces, a minimum distance of 1.5 meters must be maintained.
- At events, the seating and arrangement of tables shall be such that a minimum distance of 1.5 meters is maintained between persons not covered by the exemption in § 2(2) or sufficient protection against infection can be ensured by other protective measures or protective devices to reduce the spread of transmissible droplet particles.
- For outdoor events, the minimum distance can be reduced, provided that protection against droplet infections and aerosols is ensured.
- Mouth-to-nose covering is to be worn by everyone in enclosed spaces unless they are in a seating area prepared for the event.
- For attendance documentation, the form provided by the venue must be filled out by all guests and visitors.

## **Person Limits for Events**


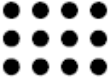

- Outdoor events with more than 50 people present at the same time are prohibited
- Indoor events with more than 20 people present at the same time are prohibited.
- Notwithstanding the above, concerts, theater, opera and concert hall performances, musical and artistic performances in front of a physically present audience, including dance events and events that can be classified as cultural , recreational, or entertainment are prohibited.
- Funerals and ceremonies on the occasion of a funeral are permitted outdoors with up to 50 persons present at the same time and indoors with up to 20 persons present at the same time. The persons necessary for the execution of the ceremonies on the occasion of a funeral shall not be taken into account in the assessment of the upper limit of the number of persons.
- Events or gatherings within the circle of family, acquaintances, or friends (private events) are only permitted within the circle of the persons named in § 2 paragraph 2 and additionally with a maximum of one further person; in the case of single parents, their children up to the age of 12 are not counted.

## **Sonstige Richtlinien und Einschränkungen**

- Alcohol ban between 23:00 and 06:00 the following day

## Seating capacities with 1.5m

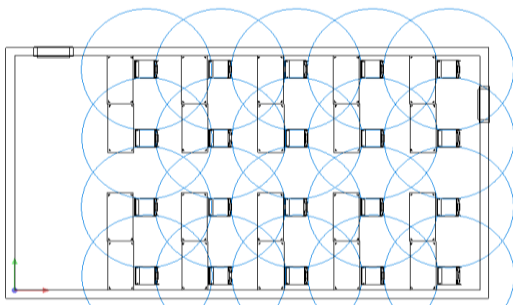
Please note that the maximum capacities indicated are for the number of guests/participants. Additional places for speakers or presenters are available.

Room	SQM			
School Rooms*	30	8	-	-
111*	39	12	15	8
112	63	20	24	13
121	54	16	20	11
123*	47	16	20	10
129*	48	16	20	10
Lounge	107	32	40	17
Restaurant	110	34	38	20
Aula	165	54	71	38
Library	60	15	19	10
611	20	-	-	4 (Block)
612	18	-	-	4 (Block)
Main Hall	260	78	118	-

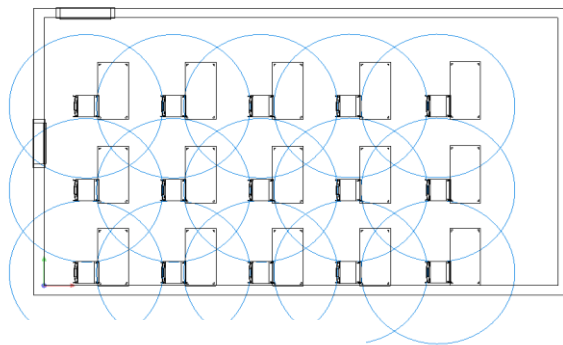
\* Rooms are used for school operations of the GLS Language School and can only be booked after consultation with the school management.

### Examples

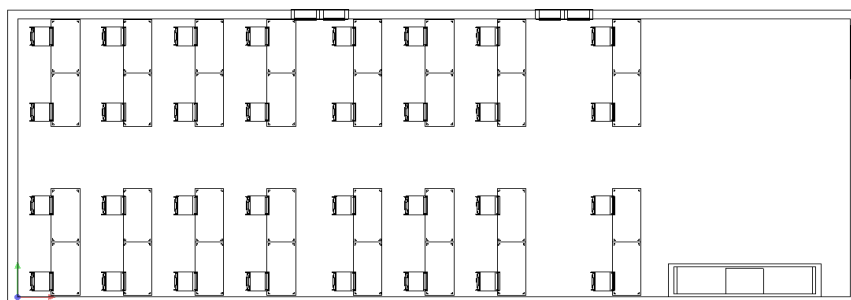
Raum 112 - 63m<sup>2</sup>



Bibliothek - 60m<sup>2</sup>



Lounge - 107m<sup>2</sup>



## Our safety measures

### Ventilation System

Our main hall has a volume of approximately 4100m<sup>3</sup>. The ventilation system runs at 8000m<sup>3</sup>/h, so in 30 minutes the entirety of the air in the swimming pool is exchanged once. The same is true for our Oderberger Restaurant.

For all other rooms use the simple [ventilation calculator](#) of the BGB, with which everyone can determine how often they have to ventilate their rooms in Corona times without room air conditioning systems.

### Our Hygiene Measures

- Door handles, handrails on staircases, frequently used surfaces (furniture, tables, counters, toilets, especially toilet flushing, taps, etc.) are regularly cleaned and disinfected.
- Several times a day, the public areas are cleaned accordingly by our staff.
- Dispensers with disinfectant are visibly installed at all entrances to the venue and are available to your guests.
- Sufficient dispensers with disinfectant are also provided at the toilet facilities.
- Floor surfaces are thoroughly cleaned and disinfected prior to your event
- Thorough ventilation of the premises is conducted before your event
- Seating is arranged according to our 'Corona Seating Plans'

### Staff and Contributors

- The number of people working concurrently within the event location is reduced during the set-up and dismantling work with work areas that are firmly defined in terms of time.
- By recording the presence and absence of all employees at the event location, it is possible to track possible chains of infection even after the event has taken place.
- All employees disinfect their hands before going on duty
- All employees disinfect their hands before entering the event location.
- All employees keep a safe distance of 1.5m and wear a mask when coming into contact with guests and customers
- The use of protective equipment applies to all catering employees: mouth/nose covering, disposable gloves, regular hand disinfection with increased frequency.

### Notes and Room Separation

- Introduction to the hygiene protection measures and necessary rules of conduct introduced at the event location is ensured by signs with preventive measures.
- It is ensured that no unauthorized persons enter the venue.
- Allocation of areas according to use.
- Entrances and exits to venues larger than 100m<sup>2</sup> are separated from each other.
- Floor markings, room dividers and barrier tapes will be placed at individual locations as required and will provide clear directional guidance.

## **Catering**

- Self-service buffets are permitted if it is ensured that guests maintain the minimum distance from each other and wear mouth-to-nose coverings while away from their table.
- Grouping during the offering of food and beverages shall be avoided. In addition, applicable spacing rules shall be observed.
- Decentralized serving points are to be planned in order to counteract an excessive density of people in one place (the maximum number of people in the catering area at one time is to be determined in advance). Alternatively, food and beverages are provided fully packaged on the chairs/tables in the event area or offered via specific serving forms.
- Reusable dishes and cutlery, as well as glasses and other equipment, are always processed in high-temperature dishwashing facilities (>70°C)
- Hand dishwashing sinks are not permitted and will not be used by us for cleaning purposes
- Employees who prepare, serve, or serve open food or beverages must wear mouth/nose protection, as well as disposable gloves.
- In all service and kitchen areas, the distance regulations are observed

The additional effort of cleaning, as well as the resulting costs due to more frequent cleaning cycles and disinfection of the surfaces will be borne by GLS Campus Berlin.

If available, we will offer a larger space so that the minimum distances can be observed and the number of participants can remain the same. We will not charge a cancellation fee for a reduction in the number of participants in order to enforce compliance.

Upgrades to larger space to accommodate more guests will be arranged based on availability.

## **Clean and Safe Seal**

To ensure health and safety at the highest level, Hotel Oderberger as one of six owner-managed boutique hotels and apartments in Berlin, implements a comprehensive hygiene concept against the spread of Covid-19.

With a specially initiated "CLEAN AND SAFE" seal, we guarantee the highest possible safety standards for the well-being of our guests and employees.



## **Final Remarks**

Please note that as an event location we do not bear any responsibility for non-compliance with behavioral guidelines of the Federal Government or the State of Berlin by guests of our house or tenants of our premises. Accordingly, we cannot be held liable for any SARS-CoV-2 infection.

## **Safety Measures of the Organizer**

- The consideration of the hygiene regulations, the applicable distance regulations, and the further occupational health and safety standards SARS-CoV-2 (BMAS) must be ensured by the organizer during the entire production period.
- Registration of all external service providers involved (commissioned by the event organizer) in advance, as well as the complete time registration of attendances and absences at the event location must be made available to the event location
- During your event, ensure a regular supply of fresh air. The BGN has posted a simple [ventilation calculator](#) online that anyone can use to determine how often they need to ventilate their rooms during corona times without room ventilation systems.
- Record all participants and visitors by providing contact information and signatures (name, address, phone number and email) and proof of a liability waiver signed by the participant(s). We will provide you with a form for recording the contact data. You are responsible for the complete maintenance of the data. The original will remain with the GLS Campus and will be handled by us in compliance with DGSVO.
- For all participants it is mandatory to have a mouth and nose protection.
- The organizer must additionally provide sufficient suitable mouth-nose coverings if visitors\* who do not have their own are to be allowed access to the event.
- The mouth/nose protection must be carried at all times within the event location and worn if there is a risk of falling below the minimum distances or if instructed to do so by a GLS employee. Non-compliance may result in the exclusion of persons.
- All visitors will disinfect their hands as part of the registration process.
- If possible, avoid participants from high-risk areas.
- If possible, avoid participants from particularly vulnerable groups of people (e.g. people over 60 years of age or people with chronic illnesses)
- If possible, avoid group work or the like, requiring participants to work closer together to interact
- Avoid centralized registration and centralized breaks
- Find out in advance about recommendations on events from the Federal Ministry of the Interior (including <https://www.bmi.bund.de/SharedDocs/artikel/handlungsempfehlungen-corona-rki.html>)
- We recommend appointing a hygiene officer from your team for your event (to monitor compliance with the measures and extended disinfection, seating in the event room at the beginning, end of the event and breaks)

### **Bookable Additional Hygiene Services**

- Complete hygiene station with mouth-nose protection, gloves and disinfectant\*.
- Provision of mouth-nose protection\*
- Provision of disposable gloves\*
- Provision of small disinfectant bottles for your participants\*
- Provision of disinfectant wipes for your participants\*
- Disinfection of upholstered chairs and curtains prior to your event\*.

\*Price and availability on request