

# EXPO EVENT

COVID-19 hygiene and protective measures

# Introduction

With the easing of measures approved by the Federal Council on 22 June 2020, the time of sector-specific precautionary measures plans has come to an end. The Federal Council is passing a large amount of the responsibility on to businesses and to each and every one of us. So it's all the more important that all event organisers and companies only hold events once they have their own precautionary measures plans in place. To help you work out what you need to do now, the EXPO EVENT association has summarised the latest guidelines by the Federal Office of Public Health (FOPH) below. This is based on the official documentation publicly available. Since the latest measures took effect on 22 June 2020, the sector-specific precautionary measures plan published by EXPO EVENT no longer applies. In future, four event classifications will be used by the authorities to indicate whether a precautionary measures plan first needs to be prepared by the operator or organiser.

1. Private events
2. Public events
3. Trade fairs
4. Political and civic demonstrations

The need to draw up a precautionary measures plan arises from the requirements of the FOPH. Please note that this document is only a summary of the main points and requirements, intended to provide you with a brief overview of the situation. This list is by no means exhaustive. A binding sector-specific precautionary measures plan has not been drawn up due to the latest statutory directives, the defined responsibilities and the diversity of the events sector. The drawing up of events-related precautionary measures plans is therefore the responsibility of the operators of event locations and/or the relevant organisers. To help you find your way around this, EXPO EVENT has provided assistance in drawing up sample precautionary measures plans for public events and trade fairs. Responsibility for the exact details lies with the aforementioned people and/or companies, however.

# Definition of events

An event as defined by the FOPH is a planned public or private event that takes place in a defined space or perimeter and for a limited duration of time. This event generally speaking has a defined purpose and a programme relating to a certain theme or certain content. It is also reasonable to expect that as part of an event a performance will generally take place in front of an audience, or visitors will stay in the same place for an extended period of time, or else participants will get actively involved as part of an event (such as in the case of popular sports events). Events comparable with shopping facilities and markets, such as trade fairs, exhibitions or funfairs, do not qualify as events; they are therefore not subject to the requirements on the maximum number of attendants or participants. For these establishments or activities too, however, the operators have an obligation to prepare and implement a precautionary measures plan, just like the organisers of events (see Art. 4 paragraph 1).

# Event format classifications

A distinction must be made between the following event formats, which form the basis for whether or not a precautionary measures plan needs to be prepared:

Classification	Precautionary measures plan	Requirement of the FOPH
1. Private and company events	-	Follow the FOPH's recommendations regarding hygiene and conduct. Otherwise contact tracing.
2. Public events	Yes	Implementation of a precautionary measures plan
3. Trade fairs	Yes	Implementation of a precautionary measures plan
4. Political and civic demonstrations	-	Use of protective equipment by participants

# Definition of «private events»

Private events are events that take place in establishments or businesses that are not open to the public. The participants must be known to the organisers, and participation is mostly also by personal invitation. This is aimed at family events such as weddings, birthday parties or family celebrations. Events held by private associations may also qualify as private events, provided the event is not open to the public, but rather participants are limited to members, sponsors, etc. known to the organisers by name. Music association or choir rehearsals are good examples of this.

**Company events** that are not open to the public and for which the organisers have the contact details of the participants (particularly if the event takes place by personal invitation) also qualify as private events. The preparation and implementation of a precautionary measures plan is not necessary for the outlined private events.

# Definition of «public events»

A public event as defined by this provision is a planned event that takes place in a defined space or perimeter that is open to the public and for a limited duration of time. This generally has a defined purpose and a programme relating to a certain theme or content. It is also reasonable to expect that as part of an event a performance will generally take place in front of an audience, or visitors will stay in the same place for an extended period of time, or else participants will get actively involved as part of an event (such as in the case of popular sports events).

# Definition of «trade fairs»

According to the authorities, a definition and differentiation of trade fairs is yet to be determined. But what has been newly defined is that events comparable to shopping facilities and markets, such as trade fairs or exhibitions or funfairs, do not qualify as events. They are therefore not subject to the requirements on the maximum number of attendants or participants. For the specified establishments or activities too, however, the operators have an obligation to prepare and implement a precautionary measures plan, just like the organisers of events.

# Definition of «rallies and demonstrations»

Political and civic demonstrations are events that serve as political and civic expression and shaping of opinion and typically take place in public areas. This does not include, for example, party meetings, meetings of social movements, or meetings and sessions of legislative bodies such as cantonal and municipal assemblies; they are authorised under the conditions laid down in Art. 6 paragraph 1 and 2 (and, where appropriate, Art. 7). Since demonstrations and petitions are of key significance from the perspective of constitutional law and fundamental rights, these are covered separately and are privileged in that not all of the requirements imposed on other events have to be met.

# Maximum number of people

Large-scale events (with the exception of trade fairs) attended by more than 1,000 people will remain prohibited until 31 August 2020. Where a clear distinction can be made between different groups of people (e.g. athletes or creative artists on the one hand and the audience on the other), this upper limit applies per group of people – so this would be, for example, a maximum of 1,000 athletes and 1,000 spectators. A gathering of 800 athletes and 1,200 spectators would not be permitted, however. If no clear distinction can be made between different groups of people (such as in the case of participants at sporting events who are also there as spectators), the maximum of 1,000 people applies to the event as a whole.

In order to ensure the cantons' contact tracing system is not put under too much strain, despite the further easing of measures, the maximum number of contacts possible per person and event is limited to 300. To ensure this is the case at larger events too, these must be partitioned into sectors each holding a maximum of 300 people, and guests should be asked for their contact details as well as any information on seating numbers (e.g. in the theatre) or time of attendance (e.g. in nightclubs).

# Maximum number of people

Outside of these sectors, if there is any chance of groups of people intermingling (at the entrance, in the toilets, where drinks are being sold), either the minimum distance must be observed or a mask must be worn.

**Important:** The cantons have the authority, however, to reduce the maximum number of people and events and thereby reduce the number of contacts that can be made if a sharp increase in figures show that contact tracing is no longer sufficient (see Art. 8 paragraph 1).

# Special measures for events attended by more than 300 people

The sectors required in accordance with Art. 6 paragraph 2 must be separated by a minimum distance of 1.5 metres; protective barriers may also be used. Appropriate measures must also be taken to prevent the unauthorised transfer of visitors from one sector into another.

Operational or event areas shared by all sectors, such as the entrance or break areas, must be designed such that distancing regulations can be observed. Alternatively, protective barriers must be put up or the mandatory wearing of masks put in place.

For events with more than 300 people participating (i.e. not the audience), there is no need for the venue to be partitioned into sectors. The necessary precautions for these people (e.g. artists, athletes, including at popular sports events) must be documented in the precautionary measures plans, however, specifically by observing the required distancing regulations or by taking protective measures.

# Special measures for events attended by more than 300 people

If this is not possible and contact details are to be collected, permanent teams must be formed or the intermingling of groups of more than 300 people prevented. If these are employees, the requirements as defined in Art. 10 must be observed.

The maximum of 300 guests present at any given time in the guest areas of restaurants, including bars and clubs, in which guests eat or drink standing up, and in nightclubs and dance halls must be complied with so that any contact tracing can be carried out in the event of infection. Corresponding measures must be taken in the entrance and exit areas.

# Measures for the protection of employees

The employer must ensure that employees are able to observe the recommendations of the FOPH with regard to hygiene and distancing. This requirement puts into concrete terms how the employer can meet its obligation to take all necessary and reasonable measures to protect the health of its employees.

If distancing is not possible, measures should be introduced that apply the STOP principle. This includes:

1. Substitution: Activities with which employees may come into close contact with other people are replaced by other activities.

# Measures for the protection of employees

2. Technical and Organisational measures: By means of technical and organisational measures, activities via which employees may come into close contact with other people are carried out in another form (e.g. customer contact via electronic means rather than direct customer contact), or special guards are installed (plastic glass sheets) and protective measures taken (hand sanitiser etc.).
3. Personal protective equipment: This measure can be used, in particular in healthcare facilities in which employees are experienced in dealing with protective equipment.

The collection of contact details does not serve to protect employees, which is why it cannot be considered a permissible measure in the workplace. But what is permitted – in accordance with the STOP principle – is the formation of separate, permanent teams.



# «Private events»

Recommendations of the FOPH

# Provisions of the FOPH

**The preparation and implementation of a precautionary measures plan is not necessary for the outlined private events.**

1. The recommendations of the FOPH with regard to hygiene and conduct (in particular distancing) must be observed (see Art. 3). The recommendations with regard to distancing do not need to be observed if they are impractical, specifically in the cases of parents with their children or people who are living in the same household.
2. If neither the recommended distance can be kept nor protective measures taken, the organiser has an obligation to pass the contact details on to the competent authorities on request (see the slide below on «contact tracing»). With a view to contact tracing, it should be noted that this – when compared with other measures – should only be considered as a last resort.

# Provisions of the FOPH

## Recommendation of EXPO EVENT

To prevent the risk of a surge in infection within Switzerland, we recommend explicitly observing the recommendations of the FOPH with regard to hygiene and conduct wherever possible.

# Contact tracing

Participants and visitors must in any case be informed in advance about the data collection and how this will be used. For families and other groups of people who are known to one another, data only needs to be collected from one person from each of these groups. If the data is already available (in particular for educational institutions or private events), the persons in question must at least be informed that their data may be used for the purposes of contact tracing.

Contact details must not be collected separately if this can be accessed via existing data files: examples here are files relating to members of associations or clubs or address lists in educational institutions, in addition to booking systems. Otherwise, contact forms are to be used. In the case of existing data, care should be taken to ensure that this actually contains all of the information required.

# Contact tracing

Data to be recorded: Last name, first name, place of residence and telephone number. The person's exact address does not need to be specified. But the place of residence is required in order to clarify which canton is responsible for making contact with the affected person. Only the following data needs to be requested: seat or table number in seating areas; the arrival and departure times in standing areas in restaurants and in nightclubs and dance halls, as well as the name or description of any sector the person has been sorted into.

The operator or organiser is responsible for ensuring that the contact details collected are treated as confidential. For example, simply having a list in the entrance area of a restaurant in which guests enter their names – which are then visible for all other guests to see – is not sufficient. Data security must also be ensured, specifically with regard to the storage of data, for example, by storing data in locked containers or taking corresponding IT measures.



# «Public events»

Hygiene and protective measures

# Requirements for precautionary measures plans for «public events»

The precautionary measures plans must provide for measures with regard to hygiene and distancing and specify which of the different individual protective measures available are to be used at the venue. These include, for example, designing the reception and entrance areas to ensure distancing guidelines can be observed, limiting the number of places where services are used and the number of people attending, providing hand sanitiser, and determining the frequency at which rooms, establishments and objects are cleaned and disinfected. A distance of 1.5 metres repeatedly or continuously not being observed is permitted provided appropriate protective measures are taken (such as the use of protective equipment like protective masks and gloves or the erection of suitable protective barriers). However, this is dependent on the specific activity in question and the rooms and facilities available in each case.

# Requirements for precautionary measures plans for «public events»

In the case of concerts, theatres and other performances, the precautionary measures plan must also address the specific activity of the performing artists in question. If the distance of 1.5 metres, or its substitution by masks or protective barriers proves not to be feasible due to the type of activity involved, it may be a good idea, for example, to stipulate that the rehearsals and performances take place with the same members of the ensemble each time.

# Hygiene measures

The hygiene measures stated, specifically providing people with the option of using hand sanitiser and determining the frequency at which contact surfaces are to be cleaned etc., must be tailored to the specific business or event.

# Minimum distances

The minimum distance to be kept is 1.5 metres. This is considered a «necessary distance» and thus also the distance to be observed between groups of guests sitting at individual tables in the restaurant area.

In the seating area of businesses and venues such as cinemas, theatres, concert halls or sports stadiums, things are easier: given that the seating often already exists and in some cases in rows that cannot be moved, seats must be allocated or reserved so that at least one space is kept free or an equivalent distance is observed between the seats. Although this will not generally achieve the necessary distance of 1.5 metres, it is accepted for reasons of practicality. The distance achieved by taking away a normal-sized seat or chair in a row of chairs is considered the equivalent here.

# Minimum distances

In areas in which people move or pass through, they must be directed by means of appropriate guidance measures (such as markings, tapes etc.) such that the necessary distance between people is observed. Depending on the venues (e.g. narrow corridors that cannot be used in both directions), this may not be possible in certain cases, which can be accepted provided the period during which the people in question encounter one another is very short (corridors).

The guidelines with regard to distancing do not apply to groups of people for whom observing distancing rules would be impractical, specifically in the cases of parents of infants or school-age children, families, couples or people who are living in the same household.

# Contact tracing

The collection of contact details must be provided for in the precautionary measures plan if, due to the type of activity in question or local conditions or for operational or economic reasons, neither the necessary distance can be observed nor protective measures taken for a certain period of time. The collection of contact details is therefore only intended to be used if neither the distance can be observed nor protective measures taken. The precautionary measures plan must therefore specify the reason for the selection of this process. Participants and visitors must in any case be informed in advance about the data collection and how this will be used. For families and other groups of people who are known to one another, data only needs to be collected from one person from each of these groups. If the data is already available (in particular for educational institutions or private events), the persons in question must at least be informed that their data may be used for the purposes of contact tracing.

# Contact tracing

Contact details must not be collected separately if this can be accessed via existing data files: examples here are files relating to members of associations or clubs or address lists in educational institutions, in addition to booking systems. Otherwise, contact forms are to be used.

In the case of existing data, care should be taken to ensure that this actually contains all of the information required. Data to be recorded: last name, first name, place of residence and telephone number. The person's exact address does not need to be specified. But the place of residence is required in order to clarify which canton is responsible for making contact with the affected person. Only the following data needs to be requested: seat or table number in seating areas; the arrival and departure times in standing areas in restaurants and in nightclubs and dance halls, as well as the name or description of any sector the person has been sorted into.

# Contact tracing

The operator or organiser is responsible for ensuring that the contact details collected are treated as confidential. For example, simply having a list in the entrance area of a restaurant in which guests enter their names – which are then visible for all other guests to see – is not sufficient. Data security must also be ensured, specifically with regard to the storage of data, for example, by storing data in locked containers or taking corresponding IT measures.

# People responsible

A person must be named in the precautionary measures plan who is responsible for implementing the plan and for contacting the competent authorities. This will make it easier for the competent cantonal authorities to carry out their monitoring and implementation tasks.

# General responsibilities

In accordance with paragraph 1, responsibility for preparing and implementing a precautionary measures plan lies with the individual operators of all establishments that are open to the public, including educational institutions, and/or the organisers of activities and events. The establishment may not open to the public and/or the activity or event may not be held in the absence of a precautionary measures plan ready for implementation. The precautionary measures plans must include all people present at establishments selling goods or offering services, educational institutions, leisure facilities or event venues, namely customers, guests, visitors and participants. It must also cover the people working at the establishment or event venue.

## Recommendation of EXPO EVENT

We recommend clearly defining the responsibilities for preparing and observing a precautionary measures plan prior to the event.



# Trade fairs

Hygiene and protective measures

# Provisions of the FOPH

As already mentioned, trade fairs do not qualify as events and are therefore not subject to the requirements on the maximum number of attendants or participants. There is, however, an obligation to prepare and implement a precautionary measures plan, just like for the organisers of events. Responsibility for preparing and implementing a precautionary measures plan lies with the individual operators of all establishments that are open to the public and/or the organisers of activities and events. A list of the affected establishments and businesses as they appear in the Covid-19 Ordinance 2 has since become unnecessary. Without a precautionary measures plan that is ready for implementation, the establishment may not open to the public and/or the activity or event may not be held. The precautionary measures plans must include all people present at establishments selling goods or offering services, educational institutions, leisure facilities or event venues, namely customers, guests, visitors and participants. It must also cover the people working at the establishment. Further requirements with respect to content are based on the provisions of the requirements for precautionary measures plans for «public» events (pages 13–19).



# Demonstrations

Recommendations of the FOPH

# Provisions of the FOPH

For demonstrations, no limit on the number of participants applies. But this is contingent on the requirement that participants wear a face mask. In this way, the right to freedom of expression can be ensured at demonstrations with the appropriate level of protection.

There is no obligation to prepare and implement a precautionary measures plan for demonstrations. Demonstrations held in public spaces are otherwise subject to cantonal law, however. As part of the assessment on the application for authorisation, the competent cantonal authorities can therefore impose conditions that ultimately also serve to protect against transmission of the coronavirus, for example, with regard to the planned route or in order to avoid narrow streets or small squares.



# Points of contact

- [Contacts for the federal and cantonal authorities](#)
- [FOPH new coronavirus: Contact information and links](#)