

Conferences & Congresses in the Historischen Stadthalle Wuppertal

in accordance with the CoronaSchVO regulations of the state of
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1. Introduction

The health of our guests, visitors and event organisers is our highest priority. The following **Concept for conferences and congresses** in the Historische Stadthalle was developed for the gradual reintroduction of events while taking into consideration the safety of all concerned.

This concept is based on the CoronaSchVO regulations of 15/07/2020. It is subject to change at any time after consultation with the relevant health authorities should new regulations require it.

2. General information

Historische Stadthalle Wuppertal GmbH is the operator of the events centre. Almost all events are run by organisers who rent the facilities for that purpose. The allocation of responsibilities, also and in particular with respect to the CoronaSchVO regulations, is determined separately in an appendix to the events contracts between the event organiser and the operator.

Existing safety concepts for the operation of the Historische Stadthalle and for the carrying out of events, as well as existing evacuation and fire-protection plans are not affected by the following concept.

The safety of both the employees and visitors of the Historische Stadthalle has highest priority.

3. Event planning

3.1 Safety requirements

3.1.1 Organisational measures

- The use of special seating plans that meet all the requirements of the CoronaSchVO regulations is mandatory (*see 3.2 seating plan*).
- Planning complies with all hygiene and infection control regulations.
- The cloakroom will remain closed until further notice.
- Catering will take place in line with special safety regulations (*see 3.1.6 Catering facilities*).
- A one-way system will be put in place for events in the Großer Saal and will rely on Tensa barriers and direction signs to avoid two-way movement of people.
- In smaller rooms, where a one-way system is impossible, announcements via loudspeakers and guidance panels will draw visitors' attention to the need for social distancing on arrival and departure.
- The formation of clusters of visitors before and after events is to be avoided.
- We will be ensuring a distance of 1.5 metres and the wearing of masks are adhered to on all access routes.

- Information panels and screens in the entrance area, the foyer, the corridors and the sanitary facilities will remind visitors to the Stadthalle of the current regulations on social distancing, the wearing of masks, hand sanitising and the need to stay away if they have any symptoms of the virus.

3.1.2 Hygiene measures

Mouth and nose must be covered at all times when moving around the building. Once visitors take their seats, face coverings may be removed.

Hand sanitisers are available in the entrance area, in all sanitary facilities and in the areas used by staff (backstage, recreation rooms and offices).

Staffing levels have been increased to step up cleaning frequency. Particular attention is paid to the cleaning of door handles and armrests.

Speaker's lecterns and their microphones as well as hand microphones will be disinfected by staff between the use of different people.

Instead of cleaning with traditional cleaning products, we use a chemical-free ozone-cleaning device by Tersano. This appliance infuses tap water with atmospheric oxygen to create active oxygen. The resulting aqueous ozone cleans 99.9% of dirt, germs and viruses from surfaces.

3.1.3 Registration

In order to ensure speedy entrance into the building, event organisers are requested to collect as much data as possible before the event either by phone or digitally (first and family names, address, telephone number) so that registration will, where possible, only require a signature as proof of attendance.

Irrespective of which room the event is held in, registration will, where possible, take place in the foyer as this offers more space and ensures speedy entry and prevents overcrowding. Depending on the number of visitors, at least two of the main entrances will be opened to speed up registration.

Once registration is complete, participants will be led directly to the relevant room in order to avoid crowding in the foyer.

If more than one event is taking place at the same time, care will be taken to ensure that visitors of the events use different entrances for registration to prevent encounters of separate event groups in the registration area.

3.1.4 Guidance system

Access to all events will primarily be through the main entrance. However, if there are events taking place at the same time, different entrances and access routes for each of them will be decided upon beforehand and will be signposted and demarcated with Tensa barriers so that different event groups do not meet.

Unless decided otherwise, visitors will exit by the same route that they used to come in. If another exit is to be used, this must be clearly signed. The event organiser, or the event management, will inform the participants, prior to the event, which entrance/exit they should use.

If it seems likely that crowding will occur at the end of an event and social distancing will no longer be maintained, the event organiser or event management is required to ensure the structured exit of event visitors. The organiser or event management must then successively request people in the same row of seats or seating area to leave the room.

Each event will have its own allocated toilets. The route from the event room to the toilets will be signposted and demarcated using Tensa barriers. This prevents people from different events from using the same toilets.

The variety of conferences and congresses is so large that it is impossible to develop a general access plan to cover all eventualities. A specific access route will be planned for every event based on the number of participants, the seating arrangement, the use of other rooms (for breaks or workshops, etc.) and taking into account parallel events in the Stadthalle. The principles outlined in this planning document will apply. The planning of the access routes will be communicated to the organisers prior to the event so that their personnel and, where applicable, also the participants can prepare in advance.

3.1.5 Sanitary facilities

The cleaning frequency of the toilets has been substantially increased. Every event will have its own allocated toilets to prevent participants from different events meeting in the same toilet. Hand sanitisers are available in all toilets.

3.1.6 Catering facilities

The Culinaria Gastronomiebetriebsgesellschaft mbH (referred to later as "caterer") is responsible for the catering for all conferences and meetings in the Historische Stadthalle Wuppertal.

The caterer operates in accordance with the hygiene and infection-control standards set out in the appendix to the CoronaSchVO regulations.

As far as possible, drinks and pre-packed food and/or snacks will be served directly at visitors' tables. If the arrangement with the organiser foresees that people will pay for food and drinks themselves, serving areas will be used that are equipped with Plexiglass protection and distance markers. Organisers are required to ask visitors to avoid gathering at the serving areas before the start of and during the event. Participants may only consume the purchased drinks and pre-packed food in their seats.

There will be no bar tables to encourage social distancing.

If a lunch or dinner is part of the event, it will take place in a separate room. Participants will sit at allocated seats with a maximum of ten people at a table. The tables will be placed 1.5 metres apart. It is important to ensure that, as far as possible, the people who sit together at a table also sit together in the event room.

All food served at the table will be served exclusively as plated meals. In the case of a self-service buffet, every guest must first use the hand sanitiser available prior to serving themselves. A mask must be worn when serving oneself at the buffet.

3.1.7 Stage

The event organiser is responsible for using the stage in line with pandemic restrictions and in compliance with all relevant regulations. The demarcation of responsibilities is precisely defined in the appendix to the event contract and is entitled "Abgrenzung der Verantwortlichkeiten für Schutz- und Hygienemaßnahmen gegen SARS-CoV-2".

What can take place on the stage will be agreed in advance with the organiser and will be recorded in the seating plan.

All the facilities made available by the Historische Stadthalle, including the technical equipment, will be cleaned and disinfected before and after every use.

3.1.8 Backstage

Sufficient hand sanitisers are available in the backstage area. This includes the dressing rooms, the toilets and the stage-manager's desk.

Door handles and surfaces are cleaned in accordance with a more frequent cleaning rota.

All members of the production team are to wear a mask in the entire backstage area. The organiser is responsible for ensuring that the CoronaSchVO regulations are followed in the backstage area. This responsibility includes the traceability of all those present.

3.1.9 Traceability

In line with the appendix to the event contract between the operator and the event organiser entitled "Abgrenzung der Verantwortlichkeiten für Schutz- und Hygienemaßnahmen gegen SARS-CoV-2", the event organiser will create lists to ensure the traceability of visitors and will make them available to the relevant public health authorities if an infection should occur.

The data required to ensure traceability of personnel and service providers on site will be collected and stored by the event venue, by the event organiser of each meeting and by Culinaria Gastronomie GmbH for their respective areas of responsibility in accordance with the current applicable regulations.

3.2 Seating plans

In view of the diversity of conferences and congresses with regard to the number of participants, type of seating arrangement, schedule, etc. and the differing sizes of the rooms of the Historische Stadthalle and the uses to which they are put, it is not possible to develop a general seating plan for all conferences and congresses.

An **individual seating plan** will be prepared in advance by the Stadthalle's qualified event technician for every event. This will take account of the CoronaSchVO regulations in force with regard to the distance between seats, the width of the aisles, the maximum permitted number of participants, etc.

According to paragraph 13, section 1 of the CoronaSchVO, the minimum distance between seats of 1.5 metres may be superseded if the special rules relating to special traceability as set out under § 2a of CoronaSchVO are met. In this case, event organisers must create a seating plan which foresees allocated seats for every participant. This plan must be kept for four weeks after the end of the event.

The operator will discuss this possibility with the event organiser during the planning stage of the event. If the event organiser can guarantee traceability of the participants, the seating plan will be appropriately modified.

In the event of a lunch or dinner, a seating plan will be developed for a separate room. In this case, the hygiene and infection standards for catering cited in the appendix to CoronaSchVO will be applied.

Enclosed are sample seating plans for the Großer Saal, the Mendelssohn Saal and the Offenbach Saal for events with basic or special traceability as well as parliamentary seating plans with basic traceability.

Plans for the use of the Rossini restaurant and the Offenbach Saal for catering purposes are also attached.

Note concerning plans with basic traceability:

This gives customers the option of seating two people from the same household next to each other. Three seats must be kept free between unaccompanied visitors or groups of people from one household to ensure a distance of 1.5 metres. Customers are free to choose the distribution of single or double seats within each row as long as the distancing rules are maintained. Customers must send the seating plan to the technical department one week prior to the event so that it may be given a final check and adjusted if necessary. For this reason, the sample seating plans contain no labelled seats.

3.3 Technical facilities

→ **Ventilation system**

The ventilation system is operated solely with fresh air and has an output capacity of 40,000 m³/h. To ventilate the room, fresh air is sucked in from the park behind the Stadthalle, cleaned using three filters and then heated, cooled, humidified or de-humidified depending on requirements. The thus prepared air is then once again filtered by outlets concealed in the wooden panelling of the room and delivered into the room with little pressure along almost the entire length of the walls. As this inlet air is generally cooler than the air warmed in the room, this creates an upward air flow in the room which carries potentially contaminated aerosols up towards the ceiling. The ceiling contains air outlets, concealed in the gilded stuccowork. An air intake and exhaust unit sucks the air in through these openings and transports it outside.

- **Lifts**
The lifts may only be used by people from one and the same household.
The wearing of mouth and nose coverings is mandatory.
- **Hand sanitisers**
Hand sanitiser dispensers are available in all sanitary facilities and in the entrance area.
They are also available backstage.
- **Airborne infection control screens**
Personnel working at serving areas are separated from visitors by airborne infection control screens.

4. Contact

**Project management
business events:**

Lars Iven
iven(at)stadthalle.de
Tel. +49 202 2458977

Nina Plath
plath(at)stadthalle.de
Tel. +49 202 2458936

Lea Bast
bast(at)stadthalle.de
Tel. +49 202 2458967

**Project management
cultural events:**

Patricia Cahn
cahn(at)stadthalle.de
Tel. +49 202 2458938

Heike Janssen
janssen(at)stadthalle.de
Tel. +49 202 2458914

Ann Kathrin Heinz
heinz(at)stadthalle.de
Tel. +49 202 2458911

**Project management
private parties:**

Lea Bast
bast(at)stadthalle.de
Tel. +49 202 2458967

Hannah Zimmermann
zimmermann(at)stadthalle.de
Tel. +49 202 2458978

**Project management
for technical equipment:**

Martin Mörtl
moertl(at)stadthalle.de
Tel. +49 202 2458915

Mailin Weber
weber(at)stadthalle.de
Tel. +49 202 2458921

Senior management:

Silke Asbeck
asbeck(at)stadthalle.de

Christian Kontowski
kontowski(at)stadthalle.de

5. Appendix

Annex 1: Seating plans