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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"¹. 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 employees¹, customers², 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 818.101.26) 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".

¹Employees; 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.

²Customers 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 risk³ is governed in detail by the COVID-19 Ordinance 2. You will find further information on this at 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). 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.

³For 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 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.

Overview for events and exhibitions

Event formats and exhibitions

- An event as specified in the Federal Ordinance is a public or private event of limited duration that takes place and has been planned in a defined public space or perimeter. It will generally have a defined purpose and a programme featuring related themes and content.
- Trade fairs and consumer shows share key characteristics with large shopping centres and are therefore not subject to the general regulations governing large-scale events.

Outdoor events without Covid certificate No permit from the canton required if max. 1,000 people participate	
Maximum 1'000 visitors (seated) <ul style="list-style-type: none"> • - Seating is compulsory for participants • - A maximum of 2/3 of the capacity will be occupied • - Visitors are not allowed to dance • - Staff, helpers and employees of the organiser are not counted as participants. • - Protection concept with hygiene measures and distance regulations • - There is no obligation to wear masks 	Maximum 500 visitors (standing) <ul style="list-style-type: none"> • Participants stand at bar tables or move around freely • A maximum of 2/3 of the capacity will be occupied • Visitors are not allowed to dance • Staff, helpers and employees of the organiser are not counted as participants. • Protection concept with hygiene measures and distance regulations • There is no obligation to wear masks
Indoor events with Covid certificate (max. 1,000 participants) <ul style="list-style-type: none"> • No permit required from the canton if a maximum of 1000 people are participating • Only persons with a Covid certificate (not required for persons under 16 years of age). • Visitors and those featured at the event (presenters, speakers, artists, etc.) count as participants. • The organiser's staff, helpers and employees do not count as participants • Protection concept governing access control rules and hygiene measures 	
Large-scale events with a Covid certificate (as of 1000 participants) <ul style="list-style-type: none"> • Permit required from the canton • Only persons with Covid certificate are admitted (not required for persons under 16 years) • No capacity restrictions • Protection concept governing access control and hygiene measures 	
Large-scale events with Covid certificate outdoors and indoors (from 1,000 participants) <ul style="list-style-type: none"> • - Permit of the canton required • - Only persons with Covid certificate admitted (not required for persons under 16) • - No limitation of capacities • - Protection concept with regulation of access control and hygiene measures 	
Trade fairs and consumer shows with a Covid certificate <ul style="list-style-type: none"> • Permit required from the canton as of 1000 participants per day • Only persons with Covid certificate admitted (not required for persons under 16 years) • No capacity restrictions • Protection concept governing access control rules and hygiene measures 	

Indoor events without access restriction with a certificate

Access restriction by means of a certificate may be waived if events meet the following criteria:

- A maximum of 30 participants take part
- It is an event organised by an association or other stable group whose members are known to the organiser.
- It will occupy a maximum of 2/3 of the capacity
- Masks are compulsory in the public areas, as well as in the rooms if the minimum distances cannot be maintained
- No food or drink may be consumed.

For religious events and events for the formation of political opinion, a maximum number of 50 participants applies. In addition to the above measures (c-e), contact details must also be collected.

1. Admission with a Covid certificate

If a Covid certificate is required for admission, only persons who can prove that they have been fully vaccinated, have recovered or have been tested will be admitted to the event. Persons under 16 years of age are exempt from this requirement.

Validity of the Covid certificate (status: 23 June 2021)

- For vaccinated persons
365 days from administration of the last vaccine dose
- For recovered persons
Validity starts on the 11th day following the positive PCR test result and lasts 180 days from the test result
- For negatively tested persons
PCR test: 72 hours as of time the sample is taken
Rapid antigen test: 48 hours as of the time of the sample is taken

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
Access control to a running event/exhibition with a Covid certificate	<p>All visitors, exhibitors, participants, staff, helpers and other persons must present a valid, recognised Covid certificate and an identity document (ID, passport, driving licence) before entering the halls/premises.</p> <p>For events lasting more than one day, the access control must be repeated.</p> <p>If external staff work on site, their employers must ensure that the staff used have a valid certificate. Spot checks may be carried out on site by the organiser.</p>		x		MCH Organiser	MCH Organiser	MCH
Access to the halls/premises during assembly and dismantling	<p>If access is only possible with a certificate even during assembly and dismantling, the staff deployed must have a valid certificate.</p> <p>If external staff work on site, their employers must ensure that the staff used have a valid certificate. Spot checks may be carried out on site by the organiser.</p> <p>For access <u>without</u> a certificate, the measures under point 5 Special work situations apply.</p>	x		x	MCH Organiser	MCH Organiser	MCH
Separation of incoming visitor streams	<p>The certificate check must be carried out before the actual ticket check, unless control devices are used that can check both the tickets and the certificates. Use of people guidance systems</p> <ul style="list-style-type: none"> • Allowance for the distancing rules in waiting zones • Separation of persons 		x		MCH Organiser	MCH Organiser	MCH

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	<p>who are to be checked, if necessary</p> <ul style="list-style-type: none"> • Use of markings and signage • Buffer zones to be provided so as not to interrupt the flow of people being checked in the event of disruptions 						
Obligation to wear a mask in the checking area	<p>Personnel conducting the checks must wear a protective mask</p>	x	x	x	MCH Organiser	MCH Organiser	MCH
Training of personnel conducting the checks	<p>Training of staff controlling access in respect of:</p> <ul style="list-style-type: none"> • Checking procedure and valid certificates • Information on testing opportunities in the vicinity • Behaviour when turning away a person who is unable to provide proof 				MCH Organiser	MCH Organiser	MCH
Information provided in advance	<p>Visitors and participants will be informed in advance about the need for a certificate</p> <ul style="list-style-type: none"> • website • newsletter • mailings • when purchasing tickets • briefings • when registering 				MCH Organiser	MCH Organiser	MCH

2. Hand hygiene

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

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
Hand washing Customers, visitors, partners, exhibitors and suppliers and employees 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.	Washing facilities with soap and water are available. If these are lacking, hand disinfectants are available.	x	x	x	MCH Organiser	MCH Organiser	MCH
	Installation of hand- disinfection stands (1 stand per 50 people) <ul style="list-style-type: none"> • in the entrance zones • in front of escalators • next to the lifts • next to the toilets • next to the staircases • additionally, at neuralgic points depending on the room/hall usage 	x	x	x	MCH	MCH	MCH

3. Physical distancing

Define movement and occupied zones, limit number of persons

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
Allow a distance of 1.50 m in the access areas before the control.	<u>In front of</u> the entrance area and the certificate check, waiting zones with a distance of 1.50 m from person to person must be taken into account. <ul style="list-style-type: none"> • Placement of markings • Use of people guidance systems Other zones affected: <ul style="list-style-type: none"> • in front of information desks • at the check point • in delivery zones 	x	x	x	MCH Organiser	MCH Organiser	MCH
Plan separate boarding and alighting points for taxis and shuttle buses, plus defined walking routes for each direction. Large waiting areas (3m² per person) must be provided.	<ul style="list-style-type: none"> • Apply spacing markings • Mark walking directions Where necessary, use systems to guide the flow of people.	x	x	x	MCH	MCH	MCH

4. 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	Communication	Responsibility	Checks
Clean/disinfect surfaces and objects on a regular basis	<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, checkout areas, hall counters and cloak-rooms including cloak-room tokens (use disposable tokens if possible), control and interpreter booths, additional disinfectant wipes are provided to the staff.</p>	x	x	x	MCH	MCH Cleaning company	MCH
Regularly clean objects that are touched by more than one person	<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	MCH	MCH Cleaning company	MCH
Plan an increased cleaning cycle during the event	<p>Permanently circulating cleaning:</p> <ul style="list-style-type: none"> for toilets for the turnstiles in the entrance zone for escalator handrails and lift panels <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	MCH	MCH Cleaning company	MCH

<p>Avoid contact with potentially infectious waste and ensure safe waste handling</p>	<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>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MCH</p>	<p>MCH Cleaning company</p>	<p>MCH</p>
<p>Separate clean and dirty technical equipment</p>	<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>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MCH</p>	<p>MCH Cleaning company</p>	<p>MCH</p>
<p>Plan cleaning of common rooms</p>	<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>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MCH</p>	<p>MCH Cleaning company</p>	<p>MCH</p>

<p>Regular cleaning of work clothes</p>	<p>Use personal work clothes. Wash work clothes regularly with standard commercial detergents.</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MCH</p>	<p>MCH Cleaning company</p>	<p>MCH</p>
<p>The operation ensures a regular and sufficient air exchange in the rooms used</p>	<p>Ventilate 4 times a day about 10 minutes in smaller rooms without air conditioning. 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).</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MCH</p>	<p>MCH</p>	<p>MCH</p>
<p>Plan ventilation in temporary buildings</p>	<p>Allow for the incorporation of windows in tents and pavilions and also temporary buildings so that they can be opened for ventilation.</p>		<p>x</p>		<p>MCH</p>	<p>MCH Organiser Stand constructor</p>	<p>MCH</p>
<p>Catering partners implement the cleaning measures set out in the hygiene concept</p>	<p>Work on the basis of the precautionary measures drawn up by Gastro Suisse.</p> <ul style="list-style-type: none"> • Crockery to be cleaned is washed in high-temperature dishwashers (at least 60°C). • Cleaning cycles are shortened • Regular cleaning of work surfaces and other surfaces, as well as work equipment that comes under the responsibility of the catering partner. • When setting out crockery, cutlery and glasses, it is essential to wear a mask covering the mouth and nose as well as gloves. • Open cutlery trays are not permitted. 	<p>x</p>	<p>x</p>	<p>x</p>	<p>Catering company</p>	<p>Catering company</p>	<p>MCH</p>

5. Special work situations

The assembly and dismantling phases for exhibitions and events are similar in nature to a large construction site. During these phases, it is not necessary to implement access control via a Covid certificate if the following additional measures are taken.

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<p>The following protective measures apply during the assembly and dismantling phase if a Covid certificate is not required to access the site</p>	<p>A protective mask must be worn during work where the 1.50 m distance rule cannot be observed.</p> <p>Disposable gloves must be provided for work which may entail contact with contaminated material (waste disposal, cloakrooms).</p> <p>Teams should be coordinated and, if possible, perform the assembly and dismantling work in separate working groups.</p> <p>Safety can be increased through regular, voluntary testing.</p>	x		x	MCH Organiser	MCH Partner Service provider Supplier	MCH Organiser

6. Further precautionary measures

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
Entry restrictions into Switzerland	The measures taken by the Federal Council to restrict the entry of persons from abroad are to be taken into account, in communication	x	x	x	MCH Organiser	MCH Organiser	MCH Organiser
Travel regulations (public transport)	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	MCH Organiser	MCH Organiser	MCH

7. Information

All the trades are informed about the requirements and measures.

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
Ensure parties involved in an event are informed	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	MCH Organiser	MCH Organiser	MCH Organiser
Information on precautionary measures	Install information boards and posters, etc. to inform visitors and employees of the measures.	x	x	x	MCH	MCH	MCH
Information for visitors	<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	MCH Organiser	MCH Organiser	MCH Organiser

8. 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
Communication to employees of the measures to be implemented	Area-specific information for employees: <ul style="list-style-type: none"> • Trade fair manager/Project manager • Exhibition manager • Event technician • Room manager • Cleaning personnel 	MCH Organiser
Persons in charge of the implementation of the protection concept	MCH will appoint a person in charge to be available at the event and to supervise compliance with the protection concept. The organiser will also appoint a person in charge to ensure that the protection concept is implemented at the event.	MCH Organiserr
Training	Provide training in the measures taken, where necessary: <ul style="list-style-type: none"> • correct use of disinfectants, • correct use of protective equipment (masks, disposable gloves) • Training on access controls 	MCH Organiser
Ensure information exchange with the authorities	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)
Secure stocks	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)
Employees who fall ill	Employees who fall ill may not work and are immediately sent home.	MCH Organiser

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


