

# Protection and hygiene concept for events of the Gläsernes Labor Akademie (GLA)

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Version	13.0, English
Date	28.07.2022
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Status	Valid
Confidentiality	Public

## Introduction

On the basis of the “Ordinance on Basic Measures to Protect the Population from Infections with the SARS-CoV-2 Coronavirus (SARS-CoV-2 Basic Protective Measures Ordinance - BaSchMV)”, issued by the Berlin Senate in the version of 29 March 2022 in its fifth version of 19 July 2022, no special protection and hygiene measures are specified affecting the performance of educational events of the GLA in the premises of Campus Berlin Buch GmbH (CBB).

Nevertheless, for the protection of the employees and visitors of the GLA, the protection and hygiene concept described here applies to all events of the GLA until further notice.

The main objectives of the protective measures to be initiated are the reduction of contacts, compliance with the minimum distance of 1.5 meters, the maximum number of persons permitted for the respective area, the control of access and the avoidance of queues, as well as adequate ventilation in closed rooms. Notices regarding the rules of distance and hygiene must be posted in a clearly visible position.

In addition, a documentation of attendance will be kept insofar as closed rooms are affected. The documentation of attendance may only be used to track contacts in accordance with infection protection legislation. The attendance documentation must be kept or stored, protected from inspection by third parties, for a period of two weeks after the end of the event or use of a service. After expiry of the retention period, the attendance documentation must be deleted or be destroyed.

## 1. Basic situation

The seminar rooms of the GLA are located in Building 13 on the Berlin-Buch Campus on the second floor (Room 202 with a usable area of 79 m<sup>2</sup> and Room 203 with a usable area of 62 m<sup>2</sup>). Further rooms which can be used for GLA events are located on the first floor of building 79 (three S1 laboratories 150, 151, 152 with a useable area of 48 m<sup>2</sup> each, a seminar room 156-157 with a usable area of 44 m<sup>2</sup> and a seminar room 106-107 with an area of 36 m<sup>2</sup>). A further conference room on the second floor of building 79, room 220, is available with a usable area of 48 m<sup>2</sup>. The Jeanne-Mammen-Saal in house 8 with 78 m<sup>2</sup> can also be used for festive lectures. Taking into account a distance of 1.5 m between the seats and a space requirement of 5.0 m<sup>2</sup> per person, this results in a maximum upper limit of 15 persons who may stay in room 202, of 12 persons for room 203 and of 7 persons for events in building 79 for

the occupancy of laboratory with seminar room. If the event in building 79 takes place exclusively in one of the laboratories or in the conference room, i.e. without using the seminar room, the maximum permissible upper limit is increased to 9 persons per room. At least one more person of the GLA team (normally the trainer) must be deducted for the calculation of the maximum number of participants allowed for the execution of events. Short-time attendances by further members of the GLA team (e.g. seminar leader, caterer, technicians) do not affect the calculation.

This results in the following upper limits for the number of attendees in the business event rooms

#### House 13

Room 202	14 Participants
Room 203	11 Participants

#### House 079

Laboratory 150, 151, 152	8 Participants
Seminar room 156-157	8 Participants
Seminar room 106-107	6 Participants
Conference room 220	8 Participants

#### House 008

Jeanne-Mammen-Saal	14 Participants
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For events in the rooms of the MDC, the current access restrictions apply.

During the corona pandemic, all applicable laws and regulations and those issued by federal or state governments must be observed. All participants who enter and use the training rooms of the GLA must be informed about the current regulations and infection prevention measures and must comply with them. In the event of non-compliance, these persons must leave the building in order to avoid an increased risk of infection for their fellow humans. In particular, the distance regulations as well as the obligation to wear a mouth and nose mask currently apply. These regulations must be observed and controlled.

Visibly ill persons with e.g. strong cold or fever signs can be excluded from the events.

Only persons who have registered in writing in advance and have been informed about the infection prevention measures of the GLA are admitted.

## **2. Rules of conduct and premises organization**

The following precautions for the preparation or implementation of events must be taken:

- All participants must be registered and, in the event of subsequent follow-up, must be recorded with full contact details including: first and last name, telephone number, full address and e-mail address, time of attendance and seat or table number. Anyone who does not agree to this condition cannot take part in the event.
- Arrival: Notices of the rules of distance and hygiene will be posted in front of the entrances to the course buildings, clearly visible from the outside.
- When entering the seminar building, masks are compulsory, which continues when moving around the building.
- All participating persons have to provide a negative test result (i.e. a PCR test not older than 48 hours or an antigen test result not older than 24 hours) before their participation.

- In case of missing proof, a point-of-care (PoC) antigen test must be performed on site, which must show a negative test result ("extended entry control").
- The mask obligation includes the permanent wearing of a medical mask or a FFP2 mask without an exhalation valve. The mask must be worn in such a way that the mouth and nose are tightly covered and the spread of droplets and aerosols through breathing, coughing, sneezing or speaking is reduced.
- Participants have a fixed place in the course rooms, which may not be changed during the entire event.
- When sitting at a table, the mask can be taken off, as the seating in the course rooms has been reduced to maintain the minimum distance of 1.5 m.
- Lecturers and speakers of the GLA are allowed to take off the mask at their place during their sessions.
- It is recorded who sat in which seat.
- No face-to-face contact may take place without the distance control, as well as no touching, hugging or shaking hands.
- Masks are mandatory for partner and group work and at laboratory workplaces where the minimum distance of 1.5 m cannot be maintained.
- Course materials such as worksheets, printouts, writing materials, course laptops including accessories are provided individually at the participant's workstations and may not be passed on or exchanged.
- All participants will be informed in writing prior to the event about basic protection and hygiene rules, about requirements for entering the building and the course room and about the fact that at the beginning of the course there will be a briefing on the protection and hygiene rules, which will be documented with a signed declaration of consent by the participants.
- As far as spatially possible, a one-way system (entrance/exit) with the corresponding guidance system will be installed.
- In front of the toilets, distance floor markings will be installed. At the entrance doors to the ladies' and gents' toilets, clearly visible, rotating signs "FREE" and "OCCUPIED" will be installed. By these measures the distance regulation can be kept, because only single persons are allowed to stay in the sanitary room.
- If possible, mechanical ventilation will be used in the course rooms.
- Before the start of the event, during each break and if necessary in between, a push ventilation or cross ventilation is to be carried out to achieve an exchange of the room air. This is achieved by opening windows and doors completely for at least 10 minutes.
- Cleaning and disinfection is carried out by the cleaning service commissioned by the CBB.
- All areas of the course rooms that are accessible to participants must be cleaned and disinfected in accordance with regulations before each day of the course. This includes disinfecting all contact surfaces (door handles, light switches, fittings, etc.) with which the course guests come into contact.
- Microphone handles, PC mouse and light switch handles must be cleaned regularly, at least before each change of user. For this purpose, a portable hand disinfectant station is located directly in the event rooms. If necessary, microphone heads are additionally covered with a cover.

### **3. Individual protection rules for the seminar guests**

- At the beginning of the seminar, the participants are to be informed again about the necessity of personal infection prevention when they are welcomed by the seminar leader or by the lecturer. In particular, hand hygiene, keeping safe distances, sneezing in the crook of the arm

and the use of mouth-nose masks are to be taught. In addition, the participants should not touch door handles with their full hand or fingers, but use their elbows if possible.

- Should a participant feel ill, he or she is NOT allowed to participate in the course (anymore).
- The rules of conduct must also be observed during the breaks on the entire campus.
- Jackets and coats are to be kept in such a way that the participants' clothes do not come into direct contact with each other. For this purpose, coat racks will be removed and participants are asked to take their clothes to their seats.
- Sanitary equipment: Washing hands and, if necessary, disinfecting them are important measures to prevent and control infection. For hygienic reasons, liquid soap from soap dispensers and disposable towel paper are available at the wash places. The paper dispensers are equipped with bags and are emptied daily.
- Hand cleaning must be carried out: After each visit to the toilet, before and after handling food and eating, always if necessary.

#### **4. Catering**

- Drinks and snacks will be provided by the GLA team or by the caterer at the self-service buffet. In compliance with the distance and hygiene rules, eating and drinking is also permitted at the seat.
- Lunch in the cafeteria is served in accordance with the rules of distance and hygiene in force there.
- When preparing and serving drinks and food, the GLA team must wear masks and must wash or disinfect hands frequently.
- At dinner events as part of the courses, the above-mentioned distance and hygiene rules apply.

#### **5. Validity**

The protection and hygiene concept for events of the Gläsernes Labor Akademie (GLA) must be adapted to the currently applicable laws and regulations.

#### **6. Attachments**

- Ordinance on Basic Measures to Protect the Population from Infections with the SARS-CoV-2 Coronavirus (SARS-CoV-2 Basic Protective Measures Ordinance - BaSchMV) from March 29, 2022 in the version of the Fifth Ordinance to Amend the SARS-CoV-2 Basic Protective Measures Ordinance From July 19, 2022