

# Checklist for exhibitors

FOR THE PREPARATION OF THEIR SAFETY AND HYGIENE CONCEPT

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Exhibition stand from

**Company name** \_\_\_\_\_ **Hall** \_\_\_\_\_ **Stand** \_\_\_\_\_

at Frankfurter Buchmesse 2021.

Responsible contact person for hygiene measures at the stand:

**Name** \_\_\_\_\_ **Mobile phone number** \_\_\_\_\_

**All applicable regulations for exhibitors at the Frankfurter Buchmesse are being implemented, see [www.buchmesse.de/en/corona-requirements](http://www.buchmesse.de/en/corona-requirements).**

Specifically, the following measures are being taken:

## **01 Measures to ensure the minimum safety distance (1.5 m)**

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Corresponding structural design and arrangement of furniture

Clear traffic signage at the stand, with the help of entrance/exit markings

Maximum number of people allowed on the stand simultaneously: \_\_\_\_\_

Active control of compliance with the distance rules

Avoidance of crowding

Dividing employees into shifts

Further measures: \_\_\_\_\_

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## **02 Hygiene measures**

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Employees wearing medical face masks covering mouth and nose

Regular hand hygiene (washing of hands, use of disinfectant)

Personalised use of tools and work equipment

Provision of protective gloves

Use of acrylic separation panels during customer contact at information counters and meeting tables (where the 1.5m distance cannot be upheld)

Further measures: \_\_\_\_\_

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### **03 Symptoms of illness in employees**

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Requesting employees with cold symptoms or fever to leave / not to enter the exhibition site  
Requesting the affected persons to immediately phone a doctor / the relevant public health authorities

### **04 Guidelines for action in suspected and acute cases**

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Arrangements to identify and inform persons at risk of infection through contact with the infected person in the case of confirmed infections  
Documenting instructions for action and information chains

### **05 Instructing staff and effective communication**

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Staff training on hygiene and distancing rules  
Documentation of the training  
Drawing up operating guidelines for the stand operation  
Display of info signs on hygiene and distancing rules on the stand  
Checking compliance with the distance rules  
Active communication of the initiated prevention and health and safety measures  
Briefing of line managers in charge  
Further measures: \_\_\_\_\_

### **06 A company's designated contact person on-site**

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Appointment of a qualified contact person responsible for the implementation of the safety and hygiene concept (see above)  
Control of compliance with the safety and hygiene concept at the stand  
Provision of relevant documentation  
Adjustment/modification of the hygiene measures, depending on the situation on site

### **07 Staff registration**

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Daily recording of all employees working on site, with time stamps  
Written documentation  
Observance of the retention period (4 weeks) of all documents

### **08 Compulsory compliance of external service contractors (stand builders, external suppliers, etc.) with the labour law requirements**

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Written information on occupational health and safety requirements to contracted service companies that send employees to the stand  
Retention of the confirmation signed by the service providers (4 weeks)