

Covid-19 Hygiene Concept

for the BIBM Congress 2021 from 14 to 16 November
in Copenhagen at TIVOLI Congress Center

I. General, standards and venue

Due to the current situation regarding Covid-19 and in order to protect the participants as well as our exhibitors and speakers, the organizer, BCF - Building Congress Forum, publishes this Covid-19 hygiene concept for this year's BIBM Congress in Copenhagen.

The present concept is always regarded as a supplement in conjunction with the current specifications of the TIVOLI Congress Center (www.tivolihotel.com) as part of the Arp-Hansen Hotel Group, which are valid on the date of the event and during the set-up and dismantling times and are based on the regulations of the local authorities.

Arp-Hansen Hotel Group, is characterized by an excellent infrastructure, which ensures the highest standards of hygiene.

The venue of BIBM Congress 2021 fulfils the following 5 key-requirements:

- 1) Safe distance
- 2) Clear information about good behaviour
- 3) Thorough cleaning, washing and disinfection
- 4) Ensuring a high level of hygiene
- 5) Workflow control

This is also why Arp-Hansen Hotel Group recently was awarded "SAFE TO VISIT" by the Danish association HORESTA (<https://bit.ly/3iZwU1q>). The "SAFE TO VISIT"- program assures the compliance with the Danish Health Authority's requirements and guidelines for guest handling, cleaning and hygiene.

The measures of TIVOLI Congress Center include for example disinfectant dispensers throughout the entire site and the continuous deployment of cleaning personnel.

II. Traceability of contacts

With regard to the traceability of contacts, trade fairs sometimes have better general conditions than other industries that are already in a gradual return to normality. Especially with regard to the registration of participants.

As organizer, BCF GmbH, in cooperation with the TIVOLI Congress Center, will control the density of people in entrance areas, exhibition halls and conference areas.

The final number of entrances and exits to the exhibition hall will also be adjusted to the conditions prevailing on the date of the event.

All participants of BIBM Congress 2021 can be recorded in cooperation with the venue (exhibitors, visitors and speakers by the organizer, hotel staff or service personnel by the TIVOLI Congress Center). This enables the responsible authorities to trace infection routes and contacts with other people.

When talking to participants at the stand, we recommend to write down date, company, first name and surname of discussion partners on a list. This will help the authorities, the hotel and the organizer to trace contacts in an emergency.

III. Levels of regulation and responsibilities

The final protection and hygiene concept for the BIBM Congress 2021 will be coordinated with the venue in advance. Exhibitors and delegates will be informed about the final concept in advance.

The TIVOLI Congress Center will ensure that hygiene instructions are given to all hotel employees and service personnel working at the congress.

IV. Concrete measures of the organisers for safety and hygiene - General

Primary protection goals and thus the **cornerstones of all action** at the event location are and should be for the hotel, the organizer as well as for all participants and exhibitors:

- **Keeping of distances** (if necessary, the organizer will add the obligation of wearing a mask (see below), if in certain situations the minimum distances cannot be maintained)
- **Enabling and perception of personal hygiene rules**
- **Traceability** of contact persons (only for hotel, organizer and exhibitors)

The avoidance of cash payments as well as the observance of the minimum distance between persons or other measures to ensure hygiene standards can be implemented in large parts of the event area. Disinfection stations and bottles are available everywhere in the hotel without restriction and free of charge. It is therefore recommended:

- to avoid cash payments on site,
- to observe the locally applicable minimum distance, also in conversations between exhibitors and participants,
- to avoid contact with door handles, switches, payment terminals and lift buttons where possible, and
- to pay attention to hand disinfection as well as to the usual rules for sneezing and coughing.

By order of the authorities or the hotel, these rules may be tightened.

At this year's BIBM Congress we will in addition greet each other by waving and with a kind smile.

The organizer, BCF - Building Congress Forum GmbH, reserves the right to require all participants and exhibitors to wear masks on the date of the event and during the set-up and dismantling periods, if the minimum distances cannot be maintained in certain situations.

V. Concrete measures of the organizers for safety and hygiene - Exhibitors

- At this year's BIBM Congress we greet each other by waving and with a kind smile.
- For their own protection and for the protection of their (potential) customers, exhibitors are urged to observe the locally applicable minimum distance when talking to participants and, if possible, also to each other.
- To keep distance and potentially to wear masks is compulsory also during the setup and dismantling times. In this way you protect your own employees, as well as the employees of other companies and of the hotel.
- If possible, the minimum distance should also be taken into consideration when decorating the stand. The exhibitor's staff is free to wear a mask, even if not compulsory.
- The "Open Stand Concept" will be opened: Every exhibitor may install side walls in his stand decoration in addition to the back wall provided for several stands by the organizer. These

can be booked through the hotel. Information on this can be found in the [Exhibitor's Handbook](#) (www.bibmcongress.eu).

- If possible, exhibition objects "to touch" should be avoided and "illustrative objects" should be used. Where the use of "hands-on" objects is nevertheless desired, each exhibitor is responsible for the disinfection of the respective object himself: before the start of the event and after every conversation in which persons have come into contact with the respective object.

VI. The Organizer, BCF - Building Congress Forum GmbH,

- reminds on site that the locally applicable minimum distance must be observed on the date of the event and during the set-up and dismantling periods
- ensures that distances are maintained in lecture areas,
- declares that masks must be worn on the exhibition grounds if the minimum distances cannot be maintained in certain situations/areas,
- ensures registration of exhibitors and visitors on the site for possible traceability by authorities
- the staff of the TIVOLI Congress Center regularly checks on behalf of BCF whether a high density of disinfectant dispensers and hand washing facilities are available, as described on the TIVOLI Congress Center homepage
- the staff of the TIVOLI Congress Center regularly checks on behalf of BCF whether the regular cleaning and disinfection of contact surfaces is carried out as described on the TIVOLI Congress Center homepage,
- supports the avoidance of payment transactions with cash by using contactless payment methods as far as possible,
- implements measures to avoid the formation of tight queues,
- ensures that participants are informed about hygiene measures taken and their observance already in advance to the congress and on site,
- and organises the control of compliance with protective and hygiene measures.