

PROTECTION & HYGIENE CONCEPT

BADEN-BADEN REINSURANCE MEETING
OCTOBER 17 – 21, 2021

PROTECTION & HYGIENE CONCEPT BADEN-BADEN REINSURANCE MEETING October 17 – 21, 2021

The annual Baden-Baden Reinsurance Meeting is one of the most important congress fairs worldwide for the reinsurance and insurance industry. In addition to various symposia accompanying the dedicated trade fair, up to 3,000 European and international specialists and experts from these fields usually meet at various venues in Baden-Baden to maintain business relationships, carry out risk assessments and conclude contracts in individual meetings with their clients and partners.

Due to the current pandemic situation, this year's Baden-Baden Reinsurance Meeting is expected to welcome the maximum number of delegates that is permitted by the respective [Corona Protection Ordinance of the State of Baden-Württemberg \(CoronaVO\)](#) valid during the event period. The delegates will come most likely but not only from the European region and spread over various venues and individual days during the period from October 17 to 21, 2021. In general, only professional visitors, who belong to the narrowly defined target group of reinsurance and insurance companies, insurance brokers as well as experts from the corresponding scientific fields and technology service providers are admitted.

In order to prevent and avoid a transmission of the Corona virus (SARS-CoV-2) at the Baden-Baden Reinsurance Meeting 2021 and thus to enable a safe event operation, this concept will be continuously adapted to the respectively valid regulations and the pandemic course.

In accordance with the currently valid [Corona Protection Ordinance of the State of Baden-Württemberg \(CoronaVO\)](#), an incidence-based step-by-step plan with relaxations and measures for certain facilities and activities applies. According to this phased plan and the current incidence situation in Baden-Baden, trade fairs, congresses and exhibitions can be held with a space limit of 3 square meters per delegate, provided that delegates have a negative COVID-19 test result or alternatively, a proof of a full COVID-19 vaccination or a proof of recovery from an infection, and provided that the local incidence is below 35 for at least five consecutive days.

In order to comply with the current regulations on a minimum distance of 1.5 meters between persons and a corresponding limitation of delegates, the number of persons present at the same time per venue is determined according to the following formula:

- Minimum space of 3 square meters per delegate in relation to the exhibition or convention area generally accessible to visitors. Separate areas that are not accessible to visitors, are not included in this calculation.

This results in the maximum possible and admissible number of delegates during the entire event period. This number of participants will be used for a total quota in the background of the registration process for the Baden-Baden Reinsurance Meeting 2021 and will be monitored concerning legal changes expected until the start of the event as well as regularly adjusted to new regulations.

In the following sections, the protection & hygiene concept is presented in more detail. It is subdivided as follows:

VISIT SAFE – General measures & hygiene regulations.....	2
MEET SAFE – Distance rules, mandatory testing, or proof of immunity & visitor guidance.....	4
STAY SAFE – Organization & services	7
SHOW SAFE – Guidelines for delegates.....	9

VISIT SAFE – General measures & hygiene regulations

To ensure that all Baden-Baden Reinsurance Meeting participants are able to move safely at the main venues, being the Baden-Baden “Kongresshaus” (congress house) and the Baden-Baden “Kurhaus”, all general measures and hygiene regulations at the venues are summarized in this section.

In addition, all ancillary venues commit themselves to implementing these regulations. Ancillary venues include e.g. the theatre and city centre hotels with event spaces, which are rented by individual participating companies on the occasion of the Baden-Baden Reinsurance Meeting.

The respective operator of the main or ancillary venue assumes responsibility for the appropriate implementation and conscientious compliance with the protection & hygiene regulations in force at the time of the event.

- **Optimal room ventilation**

- The function rooms are equipped with modern ventilation systems that provide regular, maximum air exchange.
- A continuous ventilation of the entire venue (entrance areas, foyers, and function rooms) is guaranteed to minimize aerosols.
- In addition, a manual ventilation is carried out at regular intervals as needed.

- **Disinfection & cleaning**

- Hand disinfection dispensers are available in the required density and clearly visible at all essential places within the venue, with particular emphasis on the entrance and exit areas.
- Hand soap and suitable, hygienic hand drying facilities are always available in the sanitary areas in sufficient quantities.
- Throughout the event, cleaning and disinfection intervals will be increased in the respective sanitary areas as well as on highly frequented contact surfaces (e.g. counters, buttons in the elevators, tables, handrails, door handles) at the venue.
- The quality of cleaning is regularly checked and recorded.

- **Structural measures to maintain distance**

- Technical protection in the form of transparent acrylic glass partitions is installed at all key contact points between employees, service providers and delegates, such as service offices, information desks and counters.

- **Medical mouth and nose protector**

- For the protection of all delegates, masks (medical mouth/nose protection) are compulsory* in interior rooms of the event venues. Outdoors, the mask obligation* applies if a distance of at least 1.5 meters from other persons cannot be permanently maintained.
 - * Exempted from the mask obligation are persons who can credibly demonstrate that they are unable or cannot reasonably be expected to wear a medical mask for health or other compelling reasons, whereby the credible demonstration of health reasons must generally be provided by means of a medical certificate.
- Delegates who do not have their own medical mouth/nose protection will be provided with a medical mask by the organizer.
- When using catering services at the meeting table respectively in the premises of the venues, the mask may be removed while eating and drinking.

MEET SAFE – Distance rules, mandatory testing, or proof of immunity & visitor guidance

In order to make conversations between Baden-Baden Reinsurance Meeting delegates at the venues successful and safe, this section summarizes all measures that ensure the necessary minimum distance of 1.5 meters as well as a limitation of the delegates present at the same time per venue.

The respective operator of the main/ancillary venue assumes responsibility for appropriate implementation and conscientious compliance with the protection & hygiene regulations in force at the time of the event.

In detail, the minimum distance and the maximum number of delegates present at the same time as well as the mandatory testing or proof of immunity requirement and visitor guidance are ensured by the following regulations in the venues:

- **Distance regulation & delegate limitation**

- For compliance with the regulations on the minimum distance of 1.5 meters between persons or the limitation of delegates, according to the current [“CoronaVO”](#), the number of persons present at the same time per venue is determined according to the following formula:
 - In incidence levels 1 and 2:
3 square meters per delegate in relation to the exhibition or convention area generally accessible to visitors. Separate areas not accessible to visitors are not included in this calculation.
 - In incidence level 3:
10 square meters per delegate in relation to the exhibition or convention area generally accessible to visitors. Separate areas not accessible to visitors are not included in this calculation.
 - In incidence level 4:
20 square meters per delegate in relation to the exhibition or convention area generally accessible to visitors. Separate areas not accessible to visitors are not included in this calculation.
 - In the event of updates and innovations to the Corona Protection Ordinance, an adjustment will be made in accordance with the ordinance valid at the time of the event.
- Delegates and their spouses or household members, as far as they also belong to the predefined group of participants of the Baden-Baden Reinsurance Meeting due to their professional activities, as well as delegate groups (up to a maximum of 5 persons) of a company or enterprise, which demonstrably travel together and for which traceability is guaranteed, are excluded from the minimum distance.

BADEN BADEN REINSURANCE MEETING

• Verification requirement “vaccinated, recovered or tested”

- The health of all delegates and employees has top priority. In order to ensure the safest possible Baden-Baden Reinsurance Meeting 2021, only asymptomatic persons who can show one of the following proofs (digital or analog) before entering the venues are allowed to participate:
 - A **vaccination certificate** issued to him/her confirming complete vaccination protection within the meaning of [Art. 2 Numeral 3 COVID-19 Protective Measures-Exemption Directive \(“SchAusnahmV” - BAnz AT 8 May 2021 V1\)](#).
 - A **proof of recovery** issued to him/her for a positive PCR test (or other nucleic acid detection) dating back at least 28 days and no more than six months, within the meaning of [Art. 2 Numeral 5 “SchAusnahmV”](#) (available in German only).
 - A **negative test certificate**, within the meaning of [Art. 2 Numeral 7 “SchAusnahmV”](#) (available in Germany only) issued to him/her, which must not be more than 24 hours old and
 - which takes place on site under the supervision of the person who must verify the presence of test certificate, or
 - which was performed or supervised by a service provider in accordance with [Art. 6 Paragraph 1 of the Corona Virus Test Ordinance of 8 March 2021 \(BAnz AT 9 March 2021 V1\)](#) (available in German only)
 - The certificate of a negative test result must include the date and time of the test, the name of the person tested, and the location, institution, and responsible person who performed the testing.
- This applies to all days of the event during the aforementioned period as well as to the corresponding set-up and dismantling at all main and ancillary venues as well as to all so-called “satellite events” or “side events” that take place during the Baden-Baden Meeting and are organized independently by companies participating in the Baden-Baden Reinsurance Meeting.

• Seating in function rooms and venues

- The arrangement of meeting tables and associated seating in the premises of the main and ancillary venues enables an appropriate distribution of the delegates present at the same time and secures the necessary minimum distances. This is also ensured by the individually agreed meetings among the delegates.
- In the respective seating/floor plans of the event locations, the operators pay attention to an appropriate arrangement of meeting tables and seating accommodations, the marking of walkways, as well as the planning of the necessary spaces and waiting areas with regard to sanitary facilities as well as a gastronomic offer.

- **Controlled entrances & exits**

- Entrances and exits in the venues are provided separately and adequately marked.
- An entry/exit check will be made on all event days as well as at each venue:
 - to ensure contact tracing according to [§ 6 CoronaVO](#). The corresponding data is collected and stored exclusively for the purpose of providing information to the public health department or the local police authority in accordance with [§§ 16, 25 of the German Infection Protection Act \(“IfSG”\)](#) (available in German only).
 - For this purpose, first and last name, address and telephone number are already recorded in the delegate registration process for the Baden-Baden Reinsurance Meeting.
 - With the delegate registration, an electronic/app-based check-in & check-out in the event locations is possible, recording the date and period of presence in the respective venue. This also serves to check the maximum number of delegates present at the same time in the respective venue according to the calculation formula mentioned.
 - to ensure that only asymptomatic delegates, with a proof concerning their “vaccinated, tested or recovered” status, enter venues
 - to ensure compliance with the ban of access and participation. This applies to all persons who, contrary to the aforementioned regulations:
 - are not registered as delegates of the Baden-Baden Reinsurance Meeting 2021 and are also not registered, employed and/or commissioned as employees, service providers or suppliers by the respective operators of a venue or by the Baden-Baden Tourism Board as organizer of the Baden-Baden Reinsurance Meeting.
 - do not have a „vaccinated, tested or recovered” certificate.
 - do not wear a medical mouth/nose protection* (*exemptions: see Medical mouth and nose protector).
 - show obvious symptoms of a coronavirus infection, namely odor and taste disorders, fever, cough and sore throat.
- Supplementary protective measures will be taken and communicated in coordination between the relevant authorities and the Baden-Baden Tourism Board, depending on the “CoronaVO” in force at the time of the event.

BADEN BADEN

REINSURANCE MEETING

• Information & control

- All participants will receive information on the current safety, distance and hygiene regulations and those applicable during the event, prior to the start of the Baden-Baden Reinsurance Meeting via the event website, after registration also via the event app, as well as via an information newsletter.
- In the respective venues, the above-mentioned measures will be pointed out on site in a suitable form and density (e.g. posters/notices, information signs, loudspeaker announcements, markings for walking routes, etc.)
- The control of entrances and exits is carried out by specially trained staff of the respective venues or trained staff of service providers. Relevant technical preparations and application information are provided by the organizer, the Baden-Baden Tourism Board, for all venues. The maximum number of delegates present at the same time in the venues is monitored by the entrance & exit controls.
- All further mentioned protective and hygienic measures are additionally supported by specially trained staff in the venues to ensure that delegates observe the required rules and regulations.

STAY SAFE – Organization & services

The measures defined in this section ensure that visitor flows are well distributed, uncontrolled crowds are avoided, and all Baden-Baden Reinsurance Meeting participants are well and safely looked after at classic contact points during their stay in Baden-Baden.

Specifically, this includes the following regulations:

• Tracking through full registration of all participants

- All delegates have to register online with their complete contact details (first and last name, complete address, telephone number and e-mail address) prior to the start of the Baden-Baden Reinsurance Meeting 2021.
- The responsibility concerning the appropriate traceability of deployed/commissioned staff, service providers and suppliers lies with:
 - o the Baden-Baden Tourism Board as organizer of the Baden-Baden Reinsurance Meeting 2021 for itself and correspondingly organized services for delegates.
 - o the operators of the respective venues for their appropriately organized services for delegates.
- For all persons present at the event, the Baden-Baden Tourism Board recommends the usage of the “Corona App” of the German government and/or the “LUCA” app.

BADEN BADEN REINSURANCE MEETING

- Access codes

- Delegate registration is only possible online (via app and website) prior to arrival and event start. The delegate registration is a basic requirement for access authorization to the premises of all venues.
- After prior online registration, delegates also receive their access code only in advance and online, if necessary, with time allocation, e.g. for individual days in the event period specified by them. In this way, there are no accreditation queues on site at the venues or at the organizer info counter in the “Kongresshaus”.
- The electronic, personalized access code or code for self-printing for all delegates enables contactless entry/access to all venues.

- Gastronomy

- For all gastronomic or catering offers in the respective venues the current protection and hygiene rules apply according to the respective “CoronaVO” valid during the event period.
- Compliance with the respective applicable rules on gastronomy and catering is ensured by spatially equalizing the gastronomic offer, e.g. by using outdoor areas, providing offers “to go”, establishing designated zones for the consumption of food, etc.
- Contactless payment options are prioritized.
- The respective catering partner of the venues is responsible for the concept creation prior to the Baden-Baden Reinsurance Meeting 2021 and also for its implementation on site during the event.

- Side events or satellite events during the congress trade fair

- are organized independently by companies participating in the Baden-Baden Reinsurance Meeting. Here, the respective organizing companies are responsible for drawing up a hygiene and safety concept in consultation with the operator of the booked venue.
- The regulations of the “CoronaVO” – Corona Ordinance of the State of Baden-Württemberg valid at the time of the company event apply.

BADEN BADEN REINSURANCE MEETING

• Medical service & hotline for suspected cases

- Should a suspected Covid-19 case occur during the event, despite the daily verification requirement as part of the admission control and entry/participation ban, isolated care shall be provided in the venues.
- Qualified medical care is available at the venues or will be called in immediately if necessary via the central emergency number 116 117.
- Suspicious cases must be reported to the Baden-Baden Tourism Board as organizer of the Baden-Baden Reinsurance Meeting. For this purpose, an organizer hotline is available during and until 14 days after the Baden-Baden Reinsurance Meeting 2021. (→ Hotline: in clarification/will be published prior to your arrival.)

• Stay in Baden-Baden

- To ensure the safety and health of all Baden-Baden Reinsurance Meeting delegates in the best possible way even outside the venues, we work closely together with all Baden-Baden hosts.
- They undertake to comply with all regulations in accordance with the **“CoronaVO”** valid during the event period, as well as to implement the aforementioned measures in the **“VISIT SAFE”**, **“MEET SAFE”** and **“STAY SAFE”** sections.

SHOW SAFE – Guidelines for delegates

This section includes all measures that ensure that all Baden-Baden Reinsurance Meeting delegates can network and attend appointments as usual at their meeting table or in exclusively booked rooms and areas without endangering their own safety or that of others. This includes the following regulations:

ON-SITE BEHAVIOUR – RULES FOR DELEGATES

• Design of exclusively booked areas/rooms

- In order to ensure a safe event, the requirements of **“CoronaVO”** valid during the event period apply. If you have booked an exclusive area/room, please consult with your Baden-Baden contract partner or venue regarding design options, number of meeting tables, etc.
- Suppliers and service providers not organized via the venue or your contractual Baden-Baden partner must be registered in advance with the respective venue or contract partner. For this purpose, please state the name of the company you have commissioned, including the relevant contact data, the type of delivery/service and the desired delivery or access times.

BADEN BADEN

REINSURANCE MEETING

- **Hygiene in the function rooms/areas and venues**
 - Even though access to the venues and thus also the meeting tables or exclusive event areas is only possible for registered delegates with a “vaccinated, tested or recovered” certificate, we appeal to your personal responsibility. Please observe the mentioned regulations and also pay attention to the minimum distance of 1.5 meters, the general hygiene and behavioral rules and recommendations for the prevention of infections during all your appointments. Refrain from physical contact and handshaking.
 - Do not just rely on cleaning intervals at the venues, but clean surfaces and your hands between your meetings if necessary. Remember to pack appropriate disinfectants for your own use.
 - If possible, please refrain from exchanging items from person to person or take care of appropriate disinfection, packaging or alike.
 - To maintain the minimum distances, please observe information signs, markings, notices, etc. on site.
- **Registration, admission, documentation of your contacts**
 - Please remember that all delegates of the Baden-Baden Reinsurance Meeting 2021 must be registered online in advance and also inform your clients, partners or employees about the necessary registration and obligation to provide a “vaccinated, tested or recovered” proof. Otherwise, access to the venues will not be possible.
 - Please attend your individually arranged appointments at the Baden-Baden Reinsurance Meeting 2021 only if you feel healthy and if you do not have any Covid-19 infection symptoms, namely smell and taste disorders, fever, cough as well as sore throat.
 - Please remember on all days of the event to bring your:
 - **Vaccination certificate** confirming your complete vaccination protection within the meaning of [Art. 2 Numeral 3 COVID-19 Protective Measures-Exemption Directive \(“SchAusnahmV” - BAnz AT 8 May 2021 V1\)](#).
 - OR your **proof of recovery** for a positive PCR test (or other nucleic acid detection) dating back at least 28 days and no more than six months, within the meaning of [Art. 2 Numeral 5 “SchAusnahmV”](#) (available in German only).
 - OR your **negative test certificate**, within the meaning of [Art. 2 Numeral 7 “SchAusnahmV”](#) (available in Germany only), which must not be more than 24 hours old.
Please find testing facilities in Baden-Baden here: <https://www.baden-baden.com/en/information-coronavirus/teststationen>
 - In order to identify contacts as quickly as possible in the event of a Covid-19 infection and pass them on to the health authorities, please record and document your client contacts.

BADEN BADEN

REINSURANCE MEETING

- If you suddenly feel unwell during your stay in Baden-Baden, please avoid all contact with others and immediately contact the nearest staff member at your venue or host wearing your medical mask at all times.
- **Mouth/nose protection**
 - Please observe the mask obligation for the protection of all delegates indoors and also outdoors if the minimum distances cannot be maintained there. (*Exemptions: see Medical mouth and nose protector)
 - If you do not have your own medical mouth/nose protection, we will be happy to provide a medical mask.