

## 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.

These precautionary measures and the hygienic measures contained therein were established with our specialist partner Almedica AG. Necessary adjustments are continuously audited by the Almedica AG.

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 Special Situation (SR 818.101.24) and the Employment Act (SR 822.11) and its Ordinances. w

### 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".

<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 1.50 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 1.50 m 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 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.

<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:

<b>S</b>	<b>S</b> stands for substitution which, in the case of COVID-19, can only be achieved through keeping a sufficient distance (e.g. working from home).
<b>T</b>	<b>T</b> are technical measures (e.g. acrylic glass, separated workplaces).
<b>O</b>	<b>O</b> are organisational measures (e.g. separate teams, changed shift planning).
<b>P</b>	<b>P</b> 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 1.50 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>Handing out of information material and exhibits</b>	Stand personnel are permitted to hand out information material (give-aways, flyer) to visitors. Direct contact of hands and putting back material should be avoided.	x	x	x	Yes	MCH	MCH/ Organiser/ Exhibitor	MCH
	Laminated objects, exhibits and touchscreens must be disinfected at regular intervals.		x		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
<p><b>All persons keep a distance of 1.50 m from each other</b></p>	<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> <li>If necessary, also use systems that guide the flow of people.</li> </ul> <p><b>Recommendation for assembly / dismantling</b></p> <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	x	Yes	MCH/ Organiser	MCH	MCH/ Organiser
<p><b>Registration of all visitors with surname, first name, telephone number and an place of residence</b></p> <p><b>Retention obligation 14 days</b></p> <p><b>Data to be passed on to the authorities on request</b></p>	<p>Visitors must be informed that their data is being collected for the purpose of possible contact tracing.</p> <p>If it is suspected that a visitor may have been in contact with a person suffering from COVID-19, the cantonal authorities can contact the visitor and, if necessary, order them to quarantine.</p> <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 con- structor	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 generously to ensure spacing rules</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> <li>• in stand planning</li> <li>• If necessary, provide additional halls</li> <li>• Include generously- dimensioned aisles</li> </ul>		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 1.50 m spacing</b>	Adapt seating plans to provide 1.50 m spacing between guests and 1.50 m spacing from the front rows.		x		Yes	MCH	MCH	MCH
<b>Events with less than 1'000 participants</b>	<p><b>Division into sectors</b></p> <p>At events where it is not possible to ensure spacing of 1.50 m, or to install barriers, or to have participants wearing face masks, sectors must be created with a maximum of 100 persons each.</p> <p>Please note the cantonal differences:</p> <ul style="list-style-type: none"> <li>• Canton Basel-Stadt: 100 persons</li> <li>• Canton Zurich: 300 persons</li> <li>• Canton Vaud: 300 persons</li> </ul> <p>It is essential for people to be registered by sector. The organiser is responsible for checking the accuracy of the details provided.</p> <p>The sectors can be in the same room, and a distance of 1.50 m must be maintained between sectors.</p> <p>The guest groups in the different sectors must not mix – this also applies in catering zones and other communal areas.</p>		x		Yes	MCH	Organiser	MCH/ Organiser

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Events with over 1'000 participants</b>	<p>The seats must be numbered and assigned to the people.</p> <p>The distance of 1.50m between guest groups must be observed.</p> <p>If the distances cannot be guaranteed, protective masks must be worn.</p>		x		MCH	Organiser	Organiser	MCH
<b>Determine the number of people on the stage</b>	<p>Adjust the spacing:</p> <ul style="list-style-type: none"> <li>Seated event: calculate 1.50 m spacing between chairs on the stage</li> <li>Standing events: calculate 3 m<sup>2</sup> space per person on the stage</li> </ul>		x		Yes	MCH	MCH/ Organiser	
<b>Plan common rooms with 3 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 1.50 m spacing in the toilets</b>	<p>Block off urinals to ensure 1.50 m spacing</p> <p>If possible, define walking directions in corridors so as to reduce face-to-face crossings.</p>	x	x	x	Yes	MCH	MCH	MCH
<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> <p>Conduct entry and exit controls digitally where possible or necessary.</p>	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>Apply markings on the stand if necessary.</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>	x	x	x	Yes	MCH/catering company	Catering company	Catering company

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Food or catering provided by the exhibitor</b>	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.		x		Yes	MCH/ Organiser	Exhibitor	Exhibitor
<b>Stagger employee catering</b>	Breaks and meal times for all employees are to be planned on a staggered basis as a function of the available space.	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 (3m<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
<b>Provide room dividers and protective panels at contact points where the 1.50 m spacing rule cannot be observed</b>	<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

in progress

### 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>the regular disinfection of information counters, check-out areas, hall counters and cloakrooms including cloakroom tokens (use disposable tokens if possible), control and interpreter booths, additional disinfectant wipes are provided to the staff.</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 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> <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>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	MCH/ Cleaning company	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>Use personal work clothes</b>  <b>Wash work clothes regularly with standard commercial detergents</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>The operation ensures a regular and sufficient air exchange in the rooms used</b>	Ventilate 4 times a day for about 10 minutes. In rooms (trade fair and congress rooms) with running air conditioning and ventilation systems, air recirculation should be avoided if possible (fresh air supply only).	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
<p><b>Provide protective equipment for cloakroom attendants, hostesses, security personnel, stand constructors, event technicians, room managers, cleaning staff and all other suppliers</b></p>	<p>For work where the spacing of 1.50 m cannot be maintained (assembly, dismantling, cabling of speakers etc.), a face mask must be provided.</p> <p>Stand personnel must wear a protective mask if the spacing of 1.50 m or protection by physical means (plexiglass protection, partition walls, etc.) cannot be ensured.</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
<p><b>Use contactless payment</b></p>	<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	
<p><b>Raw up guidelines for refusing admission</b></p>	<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
<p><b>Conduct temperature measurements</b></p>	<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	

Measure	Implementation	Assembly	Event	Dismantling	Compulsory	Communication	Action	Checks
<b>Plan first aid stations</b>	Set up first-aid stations for "suspected COVID-19 cases". Suitably trained personnel on site.		x		No	MCH	MCH/ Organiser	
<b>Obligation to wear a protective mask</b>	Protective masks are mandatory in public zones (halls, foyers, toilet zones, waiting areas, etc.). In rooms and zones where the spacing rule of 1.50 m can be observed, protective masks may be removed.  If necessary, hand out face masks to participants: <ul style="list-style-type: none"> <li>Plan issuing points</li> <li>Issued by the organiser</li> </ul>		x		Yes	MCH	MCH/ Organiser	MCH/ Organiser
<b>Avoid group travel to the event</b>	Avoid active promotion of group travel.		x		No	MCH	MCH/ Organiser	
<b>Side events</b>	Accompanying events may be carried out in compliance with hygiene and distance regulations.		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	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
<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>	<p>If protective masks are mandatory at a given event, visitors must, where possible, be informed of this in advance and also on site.</p> <p>Collection of data: visitors must be informed about the collection of contact data for use in contact tracing and for passing on to the cantonal authorities if they request it.</p> <p>Use different platforms for clarifying visitors' questions (app, website, information hotline, etc.)</p> <p>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.</p>	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/Organiser
<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/Organiser
<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/Organiser (with support from 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.	Organiser (with support from MCH)
<b>Employees who fall ill</b>	Employees who fall ill may not work and are immediately sent home.	MCH/Organiser

in progress

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.

**Jonas Scharf**  
Security Officer MCH



**Beat Zwahlen**  
CEO MCH Group

