

Covid19:
Hygiene Concept and Protective Measures at
Bertelsmann Unter den Linden 1 in Berlin

Content:

1. General measures at UdL1
2. Event-related measures at UdL1
3. Measures by companies providing event-related services at UdL1

1. General Measures at UdL1

All Bertelsmann employees undertake to check their state of health before starting work.

In case of conspicuous symptoms – such as dry cough, shortness of breath, fever above 38 degrees Celsius – employees do not go to work under any circumstances but consult their family doctor by phone instead. They then notify their respective supervisor, to coordinate the further procedure.

If employees experience conspicuous symptoms at work, they contact their supervisor by phone or email and go home immediately – and from there, call their family doctor or the health department. If the suspicion that an employee has been infected with the highly contagious disease (Coronavirus/Covid) is confirmed, they immediately inform their supervisor.

No greeting conventions involving physical contact.

The available office space in the building is permanently occupied by one employee per room and workstation. In offices where more than one person is present, the minimum distance between workplaces of 1.5 m (or 6 ft) must be maintained and face masks must be worn. In addition, plexiglass protective walls must be erected between the workplaces.

Outside of one's own office, in the corridors of the building, the wearing of protective masks is mandatory at all times.

1. General Measures at UdL1

Entrance area:

- Display with bilingual instructions on physical distancing, obligation to wear a mask, hygiene measures
- Protective plexiglass divider at the reception desk
- Protective masks and hand disinfectants are available

Foyer area of the individual conference zones:

- Display with bilingual instructions on physical distancing, obligation to wear a mask, hygiene measures

WC area:

- Bilingual instructions for proper hand hygiene
- Sufficient hand disinfectant provided

Elevator/Lift:

- The elevators are to be used by one person at a time if possible; masks are obligatory, [there will be] signage to this effect at the lifts [is in place].

2. Event-related Measures at UdL1

Events involving food and/or beverage catering may be hosted at UdL1 between the hours of 06:00 a.m. to midnight.

The permitted number of guests at an event depends on the total number of persons for events as specified by the Berlin Senate, as well as the space available at Unter den Linden 1. As a result, the maximum number of persons per event in the corresponding rooms with the minimum distance of 1.5 meters between persons to be observed is currently limited to approximately 50. The respective organizers undertake to comply with all applicable hygiene regulations.

A mask (surgical mask or FFP2 mask) must be worn at all places and at all times except at ones own place. A minimum distance of one and a half meters must be maintained. If guests feel unwell or develop cold symptoms, they are asked to isolate themselves immediately.

Each guest confirms with his/her signature on the attendance form, which must be completed immediately after arrival at the Bertelsmann representative office that he/she has no symptoms indicating a Covid 19 infection and that he/she acknowledges the applicable protection infection of the Federal Republic of Germany and the state of Berlin. In addition, each guest conforms with hie/her signature that he/she has demonstrably either tested negative no longer than 24 hours ago (e.G. by rapid anti-gene Test), has recovered from a covid 19 infection within the last 6 months or has been fully vaccinated (more than 8 or 15 days ago, depending on the vaccine). Proof of this must be presented on arrival at the representative office. The applicable quarantine regulations must be observed.

2. Event-related Measures at UdL1

Entrance area/public areas:

- Display of a guest list for tracking potential infection chains (list must be stored for 2 weeks after the event)
- Mobile accreditation counters are no longer set up in the immediate vicinity of the main entrance, to prevent bottlenecks for guests
- Alternatively, the foyer area on the first floor above the main staircase is available, with a guidance system to spread people out over the area when several guests arrive at the same time
- Hand disinfectant dispenser directly at the main entrance, replacement masks are available at reception if required
- Organizer(s) and guests of the house commit themselves to wearing a face mask outside their event rooms. Exception: the partaking of food and drinks in the catering area associated with the event.

Event area:

- Establishment of new furnishing guidelines to reflect the minimum distance rule of at least 1.5 meters (or 6 ft) between persons
- For larger guest counts, there is the option of enlarging restricted spatial situation by providing video transmission to an adjacent event room
- The break times of the respective events are set so that a maximum of one event per floor can use the assigned break area

3. Measures by Companies Providing Event-related Services for UdL1

Employees of the companies providing event-related services for UdL1 undertake to check their state of health before starting work.

In case of conspicuous symptoms – such as dry cough, shortness of breath, fever above 38 degrees Celsius – employees do not go to work under any circumstances but consult their family doctor by phone instead. They then notify their respective supervisor, to coordinate the further procedure.

If employees experience conspicuous symptoms at work, they contact their supervisor by phone or email and go home immediately – and from there, call their family doctor or the health department. If the suspicion that an employee has been infected with the highly contagious disease (Coronavirus/Covid) is confirmed, they immediately inform their supervisor.

Furthermore, they commit to complying with the latest hygiene rules and in particular pay special attention to regular hand sanitization/washing.

The common areas are to be set up in such a way that the hygiene and distance regulations can be observed. A maximum of one employee at a time is permitted in smaller rooms or offices. In rooms with more than one person, where the minimum distance of 1.5 meters cannot be maintained, face masks must be worn.

3. Measures by Companies Providing Event-related Services for UdL1

Gegenbauer

Facility Management

(building services)

- The building technicians wear protective masks inside the building and disposable gloves, as needed or depending on the activity, when they interact with guests or the UdL1 team on site
- The same applies to contact with third-party contractors in the house; here it is important that their employees likewise comply with the building's distancing and hygiene regulations
- RGM/Gegenbauer must fully comply with its supervisory duty vis-à-vis these third-party contractors in the building
- Special attention must be paid to cleaning; personnel requirements and working hours are adjusted accordingly
- Additional cleaning patrols in the building, with special attention to toilet areas, elevator/lift, stair railings, handles, and switches in the event-relevant spaces
- Cleaning of the required furniture in the building before and after an event



SECURITAS

(security services)

- Security staff on duty are equipped with a face mask and, if necessary, disposable gloves; the face mask is to be used for any form of personal contact/interfaces
- Arriving guests will be informed about the safety and hygiene guidelines in the building
- Security staff on duty in the ground-floor foyer area will ensure that these guidelines are observed

3. Measures by Companies Providing Event-related Services for UdL1

RAS

(reception)

- Work paths, the creation of documents, and the distribution of working materials for guests are implemented in accordance with the UdL1 protection and hygiene rules
- Beyond the reception desk, a face mask must be worn, and disposable gloves additionally used as needed

mediapool.

(event technology)

- All event technology employees shall comply with the hygiene measures prescribed at UdL1
- Employees wear face masks and, as needed, disposable gloves in their working areas on site
- All technical equipment given out to guests is disinfected before and after use
- When giving technical instructions and making preparatory adjustments to the guests, the minimum distance is to be maintained as far as the work processes allow

3. Measures by Companies Providing Event-related Services for UdL1



(catering)

- In their work areas, employees wear face masks and disposable gloves depending on the job
- The minimum distance to colleagues and guests is maintained as far as the work processes allow
- Flexible break times, so that a maximum of three employees are on break simultaneously, all while observing minimum distance rules

Kitchen work:

- Entering the kitchen is only allowed for employees of the kitchen
- Kitchen station relocation and staked-out work areas to avoid employees crossing paths in food production
- Fixed shift system in two shifts with fixed teams
- Food preparations exclusively for the current day - no *mise en place* for several days
- Cleaning and rinsing processes are performed at temperatures above 60 degrees Celsius

Menu service:

- All meals are served with the addition of hand napkins, and are covered with cloches until they are placed in front of the guest
- No reusing menu cards for guests

Buffet service:

- The structures are provided with a plexiglass protection, the food is served exclusively by trained catering staff
- Cruets and cruet sets are disinfected before and after each use, and are only given out on request
- Accessories are served in packaged form