

## **COVID-19 PREVENTION PLAN – HOFBURG VIENNA**

### **Venue**

Wearing a mask or a face shield at gatherings of more than 2 people, irrespective of the minimum distancing requirement of 1 metre is required. The Venue will have hand sanitizer dispensers provided.

### **Temperature measuring**

All of the entrances and exits in use will be monitored by the HV's or the organizer's stewards, who will also take participants' temperatures. Any participants with a temperature of 37.5°C or more will not be permitted to enter. Temperature screening is conducted at all of the building access points mentioned directly at the entrance. This is to ensure that anyone found to have a high temperature is prevented from coming into contact with other participants at the earliest stage possible. Temperature controls will be in place at all entrances to the HV, and that anyone with a temperature of over 37.5°C will be denied access to the building. In addition to being equipped with laser forehead thermometers, these stewards will wear masks.

### **Video monitoring**

It should be noted that the all event spaces – with the exception of the linking corridor on the Parterre level, the Orchestergang passageway, Marmorsaal, Hofburg Lounge, Künstlerzimmer, Radetzky Appartements I-III, Kapellengang and Maria Theresien Appartements I and II on the Mezzanin floor - are video monitored.

### **Doctor's office & isolation room**

The Hofburg Foyer Office plays an important role in the implementation of this plan. It is situated in the Parterre opposite the doctor's office (which is permanently staffed with a doctor or paramedic during events) and the closest exit to the Bibliothekshof. Emergency vehicles can drive right up to the Bibliothekshof exit without any obstruction. Measuring approx. 30m<sup>2</sup>, this space can be turned into an isolation room in a very short space of time in the event that anyone starts to show obvious signs of infection.

During an evacuation, the corridor between the exit to the isolation room and the Bibliothekshof via the Bibliothekstor (emergency vehicle access) will be cordoned off for the duration of the process.

After the patient has been evacuated, their contacts will be isolated in the Hofburg Foyer Office while they wait to be escorted from the premises. As soon as they have left the site, the room will be fully disinfected and aired out by the HV staff on duty.

The HV has a well-equipped doctor's office with a waiting room for patients. At least one emergency paramedic is on duty at each event.

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## Seats

The HV or the organiser will provide stewards for the assignment of seats. Seats that cannot be used will be marked accordingly.

## Breaks

In break (coffee breaks, lunches) areas, cocktail table and room capacity limits are calculated according to the current minimum distance of one metre and checked for compliance during operating hours by the HV's or the organiser's stewards. Eating and drinking will only be allowed seated. For each table the according chairs will be provided.

## Doors & Elevators

At all events, most of the doors are fixed in an open position or rooms are separated by automatic sliding glass doors, which means that door handles do not need to be touched. For the remaining doors with handles that need to be used several times a day, the HV will provide suitable openers to make it possible for participants to release them with the forearm or elbow. The door handles concerned will also be disinfected by the Operations and Engineering staff on duty during their hourly rounds. Likewise, the cabin and control panels of the elevators in the event area will be disinfected every hour by the HV employees on duty. The elevators located in the event area are programmed to automatically move to the ground floor after a maximum period of inactivity of two minutes, upon reaching their destination the doors remain open until they are next called. This ensures that the air in the cabin is exchanged regularly.

## Air

All ventilation systems have been tested within the last two years and the test certificates are available for inspection at the HV. The air filters in all systems are replaced as required, and at least twice a year, by the HV's staff or specialist companies. For spaces ventilated only with fresh air using windows, measurements and calculations have been made by an external expert.

## Data

In the event of a Covid-19 case, for congresses, conferences and gala dinners, the HV will be able to obtain the contact details of registered participants, and therefore people present at the event, from the respective event organiser. The HV can therefore quickly and efficiently assist the authorities with their inquiries.

The contact data of participants and staff (employees of the HV, HOFBURG Caterers and other service partners) for events which take place within the HV will be kept for 28 days after the event and made available to the authorities by the HV as required. It should be noted that it is the responsibility of the event organiser to obtain the data of participants, performers, exhibitors, partner companies (e.g. exhibition stand assembly companies, decorators) and the organiser's staff. In a continuation of existing practice, the HV keeps a record of the HV staff who are on duty at events. This data can therefore be accessed quickly. The HV's partner companies (e.g. HOFBURG Caterers, companies providing technical services, licensed electrical services companies, personnel services companies) will keep their own records of the staff they assign to work at events. The data of all the people detailed above will be collected for each event and stored at the HV.

After the 28 days has elapsed, this data will be deleted to comply with GDPR. The data processing is justified under Article 6(1)(f) of GDPR with respect to the required balance of interests, since protecting the health of the contact persons by being able to quickly contact them overrides the impairment of releasing a person's contact data in relation to an event which they have attended voluntarily.