

International Conference “Preservation in Perspective” to Mark the Ten-Year Anniversary of the Koordinierungsstelle für die Erhaltung des schriftlichen Kulturguts (KEK, Coordination Office for the Preservation of Written Cultural Heritage)

23 and 24 November 2021

At the James-Simon-Galerie, Staatliche Museen Berlin – Stiftung Preußischer Kulturbesitz (SMB, Berlin State Museums – Prussian Cultural Heritage Foundation) and online

Hygiene Concept and Scenario Plan

As of: 14 October 2021

Sources/references

This concept is based on:

Binding Guidelines to Protect against the Spread of the Covid-19 Virus

Information on Planning Events and Film or Photo Shoots at the Staatliche Museen von Berlin (SMB, Berlin State Museums)

SMB Guide to Events according to Current Hygiene Provisions (as of: 29 September 2021)

and takes into account:

The Senate Department for Culture and Europe’s Hygiene Framework Concept on the Basis of the Ordinance of SARS-CoV-2 Infection Prevention Measures, in the applicable version (as of: 10 October 2021): <https://www.berlin.de/corona/media/downloads/>

1. The “AHA” rules (social distancing, hygiene, masking)

Throughout the event (including set-up and take-down periods), the core hygiene rules are to be followed:

- Keep a distance of at least 1.5 metres from other people
- Practise regular hygiene measures (wash hands thoroughly for at least 30 seconds, dispose of used facial tissues promptly, provide and use hand sanitiser and disinfectant, etc.)
- Wear a medical mask (surgical grade or FFP2) throughout the event from the moment you enter the event areas (museum entrance)

Exceptions to the mask requirement for guests/presenters:

- When at one’s seat, while maintaining the minimum distance (see seating concept)
- Presenters may be unmasked while delivering a talk at the podium and during a panel/roundtable discussion
- While consuming food/beverages at one’s seat in the restaurant (see catering)

Mask-wearing is obligatory for all guests, presenters and staff whenever walking from place to place.

2. Number of participants, plan of scenarios

Scenario 1: The maximum participant capacity is 67 people during the conference and 90 people during the evening lecture and reception on 23 Nov; both figures include conference participants (audience and presenters) plus a maximum of 5 additional people (helpers and KEK team members). Another 5 people (interpreters, security staff, KEK team members) will be continually present in the backstage areas. Further employees of the catering service and technical assistance will not enter the auditorium itself, but will be located backstage or in the anteroom to the auditorium. Participants will register digitally via the Einladbar portal. The event will also be livestreamed to enable other interested people as well as those with heightened safety needs to participate digitally.

Currently (as of October 2021), 2,000 people are permitted at indoor events with mechanical ventilation; the event space has capacity for 234 people (or 294 with additional chairs).

Scenario 2: If the event is no longer permissible with 67/90 participants due to a change in the infection rate and a resulting tightening of regulations, the conference will be held without an audience and the catering on the evening of 23 November will be cancelled. In that case, it will only be possible to participate digitally. The presenters will be given the option to deliver their talks either on site or remotely.

Scenario 3: In the event that the infection rate rises to the extent that no use of the space is permissible, the conference will take place entirely online and all contributions will only be streamed digitally.

Summary:

Scenario 1 = Event as planned. Maximum no. of participants: 67 during the day, 90 in the evening of 23 Nov.

Scenario 2 = No participants on site; KEK team and technical assistants on site; presenters have the option to present on site. Maximum no. of people on site: 25 people

Scenario 3 = No on-site presence possible; event to be held in a purely digital form

3. Testing requirements ("3G" rules)

The basic requirement for admission to the event is that the participants, including organisers and helpers, have been vaccinated against Covid-19, have recovered from it or been tested for it (known in Germany as the "3G" rules). Event attendees, organisers and participants are obliged to present "3G" documentation (vaccination/recovery/recent test) together with a form of photo identification.

If presenting a certificate of a negative test result, it must date from at most 24 hours before the beginning of the event and can be from either a PCR test or an antigen rapid test. A mandatory prerequisite for participation is showing a personalised antigen test result that is no more than 24 hours old as of the beginning of the event, along with a form of photo identification, upon registration or initial admission.

Attendees can prove their vaccination status with a certificate of a vaccination with an European Union-approved vaccine against Covid-19 for which the final required dose was administered at least 14 days prior. Attendees who have recovered from Covid-19 must prove this status by presenting a positive PCR test result indicating infection with the SARS-CoV-2 coronavirus that is dated between 28 days and six months in the past.

To safeguard against the emission and transmission of the virus, visitors who have had contact with a Covid-19 patient within the past 14 days or who are suffering from an upper-respiratory infection themselves may not enter the premises. Likewise, individuals with respiratory symptoms of any severity

are barred from entry. This rule cannot be circumvented by presenting a negative test result, proof of full vaccination or proof of recovered status.

Please note that visitors who are at heightened risk of suffering a severe case if infected by SARS-CoV-2 and who cannot wear a medical mask expose themselves and others to a heightened risk of infection, especially if they are not fully vaccinated. In such cases, attending the event is not advised.

4. Communicating guidelines

Upon registration, all participants and presenters are provided information on the applicable provisions (the "AHA" and the "3G" rules described above) laid out in this concept. At the entrance to the event, all participants/presenters must sign a form confirming that they are aware of and will comply with the hygiene rules; that they do not display any current symptoms and that they consent to their details being stored for the purposes of contact tracing.

The hygiene concept is published on the KEK website and a link to it is included with the programme/registration form.

Also, informational posters will be posted at the entrance (the door or the welcome desk in the anteroom) indicating the relevant rules and warnings.

At the beginning of the event (welcoming remarks and introduction), the relevant regulations (mask-wearing, social distancing rules, etc.) will be announced once again verbally.

All staff, including external staff (technicians, security) will be given an orientation on the relevant regulations before they begin their work.

5. Documenting presence

The contact details of all participants, presenters and members of staff (technical services, security) will be recorded for the purposes of contact tracing.

The contact details of participants and presents have been recorded by the KEK during registration and will be cross-checked at the entrance on both days. In accordance with the data protection rules, the data will be destroyed after 14 days.

Once a person's contact details have been recorded and the organisers' staff has verified the "3G" rule, the person will be admitted into the building and will receive the conference documents including a conference badge in the registration area. The badge partly serves as proof for the staff that they have completed the registration process and are authorised to be in the public areas outside the conference spaces.

6. Covid-19 officer

The conference is organised by the Koordinierungsstelle für die Erhaltung des schriftlichen Kulturguts (KEK, Coordination Office for the Preservation of Written Cultural Heritage), based at the Staatsbibliothek zu Berlin – Preußischer Kulturbesitz (Berlin State Library – Prussian Cultural Heritage). The KEK has appointed Dr. Björn Schmidt to be responsible for the event's planning, organisation and implementation. The KEK team will monitor compliance with the regulations specified in the hygiene concept and serves as the point of contact for the authorities in case of any questions or for contact tracing in the event of a positive case.

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7. Directing visitors' movements

The conference participants will exclusively use the left-side entrance to the lobby, which is the most direct path to the registration table and to the auditorium's anteroom. This way, they will not come into contact with museum visitors when entering or exiting the event space. Furthermore, a "one-way" system will be in place by which attendees will enter through the lobby, while the side door of the anteroom will be used exclusively as an exit. A full hour is scheduled for registration and admission to avoid any bottlenecks, accounting for the maximum number of participants. To avoid violations of minimum distances while waiting, the waiting area will be divided into zones using tape.

The staff and organizers will remind participants to keep to their minimum distance and will ensure that there is no congestion and no crowds form during breaks or before/after the event.

The paths to the restaurant (on lunch breaks) and the toilets pass through the general visitors' area, which is spacious. The hygiene concept of the SMB is applied there; that space is also monitored by SMB staff.

8. Seating concept

The seats in the auditorium are marked for occupancy in a chequered pattern in keeping with the 1.5-metre distancing rules. The guests will be asked to use only the marked seats and personally reminded if necessary. The seating will be documented using numbered seat forms to be completed by the attendees at their seats and then collected by the organising team at the end of the event (on each day of the conference as well as after the evening lecture on 23 November). Attendees will not be permitted to change seats during the event. They may remove their masks while sitting.

Exceptionally, the seating plan for the evening lecture on 23 November has 1 metre spacing and includes up to 90 participants along with a maximum of 5 other people (helpers and KEK team members). Another 5 people (interpreters, security staff, KEK team members) will be continually present in the backstage areas. During this event, masks will be required for the full duration of up to 90 minutes, including while seated.

A maximum of 100 people are invited to the evening reception (90 participants plus the KEK organising team). For 50 people, the restaurant's seating concept will be applied. The other 50 people will be accommodated by standing bar-style tables in the spacious "Löwenfoyer" lobby and the outdoor terrace.

Attendees will document where they sit by filling out forms to be found at the restaurant tables and on the bar-style tables.

9. Ventilation

Sufficient ventilation is ensured by the permanently installed mechanical heating ventilation, and air conditioning (HVAC) system. Note: This is a recently constructed building designed to hold many times more people. The facility manager responsible for the HVAC system will be informed of the event times in advance in order to guarantee that the ventilation system is in operation and thus ensure sufficient ventilation and a sufficient volume of fresh air.

10. Catering & evening reception

The coffee breaks and the evening refreshments on 23 November will take place outdoors on the ground level of the James-Simon-Galerie under the overhanging roof. The beverages and sandwiches

will be distributed in the anteroom, in accordance with the masking and distancing requirements; attendees must leave the room to eat and drink.

The lunch breaks during the conference will be held in the "Cu 29" restaurant on the 1st floor of the building, which is being entirely reserved for this purpose. To accommodate the social distancing rules, seating is available in both the indoor and outdoor areas. To avoid crowding, a particularly long 1.5 hour lunch break is scheduled. In addition, the restaurant operator's hygiene concept is also in force. The evening reception on 23 November will be held in the restaurant and the "Löwenfoyer" (Lion Lobby) of the James-Simon-Galerie in cooperation with the operators of the Cu 29 restaurant, Genusskombinat. Thus, the general rules described above (social distancing, hygiene, and mandatory masking) apply.

The evening reception will be held in the restaurant and the "Löwenfoyer" (Lion Lobby) of the James-Simon-Galerie in cooperation with the operators of the Cu 29 restaurant, Genusskombinat. Half the guests (50 people) will be seated at the restaurant while the other half (also 50 people) stand in the spacious Löwenfoyer lobby and on the outdoor terrace. Pretzels will be served in the restaurant to be eaten there. The beverages will be served by waitstaff. Masking and distancing rules are to be followed. In other words, masks can only be removed when eating or drinking. The operator's hygiene concept applies to the gastronomic implementation, which will be coordinated with the KEK in advance.

All guests at the evening reception will have previously attended the evening lecture. Accordingly, their contact details for contact tracing will have already been collected and they will have been notified of the relevant provisions. The stipulations about communicating guidelines (posters in the reception area, an announcement at the start of the event and further reminders as needed) apply as described above.

Participation is restricted to a maximum of 100 people. The test requirement ("3G" rule), as described above, applies. A current test result or vaccine certificate will have been previously checked at the entrance.

11. Hygiene regulations in the toilets, etc.

Participants and staff will use the building's public toilets, where the SMB's hygiene concept is in force (information at <https://www.smb.museum/en/information-covid19/>).

12. Cleaning

All high-touch surfaces (door handles, railings, tabletops, etc.) will be sanitised with disinfectant daily before the event. The surfaces of the lectern and the presentation keyboard/mouse will be sanitised before and after each presentation, i.e. whenever the user changes.

Koordinierungsstelle für die Erhaltung des schriftlichen Kulturguts

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