

## ENSURING SAFE EVENTS – A MATTER OF RESPONSIBILITY

From now on, it is necessary for us to completely reassess when, how and whether an event is considered safe or unsafe. Uncertainty is currently the order of the day among attendees, organisers, the service providers involved, the licensing authorities and the safety bodies with regards to how this question can be answered, and how it can be put into practice. To this end, the Event Safety Working Group, which has been in existence for more than ten years, has developed solutions and approaches which give space for specialist interdisciplinary discussions.

Events can be defined as an open, dynamic system consisting of three components:

1. The type of event/production
2. The expected behaviour of the attendees
3. The impact of current conditions/particular attributes

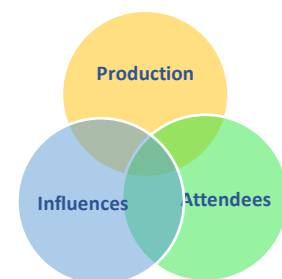


Figure 1: Elements of an event

In assessing the completion of an event, it is necessary to take comprehensible decisions which affect the individual case. In taking these decisions, it is important for the protective goals of the event to be coordinated between the stakeholders and for them to be agreed upon. In this respect, it is possible to highlight two protective goals in particular:

1. the comprehensive and effective protection of the attendees and all participants (protection of life and health), and
2. ensuring events can remain an expression of social life.

In considering the value of our basic rights (*according to the German federal constitution, or Basic Law*), which are currently restricted, it is necessary to account of the fact that the state is required to protect and support the basic right to life and physical health, which therefore leads to its duty to demand actions or forms of behaviour<sup>1</sup> which may restrict occupational or economic activities. It is also necessary, however, to bear in mind that the Basic Law does not specifically provide absolute protection against dangers to life or health. The basic right to life and physical integrity does not give rise to a claim on the part of the individual to a life without risk, but only to a claim against the state, which is required to minimise those risks to its citizens.<sup>2</sup> Requests and considerations regarding new laws and regulations are to be left to the legislative branch. We can conclude the following:

**Events can be small-scale and dangerous, as well as large-scale and safe.**

Both quoted from the presentation at the DPVT Veranstaltungswirtschaft (*events management*) FORUM, Ursus Fuhrmann; 2011

<sup>1</sup> Refer, in particular, to M. Böhm, *Der Normenmensch*, 1996

<sup>2</sup> BVerfGE (*Federal Administrative Court*) 49, 89/143; BVerwGE 72, 300/321 et seq.; BVerwGE 106, 115/120 et seq.

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## TIPS ON HOLDING AN EVENT IN THE ERA OF SARS-COV-2

At a time when social life around the world has been severely affected by a pandemic, in addition to the usual event-specific risks, it is necessary for the risk of transmission and infection by the SARS CoV-2 virus to be reduced to an acceptable level. After all, the virus not only threatens individuals, but the entire community. A society in which everyone pursues their personal interests can only place itself at the mercy of this disease. COVID-19 can only be kept at bay through a collective effort, namely, when physical distancing succeeds in reducing the number of new cases to such an extent that its path of transmission becomes clear.<sup>3</sup> Ensuring events can remain an expression of social life is of particular importance. After all, artists rarely publish their works independently in a framework which is also organised by them, but use the services of third parties, i.e. event organisers, to organise the ambience of their artistic presentation and to bring in income. This generally entails the economic exploitation of the work of art, regardless of whether the artist markets it or the organisers do so for them.<sup>4</sup> While many employees are currently working from home, it isn't possible for an event to shift into a home office or for it to take place completely virtually. This affects a large group of people: the stakeholders on the stage, the attendees, as well as the participants, the technical and organisational staff and all the other people involved in the planning and implementation of an event. With this work, close coordination between the stakeholders is often essential. Now more than ever, EVERYONE is required to protect themselves at an event. It is necessary to take note of the following points:

1. The nature of the event,
2. The character of the event (goals of the attendees and goals of the organiser), and
3. The geographical location of the event (assessed according to the Law on the Prevention and Control of Infectious Diseases)<sup>5</sup>

It is necessary to consider the acceptance of the measures to prevent infections to be taken, as events are usually held outside the specific areas of health care and welfare-related work<sup>6</sup>. The applicable rules from those areas can only be partially applied on an equivalent basis. The current legal framework conditions and the additional measures that are derived from them must be followed, adapted and modified on the basis of operational experience, and should not be considered definitive. The scope of these measures must always be considered and assessed **individually** for each event.

<sup>3</sup> Süddeutsche Zeitung newspaper; 23.04.2020

<sup>4</sup> quoted from the presentation at the DPVT Veranstaltungswirtschaft (*events management*) FORUM, Ursus Fuhrmann; 2011

<sup>5</sup> [https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page\\_1/](https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page_1/)

<sup>6</sup> Midwives, masseurs, care facilities for children and young people as well as persons in need of care, sick, old and disabled persons

## LEGAL FRAMEWORK

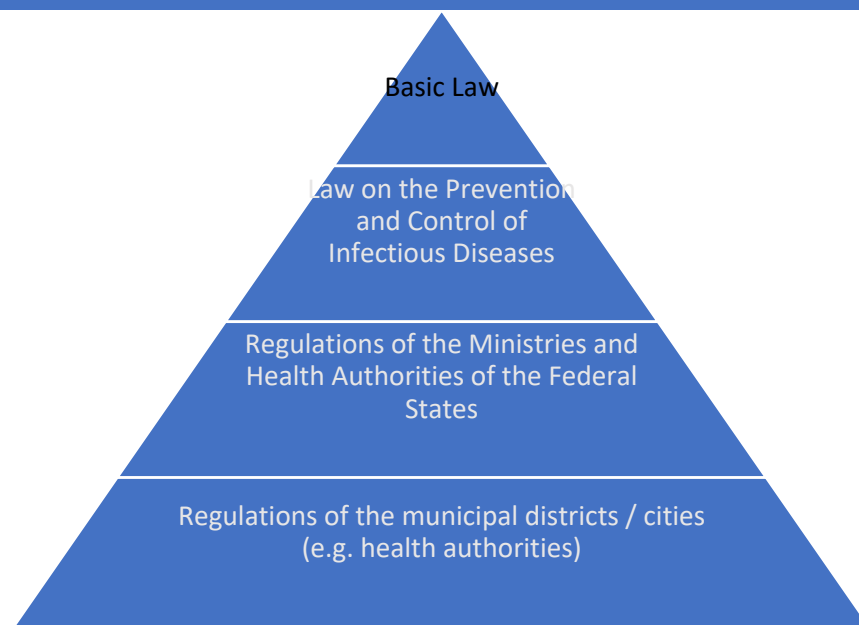


Figure 2: Legal pyramid

Laws and regulations have a direct impact on the completion of an event. This is because travel restrictions will prevent attendees, artists and employees from attending the event. In addition to this, quarantine measures are sometimes stipulated (for instance, for persons travelling from abroad, ...), it may also be necessary to comply with an obligation to register with the authorities, and monitoring measures may be stipulated. For this purpose, several basic rights of the Basic Law are restricted to protect fundamental basic rights:

- Personal freedom (Art. 2 (2), sent. 2)
- Freedom of movement (Art. 11 (1))
- Inviolability of the home (Art. 13), and
- Freedom of assembly (Art. 8 (1))

To allow for the completion of events, the laws and regulations enacted for the protection of human life and health require new considerations, concepts and implementations which must also be verified and ensured at the various levels. This includes, for example, a risk assessment, the hygiene regulations of the Robert Koch Institute, the guidelines of the local health authorities and the verification of regions with increased numbers of cases. The goal is to minimise the risks and to guarantee the basic right to life and health. If the event basically seems feasible in terms of the legal framework, it is necessary for the measures to be developed and implemented during the planning and completion of an event.

## PLANNING AN EVENT

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When planning an event, certain key influencing factors must be taken into account in advance which can increase or reduce the risk of infection and therefore influence the decision on the venue, and ultimately the event itself. These include

- the choice of the venue,
- the existence of a hygiene concept and/or a concept to prevent infections,
- the catchment area for an event, or
- the number of participants.

The protective goal defined with the inclusion of these influencing factors is to reduce the risk of infection to a tolerable level. Therefore, after describing the main influencing factors, events are subdivided according to the degree to which the risk of infection can be controlled (low risk, medium risk or high risk). The planning includes assessment factors and the implementation of the measures to be managed, which, if necessary, are to be brought together in a hygiene concept and a concept to prevent infection.

### BASIC PRINCIPLES / FRAMEWORK CONDITIONS

In addition to the following influencing factors, when planning events, the following framework conditions must be taken into account.

- ☐ Start with the planning early
- ☐ Plan for more resources and time
- ☐ Take account of new framework conditions
- ☐ Review and adaptation of work processes
- ☐ Regular coordination of the measures to prevent infection
- ☐ Stronger integration of the feasibility analysis in the planning:
  - Bookings of artists and locations for meetings only with a cancellation option
  - Clarification and arranging of cancellation insurance in the event of official prohibition or non-fulfillable requirements prior to the event
- ☐ Service providers may only be able to work to a limited extent or may be unavailable.
- ☐ Approval procedures require longer lead times or may not be feasible.
- ☐ Remember that staff may be unavailable due to quarantine measures
- ☐ Adapt work structures and tell staff to work from home if possible
- ☐ Only hold coordination meetings (on-site meetings, editorial meetings, directorial and debriefing meetings, ...) with a reduced number of participants and following social distancing guidelines
- ☐ Meetings must be brought to a quick conclusion.
- ☐ Situational conditions stipulated by the authorities must be taken into account immediately.

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- ☐ There is no magic bullet.
- ☐ Response plan for a possible cancellation of the event at short notice due to an official order from the authorities (concerning the event or other factors)
- ☐ ...

### CLASSIFICATION OF THE EVENT

The risk of infection can be significantly influenced by the framework conditions under which an event takes place. On the basis of the framework conditions of the structure of attendees, the venue and the event data, it is possible to derive appropriate criteria which can be used to assess the risk of infection. This also determines whether the event can be considered feasible or not.

### CHARACTERISTICS OF PARTICIPANTS

- ☐ Private attendees
- ☐ Public group of participants
- ☐ Number of participants
  - Number in relation to the size of the venue
  - Number is limited or unlimited
  - Specifications for guideline values of the federal states
- ☐ Characteristics of participants
  - Close social ties (cohabitation, family, friends, acquaintances)
  - No social ties
  - Age structure
  - Expected consumption of alcohol and/or other drugs
- ☐ Catchment area of the event
  - regional
  - supra-regional
  - national
  - international
- ☐ Management of attendees
  - Registration of the contact details of the participants, e.g. with invitation cards or ticketing with digital / analogue registration
  - No registration of the participants' contact details
- ☐ Possibilities for the attendees to come into contact with each other
  - Allocated seat reservations



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- Free movement of attendees (free choice of seat / standing room, admittance, breaks, departure)
- Definition of the social distancing regulations
- Possibilities for physical contact (hugging, dancing, planned or unplanned, ...)
- Predetermined group of participants or many participants passing through

### DATA OF THE EVENT / THE VENUE

- ☐ Hygiene concept at the venue
  - Available
  - Not available
- ☐ Duration of the event
  - Short or long duration
  - The duration of the participation is predetermined, with a defined start and end
  - The duration of participation is variable and not foreseeable
- ☐ Location of the event
  - Outdoor event
  - Indoor event
  - Combination of indoor and outdoor event
- ☐ Ventilation situation at indoor facilities
  - Methods of ventilation (natural ventilation, for instance, windows, mechanical ventilation, full air conditioning)
  - Quantity of ventilation (room size, window size, circulation volumes are large or small)
  - Quality of ventilation (filtering available, direction of flow, permanent or temporary, *fresh air, supply air, spatial air, ...*)
- ☐ Sanitary facilities
  - Structural situation of entrances / room sizes
  - Suitable for the implementation of the hygiene concept?
- ☐ Arrival and departure
  - Individual (public transport / private motor vehicle / bicycle / on foot)
  - Organised by those hosting the event (e.g. buses)

## ASSESSMENT OF THE RISK OF INFECTION POSED BY AN EVENT

The assessment of the risk posed by an event is based on the planning data and the current regional infection figures.

### LOW

- ☐ No or very low rates of regional infection
- ☐ The participants and their contact details are known (cohabitation, family, friends, guests list, ticketing...)
- ☐ Possible chains of infection are easy to trace
- ☐ The number of participants is limited and is based on the size of the venue, subject to compliance with the social distancing regulations
- ☐ The infrastructure of the venue is more than adequate (foyer, cloakrooms, toilets, rooms, catering, etc.)
- ☐ Large ratio of the surface area of the event to the number of participants, compliance with social distancing regulations in relation to the size of the venue can be demonstrated on an optimum basis
- ☐ A detailed hygiene concept is available
- ☐ Event is being held outdoors
- ☐ Good to very good ventilation situation in terms of both quality and quantity
- ☐ No close contacts
- ☐ Seat reservations, participants not required to move around a lot
- ☐ Short, predetermined duration
- ☐ Concept is available for admittance and breaks
- ☐ Regional catchment area
- ☐ Individual arrival and departure

### MIDDLING

- ☐ Average rates of regional infection
- ☐ Regional, national or international catchment area
- ☐ Limited social ties between participants
- ☐ Contact details of participants known
- ☐ The number of participants is limited and is based on the size of the venue, subject to compliance with the social distancing regulations
- ☐ Normal age and / or social structure
- ☐ Compliance with the social distancing regulations is straightforward, sufficient freedom of movement

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- ☐ Generally, no close contacts between the participants
- ☐ Number of participants is based on the size of the venue
- ☐ The participants may mix as they leave their seats several times
- ☐ Event takes place indoors, but partially outdoors as well, if applicable
- ☐ Ventilation is sufficient in terms of quality and quantity
- ☐ Prearranged duration/ long duration/ also several days
- ☐ A basic hygiene concept is in place, the sanitary facilities are appropriate
- ☐ It may be necessary to manage the flow of participants
- ☐ Attendees arrive individually

### HIGH

- ☐ Increased rates of regional infection, occurrence of infection clusters
- ☐ Catchment area is largely national or international
- ☐ Public group of participants only
- ☐ High number of participants
- ☐ Number of participants is not limited, compliance with social distancing regulations in relation to the size of the venue is hard to demonstrate
- ☐ No close social ties between the participants
- ☐ Critical age and / or social structure
- ☐ Contact details of the participants are mostly unknown
- ☐ No ticketing, event is freely open to attend
- ☐ Participants have freedom of movement, close physical contact is certainly possible
- ☐ Duration of participation is variable and not foreseeable, high turnover of participants (coming and going)
- ☐ Outdoor or indoor event
- ☐ Poor-quality ventilation situation, e.g., rooms with low ceilings and few options for ventilation
- ☐ Limited sanitary facilities, small scale
- ☐ Enforcing social distancing regulations impossible or difficult

### ASSESSMENT OF THE RESULT

After assessing the risk of infection, an assessment must be made as to whether the event seems feasible and which measures are necessary within the framework of the concept to prevent infection.

## COMPLETION OF AN EVENT

To hold an event, it is necessary for additional protective concepts to be developed. In this respect, it is possible to distinguish between:

- Hygiene plan with basic measures and risk-related measures
- Structural measures
- Technical measures and
- Organisational measures

The goal for preventing infections must be achieved at an acceptable level. The successful implementation of the measures must guarantee the acceptance of the attendees and contributors/employees. This influences phases of the event, such as the set-up, rehearsals, admittance, completion, departure and dismantling, regardless of the type and character of the event, its geographical location or the group of people affected.

This results in complex protective concepts whose basic strategies of measures are described in the context of this recommendation for action. The principle of prevention: “**prevention is better than cure**” helps with the considerations and results in the appointment of specialist planners in the development of these protective concepts where necessary. The hygiene measures are the top priority.

## DISINFECTION

### BASIC PRINCIPLES

- ☐ Anyone who has signs of a respiratory infection or a high temperature should stay away from work. They are to be asked to leave the premises immediately.
- ☐ Instruction on the basic rules of hygiene (social distancing, greeting without a handshake, coughing/sneezing into the crook of one’s arm, washing hands regularly, avoid touching one’s face etc.) should be provided daily
- ☐ Try to use private transport for your journey to the workplace, travel on your own if possible. In the case of shared journeys in company vehicles, the number of persons in the vehicle should be reduced, if possible, through the simultaneous use of private motor vehicles. If several people are in the vehicle, the air circulation function should not be switched on.
- ☐ Direct personal contact should be reduced to the minimum.

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- ☐ Avoid direct collaboration between employees (also during breaks), ensure social distancing (at least 1.50 m).
- ☐ Limit the number of persons
- ☐ Avoid any additional personal contact.
- ☐ Create opportunities for holding breaks outdoors, staggered break times
- ☐ Organise work so that only one employee or one worker works in smaller rooms if possible.
- ☐ Ventilate the work and break areas (if indoors) regularly (1 x per hour) (also see the point on Ventilation)
- ☐ The countersigning of documents, such as time sheets, should be avoided.
- ☐ Washing one's hands thoroughly (for at least 20 seconds) is mandatory before eating and after going to the toilet, and should also take place after arriving at the place of work, before leaving the place of work and after finishing work.
- ☐ If possible, clarify general topics or questions by telephone rather than in person
- ☐ Even if it's hard: Please drink coffee alone instead of hanging out in a group.
- ☐ Do not smoke with others. If possible, stop smoking.
- ☐ Please point out any misconduct to those in your environment in a friendly way, and do not take things personally if you are corrected.
- ☐ ...

### FACE MASKS

- ☐ Request and ensure the wearing of face masks in the areas of the event where direct contact at distances < 1.50 m cannot be prevented with organisational methods.
- ☐ Provide face masks for employees for whom direct contact at distances < 1.50 m cannot be prevented with organisational methods (security team, those handling uncovered food, those responsible for sanitary facilities)<sup>7</sup>
- ☐ ...

### SOCIAL DISTANCING REGULATIONS

- ☐ Implementation of technical organisational measures for the personal protection of employees who enter into close contact with others through temporary transparent structural measures (protective screens), e.g. at information counters, bars
- ☐ Technical organisational measures, such as social distancing instructions written on the floor (cloakroom, etc.)

<sup>7</sup> RKI (2020): [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Hygiene.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Hygiene.html)

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- ☐ Implementation of technical organisational measures at events with fixed rows of chairs, sealing off every third chair with a zipped cover.
- ☐ Seal off rows of chairs, refer to Figure 4: Adaptation of a seating plan (version B), if face masks are not worn
- ☐ Ideally, tickets should be given to people living together in the same household
- ☐ ...

### CLEANING

- ☐ Draw up a modified cleaning plan
- ☐ Cleaning of frequently-used door surfaces (handle, door leaf, ...) in the entrance and exit areas before admittance, after admittance and after departure
- ☐ Cleaning in the sanitary area (doors: Door handle, door leaf; WC seats, flush valves, fittings, ...) before admittance, regularly during the event, e.g. before breaks in the event and after the attendees depart
- ☐ Provision of hand sanitizing facilities and information boards for attendees before admittance
- ☐ Fragrance-free liquid soaps which are gentle on the skin are to be used for hand cleansing. Hygienic disposable paper towels should be used to dry the hands.
- ☐ For a possible subsequent hygienic hand disinfection, hand sanitizer can be rubbed into the hands without adding water.
- ☐ ...

### STRUCTURAL/TECHNICAL MEASURES

#### EVENTS IN PLACES OF ASSEMBLY

- ☐ Creation of a specialist protective concept/safety concept for events in permitted places of assembly
- ☐ Differentiated consideration of events with 200 attendees or more indoors and outdoors with 1,000 persons in approved places of assembly
- ☐ Assessment of attendees, with approx. 1 person per 4 sqm. or according to gradual normalisation according to level A (distance 1.50 m), B (1 person per/m<sup>2</sup>) or C (2 persons per/m<sup>2</sup>)

Level A	Level B	Level C
Distance 1.50 m/ (approx. 1 person per 4m <sup>2</sup> )	1 person per m <sup>2</sup>	2 persons per m <sup>2</sup>

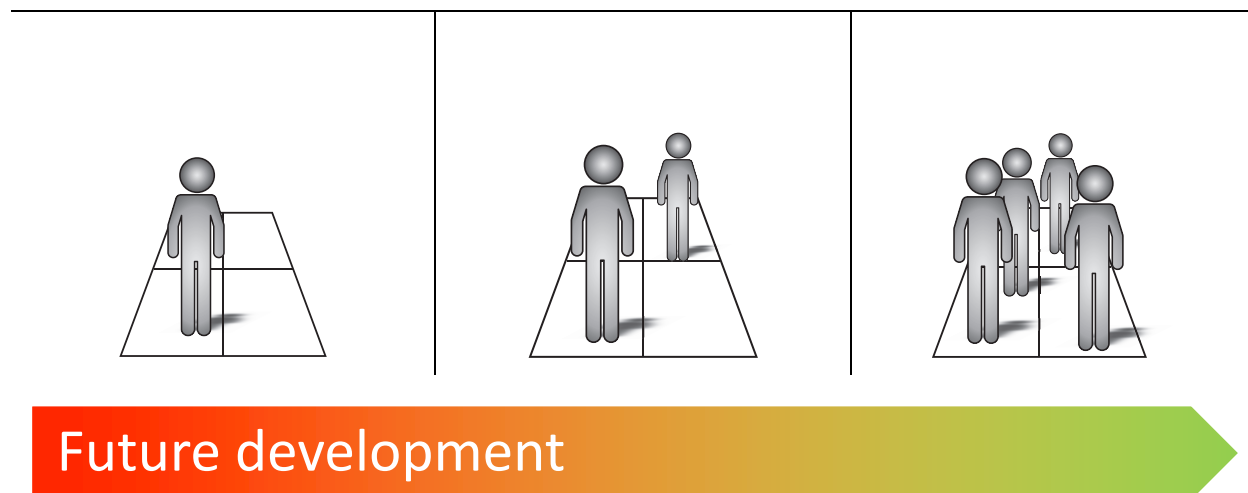


Figure 3: permitted personal rate of occupancy in May 2020

- ☐ Guidance of attendees, entrances and exits must be separate.
- ☐ The guidance of the attendees must ensure that attendees do not face other.
- ☐ Doors must be kept open at all times
- ☐ Tracing of chains of infection through numbered seating plans with personalised attendee management/tickets
- ☐ Creation of additional separate entrances and exits and/or separate flows of people as far as possible
- ☐ Provision of waiting areas (space for queues, floor markings showing the distances for those in the queue)
- ☐ Increase the size of the waiting areas to allow distance between attendees
- ☐ Cordon off partial areas
- ☐ Set up controlled access restrictions in various areas which can be cordoned off by the security team if necessary, provision of “departure wrist bands”
- ☐ Switch ventilation system from circulation of air to new air
- ☐ ...

## EVENTS IN PUBLIC PLACES

- ☐ Considerations for events in places of assembly should also be taken into account
- ☐ Consistent supply of fresh air supports preventive measures.
- ☐ Observe and implement the regulations regarding the public sphere (shopping / public transport) (face coverings, social distancing, disinfection, ...)
- ☐ Ensure queuing regulations at attractions, catering stands, on admittance and in other waiting areas

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- ☐ Regularly reassess the findings concerning the duration of exposure<sup>8</sup>
  - ☐ Max. 15-minute contact < 1.50 m can only be permitted on the recommendation of the RKI.<sup>9</sup>
  - ☐ Adapt programmes of staged events to reduce the time attendees spend at the event
- ☐ Gather experience with new formats and adapt them to the current situation, designing and implementing presentations in the format of a flash mob, for example
- ☐ ...

### AREAS OF THE PRODUCTION

- ☐ Admittance only for persons who work in the area of the production
- ☐ The wearing of face masks is compulsory.
- ☐ Screens or similar must be installed between persons who sit closely together.
- ☐ Rearrange previously opposite workstations at an angle
- ☐ Set up separate waiting and organisational areas for suppliers / attendees
- ☐ ...

### TECHNICAL AREAS

- ☐ Places of work (FOH, sound, lighting, video, conferencing technology, ...) are to be arranged with the use of enhanced personal protective equipment (face masks) during the assembly and dismantling work, taking social distancing rules into account
- ☐ Personal items must not be given to third parties (consumer goods, PPE, ...).
- ☐ Work tools must generally be personalised.
- ☐ Radio equipment must be personalised.
- ☐ During the rehearsals and the event, only those directly employed at the production location are to be admitted.
- ☐ Persons must not be admitted to the different areas of the venue unless they are working there.
- ☐ Personal items and work equipment must be kept to the minimum and used only by their owner - identification and/or personalisation necessary
- ☐ ...

### EQUIPMENT / ITEMS IN REGULAR USE

<sup>8</sup> Factor to which a group of people is exposed

<sup>9</sup> [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Kontaktperson/Management\\_Download.pdf?\\_\\_blob=publicationFile](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management_Download.pdf?__blob=publicationFile)



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- ☐ Disinfection of hand-held and boom microphones, headsets, ... before and after use
- ☐ Personalised issuing of disinfected headsets and personalised devices
- ☐ Adjustment of boom microphones under the instruction of the team to prevent direct contact
- ☐ ...
- ☐

### TECHNICAL BUILDING EQUIPMENT

- ☐ Events must only be held in well-ventilated rooms, and should be moved outside if possible
- ☐ Set the ventilation in all air conditioned rooms and studios to the maximum air circulation
- ☐ Significantly increase and adapt the cleaning and maintenance intervals of the ventilation systems.
- ☐ Ventilation requirements in rooms with the possibility of open ventilation through windows according to point 5.3 and 5.4 of ASR A 3.6 Technical Rules for Workplaces; observe the following for ventilation:
  - Single-sided ventilation with a max. room depth =  $2.5 \times h$  (for  $h > 4$  m: max. room depth = 10 m) and with forced ventilation, opening area of at least 1.05 sqm. per 10 sqm. of floor space
  - Transverse ventilation with a max. room depth =  $5.0 \times h$  (for  $h > 4$  m: max. room depth = 20 m) and forced ventilation, opening area of at least 0.60 sqm. per 10 sqm. of floor space
  - Forced ventilation must be carried out at regular intervals as required. The following reference values are recommended: Office after 60 mins. and meeting room after 20 mins. (5.4 ASR A 3.6).
- ☐ Requirements regarding rooms without the possibility of open ventilation:
  - A ventilation rate ( $q_p$ ) of 10.5 l/s, m<sup>2</sup> as recommended for auditoriums with occupancy for category II buildings (normal level of expectations) (B 1.2 DIN EN 15251:2012-12) is proposed for guidance. Additionally, the extra rates for loads caused by the building itself (very low emissions 0.3 l/s, m<sup>2</sup> or not low emissions 1.4 l/s, m<sup>2</sup> are to be taken into account. The recommended ventilation rate must be corrected due to the new social distancing regulations, as the ventilation rate depends on the rate of personal occupancy (recommended air flow 7 l/s/pers). The space requirement per person accepted in DIN EN 15251 is 0.75 m<sup>2</sup>/person. If the space requirement is twice that of a restaurant (1.50 m<sup>2</sup>/person), for example, the recommended ventilation rate falls to 4.9 l/s, m<sup>2</sup>.
- ☐ The quantity of fresh air supplied should be considered as a measuring value for the air quality. First, the total supply of fresh air for the whole building should be measured and converted into an average value per m<sup>2</sup>. This result should be converted into both a fresh air supply value per m<sup>2</sup> and a

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fresh air supply value per person, taking the current rate of personal occupancy or level of use into account.

- ☐ Aerosols in the room must be minimised.
- ☐ Check the capacity of the sanitary facilities and adapt them if necessary
- ☐ ...



## ORGANISATIONAL MEASURES

- ☐ Sufficient space for persons (places of assembly, workstations, rooms for organisation) is necessary to allow for a minimum distance of 1.50 m between each individual
- ☐ Information on the correct behavioural measures
- ☐ Staff training
- ☐ Only allow non-cash methods of payment
- ☐ Adaptation of clearance concepts and route guidance/fire safety concepts to extended evacuation times
- ☐ Extend break times to prevent an excessively high number of attendees visiting the sanitary rooms
- ☐ Instruct the security team to intervene in the event of infringements of the rules
- ☐ Establishment of a common control and contact point with a citizens' telephone as well as an interface to the organiser (local liaison person) and press spokespersons for crisis communication
- ☐ Preparation and implementation of risk and crisis communication, including the prompt provision of the associated infrastructure
- ☐ Issuing of work ID cards and additional authorisation for accessing a protected area
- ☐ The face masks are to be provided to the employees in a sanitary room and on an individualised basis to attendees in protected bags (e.g. sealed)
- ☐ Issuing of name labels for the identification of personal items (headsets, water bottles, bags of sweets, fruit, etc.)
- ☐ Prompt logging of absences of all those present at the venue
- ☐ If required by the official regulations:
  - Self-declaration by attendees and contributors regarding any symptoms of a respiratory tract infection
  - Taking the temperature of attendees before admittance (contactless measurement)
  - Use of the official coronavirus app for contact tracing
  - Tamper-proof logging of the identity of attendees, contributors and employees
  -
- ☐ ...

## INFORMATION FOR ATTENDEES

- ☐ Ensuring that attendees are notified of the particular hygiene and protective measures with the provision of information
- ☐ Publication of information regarding safety measures in advance if possible

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- ☐ The information given to attendees should foster trust rather than discourage.
- ☐ ...

### CONTRIBUTORS

- ☐ Compliance with the occupational safety standard for SARS-CoV-2 of the Federal Ministry of Labour and Social Affairs<sup>10</sup>
- ☐ Provide and encourage instruction and active communication
- ☐ Care and protection of high risk individuals according to occupational health guidelines
- ☐ Minimising of mental stress
- ☐ Arrival and departure as well as transfers should mainly be completed with one's own car or a hire car.
- ☐ The number of persons on shuttle trips and transfers is to be limited.
- ☐ The occupancy rate of the cloakrooms depends on the room size and the minimum rate of distancing.
- ☐ A maximum of one accompanying person is allowed on site.
- ☐ Make-up and costumes must be protected with personal protective equipment and with the proviso that contact is kept to the minimum.
- ☐ Avoidance of excess personal proximity during the production/event
- ☐ Manage time sheets digitally or scan them using smartphones
- ☐ ...

### MAKE-UP, COSTUMES AND PROPS

- ☐ Creation of a detailed make-up plan, taking the required disinfection times into account
- ☐ If possible, distribute "make-up instructions" to those concerned
- ☐ Employees in the make-up rooms must wash their hands thoroughly before tending to each individual (they should also apply hand sanitizer)
- ☐ Avoid talking during the application of the make-up.
- ☐ Wear a face mask and gloves if necessary, and always dispose of them after applying make-up
- ☐ Clean and disinfect all brushes and powder-puffs
- ☐ Cover work equipment after each use
- ☐ If necessary, disinfect the chairs (arm rests)
- ☐ Max. three persons, incl. dressing room and costume assistant when putting on costumes

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<sup>10</sup> [https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?\\_\\_blob=publicationFile&v=2](https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=2)

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- ☐ Thoroughly wash your hands after each styling, if necessary apply hand sanitizer
- ☐ Wear a face mask and gloves and dispose of them after each styling
- ☐ Store provided outfits individually and under protected conditions
- ☐ Disinfection of jointly-used equipment and surfaces after use
- ☐ Generous social distancing between staff
- ☐ Use of work gloves or disposable gloves
- ☐ ...

### USE OF MICROPHONES

- ☐ Disinfect all microphones after use
- ☐ Microphones may only be passed around indirectly.
- ☐ Lapel microphones must be attached by the artist themselves.
- ☐ Disinfect hand-held microphones regularly
- ☐ Change the pop filter of microphones regularly
- ☐ ...

### SECURITY TEAM

Due to the contacts between the security team and the attendees, which under normal circumstances are close, considerable adaptations to processes and workflows are necessary.

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### PLANNING AND PREPARATION

According to the protective goals, the conditions for the security team, it is necessary to make preparations concerning use of protective equipment (face masks, disposable gloves, face shield, overshoes) and the adaptation of work processes.

- ☐ Members of the security team with direct contact to attendees must not belong to a risk group, and must be proven not to be infectious with COVID-19.
- ☐ Before and after embarking on work which entails personal contact with others in particular, staff members must regularly undergo a thorough medical check in accordance with DGUV regulation 6 (occupational health precaution, formerly BGV A4).
- ☐ Development of contactless form of personal checks or ensuring social distancing regulations
- ☐ Sufficiently prompt purchasing and stockpiling of protective equipment
- ☐ Workplace instructions to be supplemented according to the protective concept.
- ☐ ...

## COMPLETION

Checks on admittance and associated personal checks must be adapted, and the checks and guidance previously used on attendees must be modified accordingly:

- ☐ Division of attendees into small, clearly arranged groups (e.g. 10, 20, 30 to approx. 50 persons) before entering the place of assembly, and targeted guidance to the admissions check and/or seating
- ☐ The attendees are informed of the requirements of the host and security team using acoustic and visual systems, and are guided to the place of assembly accordingly.
- ☐ Checks on bags and pockets are to take place in sufficiently sized rooms with separate, specially adapted and widened separation systems
- ☐ Contactless checks on admittance with the use of body scanners or metal detectors
- ☐ Temporal/spatially staggered checking process:
  - ☐ Attendees empty their own bags and pockets
  - ☐ Visual checks by the security team
  - ☐ Recovery of personal items after the check or handing over for safekeeping by the attendee
- ☐ Restriction of direct attendee contact with the security team
- ☐ Personal contact with attendees is reduced and where necessary.
- ☐ Monitoring of social distancing in the area for attendees
- ☐ Use of additional mobile separators to prevent personal congestion and to prevent crowds of people developing, e.g. at sanitary or catering facilities during breaks, as well as monitoring of social distancing
- ☐ Organising the sufficient replacement supply of sanitizer and face masks for employees, e.g. in the event of loss or damage to the initial supply
- ☐ Provision of a sufficient amount of protective equipment to ensure that employees can change their face masks and disposable gloves several times per day
- ☐ Provision of dispensing points for sanitizer and face masks for employees and attendees (sanitary room)
- ☐ Prohibition of smoking and the consumption of food or beverages outside the specified times and areas
- ☐ Use of extra staff, especially in areas of the venue where the risks are at their highest (entrance, stage area, areas frequented by attendees, ...)
- ☐ ...

### CATERING / HOSPITALITY

- ☐ Food, snacks and sweets are to be offered to take away only
- ☐ Decentralised consumption of food at the workplace/catering
- ☐ Stipulate a max. number of persons in the catering area at any given time
- ☐ Hands must be sanitized before serving food under all circumstances.
- ☐ Markings on the floor to ensure social distancing of 2 m.
- ☐ Kitchen staff must wear face masks, gloves and, if necessary, a hair net.
- ☐ No self-service, food is served by the staff only
- ☐ Salads, sandwiches, desserts, etc. are to packaged / provided separately in individual servings.
- ☐ Cutlery is to be packaged separately and distributed by the catering staff.
- ☐ Protective screens are to be installed in all places where food or drinks are distributed
- ☐ ...

### TRANSPORT SERVICE

- ☐ Max. persons (incl. driver) per shuttle vehicle (multi occupancy van, six-seater)
  - ☐ Disinfection of all vehicles after each use by the driver
  - ☐ Ventilation of vehicles with fresh air
  - ☐ Cleaning of the air conditioning system filter
  - ☐ Drivers must wash their hands thoroughly after each journey and sanitize them if necessary
  - ☐ Logging of points of boarding, exit and entry as well as place of departure and destination
  - ☐ ...
-

**SIDE NOTE****DISINFECTION OF SURFACES:**

The survivability of pathogens depends on a variety of factors, such as their species, the temperature, the relative humidity, sunlight, the oxygen concentration, the presence of blood and protein, chemical influences, as well as the surface material and composition. Compared with animate sources, the importance of inanimate areas as a source of infection is secondary. According to the current state of knowledge, hand hygiene certainly dominates. Cleaning and disinfection procedures lead to a reduction in the number of microorganisms on the treated surfaces, and cleaning alone can lead to a reduction of approx. 50-80%. With effective disinfection procedures, the impact can be increased to at least 84-99.9%. (RKI 2004). The routine disinfection of surfaces in domestic and public areas, including frequent contact surfaces, is not recommended, even in the current COVID pandemic. In such cases, appropriate cleaning is the procedure of choice. A classification into areas of risk is a good idea. The Commission for Hospital Hygiene and the Prevention of Infections at the RKI recommends cleaning for areas with no risk of infection, with additional disinfection considered unnecessary. Areas with a possible risk of infection for surfaces with frequent hand/skin contact: Disinfection (cat. II). In hospitals, these are general wards rather than areas with a particular risk of infection (OP departments). Disinfectants with a limited virucidal effect are suitable, as they are effective against enveloped viruses.<sup>11, 12</sup>

**FACE MASKS**

It is recommended for medical personnel in contact with vulnerable groups of people to wear a multi-layered medical face mask. These prevent the release of droplets that contain pathogens from the nasopharyngeal cavity of the wearer and primarily serve to protect other individuals (external protection). Face masks can also protect their wearer against the absorption of droplets or spray via the mouth or nose, e.g. from the nose-throat area of the other person (personal protection). (RKI, 2020). A face mask is therefore recommended where distances of 1.5 to 2.0 m cannot be maintained. On the other hand, in Western culture, face masks are associated with illness and (emergency) medical care. In this respect, a transparent face shield can be a solution. Therefore, until recently, the general obligation to wear face masks at events has served less to convey a sense of security, but rather, it increases the sense of insecurity among attendees. This is changing, however. With increasing everyday practice, wearing a face mask becomes a habit which is likely to

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<sup>11</sup> Online lists of suitable disinfectants are available at:

Robert Koch Institute (RKI) and the Verbund für Angewandte Hygiene e. V. (association for applied hygiene / VAH)


<sup>12</sup> RKI (2004): Hygiene requirements when cleaning and disinfecting surfaces. Recommendation of the Commission for Hospital Hygiene and the Prevention of Infection of the Robert Koch Institute (RKI). Federal Health Gazette – Health research – Protection of health 2004 · 47:51–61 DOI 10.1007/s00103-003-0752-9



be accompanied by a change in behaviour. Despite uncertainties, the wearing of face masks has become an (inconvenient) obligation. As of 07/2020, the wearing of a face mask outside the specific areas for attendees and/or places of work has been a basic requirement for the approval of events and/or venues.<sup>13</sup>

#### RULES ON SOCIAL DISTANCING

Between 1.50 and 2.0 m is currently recommended for social distancing. This is the normal distance that people tend to keep from strangers (Hall, 1969). At events, however, distances less than 1.50 m aren't just considered acceptable, they are also encouraged, because events bring people together for the purposes of socialising, in which the distances that are otherwise socially acceptable, also between strangers, are disregarded as an express part of the group experience. During the current pandemic, however, limits will have to be imposed on this part of the event experience.<sup>14</sup>



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<sup>13</sup> RKI (2020): [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Hygiene.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Hygiene.html)

<sup>14</sup> Hall, Edward T. (1969): *The Hidden Dimension*. New York: Anchor Books.

## EXAMPLES

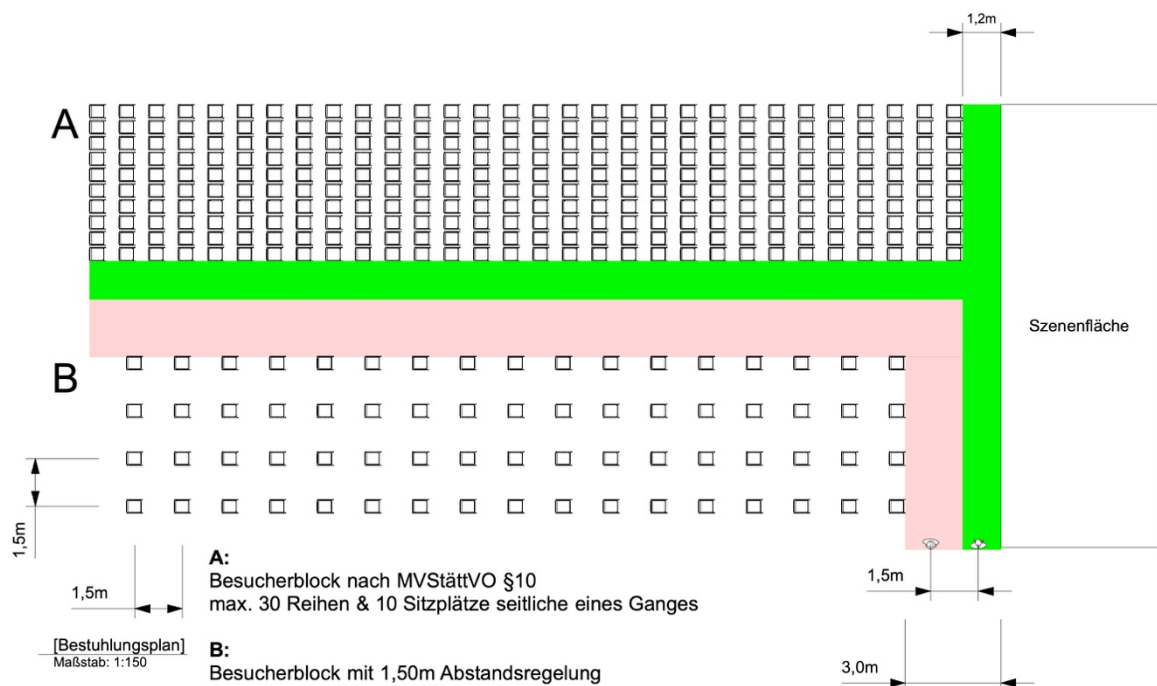


Figure 4: Adaptation of a seating plan (version B), if face masks are not worn

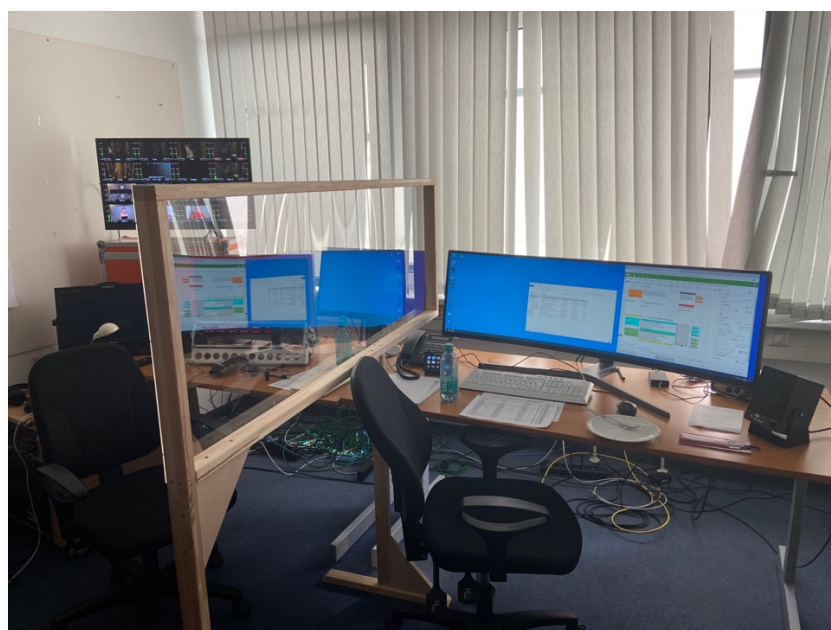


Figure 5: Mobile partition wall at an editing suite

## GENERAL RECOMMENDATIONS FOR THE COMPLETION OF AN EVENT

The safety of an event is influenced by a variety of factors. In this respect, the organiser/operator has a special responsibility for completing the event and the compliance with basic rights. In the requisite safety assessment, it is necessary to answer the following questions:

1. What are the goals of the event?
2. Has the event been adequately budgeted for, and are the financial risks covered?
3. Have the responsibilities been clarified?
4. Has the feasibility of the event been verified?
5. How can one influence the event?
6. What dangers and risks arise from the event?
7. What kind of behaviour can one expect at the event?
8. Who makes the decisions regarding the event?
9. What information is available about the event?
10. How are the participants prepared for the event?

These are preventive measures, so in this situation, successful prevention has the disadvantage that its impact can only be assessed when something doesn't happen. It is therefore difficult to determine the extent to which prevention is necessary, and to ascertain the extent to which the cost-benefit ratio has been achieved. In contrast to the responsive measures which are taken when preventive measures have failed, the strategies for a successful form of prevention are much harder to develop. On the one hand, this is because of the complex processes and the various situations that have to be considered in an event, with its many participants and their various interests with regard to risks and, on the other hand, in the different strategies for prevention.

These considerations have to be made regardless of the type and size of the event. For this purpose, the defined protective goals have to be reconciled. On this basis, actions are derived which require continuous further processing in the sense of preventive processing. For this reason, the decision-making should consistently be based on individual decisions that are specifically coordinated to an event.

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## CONCLUSION

The entire cultural and creative industry, and the events industry as a part of it, face huge challenges in the future. At present, only meetings of municipal bodies, some of which are explicitly exempted from prohibitions<sup>15</sup>, are being held safely and successfully in approved meeting places, subject to the respective conditions. Other events are no longer taking place, and the idea that they will take place in the usual way from now on once again will prove to be wishful thinking. The future completion of events is similar to a dress rehearsal, in which the participants will have to learn how to achieve the goal of completing an event with a hygiene plan as well as structural, technical and organisational measures. This process will be accompanied by several small, courageous and thoughtful steps, and as a short-term goal, a path must be found for holding family gatherings and events (baptisms, birthdays, weddings, funerals, anniversaries, ...). It is therefore obvious that the events can only restart on a small scale (B2B area).

The planning and completion of the necessary measures to prevent infection can be carried out almost continuously on a manageable scale. To be able to hold events again in a larger context, the frequently cited protective concepts, with the measures that they define, are required. There is the challenge that concepts of this kind lead to “safety on paper”, and are momentary snapshots which render one incapable of taking action. In this respect, pragmatism, coupled with farsightedness and expertise, is required. It is to be expected that the event may start later and be postponed or even cancelled! These setbacks lead to new insights and smooth the way to a successful implementation. In this respect, it is necessary to keep the freedom to take action open, even if it seems limited at first glance. The balance between the requirements must be maintained at all times on the basis of mutual agreement between the organisers and licensing authorities.

It is now up to the stakeholders to take the right steps towards cooperation with the authorities that are responsible for safety with a sense of proportion and prudence. We hope that these tips will help you to plan, complete and follow up an event and to carry it out safely. The Event Safety Working Group will monitor the further developments and reassess the current situation regularly.

Let us look forward to new times with exciting challenges. They will come.

Berlin, 28.08.20

## EDITORIAL TEAM

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<sup>15</sup> Ordinance of Lower Saxony on Protection against New Infections with the Corona Virus of 17th April 2020

## EVENT SAFETY WORKING GROUP

The Working Group has been investigating the issue of attendee safety at events since 2009/2010. Its elaborations and definitions are intended to provide support to the public authorities and organisers and supplement the existing documents. The Working Group includes representatives of interest groups and associations, non-police emergency services, the professional fire brigade, as well as the operators of places of assembly and event organisers. A further revision is currently underway and will be made available in 2020.

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