



Hygiene Plan

EVENT DESCRIPTION

29th World Congress on Controversies in Obstetrics, Gynecology and Infertility

2.5 day event from Thursday, december 2 to Saturday, December 4

Thursday, December 2, 2021		
	HALL A (ground floor)	HALL B (2 nd Floor)
	14:30-18:30	14:00-16:45
18:30-19:30	NETWORKING RECEPTION (catering on ground floor and second level)	

Friday, December 3, 2021			
	HALL A (ground floor)	HALL B (second floor)	HALL C (second floor)
08:30-10:00	Sessions ongoing		
10:00-10:20	<i>Coffee break, visit the exhibition on ground floor and second floor</i>		
10:20-11:50	Sessions ongoing		
11:50-12:10	<i>Break – no catering</i>		
12:10-13:40	Sessions ongoing		
13:40-14:30	<i>Lunch break, visit the exhibition on ground floor and second floor</i>		
14:30-16:30	Sessions ongoing		
16:30-16:50	<i>Coffee break, visit the exhibition on ground floor and second floor</i>		
16:50-18:20	Sessions ongoing		

Saturday, December 4, 2021

	HALL A (ground floor)	HALL B (second floor)	HALL C (second floor)
08:30-10:00	Sessions ongoing		
10:00-10:20	<i>Coffee break, visit the exhibition on ground floor and second floor</i>		
10:20-11:50	Sessions ongoing		
11:50-12:00	<i>Break -no catering</i>		
12:00-13:30	Sessions ongoing		
13:30-14:20	<i>Lunch break, visit the exhibition on ground floor and second floor</i>		
14:20-15:50	Sessions ongoing		
15:50-16:00	<i>Coffee break, visit the exhibition on ground floor and second floor</i>		
16:00-17:00	Sessions ongoing		

Admission requirements

COGI will be adopting the 2G regulations: Access to the congress venue is only open to those fully vaccinated or fully recovered from COVID-19.

Delegates have been asked bring a copy of the below, onsite.

- Proof of vaccination

OR

- Medical letter stating recovery from COVID-19 within the last 3 months

COGI reserves the right of onsite participation refusal in the event that up to date and relevant COVID-19 health documents are not provided.

The wearing of masks will be mandatory and will be enforced.

A PCR testing station will be available onsite for delegates requiring testing for onward travel.

Cleaning and disinfection protocol is as per the venue Hygiene plan.

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1. GENERAL

1.1.	COGI 2021 will ensure compliance with the hygiene regulations, as offered by the Seminaris Campus Hotel, the valid social distancing regulations and further SARS-CoV-2 (BMAS) health and safety standards for the entire duration of producing the event.
1.2.	Rules for the 2G The 2G option enables organisers of events and similar to decide to restrict admission solely to those fully vaccinated against Covid-19 or recovered from it which, in turn, allows a relaxation of certain aspects of the Infection Protection Measures Ordinance. The 2G option requires: <ul style="list-style-type: none">• A digitally verifiable proof of vaccination against or recovery from SARS-CoV-2 – using the Koch Institute’s CovPass app – will be mandatory. Printed QR codes can also be verified digital, using the above app.• Under the 2G option, the regulations on wearing mandatory face masks and social distancing can be waived, although it will be strongly advised to wear a mask.• The 2G model will be enforced for the duration of the congress.• No persons under the age of 18 are allowed in the congress venue.• For the duration of the congress, the project manager will provide information, in an appropriate manner, on the validity of the 2G rules.
1.3.	COGI will advise all delegates, staff and service providers of the 2G rule enforcement. This will be done via e-mail correspondence and onsite briefing
1.4.	At all neuralgic points of the event venue, information panels are to provide easily understandable and accessible details on the valid codes of conduct under the event’s hygiene protocol (entrances and exits, sanitary facilities, event area). For the venue this will be supplied by Seminaris Campus Hotel. COGI will have roll ups advising of the 2G rule and mask wearing.

2. HYGIENE MEASURES

2.1.	All venue hygiene concerns will be addressed by the Seminaris Campus Hotel Hygiene Plan. COGI will strictly adhere to this plan.
2.2.	2G: Event personnel will be advised to wear a face mask.
2.7.	2G: Visitors to the event will be advised to wear a face mask.

3. VISITOR MANAGEMENT

3.1.	Admission to the scientific sessions, exhibition area and e-Posters is available to registered delegates only.
3.2.	<p>To enable possible chains of infections to be later traced and contained, the event organiser shall document all visitors accordingly in advance with their private contact data:</p> <ol style="list-style-type: none">1. First and last name2. Telephone number3. The district or municipality where domiciled or permanently resident (can be dispensed with when using digital applications)4. Full address and email address if available <p>Consent for the storage of such data is confirmed at the registration process and is in accordance with the General Data Protection Regulation (GDPR).</p>

4. ARRIVALS AND DEPARTURES

4.1.	At present, the recommended mode of travelling to the event venue is by private transport – the event organiser waives the requirement of group transport and provides information in advance of the event on the valid travel regulations (rail services, flights, public transport in Berlin).
4.2.	Taxi companies ought to be informed about the event in advance and given details of the expected number of visitors.
4.3.	When using shuttle buses, the number of guests must not exceed the maximum allowed (hygiene protocols of the transport companies) and the valid minimum distances must be maintained.
4.4.	In general, the arrival of visitors must be planned to be staggered as far as is feasible – where possible with waiting areas provided in front of the event venue with floor markings and/or, bands, barrier tapes, etc. to ensure compliance with the currently valid distancing requirements.

5. ENTRANCES / EXITS

5.1.	<p>2G: In accordance with the particular current version of the SARS-CoV-2 Infection Protection Measures Ordinance, only those vaccinated against or recovered from a Covid-19 infection are to be admitted.</p> <p>There are no exceptions</p>
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5.2.	Where possible, separate entrances and exits should be provided to the event venue and should be adequately signed.
5.3.	2G: For events under 2G rules, once the stipulated checks have been carried out, visitors are no longer required to keep to the mandatory distance however will be required to wear a face mask.
5.4.	Persons with symptoms may not enter the event venue. If a person inside the event venue should develop symptoms, the affected person(s) must leave the venue. This applies equally to persons who have tested negative, are fully vaccinated, or have recovered from a Covid-19 infection.
5.5.	Persons who have tested positive may not enter the event venue. Anyone with a positive result from an on-site test must, following the rules on hygiene, face coverings, and social distancing, place themselves in quarantine immediately, inform the responsible public health office and register with a doctor for a PCR test.
5.6.	When planning exits, it may be necessary to include other doors or emergency exits in the process of controlling visitor flows (including deploying stewards or security staff at those exits).

6. CHECK IN (ACCREDITATION, TESTING, TICKET CHECKS, CLOAKROOM)

6.1.	Name badges are to be collected from the registration area. A copy of your vaccination record may be requested.
6.2.	Disposable paper tokens will be used for the cloakroom. The required minimum distances must be maintained from and by the cloakroom and accreditation personnel and provided with the requisite protective equipment as specified in 6.4.
6.3.	The number of cloakroom personnel is to reflect the floor area and is based on the valid social distancing regulations.
6.4.	The following protective equipment is to be provided for all those working in the accreditation, ticket control, and cloakroom areas: masks of medical standard and a higher frequency of regular hand disinfection. Face mask is mandatory.

7. PRODUCTION

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| 7.1. | To facilitate the tracing of possible chains of infection, all the trades and services and their employees are to be electronically documented. All the relevant personal data (see 4.2.) shall be recorded / documented and, in the case of a justified need, this data shall subsequently be provided exclusively to the public health authorities (in compliance with data privacy provisions). Here too, consent for the storage of such data is to be obtained (in accordance with the General Data Protection Regulation (GDPR)). |
| 7.2. | To reduce the number of those working inside the event venue at the same time, tasks are already to be staggered in the set-up and dismantling phases and smaller working groups established with areas and operations for fixed defined times. |

8. TECHNICAL EQUIPMENT

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| 8.1. | The set-up/dismantling of technical equipment and in particular the arrangement of the work places (control room, followspots, etc.) shall be positioned to comply, as far as possible, with the valid socialdistancing regulations. |
| 8.2. | Personal items, tools, PPE, radio devices, etc. are to be personalised and not passed on to third parties. |

9. EVENT SCHEDULE / PROGRAMME PLANNING

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| 9.1. | 2G: The requirements on wearing face masks and maintaining social distance will be enforced. |
| 9.2. | 2G: Interaction with the audience or with visitors is permitted. |
| 9.3. | Organisers have to ensure that visitors are also informed about the hygiene and protection measures even during the event (if appropriate via signage, announcements). |
| 9.4. | 2G: The regulations on wearing face masks and social distancing will be enforced. |

10. CATERING

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| 10.1. | No alcohol will be allowed onsite at COGI. Anyone who is clearly drunk should be warned and, if necessary, escorted from the premises. |
| 10.2. | 2G: The regulations on wearing mandatory face masks and social distancing will be enforced |

10.3.	In addition to self-service buffets (see above), it is also possible to provide seated meals (in closed spaces) with table service. When opting for 2G rules, the organiser must ensure that personnel with direct contact to the guests are also vaccinated against or have recovered from a Covid 19 infection. Finger food and a standing buffet is similarly allowed for the consumption of food and beverages providing this is held under 3G or 2G rules. According to Section 18, Para. 1, Sentence 3, at 3G events food and beverages may only be consumed at a table, which by definition includes both standing tables and counters. Under 2G rules, food may also be consumed away from the tables.
10.4.	To accelerate the serving of food and beverages, these are to be labelled clearly and legibly. Where appropriate, provision should be made for cashless payments.
10.5.	2G: The regulations on social distancing can be waived.
10.6.	Where possible, used glasses, cutlery and dishes should be washed in dishwashers with the rinse cycle set at a temperature of 60° Celsius. At lower temperatures, the appropriate surface-acting agents / detergents are to be used. These requirements may also be met with careful cleaning with the 'two sink method' (and the use of gloves). During transport and storage, suitable packing must be employed to exclude the possibility of contamination.
10.7.	2G: The regulations on wearing face masks will be enforced. The regulations on hand hygiene must be observed.
10.8.	All catering area personnel must be regularly instructed on all the necessary additional hygiene measures. Regular handwashing and disinfection must be planned and coordinated.
10.9.	On a needs basis, the catering crews of all service providers are to follow a planned staggered schedule for the available/envisaged areas.

11. STEWARDS AND SECURITY STAFF

11.1.	2G: In the areas under 2G rules, once the stipulated checks have been carried out, the regulations on wearing mandatory face masks and social distancing will be enforced.
11.2.	Where possible the security processes and procedures for admission are to be changed to contactless checks (body scanners / metal detectors).
11.3.	Access to all areas/zones/rooms is to be checked by stewards and security staff. Where necessary, ushers are to assist in controlling the flow of guests taking or leaving their seats in seating areas.
11.4.	For the entire duration of the production of the event, stewards and security personnel are to ensure that no unauthorized person can enter the event premises.
11.5.	The following protective equipment is to be provided for all those working as stewards or security staff: medical-quality masks and a higher frequency of regular hand disinfection.

Onsite ocntact:

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