

Catalogue of hygiene and distancing regulation for events held in the Langenbeck-Virchow-Haus



MEASURES and **OVERVIEW OF ROOMS** taking into account the prescribed hygiene measures and distancing rules – valid 15.9.2020

There will be a gradual return to event staging. Events will be staged in compliance with official directives issued by the Federal State of Berlin regarding the maximum number of participants and distancing rules, and in accordance with the recommendations of the Robert-Koch-Institut (RKI) regarding hygiene and protection against infection. The specific requirements for the Langenbeck-Virchow-Haus will be determined in close cooperation with all responsible persons and authorities and, where necessary, modified at short notice. In order to prevent coronavirus infections, all event organisers and participants in events staged at the Langenbeck-Virchow-Haus are obliged to comply with the following measures:

1. Lists of participants

The mandatory lists of participants for tracking and tracing chains of infection must be kept by the organisers of the respective events. If a case of coronavirus infection occurs, the organiser must inform Langenbeck-Virchow-Haus-Veranstaltungs GmbH without delay. Event organisers are required to keep the lists of participants for at least 2 weeks after the end of the event for this purpose.

2. Distancing rules:

All employees, event organiser staff, visitors and event participants should stay as far apart as possible. The statutory minimum distancing rule applies in all directions in function rooms, catering areas and communal spaces.

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3. Entrances and exits

Separate one-way systems at entrances and exits for events with more than 50 participants would be possible (distance markers and/or tensors will be used where necessary).

4. Ventilation rules

All rooms must be thoroughly aired at regular intervals. In concrete terms, this means that doors and windows in **all seminar rooms** must be left open for at least 15 minutes every 60 minutes to allow a complete air exchange. The respective organisers of all events will be informed of these rules prior to the start of each event, as the employees of Langenbeck-Virchow-Haus-Veranstaltungs GmbH can only enter the rooms during breaks. There is a continuous, automatic air exchange **in the historic lecture theatre** fitted with mechanical ventilation systems / air conditioning.

5. Cleaning and disinfection:

The appropriate frequency and methods of surface cleaning and disinfection will be determined in collaboration with our in-house service provider and in accordance with the recommendations of the Robert Koch Institute (RKI). Cleaning will take place regularly and will be monitored. Hand sanitizer dispensers containing an approved disinfectant will be provided at all entrances to the building, as well as at the entrances to function rooms and toilet facilities.

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7. Facemasks:

If visitors of the building are unable to maintain the statutory minimum distance, event organisers, presenters and participants are obliged to wear suitable facemasks (mouth and nose covering). The respective event organisers and/or participants are responsible for providing these facemasks.

8. Maximum room occupancy:

Maximum room occupancy, taking various seating configurations and the currently valid distancing regulations into account, is laid down in the attached file and must not be exceeded.

9. Refreshments / catering :

The currently valid hygiene standards permit the provision of food and drink. Buffet-type solutions are not permitted until further notice. Please contact our in-house caterer Eurest for a quote.

10. Notices and signage:

Posters advising event participants that behaviour rules and hand disinfection regulations are mandatory are displayed on all floors and at the entrances of function rooms.