

COVID-19 PROTECTION CONCEPT

17th Women's Health Kongress

kultur und kongresshaus Aarau (*named later in the text as kuk*)

INTRODUCTION

The health and safety of our participants, speakers, exhibitors and employees is our priority. In order to ensure that participants feel completely comfortable during this annual congress, Meeting.com (*named later in the text as MC*), in collaboration with the kuk, has drawn up the following protection concept, which complies with the requirements of the Swiss Federal Office of Public Health (FOPH) proposed on *December 22, 2022*. The protection concept is constantly updated and adapted to the requirements in force.

The epidemiological situation may deteriorate again at any time, resulting in adjustments to the protection concept.

Basic rules of the protection plan

1. COVID Certificate (QR Code) - mandatory
2. Protective masks and hand hygiene – mandatory / Keep your distance
3. Cleaning
4. General information
 - 4.1 Registration, congress documents
 - 4.2 Cloakroom
5. Exhibition: Prescriptions / measures
6. Catering
7. Conference room
8. Personal data

1. COVID CERTIFICATE (QR CODE-2G) - MANDATORY

Measures

- All Participants, industry partners, booth constructors, MC staff) who enter the kuk during the congress must be able to present a valid Swiss COVID certificate (QR code-2G) according to the requirements in force.
- After the Covid Check **at the main entrance**, each participant/exhibitor will receive a colored bracelet to wear at all times.

2. PROTECTIVE MASKS AND HAND HYGIENE – MANDATORY / KEEP YOUR DISTANCE

Measures

- Masks must be worn throughout the kuk and the conference room, except in the sitting catering areas.
- Hygiene masks and small hand disinfectants are provided on request.
- Participants are requested to disinfect their hands with a disinfectant solution before entering the venue. Dispensers of disinfectant solution are located in many places at the kuk and are available at all times.
- All participants are requested to wash their hands regularly.
- Employees and congress staff are obliged to avoid touching guests' personal belongings.
- Generally no physical contact (except in a medical emergency).
- Avoid shaking hands at all costs.
- It is still recommended to maintain distances. However, there is no longer an obligation to maintain distances and capacity restrictions.

3. CLEANING

The kuk-cleaning team regularly cleans surfaces and objects that participants come into contact with. The necessary equipment will be available in sufficient numbers to ensure that hygiene measures are applied. In addition to hygiene masks, cleaning personnel also wear protective gloves.

Measures

- All areas with which the participants have come into contact are regularly disinfected.
- Adequate and regular ventilation of the rooms will be provided. The controlled and regular ventilation is constantly controlled by the in-house service during the kongress.
- Dispensers for soap, hand disinfectant and disposable towels will be refilled regularly.
- The kuk has a sufficient number of toilets on the different floors and takes the necessary measures to respect the distances in the toilets, which are regularly cleaned and disinfected. A cleaning plan is maintained.

4. GENERAL INFORMATION

The kuk draws the attention of the participants and sensitises them to the need to comply with the hygiene and protection measures with posters reminding them of the COVID-19 guidelines for behaviour.

4.1 Registration / congress documents Measures

- Wherever possible, registration and payment of participants will be done online in advance.
- On-site registrations will be allowed in accordance with applicable hygiene measures.
- We recommend that participants who need to pay on site do so by credit card.
- Participants will receive their documentation upon arrival on site. Participants are advised to arrive early to respect the distances and waiting time this may entail.
- After the Covid Check, each participant/exhibitor will receive a colored bracelet at the Congress welcome desk.

4.2 Cloakroom Measures

- Coat racks are available at the kuk.
- It is recommended that you keep your personal belongings with you.

5. EXHIBITION : PRESCRIPTIONS / MEASURES

- The exhibition plan has been approved and drawn up by the kuk.

Measures

- Exhibitors are obliged to disinfect their booth items regularly.
- Each booth is responsible for its own cleaning (please bring the necessary material).

6. CATERING

Measures

- Coffee breaks and lunch/snacks must be taken seated. Catering areas will be set up for this purpose in the exhibition and foyer with enough seating. Exhibitors can also be seated at the booths to benefit from the catering services.
- Catering for kuku staff is separate from the public in terms of time or location. All catering is only allowed in a seated position.
- The mask may only be removed for the consumption of food and beverages and must be replaced immediately afterwards.

7. CONFERENCE ROOM

With the covid certificate there are no longer restrictions and specifications for conference and banquet seating.

Measures

- Wearing a mask is compulsory in conference room
- Excluded are the Speakers on stage
- Participants are asked to keep the distance when entering and leaving the rooms.
- A hostess will pass the microphone to the audience for any questions.
- The speaker's desk and the microphones used are regularly disinfected.

8. PERSONAL DATA

The organisation asks for the contact details of the participants/exhibitors so that the chain of contamination can be traced if necessary.

Measures

- Once registered on the congress website, Meeting.com will have contact information (including mobile phone numbers) for all participants. This allows the organiser to trace any possible chain of contamination.
- All data must be kept for at least 14 days after the event and will be kept strictly confidential;
- After this period the data will be deleted;
- Should contamination occur despite all precautionary and protective measures, the cantonal doctor will take the necessary measures.