

Occupational health and safety

INFORMATION FOR SERVICE CONTRACTORS FOR FRANKFURTER BUCHMESSE 2021

Dear Service Partner,

Please find below the safety and hygiene measures for Frankfurter Buchmesse 2021.

The responsibility for occupational health and safety for staff lies with the respective employer. Presumably you already have your own safety and hygiene concept for your company. Based on the recommendations of the Federal Ministry of Labour and Social Affairs and the German Social Accident Insurance (DGUV), the following **minimum standards** must be observed at all times whilst present and working at the Frankfurt exhibition site:

- **Do not come to work if you are feeling unwell.** Anybody showing symptoms of a cold, or with an elevated temperature will not be allowed access to the site and is required to self-isolate in case of a suspected illness.
- **Compliance with hygiene regulations: The minimum safety distance of 1.5 m is to be kept wherever possible, even during work.** The wearing of a medical face mask is obligatory during the stay in the exhibition halls – in the outside area always there, where distances cannot be maintained, even for a short time. Regular hand washing, observance of the cough-sneeze etiquette and avoidance of physical contact (no handshaking, no hugging) are also obligatory.
- **Effective communication:** If possible, carry out instruction on hygiene measures and rules of conduct in all phases of the trade fair (i.e. before set-up, before the start of the event and before dismantling) before work begins. Please document the instruction.
- **Designate a person in charge:** Please ensure that the implementation of the safety and hygiene measures is actively supervised by a responsible employee of your company who is present during the work on the exhibition site.
- **Raise awareness among your staff:** The events industry is currently very much in the public eye and will need to prove that events can be held safely, even in a pandemic situation.
- **Track & Trace:** We need your confirmation in writing that in writing that all staff working at Frankfurter Buchmesse 2021 will be registered by name. To ensure that possible infection chains can be traced, the recording of the names, date, and time stamp of the fair presence is mandatory. A retention period of 4 weeks must be observed, and a list of attendees must be made available to the health authorities on request. Failure to do so may result in substantial fines. We reserve the right to carry out random inspections of the required paperwork.

If your employees are deployed on the exhibition grounds **during the days of the Fair (Wednesday to Sunday)**, they must also comply with the rules of the hygiene concept for the Frankfurter Buchmesse, which has been agreed upon with the authorities; see www.buchmesse.de/en/safety-2021/participate-safely.

Pay particular attention to the **access requirement (vaccinated, recovered or tested) during the Fair:**

Persons entering the exhibition grounds during the event require a valid admission ticket. In addition, proof of immunity (of full vaccination protection or convalescent status) or the certificate of a negative COVID-19 test result is required, which must not be older than 24 hours on the day of presence on the exhibition site.

Please confirm by signing that you will observe and implement the above specifications and return this page – scanned by e-mail if you wish – to your commissioner.

We hereby confirm that we will faithfully comply with and implement all of the above safety and hygiene measures within the framework of our orders that we will carry out on the occasion of the Frankfurter Buchmesse 2021 on the exhibition grounds and in the halls of Messe Frankfurt.

Company name _____

Date _____

Signature _____