

COVID-19 PROTECTION CONCEPT

52ND ANNUAL MEETING OF THE SWISS SOCIETY OF NEPHROLOGY **Congress Centre Kursaal Interlaken - CKI**

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 joint session, Meeting.com Sàrl, in collaboration with SGN and CKI, has drawn up the following protection concept, which complies with the requirements of the Swiss Federal Office of Public Health (FOPH) dated 18 June 2020 and is currently valid until 13 September.

Basic rules of the protection plan

The protection plan ensures that the following requirements are met. For each of these requirements, a number of appropriate measures are provided:

1. Protective masks and hand hygiene
2. Keep your distance
3. Cleaning
4. General information
 - 4.1 Registration
 - 4.2 Congress programme, congress documents
 - 4.3 Changing room and luggage locker
5. Exhibition: Requirements and measures
6. Catering Kursaal Interlaken
7. **Gala Dinner Kursaal Interlaken : does not take place**
8. Conference rooms, poster walk, technology, speakers
9. Personal data

1. Protective mask and hand hygiene

Measures

- Masks must be worn throughout the CKI, except in the catering area. Hygiene masks and hand disinfectants are provided for all persons present. In addition, the specified safety distance should be maintained wherever possible. All participants are also requested to register in advance for the congress;
- Participants are obliged to disinfect their hands with a disinfectant solution before entering the venue. Dispensers of disinfectant solution are located in many places at the CKI and are available at all times;
- All participants are asked to wash their hands regularly;
- Employees and congress staff are obliged to avoid touching guests' personal belongings.

2. Keep your distance

All congress participants must maintain the minimum distance (1.5 m) prescribed by the FOPH.

Measures

- In general, no physical contact (except in case of a medical emergency) ;
- Shaking hands should be avoided under all circumstances;
- The number of people present at the venue is in accordance with the regulations of the FOPH;
- The conference rooms and catering area are arranged in such a way that the necessary distance can be maintained in accordance with the FOPH;
- If the minimum distance cannot be maintained, the contact time must be kept as short as possible (less than 15 minutes) and a protective mask must be worn

3. Cleaning

The CKI-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.

Measures

- All areas with which the participants have come into contact are regularly disinfected;
- Doors should be kept open if possible;
- Adequate and regular ventilation of the rooms will be provided;
- Dispensers for soap, hand disinfectant, disposable towels and cleaning products (for objects and/or surfaces) will be refilled regularly;
- The CKI 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 CKI 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

Measures

- Wherever possible, registration and payment of participants is done online in advance;
- On-site registrations will be allowed in accordance with the hygiene measures in force;
- The secretariat is equipped with plexiglass windows to ensure the protection of participants and staff;
- Congress staff will wear masks and regularly disinfect their hands;
- We recommend that participants who have to pay on site do so by credit card;
- Participants will receive their badges on arrival at the venue. Participants are advised to arrive early to respect the distances and the waiting time that this may entail.
- We ask all participants to download the official Contact Tracing App (SwissCovid).

4.2 Congress programme / Congress folders

Measures will be confirmed or adapted at a later date

- Distribution of congress folders;
- Each participant/exhibitor receives his badge/lanyard;
- The congress programme will be available on site for self-service;
- As far as possible, we will refrain from distributing promotional flyers, with the exception of documents belonging to the event, which will then be available to participants for self-service.

4.3 Cloakroom and luggage storage

Measures

- Coat racks are available throughout the congress area;
- It is recommended that you keep your personal belongings with you;
- Coat hangers will not be issued for hygienic reasons;

5. exposure: prescriptions / measures

The exhibition plan was approved by the CKI.

Measures

- The exhibition stands were planned and specified in accordance with the applicable regulations and in agreement with the Kursaal Interlaken;
- Each exhibitor must ensure that the minimum distances on his exhibition space are observed and respect the number of people per m² in accordance with the regulations of the FOPH;
- Exhibitors must regularly disinfect the objects on their stands. Exhibitors are obliged to disinfect their stand objects regularly. A stand cleaning team can be booked through the CKI;
- Exhibitors will be informed in advance of the number of approved stand personnel.
- Each exhibitor must ensure that the minimum distances on his exhibition space are observed and must respect the number of persons per stand space listed below in accordance with the regulations of the FOPH;

M2 exhibition area	Included in the Exhibition space	Maximum number of people on the stand at the same time
6m2	2	2
8m2	2	3
9m2	3	3
12m2	3	5
15m2	4	6
18m2 - 20m2	4	8
30m2	7	12

- The exhibiting companies are free to decide on the total number of staff to be present on site as long as the maximum number per stand is respected. The employees can work in shifts and be present at the stand in alternating shifts. As soon as customers are near the stand, the minimum distance (1.5 m) must be strictly adhered to and stand personnel must ensure this;
- All staff working at the stand are obliged to provide the Organiser with their personal telephone number in the event of contact being traced.

6. Catering will be communicated at a later date

8. Conference rooms, poster walk

According to the standards in force at the time this document was written, a maximum of 300 people can be in the same room at the same time.

Measures

- Wearing a mask is compulsory in conference rooms, during workshops and on the poster walk;
- Participants are asked to keep the distance when entering and leaving the rooms;
- A hostess will pass the microphone to the audience if they have any questions;
- The lectern computer and the microphones used are regularly disinfected;
- Authors who present their poster during the Posterwalk must also wear a mask.

8. personal data

The organisation enters the contact details of the participants 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;
- Data of sponsor/exhibitor delegates must also be provided;
- Data on the organisation and CKI staff will also be provided;
- 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.