

## Introduction

These precautionary measures for events held at MCH Swiss Exhibition (Basel) Ltd. and MCH Swiss Exhibition (Zurich) Ltd. (hereinafter referred to as MCH) describe the requirements that MCH must fulfil in order to resume the staging of events and exhibitions. The requirements are aimed at all employees, customers, partners, suppliers and service providers **who are involved in the organisation and holding of events** organised by MCH or held on MCH premises. They serve to define precautionary measures that fall within the MCH's sphere of influence.

In order to protect its employees outside the staging of events too, MCH has compiled the "MCH COVID-19 Precautionary Measures for Employees"<sup>1</sup>. These apply in addition to the present precautionary measures.

### Aim of the measures

The aim of all the measures summarised in these precautionary measures is to protect all employees<sup>1</sup>, customers<sup>2</sup>, partners, suppliers and service providers involved in the organisation and holding of events against infection by the new coronavirus. They similarly serve to protect the visitors. Special attention is paid to the protection of people at especially high risk.

### Legal bases

The present precautionary measures have been compiled in compliance with the COVID-19 Ordinance 2 (SR 818.101.24) and the Employment Act (SR 822.11) and its Ordinances.

### Use of the precautionary measures

The precautionary measures set out here serve as a template for the individual, event-specific precautionary measures that are to be implemented against COVID-19.

It is mandatory to draw up specific precautionary measures for each individual event and to submit these for approval at an early stage. If this is not done in any other form, these precautionary measures may be used as a checklist to ensure implementation of the required measures.

### Responsibilities

- For the implementation and monitoring of the safety and security of buildings and employees at MCH and also the approval and monitoring of the precautionary measures for the staging of events: the Security Officer (SIBE) at MCH.
- For the compilation, implementation and communication of the precautionary measures to customers, partners, suppliers, visitors and exhibitors: the respective exhibition managers/project managers at MCH, either alone or in cooperation with the person renting the premises/third-party organiser, hereinafter referred to as the "Organiser".

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<sup>1</sup>Employees; includes all the employees of a company which belongs to MCH Group Ltd. in Switzerland. This takes in permanent and temporary employees as well as assistants and contractors mandated by MCH.

<sup>2</sup>Customers are exhibitors who participate in an exhibition staged by MCH and also Organisers who use MCH premises to stage their own event. The Organiser's customers, partners, suppliers and service providers are similarly to be taken into account for the precautionary measures to be drawn up by the Organiser in cooperation with MCH.

## Measures to reduce the spread of the new coronavirus

### Transmission of the new coronavirus

The three **main transmission** routes for the new coronavirus (SARS CoV 2) are:

- Close contact: if you keep less than two metres away from a sick person.
- Droplets: if a sick person sneezes or coughs, the viruses can be transmitted directly to the mucous membranes of another person in their nose, mouth or eyes.
- Hands: infectious droplets settle on the hands when coughing, sneezing or touching the mucous membranes. From there, the viruses are transmitted to surfaces. Another person can then transmit the viruses from these surfaces to their hands and infect themselves by touching their mouth, nose or eyes.

All the measures aimed at reducing the spread of the new coronavirus are based on the main transmission routes outlined above.

Transmission through close contact and transmission via droplets can be prevented by keeping a minimum distance of two metres from other people or deploying physical barriers. To prevent transmission via the hands, it is important to ensure that all persons maintain regular and thorough hand hygiene and that frequently-touched surfaces are cleaned.

### Keep your distance and follow the hygiene measures

Infected persons can be contagious before, during and after the appearance of COVID-19 symptoms. Even people without symptoms must thus act as if they were contagious (keeping their distance from others). It is essential to observe the rules on hygiene and social distancing issued by the Swiss Federal Office of Public Health (FOPH/BAG) as part of its "Protect yourself and others" campaign.

### Protecting people at especially high risk

People over 65 years of age or with serious chronic illnesses (see COVID-19 Ordinance 2) are at especially high risk of suffering a severe course of the disease. Additional measures must thus be taken to prevent persons at especially high risk from becoming infected. Persons at especially high risk must continue to abide by the precautionary measures set out by the FOPH/BAG and must stay at home whenever possible. The protection of employees at especially high risk<sup>3</sup> is governed in detail by the COVID-19 Ordinance 2. You will find further information on this at [www.bag-coronavirus.ch](http://www.bag-coronavirus.ch).

### Social segregation and segregation at work of sick persons and persons who have been in close contact with sick persons

It is essential to prevent sick persons from infecting other people. Sick persons are to stay at home in self-isolation and quarantine (see [www.bag.admin.ch/selbstisolation](http://www.bag.admin.ch/selbstisolation)). If they nonetheless have to leave their home, they must wear a hygiene mask (surgical mask/operating theatre mask). To protect the health of other employees, the employer is obliged to enable all employees to observe these FOPH/BAG requirements.

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<sup>3</sup>For MCH employees, the "MCH COVID-19 Precautionary Measures" must also be taken into account.

**Precautionary measures**

All precautionary measures are aimed at preventing transmission of the virus. The measures must take into account the state of the art, occupational medicine and hygiene, and also other sound occupational-science findings. The measures must be planned in such a way that the technology, work organisation, other working conditions, social relations and the influence of the environment on the workplace are correctly configured in relation to one another.

In the first instance, technical and organisational precautionary measures must be implemented. Personal protective measures come after these.

Additional measures must be implemented for employees at especially high risk. All persons concerned must be given the appropriate instructions on the precautionary measures.

The aim of the measures at the workplace is similarly to reduce transmission of the new coronavirus through physical distancing, cleanliness, the cleaning of surfaces and hand hygiene.

**“STOP Principle”**

The STOP Principle sets out the order in which the precautionary measures are to be taken:

S	S stands for substitution which, in the case of COVID-19, can only be achieved through keeping a sufficient distance (e.g. working from home).
T	T are technical measures (e.g. acrylic glass, separated workplaces).
O	O are organisational measures (e.g. separate teams, changed shift planning).
P	P stands for personal protective measures (e.g. hygiene masks (surgical masks/operating theatre masks)).

**Personal protective measures**

**Personal protective measures should only be deployed if other measures are not possible and if suitable protective equipment (e.g. hygiene masks (surgical masks/operating theatre masks)) is available.** These are less efficient than substitution and technical or organisational measures.

Employees must have the necessary knowledge regarding correct use of the protective equipment and be sufficiently practised in its use. If this is not the case, protective equipment may generate a false sense of security and cause the wearer to neglect basic, effective measures (physical distancing, hand washing).

**Basic rules**

The precautionary measures for the staging of events must ensure that the following requirements are met. Sufficient, appropriate measures must be put in place for each of these requirements. MCH and the Organiser are responsible for the implementation of these measures.

**The following points set out the basic principles for the protection of all those involved in organising and staging events:**

1. All persons within the company and attending events clean their hands on a regular basis.
2. All persons keep a distance of 2 m from each other.
3. Surfaces and objects are cleaned regularly in the required manner after use, especially if they have been touched by a number of different people.
4. Persons at risk are suitably protected.
5. Sick persons are sent home and instructed to follow the (self-) isolation rules issued by the FOPH/BAG.
6. Specific aspects of work and work situations are taken into account in order to guarantee this protection (through the compilation of the event-specific precautionary measures).
7. The persons concerned are provided with information on the requirements and measures.
8. The requirements are implemented within the management so as to ensure efficient implementation and adaptation of the precautionary measures.

# 1 Hand hygiene

It is essential to ensure that all those involved practice regular hand hygiene.

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Hand washing</b> Employees wash their hands with soap and water: <ul style="list-style-type: none"> <li>upon arrival at work</li> <li>before and after face-to-face contact with customers</li> <li>before and after breaks</li> <li>at regular intervals in between</li> </ul> Customers, visitors, partners, exhibitors and suppliers wash their hands with soap and water when entering the premises and repeatedly throughout the day. If this is not possible, they must disinfect their hands.	No shaking hands!  Washing facilities with soap and water are available. If these are lacking, hand disinfectants are available.	x	x	x	Yes	MCH	MCH	MCH
	Installation of hand-disinfection stands (1 stand per 50 people) <ul style="list-style-type: none"> <li>in the entrance zones</li> <li>in front of escalators</li> <li>next to the lifts</li> <li>next to the toilets</li> <li>next to the staircases</li> <li>additionally, at neuralgic points depending on the room/hall usage</li> </ul>	x	x	x	Yes	MCH	MCH	MCH
<b>Avoid touching surfaces and objects</b>	No handing out of information material in paper form (brochures, flyers, etc.)	x	x	x	Yes	MCH	MCH/ Organiser/ Exhibitor	MCH
	Laminated objects must be disinfected after each use.	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser/ Exhibitor	MCH
	Avoid exhibits that can be touched and touchscreens. If these are used, they must be cleaned or disinfected after each use.				Yes	MCH/ Organiser	Exhibitor	Exhibitor
<b>Barrier-free movement</b>	Leave doors open where permitted and possible, including doors to storage rooms.	x	x	x	No	MCH	MCH	MCH

## 2 Physical distancing

Define movement and occupied zones, limit number of persons.

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Ensure compliance with the 4 m<sup>2</sup> per person rule during assembly and dismantling</b>	<p>If necessary, plan longer assembly and dismantling times.</p> <p>Team coordination (technician, room manager, stand constructor, etc.).</p> <p>As far as possible, ensure that teams do not mix.</p>	x		x	Yes	MCH	MCH/ Organiser	MCH
<b>All persons keep a distance of 2 m from each other</b>	<p>Apply markings in waiting zones (floor markings, carpets, etc.):</p> <ul style="list-style-type: none"> <li>at the checkpoint</li> <li>in delivery zones</li> <li>in the entrance zone</li> <li>in the registration zone</li> <li>in front of toilets</li> <li>in front of cloakrooms</li> <li>in front of information desks</li> <li>in front of catering points</li> </ul> <p>If necessary, also use systems that guide the flow of people.</p>	x	x	x	Yes	MCH/ Organiser	MCH	MCH/ Organiser
<b>Implementation of entry and exit controls to ensure compliance with the maximum number of 300 visitors</b>	<p>Conduct entry and exit controls digitally where possible.</p> <p>Make use of:</p> <ul style="list-style-type: none"> <li>turnstiles</li> <li>mobile counting systems</li> </ul> <p>Process to be supported by personnel (Securitas, hostesses)</p>		x		Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser
<b>Registration of all visitors with surname, first name and telephone number Retention obligation 14 days</b>	<p>If possible, online registration/ ticket sales beforehand.</p> <p>Plan staggered visitor admission times (time slots) in advance:</p> <ul style="list-style-type: none"> <li>via the internal registration system</li> <li>via the Organiser's registration system</li> </ul> <p>On-site:</p> <ul style="list-style-type: none"> <li>via the respective registration system</li> <li>if no registration system is available, on-site registration by hand (electronically or on paper)</li> </ul>		x		Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Traceability of all persons involved in the event</b>	Guarantee traceability with: <ul style="list-style-type: none"> <li>• electronic registration systems</li> <li>• entry in lists</li> <li>• entry in duty rosters</li> </ul>	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser/ Exhibitor/ Service provider/ Stand constructor	MCH
<b>Walking routes must be planned with sufficient spacing and, if possible, with one-way systems so as to separate visitor flows</b>	<ul style="list-style-type: none"> <li>• Mark entrances and exits</li> <li>• Apply markings if necessary</li> <li>• Consider the direction of pedestrian flows in exhibitions</li> </ul>	x	x	x	Yes	MCH	MCH/ Organiser	MCH
<b>Plan movement and occupied areas with 4 m<sup>2</sup> accessible area</b>	Take into account in the layout planning for the event: <ul style="list-style-type: none"> <li>• in the foyer</li> <li>• in catering zones</li> </ul>		x		Yes	MCH	MCH/ Organiser	MCH
<b>Plan hall occupancy on the basis of 4 m<sup>2</sup> available area per person</b>	Take into account for stand planning. If necessary, provide additional halls. Include generously-dimensioned aisles.		x		Yes	MCH	MCH/ Organiser	MCH
<b>Crowd control</b>	Real-time tracking of visitor numbers, such as with the aid of Cloud counters.		x		No	MCH		MCH
<b>Adapt seating plans for rooms to provide 2m spacing</b>	Adapt seating plans to provide 2m spacing between guests and 2m spacing from the front rows. Mark chairs that are not to be occupied.		x		Yes	MCH	MCH	MCH
<b>Determine the number of people on the stage</b>	Adjust the spacing: <ul style="list-style-type: none"> <li>• Seated event: calculate 2m spacing between chairs on the stage</li> <li>• Standing events: calculate 4 m<sup>2</sup> space per person on the stage</li> </ul>		x		Yes	MCH	MCH/ Organiser	
<b>Plan common rooms with 4 m<sup>2</sup> per person</b>	Artists, presenters, etc. must have individual dressing rooms	x	x	x	Yes	MCH	MCH/ Organiser	MCH
<b>Ensure 2m spacing in the toilets</b>	Block off urinals to ensure 2m spacing If possible, define walking directions in corridors so as to reduce face-to-face crossings.	x	x	x	Yes	MCH	MCH	MCH

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Indicate the maximum number of persons</b>	<p>Put up signs indicating the maximum number of persons:</p> <ul style="list-style-type: none"> <li>• in front of rooms</li> <li>• in front of toilets</li> <li>• in front of common rooms</li> <li>• in lifts</li> <li>• in other zones if necessary</li> </ul>	x	x	x	Yes	MCH	MCH	MCH
<b>Plan stands in exhibitions to comply with the physical distancing rules</b>	<ul style="list-style-type: none"> <li>• Plan stands to allow 4 m<sup>2</sup> space per person.</li> <li>• Apply markings on the stand if necessary.</li> <li>• Avoid serving more than one person at a time if possible.</li> <li>• Arrange appointments with customers in advance.</li> </ul>		x		Yes	MCH	Organiser/ Stand constructor/ Exhibitor	Organiser/ Exhibitor
<b>Adapt catering concepts</b>	<p>If possible, plan decentralised distribution points and outside areas for catering.</p> <ul style="list-style-type: none"> <li>• Adapt the kind of food served:</li> <li>• Open kitchen (kitchen staff put food on plates), guests take the plates themselves.</li> <li>• Lunch box/lunch bag: guests help themselves to the boxes, cutlery is already in the box.</li> </ul> <p>The 2 m spacing rules must be</p>	x	x	x	Yes	MCH/catering company	Catering company	Catering company
<b>Food or catering provided by the exhibitor</b>	<p>If food or catering is planned, the specific hygiene measures set out in the valid regulations for the catering industry, as issued by the Confederation, must be observed.</p>		x		Yes	MCH/ Organiser	Exhibitor	Exhibitor
<b>Stagger employee catering</b>	<p>Breaks and meal times for all employees are to be planned on a staggered basis as a function of the available space.</p>	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser
<b>Plan separate boarding and alighting points for taxis and shuttle buses, plus defined walking routes for each direction, large waiting areas (4 m<sup>2</sup> per person) must be provided</b>	<ul style="list-style-type: none"> <li>• Apply spacing markings</li> <li>• Mark walking directions</li> <li>• Where necessary, use systems to guide the flow of people</li> </ul>	x	x	x	Yes	MCH	MCH	MCH

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<p><b>Provide room dividers and protective panels at contact points where the 2 m spacing rule cannot be observed</b></p>	<ul style="list-style-type: none"> <li>Equip helpdesks, information points and exhibition stands with acrylic glass panels.</li> <li>Install partition walls or acrylic glass panels in control rooms and interpreters' booths.</li> </ul>	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser/ Exhibitor	MCH/ Organiser/ Exhibitor

### 3 CLEANING

Regular cleaning of surfaces and objects in the required manner after use, especially if these have been touched by several different people. Safe disposal of waste and safe handling of work clothing.

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Clean/disinfect surfaces and objects on a regular basis</b>	<p>Surfaces and objects (e.g. seating groups, floor, tables, chairs, information desks) are regularly cleaned with a professional cleaning agent or disinfectant, especially in cases of shared use.</p> <p>All tables and used surfaces must be cleaned/disinfected between events and during the breaks. This also applies to seating and bar tables in the foyer and entrance areas.</p> <p>Staff will also be provided with disinfection tissues for the regular disinfection of information desks, cash desk areas, hall manager counters and cloakrooms, including cloakroom tokens (if possible, use disposable tokens), control rooms and interpreters' booths.</p>	x	x	x	Yes	MCH	MCH/ Cleaning company	MCH
<b>Regularly clean objects that are touched by more than one person</b>	<p>Objects such as door handles, lift panels, stair railings, escalator handrails and armrests on chairs is to be cleaned several times a day.</p> <p>Technical equipment, such as remote controls, hand-held microphones, headsets, lecterns, click share, control panels, moderators' cases, etc., is professionally cleaned or disinfected after each use.</p>	x	x	x	Yes	MCH	MCH/ Cleaning company	MCH
<b>Plan for regular cleaning</b>	<p>Toilets are cleaned and disinfected on a regular basis (at least twice a day).</p> <p>A record must be kept of the cleaning performed.</p> <p>Disposable cloths are best used for the cleaning work. If fabric cloths are used, they must be exchanged regularly, and at least twice a day.</p>	x	x	x	Yes	MCH	MCH/ Cleaning company	MCH

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Plan an increased cleaning cycle during the event</b>	<p>Permanently circulating cleaning:</p> <ul style="list-style-type: none"> <li>• for toilets</li> <li>• for the turnstiles in the entrance zone</li> <li>• for escalator handrails and lift panels</li> </ul>		x		Yes	MCH	Yes	MCH
<b>Avoid contact with potentially infectious waste and ensure safe waste handling</b>	<p>Sufficient waste stations must be set up and be freely accessible.</p> <p>It is best to work with large waste containers (if possible, with 800l containers; these are equipped with container bags).</p> <p>Waste stations are emptied on a regular basis (permanently circulating staff are deployed).</p> <p>Waste bags must be removed in their entirety and disposed of (contents not to be poured into other containers!) Waste bags must not be compressed.</p> <p>The 800l containers are exchanged in their entirety and emptied at the disposal point.</p> <p>Personnel wear gloves when handling waste and dirty laundry. The gloves are disposed of immediately after use and staff wash their hands thoroughly afterwards.</p>	x	x	x	Yes	MCH	Yes	MCH
<b>Separate clean and dirty technical equipment</b>	<p>All technical equipment that has come into contact with the body or potentially with droplets is packed in a sealable container.</p> <p>Hand-held microphones are covered with disposal protective sleeves.</p>	x	x	x	Yes	MCH	MCH/Partner	MCH/Partner
<b>Plan cleaning of common rooms</b>	<p>Break rooms and staff rooms are professionally cleaned or disinfected at least once a day.</p> <p>Disinfection wipes are made available there, enabling staff to disinfect surfaces and objects as needed.</p>	x	x	x	Yes	MCH	MCH/ Cleaning company	MCH

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Regular cleaning of work clothes</b>	Use personal work clothes. Wash work clothes regularly with standard commercial detergents.	x	x	x	Yes	MCH	MCH/ Cleaning company	MCH
<b>The company ensures a regular and sufficient exchange of air in the rooms used</b>	Ventilate four times a day for approx. 10 minutes. In rooms (exhibition and conference rooms) with running air conditioning and ventilation systems, the recirculation of air is to be avoided wherever possible (only fresh air should be supplied).	x	x	x	Yes	MCH	MCH	MCH
<b>Plan ventilation in temporary buildings</b>	Allow for the incorporation of windows in tents and pavilions and also temporary buildings so that they can be opened for ventilation.		x		Yes	MCH	MCH/ Organiser/ Stand constructor/	MCH
<b>Catering partners implement the cleaning measures set out in the hygiene concept</b>	Work on the basis of the precautionary measures drawn up by Gastro Suisse. <ul style="list-style-type: none"> <li>Crockery to be cleaned is washed in high-temperature dishwashers (at least 60°C).</li> <li>Cleaning cycles are shortened.</li> <li>Regular cleaning of work surfaces and other surfaces, as well as work equipment that comes under the responsibility of the catering partner.</li> <li>When setting out crockery, cutlery and glasses, it is essential to wear a mask covering the mouth and nose as well as gloves.</li> <li>Open cutlery trays are not permitted.</li> </ul>	x	x	x	Yes	Catering company	Catering company	Catering company

### 4 Special work situations

Make allowance for specific aspects of the work and the work situation so as to guarantee protection.

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Provide protective equipment for cloakroom attendants, hostesses, security personnel, stand constructors, event technicians, room managers, cleaning staff and all other suppliers</b>	<p>For work where the spacing of 2 m cannot be maintained (assembly, dismantling, cabling of speakers etc.), a face mask must be provided.</p> <p>For work where there may be contact with contaminated material (waste disposal, cloakrooms), disposable gloves must be provided.</p>	x	x	x	Yes	MCH/ Organiser	MCH/ Partner/ Service provider/ Supplier	MCH/ Partner/ Service provider/ Supplier

### 5 Further precautionary measures

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Use contactless payment</b>	<p>Enable contactless payment</p> <ul style="list-style-type: none"> <li>in the registration zone</li> <li>at exhibition stands</li> <li>at catering points</li> </ul>	x	x		No	MCH	MCH/ Organiser/ Exhibitor	
<b>Raw up guidelines for refusing admission</b>	<p>Compile guidelines for denial of access:</p> <ul style="list-style-type: none"> <li>when may a person be refused admission?</li> <li>what measures are to be taken (informing the authorities, isolation, etc.)?</li> </ul>		x		Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser
<b>Conduct temperature measurements</b>	<p>Perform temperature checks in front of the registration zone.</p> <p>People with a fever will be refused admission.</p> <p>Include the procedure in the safety concept for the event concerned:</p> <ul style="list-style-type: none"> <li>responsibilities</li> <li>communication</li> <li>contact with the authorities</li> </ul>		x		No	MCH	MCH/ Organiser	
<b>Plan first aid stations</b>	<p>Set up first-aid stations for "suspected COVID-19 cases".</p> <p>Suitably trained personnel on site.</p>		x		No	MCH	MCH/ Organiser	
<b>Face masks for visitors</b>	<p>If necessary, hand out face masks to participants:</p> <ul style="list-style-type: none"> <li>Plan issuing points</li> <li>Issued by the organiser</li> </ul>		x		No	MCH	MCH/ Organiser	

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Avoid group travel to the event</b>	Avoid active promotion of group travel.		x		No	MCH	MCH/ Organiser	
<b>Group travel/side events</b>	Exhibitors are also not to promote group travel or side events.		x		No	MCH	MCH/ Organiser	
<b>Entry restrictions into Switzerland</b>	The measures adopted by the Federal Council to restrict the entry of persons from abroad must be taken into account.	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser
<b>Travel regulations (public transport)</b>	The organiser provides sufficient details in advance of the travel regulations (for rail, air and public transport) laid down by the Confederation. When using taxi and shuttle buses, it is essential to observe the maximum capacities and minimum physical distancing required by the protection concepts of the transport companies.	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser	MCH

## 6 People at especially high risk

People at especially high risk must continue to abide by the precautionary measures set out by the FOPH/BAG and must stay at home whenever possible. The protection of employees at especially high risk is governed in detail by the COVID-19 Ordinance 2.

## 7 People ill with COVID-19

Sick persons are sent home and instructed to follow the (self-)isolation rules issued by the FOPH/BAG.

Measures:

- Employees with symptoms of illness stay at home.
- The intervention required if a person falls sick in the course of the event has been defined and is known to those responsible.

## 8 Information

All the trades are informed about the requirements and measures.

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Ensure parties involved in an event are informed</b>	Provide specific information to customers, exhibitors, partners and suppliers about the applicable requirements that must be complied with by all those involved in the assembly, implementation and dismantling phases of events.	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Information on precautionary measures</b>	Install information boards and posters, etc. to inform visitors and employees of the measures.	x	x	x	Yes	MCH	MCH	MCH
<b>Information for visitors</b>	Use different platforms for clarifying visitors' questions (app, website, information hotline, etc.)  Visitors who are at risk according to the FOPH/BAG definition or are displaying COVID-19 symptoms are asked not to attend prior to the event.	x	x	x	Yes	MCH/ Organiser	MCH/ Organiser	MCH/ Organiser
<b>Information announcements during the event</b>	Plan information announcements relating to COVID-19 and broadcast these regularly.		x		No	MCH	MCH/ Organiser	

## 9 Project manager/Exhibition manager MCH or Organiser

Measures are implemented within the management so as to ensure efficient implementation and adaptation of the precautionary measures.

Measure	Implementation	Responsible
<b>Communication to employees of the measures to be implemented</b>	Area-specific information for employees: <ul style="list-style-type: none"> <li>Trade fair manager/Project manager</li> <li>Exhibition manager</li> <li>Event technician</li> <li>Room manager</li> <li>Cleaning personnel</li> </ul>	MCH/Veranstalter
<b>Training</b>	Provide training in the measures taken, where necessary: <ul style="list-style-type: none"> <li>correct use of disinfectants</li> <li>correct use of protective equipment (masks, disposable gloves)</li> </ul>	MCH/Veranstalter
<b>Ensure information exchange with the authorities</b>	Maintain a regular exchange of information with the cantonal authorities so as to be able to adapt the precautionary measures.	MCH/Veranstalter (mit Unterstützung der MCH)
<b>Secure stocks</b>	Soap dispensers, hand disinfectants, disposable towels and cleaning agents (for objects and/or surfaces) are replenished on a regular basis. The management ensures sufficient stocks are available.  The management provides hygiene articles such as soap and disinfectants. It conducts regular checks on stocks and ensures refills. If necessary, it provides protective masks and gloves.	Veranstalter (mit Unterstützung der MCH)
<b>Employees who fall ill</b>	Employees who fall ill may not work and are immediately sent home.	MCH/Veranstalter

These precautionary measures have been compiled on the basis of an industry solution.

These precautionary measures have been made available to all the parties mentioned, and explained where necessary, and apply for all the events held under the responsibility of MCH.

**Peter Holenstein**  
Sicherheitsbeauftragter MCH

**Bernd Stadlwieser**  
CEO MCH Group



**For organisers:**

These precautionary measures apply for the event XXXX under the responsibility of XXXX

Place Date

Signature

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