

## Hygiene and infection protection concept for on-site attendance events at Bio<sup>M</sup>



- **Bio<sup>M</sup>'s Hygiene rules:**  
please send the rules to all participants together with the confirmation of participation prior to the event.
- **At least 1.5 m protective distance to others must be ensured at all times.**
- **Mouth-nose-cover:**  
it is an obligation to wear a mouth-nose-cover in all public areas, except at your seat.
- **No handshaking**
- **Hand hygiene:**  
wash and disinfect hands regularly and thoroughly.
- **The number of people allowed in the following rooms is limited:** (see also signs on site)
  - Konferenzraum: 18
  - Besprechungsraum: 6
  - Lounge: 6
  - Toilets: 2
- **Provide contact information**  
For the best possible tracing and interruption of coronavirus infection chains, participants and speakers must provide their contact details.  
The data will be kept for one month and then deleted or disposed of in accordance with data protection regulations.
- **Must stay outside:**  
persons with respiratory symptoms, fever and/or who have had contact with an infected person in the last 14 days.
- **No on-site registration:**  
Participants register online, non-registered participants are not allowed to participate.
- **Name badges: for single use only** (e.g. stickers / labels).
- Organizer determines a **seating plan in advance** (documentation).
- **Handouts, name badges and other materials:**  
will be placed on the seat of the participant before the event.

**Participants should bring their own pens.**

- **Conference room:**

- Spitting protection for speaker at the speaker`s desk (provided by Bio<sup>M</sup>)
- Bio<sup>M</sup> presentation laptop: keyboard protection foil, which can be disinfected (provided by Bio<sup>M</sup>)
- Air conditioning systems must not be switched on (please observe the sign)
- Ventilate the conference room regularly
- Entrance & Exit are separated:
  - Conference room door is only entrance
  - Exit through the adjacent room into the staircase (see floor markings and signs)
- Disinfection of the tables before and after the event (does Bio<sup>M</sup>)

- **Catering:**

- Cold drinks & water:  
only in 0.5l bottles without glasses, placed on the tables in advance (no buffet style drink station).
- coffee/tea: not allowed  
even when using disposable cups and stirrers, catering staff would have to pour the coffee, so that not several people would touch the cans.
- Sweets:  
only individual wrapped sweets, distributed on the tables of the participants in advance. No pastry trays or plates.
- Lunch:  
only Lunch-boxes, individually packed and placed on the participants' place in advance (no buffet), for eating without cutlery or with disposable cutlery.

- **Bio<sup>M</sup> corridor to the offices: No throughgoing traffic**

- **Corona surcharge for special expenses:**

please understand that due to the increased expenses (masks, disinfectants, special equipment, additional special cleaning etc.) we have to charge a flat rate of 2,00€ per person plus statutory VAT.

Thank you for your support

We wish you a successful and interesting event

Your BioM Team