



DRIVE. Volkswagen Group Forum

Hygiene concept for conferences and events in the conference area

October 2020 / K-GK-RD

Confidentiality class: PUBLIC

Preface

Dear Customers,

To ensure the safety of your event, we have summarised instructions and services pursuant to Berlin's currently applicable Measures Against the Coronavirus (Infektionsschutzgesetz). Please understand that the following information is intended purely for informational purposes and to provide support when holding your event.

As an organiser, you are responsible for the development of your own protection and hygiene concept, which must be presented to the relevant health authority upon request.

This also applies to observing hygiene rules during the event.

For further information: <https://www.berlin.de/corona/en/measures/>

Your,
DRIVE Conference Team

Hygiene rules in the conference area of the DRIVE.Volkswagen Group Forum

1. General
2. Cleaning/airing
3. Tasks and recommendations for the organiser
4. Hygiene measures by the caterer Alois Dallmayr

Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – general information

- ✓ Events in enclosed spaces may be held with a maximum of up to 50 people at the same time.
- ✓ Upon reaching the event room, guests will wear face masks that cover the nose and mouth. The wearing of a face mask covering the nose and mouth is recommended in the event room.
- ✓ The seating arrangement must uphold a minimum distance of 1.5 metres between participants. The seating of the respective room will be arranged in coordination with DRIVE.
- ✓ In the entrance area, at the accreditation and at the catering stations, a minimum distance of 1.5 metres must be ensured. In coordination with DRIVE, compliance with the minimum distances in these areas will be ensured by the corresponding personnel and/or the use of further measures (barriers, markers).

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Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – general information (2)

- ✓ DRIVE hygiene communicates rules via screens and stand-up displays (distance, handwashing, coughing etiquette).
- ✓ The guests wash or disinfect their hands upon entering the DRIVE (arrival/accreditation/cloakroom).
- ✓ DRIVE provides hand disinfectant at the entrances. Disinfectant as well as hand soap and disposable towels will also be furnished in the WCs.
- ✓ Pen and paper (or the like) will be supplied to each guest by the DRIVE employees or placed at their designated seat. No (advertising) materials should be laid out.
- ✓ DRIVE will point out the maximum occupancy for bar tables in the lobby, if necessary.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – cleaning/airing

- ✓ Daily basic cleaning will be conducted throughout the areas in the morning.
- ✓ During the events, cleaning will be carried out again every two hours (hand contact surfaces).
- ✓ DRIVE employees will clean their hands prior to starting work and constantly wear a face mask covering the nose and mouth. The employees are instructed to limit the contact with guests to a minimum.
- ✓ DRIVE will ensure regular ventilation via air conditioning and/or opening windows. In coordination with the organiser, it will be checked whether the entrance and exit doors to the event room can be left open to avoid touching door handles.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – tasks and recommendations for the organiser

- ✓ In accordance with the SARS-CoV-2 Protection Against Infection Act dated 23 June 2020 (tenth revised version dated 29 October 2020) Section 3 (1) of the state of Berlin, the organiser must keep **attendance documentation** and store it for four weeks (first and last name, telephone number, complete address or e-mail address, attendance time).
- ✓ Please observe the current regulations governing entries from foreign **risk areas** in relation to quarantine and medical certificate requirements (pursuant to Section 8 SARS-CoV-2 Protection Against Infection Act).
- ✓ **Wearing a mask covering the nose and mouth** is mandatory on crowded streets. This also applies to the streets located directly near the DRIVE – Unter den Linden and Friedrichstraße (pursuant to Section 4)
- ✓ Please inform the participants of your event about the applicable provisions in keeping with the statutory requirements.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – Hygiene measures by the caterer Alois Dallmayr

- All service employees as well as those working in the kitchen must wear a face mask at all times.
- The contact to the guests must be limited to a minimum.
- The distance between service personnel and the guest should amount to 1.5 metres. The minimum distance of 1.5 metres is ensured in the back office and the kitchen as well.
- Break times of several groups will take place in separate rooms and, if possible, at different times.
- The touching of supplies (cruet stands etc.) is limited to a minimum. Items will be cleaned after use.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – Hygiene measures by the caterer Alois Dallmayr

- ✓ Food and beverages will be separately served to each guest in the event room.
- ✓ Appetizers and desserts may be provided on a table when served in closed glasses. Guests can help themselves.
- ✓ Beverages will be provided in bottles placed on the buffet. Guests can help themselves.
- ✓ Entrée dishes are served on plates to each seated guest.

