

### Hygiene measures

- Make sure that employees who feel ill or have symptoms of a cold are not deployed.
- Employees are to regularly wash their hands with soap and water.
- Avoid shaking hands and any physical contact.
- Clean surfaces and objects at regular intervals with professional cleaning agents or disinfectants.
- Personnel are permitted to hand out information material and give-aways to visitors. When they hand out material, they must wear protective gloves or must use aids to prevent direct hand contact.
- It is not permitted to make information available in paper form (brochures, flyers etc.) for visitors to help themselves to.
- The minimum distance of 1.5 m is to be maintained between employees. If this is not possible, protective masks must be worn.
- Breaks for personnel must be planned so that they are staggered, depending on the space available.
- During the event, protective masks must be worn if the minimum distance cannot be observed.

### Information

Make sure, prior to the event if possible, that your visitors, exhibitors and employees are informed about the precautionary measures (obligation to wear a mask, hygiene rules, contact tracing, etc.).

### Contact tracing

If contact with a person suffering from COVID-19 is suspected, the cantonal authorities can request contact tracing lists. They are authorised to contact the persons and, if necessary, order them to quarantine.

Different options exist for collecting contact data depending on the size of the event/trade fair. The contact data may only be collected for the purpose of tracing and must be destroyed after a retention period of 14 days.

1. Full registration of all participating employees employing electronic tools. Entry control is performed by means of an access system.
2. Pre-registration by the organiser of the participating companies and the employees who will be present. The following must be recorded: Surname, first name, place of residence and telephone number. Admission checks will be performed by the security personnel.
3. The organiser knows the participating companies and has one contact person for each of them. The companies must be able to guarantee rapid traceability with the aid of deployment schedules.