

Health and safety at COFACE events

COFACE regularly organise events to drive innovation in support services to families and children as well as the wider community. This includes a mix of expert meetings, trainings and public conferences, on a variety of topics related to work and family life. Due to the global COVID-19 pandemic, we have shifted most of our events fully online while in some exceptional cases we are organising hybrid events (offline/online). In the case of hybrid and physical events, special conditions apply to COFACE events. The measures listed here apply to events / meetings in the COFACE office and are also the basis for events in external venues. They are to be adapted / supplemented in each case by the regulations of the respective event partners, especially the venue provider and catering.

The health and safety of participants, employees and suppliers is a fundamental priority in the planning and implementation of events.

1. Number of participants

The number of participants must not contradict the rules of distance and hygiene. The minimum distance between persons must be 1.5 m. The number of participants must allow this distance to be maintained.

- ➔ A maximum of ten people may participate in meetings in the COFACE office.
- ➔ In the case of external events, the maximum number of participants depends on the respective regulations of the venue and must be clarified with the venue provider in advance.

2. Seating arrangements

The seating arrangements must be such that the prescribed minimum distance is maintained. The COFACE team must assign participants to another seat if the minimum distance is not fulfilled. If possible, seating shall be arranged in advance in such a way that appropriate seating arrangements are automatically created. In the interests of optimum tracking, the way in which participants have positioned themselves will be documented during the event.

3. General rules of health and safety

After entering the COFACE office or the respective external event location, COFACE employees and participants in the event are requested to wash or disinfect their hands thoroughly on a regular basis.

- ➔ COFACE ensures that a disinfectant dispenser is available in the entrance area.
- ➔ In all public areas (corridor, entrance area, toilets) and wherever minimum distances cannot be maintained, the (correct) wearing of a mouth-nose cover is mandatory. If a person does not have a mouth-and-nose cover available, one will be provided by COFACE.
- ➔ For both external and internal events, COFACE will have a sufficient number of mouth and nose covers on hand.

4. Contact list

COFACE ensures that all participants are known by name and can be contacted in case of need. If necessary, an additional list of participants will be drawn up for this purpose, on which the participants leave their contact details for the four weeks following the event if the data differ from those already known to COFACE. The data recorded for contact tracking will not be used for any other purpose than for handing over to the health authorities at their request. Otherwise the data will be deleted after four weeks in accordance with the data protection regulation.

5. Ventilation

Good ventilation should be provided during events and meetings. Therefore

- ➔ The rooms will be ventilated during the meeting / event if possible
- ➔ Sufficient breaks are planned, during which the rooms are thoroughly ventilated

Ventilation should be provided at least every hour. In addition, whenever possible, participants should stay outside of the office/meeting rooms during breaks.

6. Catering

As far as possible each participant should receive his/her own provision of food. Self-service buffets with the typically open meals are not offered. Self-service buffets with pre-packaged food packs are permitted if it is ensured that participants can keep the minimum distance and wear a mouth-and-nose cover. If necessary, decentralised serving points are set up to avoid crowding of people in one place. Preferably participants should be receiving ready-made portions and individual drinks as well as their own crockery at their place. In addition, the hygiene regulations and concepts of the respective catering providers apply.

7. Other provisions

- The minimum distance between persons must always be 1.5 m.
- Participants should be aware of the rules applicable to the respective event. Therefore
 - ➔ they are reminded in advance of the main rules
 - ➔ an appropriate sign will be placed in the entrance area and, if required, also in the event room
 - ➔ a detailed description of the health and safety policy will be deposited in sufficient numbers at the registration desk/in the COFACE meeting room and handed out on request.
- Access to the event or meeting room is only permitted to persons in good general health and without symptoms of illness. Participants with symptoms (or participants with family members who have symptoms) are invited to stay away from COFACE events and meeting rooms.
- Sharing of objects (computers, pens, remote controls, touch screens, etc.) should be avoided wherever possible. If sharing is necessary, the objects should be cleaned or disinfected after each use. For registration lists, the necessary writing utensils are provided disinfected and will be disinfected again after use.