

COVID-19 Protective Measures

Version 1, 31.08.2021

HackZurich

Introduction

The specifications are aimed at all employees, customers, partners, suppliers, and service providers **who are involved in the organization and implementation of HackZurich**. They serve to define protective measures that are within HackZurich's sphere of influence.

In order to protect its employees outside of the implementation of events, MCH has developed the "MCH COVID-19 protection concept for employees". This applies in addition to the present protection concept.

Objective of the measures

The aim of all the measures summarized in this concept is to protect all employees, customers, partners, suppliers and service providers who are involved in the organization and implementation of HackZurich from being infected with the new coronavirus. It also serves to protect visitors. Particular attention is paid to the protection of particularly endangered persons.

Legal basis

The present protection concept was developed in compliance with the COVID-19 Ordinance special situation (818.101.26) as well as the Labour Act (SR 822.11) and its ordinances.

Responsibilities

- For the implementation and control of the building and employee security MCH, as well as the approval and control of the protection concept for the implementation of events: MCH security officer (SIBE).
- For the elaboration, implementation and communication of the protection concept to customers, partners, suppliers, visitors and exhibitors: the respective MCH trade fair manager / project manager.

Measures to reduce the spread of the new coronavirus

Transmission of the new coronavirus

The three **main routes** of transmission of the new coronavirus (SARS-CoV-2) are:

- Close contact: If you are less than 1.50 meters away from a sick person.
- Droplets: If a sick person sneezes or coughs, the viruses can get directly onto the mucous membranes of another person's nose, mouth, or eyes.
- Hands: Contagious droplets get on the hands when coughing, sneezing, or touching the mucous membranes. From there, the viruses are transmitted to surfaces. Another person can transfer the virus from there to their hands and become infected by touching their mouth, nose, or eyes.

All measures to reduce the spread of the new coronavirus are based on the main transmission routes mentioned above.

Transmission through closer contact, as well as transmission through droplets, can be prevented by maintaining a minimum distance of 1.50 meters or the use of physical barriers. In order to avoid transmission via the hands, regular and thorough hand hygiene by everyone and the cleaning of surfaces that are frequently touched are important.

Keep your distance and follow hygiene measures

Infected persons can be contagious before, during, and after the onset of COVID-19 symptoms. Therefore, even those without symptoms must behave as if they were contagious (keep distance from other people). For this, the hygiene and behaviour rules of the BAG of the campaign "[This is how we protect ourselves](#)" must be strictly adhered to.

Protect particularly vulnerable persons

Persons over 65 years of age or with severe chronic illnesses are considered to be particularly at risk of developing a serious illness. Additional measures must therefore be taken in the case of those who are particularly at risk so that they do not become infected. Persons at particular risk continue to adhere to the protective measures of the BAG and stay at home whenever possible. The protection of particularly vulnerable employees is regulated in detail in the COVID-19 regulation. Further information can be found at www.bag-coronavirus.ch.

Social and professional segregation of sick persons and those who have had close contact with sick persons

It must be prevented that sick persons infect others. Sick persons should stay at home and go into self-isolation and self-quarantine (see www.bag.admin.ch/selbstisolation). If you still have to leave the house, you must wear a hygiene mask (surgical mask). In order to protect the health of the other employees, the employer is obliged to enable all employees to comply with these BAG instructions.

Protective measures

All protective measures are aimed at preventing the transmission of the virus. In case of the measures, the current state of technics, occupational medicine, and hygiene as well as other reliable work-science findings must be considered. The measures are to be planned in such a way that technology, work organization, other working conditions, social relationships, and the influence of the environment on the workplace are properly linked. The first thing to do is to take technical and organizational protective measures.

The personal protective measures are of secondary importance. Additional measures must be taken for employees who are particularly at risk. All persons concerned must receive the necessary instructions for the protective measures.

The protection goal at the workplace is also to reduce the transmission of the new coronavirus through keeping distance, cleanliness, cleaning surfaces and hand hygiene.

«STOP Principle»

The STOP principle explains the sequence in which protective measures are taken:

| | |
|---|---|
| S | S stands for substitution, which, in the case of COVID-19, is only possible through sufficient distance (e.g. home office). |
| T | T are technical measures (e.g. acrylic glass, separate workplaces). |
| O | O are organizational measures (e.g. separate teams, changed shift planning). |
| P | P stands for personal protective measures (e.g. hygiene masks (surgical masks)) |

Personal protective measures

Personal protective measures should only be used if other measures are not possible and adequate protective equipment (e.g. hygiene masks (surgical masks)) is available. They are less efficient than substitution and technical or organizational measures.

Employees must have the necessary knowledge about the correct use of protective equipment and be appropriately trained in handling it. If this is not the case, protective equipment may lead to a false sense of security and basic, effective measures (keep your distance, wash your hands) are neglected.

Basic rules

The protection concept for the implementation of HackZurich ensures that the following requirements are met. Sufficient and appropriate measures are provided for each of these requirements. MCH and the organizer are responsible for implementing these measures.

The following points are the principles for the protection of everyone involved in the organization and implementation of events:

1. Everyone in the company and on occasions clean their hands regularly.
2. All persons keep a sufficient distance from one another where possible.
3. Surfaces and objects are cleaned regularly and appropriately after use, especially if they are touched by several people.
4. Persons at risk are adequately protected.
5. Sick persons are sent home and instructed to follow the (self-) isolation according to the BAG.
6. Specific aspects of the work and work situations are considered to guarantee protection (by creating event-specific protection concepts).
7. The persons concerned are informed of the requirements and measures.

1. Access with a Covid certificate

Only those who can prove to have been fully vaccinated, recovered or tested will be admitted to the event. Persons under the age of 16 are excluded from the proof.

Validity of the Covid certificate (as of: 07/26/2021):

For vaccinated persons

365 days from administration of the last vaccination dose

This applies to anybody who has been vaccinated with a vaccine approved by Swissmedic, the European EMA or the WHO and who have recognized evidence. The certificates are valid in all cases, even if the vaccine listed is not approved in Switzerland (e.g. AstraZeneca). More information can be found here: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/covid-zertifikat.html>

For persons who have recovered

The validity begins on the 11th day after the positive PCR test result and lasts 180 days from the test result

For persons who tested negative

PCR test: 72 hours from the time the sample was taken

Rapid antigen test: 48 hours from the time of sampling

We offer opportunities for rapid antigen tests in collaboration with ApoDoc Hardbrücke on Friday, September 24 between 4.00 and 6.30 pm. Those who have tested positive will not be admitted. The ticket is non-refundable. However, it remains valid for the 2022 edition (with appropriate evidence). Important: No Covid certificates are issued for self-tests and antibody tests.

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|--|---|--------|-------|-----------|---------------|----------------|---------------|
| Access control to HackZurich with Covid certificate | All visitors, exhibitors, participants, staff, helpers and other persons must present a valid, recognized Covid certificate and an identification document (ID, passport, driver's license) before entering the premises. The Covid certificate needs to be valid until Sunday, September 26, 4 pm. | | x | | MCH Organizer | MCH Organizer | MCH Organizer |
| Access to the halls / rooms during construction and dismantling | During assembly and dismantling, a protective mask must be worn. | x | | x | MCH Organizer | MCH Organizer | MCH Organizer |
| Separation of incoming visitor flows | If possible, the certificate check should be carried out before the actual ticket inspection <ul style="list-style-type: none"> Use of guidance systems Consideration of the distance rules in waiting areas If necessary, separation of the persons to be checked Use of markings and signalling Planned buffer zones in order to not interrupt the control flow in the event of disruptions | | x | | MCH Organizer | MCH Organizer | MCH Organizer |
| Protection in the control area | If the certificate control area is indoors, the control staff must wear a protective mask or be protected by suitable measures (e.g. distance / plexiglass). | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|--------------------------------------|---|--------|-------|-----------|---------------|----------------|---------------|
| Training of the control staff | Training of access personnel in relation to: <ul style="list-style-type: none"> • Inspection procedure and valid verification • Information about test possibilities in the area • Behaviour when rejecting a person who cannot provide valid verification | | | | MCH Organizer | MCH Organizer | MCH Organizer |
| Upfront information | The visitors and participants will be informed beforehand about the necessity of the certificate via <ul style="list-style-type: none"> • Homepage • Newsletter • Mailings • When buying a ticket • Briefings • When registering • HackZurich Participants Guide | | | | MCH Organizer | MCH Organizer | MCH Organizer |

2. Hand hygiene

Regular hand hygiene for everyone involved must be guaranteed.

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|---|--|--------|-------|-----------|---------------|----------------|---------------|
| Customers, visitors, partners, suppliers, and employees are advised to wash their hands regularly when entering the premises and during the day. If this is not possible, hand disinfection must be carried out. | Washing facilities with soap and water are available. If those are missing, hand disinfectant is available. | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |
| | Hand disinfection stations <ul style="list-style-type: none"> • in the entrance areas • at lifts • at the toilet facilities • at the stairwells • Additionally at critical points depending on the use of the space | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |

3. Keep your distance

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|---|--|--------|-------|-----------|---------------|----------------|---------------|
| Plan a distance of 1.50 m in the access areas in front of the inspection | <u>In front</u> of the entrance area and the certificate check, the waiting areas must be considered with a distance of 1.50 m from person to person. <ul style="list-style-type: none"> • Applying markings • Use of guidance systems | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |

4. Protective Masks

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|--|---|--------|-------|-----------|---------------|----------------|---------------|
| Recommendation to wear protective masks | Whenever possible, but especially if the minimum distance of 1.5m cannot be guaranteed, we recommend wearing a protective mask. Protective masks are distributed at the check-in for free. | | x | | MCH Organizer | MCH Organizer | MCH Organizer |

5. Cleaning

Regular cleaning of surfaces and objects after use, especially if they are touched by several people. Safe disposal of waste and safe handling of work clothing.

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|---|--|--------|-------|-----------|------------------|----------------------|------------------|
| Regularly clean / disinfect surfaces and objects | Surfaces and objects (e.g. seating area, floors, tables, chairs, information counters) are cleaned regularly with a professional cleaning agent or disinfectant, especially when they are used collectively. For the regular disinfection of information counters, cloakrooms, control- and interpreting booths, additional disinfectant wipes are made available to the staff. | x | x | x | MCH Organizer | MCH Cleaning company | MCH Organizer |
| Regularly clean objects that are touched by several people | Objects such as door handles, lift panels, banisters, escalator banisters and armrests of chairs are cleaned several times a day. Technical equipment such as hand microphones, headsets, lecterns, Click Share, etc. are professionally cleaned or disinfected after each use. | x | x | x | MCH Organizer | MCH Cleaning company | MCH Organizer |
| Planned increase of cleaning cycles | Permanent circulating cleaning: <ul style="list-style-type: none"> for toilet facilities in the entrance area Handrails and lift panels Disposable towels are preferably used for cleaning. If cloth flaps are in use, they must be changed regularly, but at least twice a day. | x | x | x | MCH Organizer | MCH Cleaning company | MCH Organizer |
| Avoid contact with potentially infectious waste and ensure safe waste handling | Sufficient waste stations must be set up and freely accessible. The waste stations are emptied regularly. Rubbish bags must be completely removed and disposed of. Staff will then wash their hands thoroughly. | x | x | x | MCH Organizer | MCH Cleaning company | MCH Organizer |
| Regular cleaning of work clothes | Use personal work clothes. Wash work clothes regularly with commercially available detergent. | x | x | x | MCH Organizer | MCH Cleaning company | MCH Organizer |
| The company ensures a regular and sufficient exchange of air in used rooms | Regular ventilation in smaller rooms without air conditioning Air recirculation should be avoided if possible in rooms with running air conditioning and ventilation systems (only fresh air supply). | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |
| Catering partners implement cleaning measures in the hygiene concept | Orientation towards the protection concept of GastroSuisse. Cleaning cycles are shortened Regular cleaning of (work) surfaces, as well as work equipment that lies within the responsibility of the catering partner. | x | x | x | Catering Partner | MCH | Catering Partner |

6. Special work situations

The construction and dismantling phases at events are similar in character to large construction sites. We won't implement access via a Covid certificate during these phases but instead take the following measures.

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|---|--|--------|-------|-----------|------------------|--|---------|
| The following protective measures apply during the construction and dismantling phase, since access to the site takes place without proof of certificate | <p>A protective mask must be worn.</p> <p>Disposable gloves must be provided for work that involves contact with contaminated material (waste disposal, cloak-rooms).</p> <p>Regular, voluntary tests can increase safety.</p> | x | | x | MCH Organizer | MCH Partner Stand builder Service provider Suppliers | MCH |

7. Further protective measures

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|--|---|--------|-------|-----------|------------------|------------------|------------------|
| Set policies for denying access | <p>Obviously ill persons may be refused entry.</p> <p>If there is a sick person at the event, they can be asked to leave the event. A person in charge and, if necessary, the person responsible for security must be consulted for this.</p> | | x | | MCH Organizer | MCH Organizer | MCH Organizer |
| Entry restrictions | The measures taken by the Federal Council to restrict the entry of anybody from abroad must be considered in the communication. | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |
| Travel regulations (public transport) | The organizer provides sufficient information in advance about the applicable federal travel regulations (rail, air traffic, public transport). When using taxi and shuttle buses, maximum capacities and minimum distances based on the protection concepts of the transport companies must be observed. | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |

8. Information

Informing all those involved about the specifications and measures.

| Measures | Implementation | Set-up | Event | Tear down | Communication | Responsibility | Control |
|---|---|--------|-------|-----------|------------------|------------------|------------------|
| Ensure information from parties involved at an event | Issue specific information for customers, exhibitors, partners, and suppliers about the applicable requirements, which must be adhered to by all those involved during the construction, implementation and dismantling phases of events. | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |
| Information about protective measures | Installing information boards, posters, etc. to communicate the measures to visitors and employees. | x | x | x | MCH Organizer | MCH Organizer | MCH Organizer |

9. Further instructions

Further precautions to efficiently implement and adapt the protective measures.

| Measures | Implementation | Mandatory | Responsibility |
|---|--|-----------|---|
| Communication of implemented measures to the employees | Area-specific information to employees: <ul style="list-style-type: none"> • Exhibition manager / project manager • Event technician • Cleaning staff • Food & Beverage | Yes | MCH Organizer |
| Responsible person implementation protection concept | Jonathan Isenring +41 79 724 28 11 jonathan@digitalfestival.ch | Yes | MCH Organizer |
| Training | Training of the measures taken if necessary: <ul style="list-style-type: none"> • Correct use of disinfectants • Handling protective equipment (masks, disposable gloves) • Training on access controls | Yes | MCH Organizer |
| Ensure exchange of information with authorities | Maintain regular exchange with the cantonal authorities in order to be able to adapt changes in the protection concept. | Yes | MCH Organizer (With support of MCH) |
| Ensure stocks | Soap dispensers, hand disinfectants, disposable towels and cleaning agents (for objects and / or surfaces) are regularly refilled. The management pays attention to sufficient stocks. The management provides hygiene items such as soap and disinfectants. He checks the stock regularly and refills it. If necessary, he offers protective masks and gloves. | Yes | MCH Organizer |
| Sick employees | Sick employees are not allowed to work and are sent home immediately. | Yes | MCH Organizer |

This concept was made available to all mentioned parties and explained wherever necessary.

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