PROTECTION CONCEPT
CONGRESS CENTRE KURSAAL INTERLAKEN

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Introduction
The health and safety of our organisers, guests, exhibitors and employees are our top priority. That is why the Congress Centre Kursaal Interlaken (CKI) has drawn up a protection concept to ensure that all participants at the event feel comfortable and that the applicable protection requirements are implemented. Our protection concept is continuously updated and adapted to the requirements of the Federal Office of Public Health (FOPH).

Aim of these measures
The aim of the measures is to protect employees and the organisation as well as guests from infection by Covid-19. It is also important to provide the best possible protection for people who are especially at risk, including both employees and guests.

BASIC RULES OF THE PROTECTION CONCEPT
The protection concept ensures that the following requirements are met. Sufficient and appropriate measures are provided for each of these requirements. Implementation of the measures is regularly checked and recorded by our Corona Officer.

1. All persons involved in event organisation and implementation clean their hands regularly.
2. Adequate protection of particularly vulnerable persons is ensured.
3. Surfaces and objects are cleaned regularly.
4. The persons concerned are informed about the adapted specifications and measures.
5. All indoor events require a Covid certificate that shows the person is vaccinated, recovered or tested. The CKI, in cooperation with the organiser, will ensure that only participants, employees and suppliers with a valid Covid certificate are on the premises and that guests are informed in advance of the requirement to present a Covid certificate.
6. Mask and distancing requirements as well as capacity limitations are waived because participants will have a Covid certificate. It is up to the organiser to decide whether additional measures will be implemented.
7. For events with more than 1000 people, the organiser must obtain a permit from the Canton of Berne.
8. Events that only take place outdoors can be held without a certificate. In this case, masks are required when going indoors (e.g. to the toilet). 500 people are allowed to stand, 1000 people are allowed to sit. Dance events are not permitted.

1. HAND HYGIENE AND PROTECTIVE MASKS

All persons in the company clean their hands regularly.

**Measures**

The organiser may decide whether or not masks are required at events. Guests have the opportunity to purchase a mask at the registration/reception desk, provided a mask is not already provided by the organiser.

Guests are required to disinfect their hands with hand disinfectant when entering the event premises.

All participants at events must wash their hands regularly with soap and water. This is especially the case before arrival and before and after breaks. At workplaces where this is not possible, hands must be disinfected.

Staff are advised not to touch guests’ personal belongings if possible. If this is nevertheless necessary, disposable gloves must be worn or the objects are disinfected.

2. SOCIAL DISTANCING

As far as possible, employees and guests must keep the required distance from each other.

**Measures**

There is no physical contact between guests and staff, except in the case of medical emergencies. Handshakes are to be strictly avoided.

It is still recommended that people keep a safe distance from each other. However, there is no longer a distancing requirement or capacity restrictions.

3. CLEANING

Surfaces and objects are cleaned after use as needed, especially if they are touched by several people.

**Measures**

All surfaces with which guests, service providers and employees come into contact are regularly disinfected.

Regular and sufficient ventilation is ensured in the premises. Air-conditioning units with fresh air supply are available in individual meeting rooms.

Soap dispensers, hand disinfectants, disposable towels as well as cleaning agents (for objects and/or surfaces) are regularly refilled.

Sufficient cleaning staff and materials are provided for the implementation of the defined hygiene measures.
4. INDIVIDUALS INFECTED WITH COVID-19

**Measures**

In the event of symptoms of illness, staff and guests are sent home and instructed to contact their doctor and comply with the FOPH’s recommendations. Further measures are taken on the instructions of the cantonal medical service.

The following are exempt from contact quarantine:

- Those who prove that they have been vaccinated against Covid-19.
- Those who prove that they have contracted Covid-19 and are considered recovered.

5. COVID CERTIFICATE

**Measures**

Rapid Covid-19 tests are carried out every 48 hours during the event for CKI staff who are not vaccinated or recovered. The CKI ensures that all employees have a valid Covid certificate.

The organiser is responsible for checking the Covid certificates and identities of guests, speakers, exhibitors, booth constructors and its own staff. The CKI is happy to help organise a test tent on site. The persons who have been checked are marked accordingly (badge, wristbands, etc.). When the certificates are checked, the data (name and date of birth) are compared with proof of identity (with photo). The organiser trains the persons who conduct the certificate examination in advance.

All accessible entrances are either permanently guarded or remain closed. The CKI will be happy to organise hostesses and/or Securitas staff to guard the entrance and check certificates.

For exhibitions, the requirement to present a Covid certificate also applies to the official set-up and dismantling days.

Persons under 16 years of age are not required to show a Covid certificate.

6. SPECIAL WORK SITUATIONS

Consideration of specific aspects of work and work situations to ensure protection.

6.1 Registration

**Measures**

Protective barriers are installed at the reception desks to ensure the protection of guests and staff.

It is recommend that all payments be made by credit card. The credit card machines are regularly disinfected. The organiser is responsible for cleaning its own credit card equipment.

In front of the entrances, guests are guided by cords and markers. It is ensured that guests can maintain the required distance until the Covid certificate check.
### 6.2 Cloakroom & storage

**Measures**

The employees who look after the cloakroom at the request of the organiser regularly disinfect their hands.

For unattended cloakrooms, several cloakroom racks are distributed throughout the building, depending on the number of participants.

Artists, presenters, musicians, talk show guests, etc. are allocated separate and designated dressing rooms.

### 6.3 Toilet facilities

**Measures**

The toilet facilities are cleaned and disinfected regularly. A cleaning log is kept.

### 6.4 Smoking zones

**Measures**

In the outdoor area, there are sufficient ashtrays to comply with the minimum distance requirements.

Smoking is prohibited in the entire facility.

### 6.5 Seating

**Measures**

There are no longer any restrictions and specifications for conference and banquet seating. The specified capacities per hall may be fully utilised.

### 6.6 Workshops

**Measures**

Objects used at workshops are regularly disinfected by the workshop organiser. Disinfectant is provided by the CKI.

### 6.7 Poster exhibition

**Measures**

E-poster screens are regularly disinfected.

### 6.8 Exhibitions

**Measures**

The walking routes are planned in advance and sign-posted on site.

The exhibitor is required to regularly disinfect objects at their booth. Booth cleaning or disinfectants can be ordered from the CKI (via the exhibitor information sheet on the website or on site according to availability).
6.9 Event catering

**Measures**

The buffet stations are equipped with sneeze guards and disinfectant for hand disinfection. Our employees are continuously trained to a high standard.

There are no restrictions on the range and type of service.

7. INFORMATION

Informing of employees and other affected persons about the requirements and measures.

**Measures**

The organiser provide sufficient advance notice of the applicable federal travel regulations (rail, air, public transport). When using taxi and shuttle buses, maximum capacities and minimum distances based on the protection concepts of the transport company must be strictly observed.

Posters with behavioural guidelines on Covid-19 are displayed in the facility to raise awareness on the part of participants.

The CKI and the organiser draw the guests’ attention to the requirements to observe hygiene and protective measures.

The employees are regularly trained on current hygiene measures and safe interaction with guests.

Participants are made aware of the Covid certificate requirement in advance and on site.

8. PERSONAL DATA

The establishment records contact details of guests in order to be able to trace any chains of infection.

**Measures**

The organiser collects the contact details of participants, speakers, its staff and exhibitors. The CKI is responsible for registration of its staff.

Date

Signature