

Please note: this is the translation of the hygiene concept for the reopening of trade fairs, congresses and exhibitions by the the Bavarian state government. through Messe München. The original German version you find [online](#).

(Stand: June 23, 2020)

Corona pandemic: hygiene concept for the reopening of trade fairs, congresses and exhibitions

from the Bavarian Ministry of Economic Affairs, Regional Development and Energy and the Ministry of Health and Care

In order to ensure enforcement of the German Infection Protection Act (Infektionsschutzgesetz, or IfSG), the following basic plan for infection protection and hygiene concepts when holding trade fair and congress events shall apply from September 1, 2020. The plan is aimed at the relevant trade fair or congress organizers. If the organizer rents third-party premises and/or uses a coordinating implementing partner, it may delegate these obligations to the lessor and/or implementing partner if necessary through a contract. This is then the “organizer” for the purpose of these provisions.

1. Organizational matters

- 1.1 1The organizers shall produce a company **infection protection concept** which takes into account employees, exhibitors, visitors and service providers and observes the legislation in force and the health and safety-related protection and precautionary measures. 2The BMAS SARS-CoV-2 health and safety standard along with the official recommendations regarding maternity leave in connection with the SARS-CoV-2 / COVID-19 coronavirus should be observed.
- 1.2 1The organizers shall **train** their employees in the area of infection protection (internal company infection protection measures) and shall pass on all facts relating to SARS-CoV-2/COVID-19 (e.g. early symptoms of an infection) which are relevant to organizational activities. 2They shall take into account their special work areas and tasks, their qualifications and linguistic abilities. 3Employees shall be **instructed and trained** in how to use masks covering the mouth and nose correctly and in general hygiene regulations. 4Employees with acute respiratory symptoms, however severe, must not work.

- 1.3 1The organizers shall **inform** their exhibitors, service providers and visitors that the safety measures regarding infection protection must be observed. 2Domiciliary rights shall be exercised rigorously against anyone who fails to comply with the infection protection rules.
- 1.4 The organizers shall **advise** the exhibitors regarding the nature and communication of the applicable rules of conduct to ensure that they are observed at the exhibition stands too.
- 1.5 The organizers shall **check** that employees, exhibitors, service providers and visitors are observing the company infection protection concept and shall take appropriate measures in the event of breaches.

2. General safety and hygiene rules

- 2.1 1Ensuring a **minimum distance of 1.5 m** between people in all rooms, between people entering and leaving the premises and between people in corridors, passageways, on stairs and in outdoor areas is the main priority. 2This applies to trade fair participants, service providers, personnel and visitors. 3People for whom the general contact restrictions do not apply when dealing with each other do not need to observe the distancing rule. 4If **entertainment programs** are on offer, an **increased minimum distance of 2 m** must be observed during activities which result in aerosols (e.g. singing, playing wind instruments).
- 2.2 By **planning** and designing halls, entrances, meeting and conference rooms, movement areas etc. accordingly as part of infection protection measures, the organizers shall ensure that the necessary minimum distance of 1.5 m can be achieved in these areas.
- 2.3 1Exhibitors, visitors and service providers who enter the event area shall be **registered** (surname, first name, address, telephone number or e-mail address, dates of stay) in order to allow contact person tracing in the event of a COVID-19 case among exhibitors, visitors or personnel which is identified later on. 2This information may be **passed on** exclusively for the provision of information as requested by the health authorities responsible. 3The documentation must be **kept safe** to ensure that it cannot be viewed by third parties and that data are protected against unauthorized or unlawful processing, unintentional loss or unintentional damage. 4The data must be retained for this purpose for one month. 5If the data must be retained for a longer period for other legal reasons and a month has elapsed since they were collected, they may no longer be **used** for the purpose set out in Clause 1. 6When data are collected, the organizer shall inform in a suitable manner those concerned regarding data processing in accordance with the data protection requirements set out in Art. 13 of the Regulation (EU) 2016/679.
- 2.4 1A mask covering the mouth and nose must always be worn in **indoor areas**, regardless of whether the minimum distance can be maintained. 2The organizer shall keep a stock of masks at entrances for those who need them.
- 2.5 1If infections stabilize at a low rate, masks may be removed at tables at **trade fair stands** provided that the minimum distance of 1.5 m can be maintained safely. 2In this case, the exhibitor must **collect separately** the contact details of anyone who takes part in a conversation. 3The provisions in Section 2.3. shall apply accordingly. 4In light of the current infection situation, the requirement to wear a mask shall be reviewed by

StMWi and StMGP before trade fairs and congresses open.

- 2.6 In **outdoor areas**, a mask must be worn if the minimum distance of 1.5 m cannot be maintained at all times.
- 2.7 1Those who can prove that they **cannot** wear a mask or **cannot be expected to do so** owing to a disability or for health reasons shall be exempt from the obligation to wear a mask. 2Masks may be removed for identification purposes, when communicating with people with a hearing impediment or for other compelling reasons.
- 2.8 At interaction points such as the **check-in, sales points, service offices** and sanitary facilities, **spit protection equipment** must be provided or other steps must be taken to ensure that the minimum distance is maintained.
- 2.9 The following people **must not** attend trade fair/congress events:
 - People who had contact with COVID-19 cases in the last 14 days
 - People with acute, non-specific symptoms and respiratory symptoms, however severe.
- 2.10 Exhibitors, visitors and service providers should be **informed** about the hygiene concept in a suitable way in advance (e.g. with a notice) and should be offered advice if necessary.
- 2.11 1The organizers shall come up with a concept for **dealing with infected persons and suspected cases**. 2Should exhibitors or visitors to a trade fair event, an exhibition or a congress develop symptoms during their stay which could be attributed to an ensuing COVID-19 infection, they should leave the site immediately.

3. Implementing infection protection measures during operations and in specific areas

- 3.1 1The organizers shall produce a **parking concept** in order to avoid crowds of people, e.g. with marshals or limited parking spaces or by blocking off parking spaces if necessary. 2In the case of transport services provided by the organizers, the hygiene regulations for the transportation of people should be observed. 3When public transport is used, the relevant hygiene rules shall apply; the availability of public transport may need to be increased. 4If possible, additional **car parks, capacities for dealing with arrivals and open spaces** in the entrance area and at highly frequented points should be provided.
- 3.2 All exhibitors, visitors and service providers on the site must **register** and there should be a largely contactless, digitalized **entry control system** in order to avoid person-to-person contact.
- 3.3 1Suitable steps to **regulate visitor numbers and to manage access authorizations for service partners and service providers** should be taken so that the total number of people present on the site at any one time can be monitored with respect to Point 2.2. 2No more than one visitor per 10 m² of event space is allowed at any one time. 3In the case of groups of visitors, the option of extending or staggering opening hours and setting time limits for tickets should be considered.
- 3.4 In lines or in the **waiting area**, steps to ensure that the minimum distance of 1.5 m is maintained should be taken, e.g. with floor markings.
- 3.5 Crowds of people when entering and leaving the trade fair site and in

individual halls and highly frequented areas should be avoided with appropriate **signage and routing** (e.g. one-way routes, marking of doors) and distance markings.

- 3.6 If possible, **doors** should be kept open or equipped with automatic opening mechanisms.
- 3.7 The use of **lifts** should be restricted to specific priority groups and the number of people should be limited.
- 3.8 The exhibitors should appoint a person present at the **trade fair stand** as a **contact person** for compliance with hygiene and distancing rules.
- 3.9 Each organizer must have a **hygiene concept and a cleaning and disinfection plan** which must take into account how frequently contact surfaces (e.g. door handles) are used and ensure that they are cleaned and disinfected regularly.
- 3.10 1The organizer should also appoint a competent **hygiene officer** who is responsible for hygiene matters. 2This officer shall also be responsible for monitoring the current virus situation (RKI information) and for cooperating with the safety and security service. 3Notices and announcements in halls should raise awareness of the hygiene and distancing rules and tell people where information is available.
- 3.11 The organizer's **security service providers** should be informed and instructed about the specific infection protection requirements and should work with the local police with a view to coordinating infection protection measures.
- 3.12 Exhibitors, service providers and visitors should be provided with sufficient **washing facilities** with soap dispensers, disposable hand towels (in particular in sanitary facilities) and disinfectant dispensers (in particular in entrance areas, sanitary facilities, offices and at counters).
- 3.13 1The organizer should have a **ventilation concept** for continuously ventilating the entrance areas, the trade fair halls and the meeting rooms without air recirculation. 2In order to ensure a regular exchange of air, the ventilation frequency should be determined according to the room size and usage. 3If there are existing ventilation systems, it must be ensured that they do not spread germs, e.g. by reducing air recirculation, installing filters or regularly changing filters.
- 3.14 1In **presentation areas** and (specialist) forums, the organizer must put in place suitable infection protection measures (e.g. access controls, suitable seating) to ensure that a minimum distance of 1.5 m between visitors can be maintained at all times. 2No more than one visitor per 10 m² of event space is allowed at any one time.
- 3.15 In the case of **trade fair restaurants and catering stations** the organizer shall ensure that the current sector-specific regulations for the catering sector (in particular those relating to infection protection and hygiene concepts) are implemented.