

Joint Annual Meeting 2020

Swiss Society of Neurosurgery
Swiss Society of Neuroradiology

Together with:
Association of neurosurgical nursing staff Switzerland

New Date: December 3-4, 2020
Congress Centre Kursaal, Interlaken



COVID-19 PROTECTION CONCEPT SSN & SSNR Joint Annual Meeting 2020 – Interlaken

Introduction

The health and safety of our attendees, speakers, exhibitors and employees is paramount. In close consultation with the Congress Centre Kursaal Interlaken, IMK AG has devised a protection concept which complies with the Swiss Federal Office of Public Health (FOPH) stipulations of 18 June 2020 and has caused the measures set out in the protection concept to be implemented.

The aim of all the measures is to protect all participants, speakers and exhibitors, as well as the teams of IMK AG and the Congress Centre Kursaal Interlaken (CKI), as much as possible from infection with novel coronavirus.

Install the «SwissCovid» contact tracing app

We strongly recommend to all participants to download the official contact tracing app ("SwissCovid").

Basic rules of the protection concept

The protection concept ensures that the following requirements are met. Sufficient and appropriate measures are provided for each of these requirements.

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1. Hand hygiene and protection masks

Currently known main transmission ways of the new corona virus:

- **close and longer contact:** If you stay within 1.5m of an infected person. The longer and closer you have contact with an infected person, the more likely is an infection.
- **droplet infection:** If an infected person sneezes or coughs, the virus can get directly onto the mucous membranes of other people's nose, mouth or eyes.
- **Infection via hands:** Contagious droplets from coughing, sneezing or from contaminated surfaces can reach the mouth, nose or eyes through your hands.

Measures

- Masks must be worn inside the Congress Centre Kursaal Interlaken. The catering area is an exception to this rule. Protection masks are provided and are available to all participants at the main entrance to the Congress Centre Kursaal Interlaken. There will be enough protection masks available for the entire duration of the congress (one mask per day and person).
- Participants are asked to disinfect their hands with hand disinfectant when entering the event premises. Dispensers with disinfectant are available at all times in the CKI.
- All persons in the CKI are asked to clean their hands regularly.

2. Keep the distance

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

Measures

- In general, there is no physical contact (except in medical emergencies). Shaking hands must be strictly avoided.
- The number of persons in the entire event area will be maintained in accordance with the specifications of the FOPH.
- The session rooms as well and the catering area are set-up that the valid distance according to the FOPH can be maintained.
- Ground markings help to ensure that the minimum distance between participants is maintained and, where necessary, to guide the flow of people.
- Where the minimum distance cannot be maintained, contact must be shortened to a maximum of 15 minutes and protection masks must be worn.

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3. Cleaning

Regular cleaning of surfaces and objects after use is granted, especially if they are touched by several people.

Measures

- Surfaces with which participants come into contact are regularly disinfected.
- If possible, doors remain permanently open.
- A regular and sufficient ventilation is guaranteed.
- Soap dispensers, hand disinfectants, disposable towels and detergents (for objects and/or surfaces) are refilled regularly.
- Sufficient cleaning personnel and materials are provided to implement the defined hygiene measures.
- E-poster screens are regularly disinfected.

4. General information about the congress

Taking into account specific aspects of work and work situations in order to ensure protection.

4.1. Registration

Measures

- All participants have to register in advance on the congress website.
- A maximum of 300 persons are admitted to the congress.
- Participants are informed in advance that on-site registrations at the congress secretariat are not possible.
- The participation fee must be paid in advance. IMK AG reserves the right to send payment reminders to the participants.
- On site, only card payments are possible. Cash is not accepted.
- Participants receive their badge on site. A self-check-in will be offered.
- The secretariat is equipped with Plexiglas protective walls to ensure the protection of participants and staff.
- We ask all participants to **download the official contact tracing app ("SwissCovid")**.

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4.2. Congress programme / congress bags

Measures

- The programme of the annual meeting can be viewed on the congress website. A printed version of the final congress programme is available on site.
- Congress bags will not be available and brochures will not be displayed.

4.3. Cloakroom & luggage drop-off

Measures

- If possible, employees shall not touch any objects belonging to the guests; this rule also applies to clothes. Coat racks are provided for self-service to the guests. It is recommended, however, to keep your personal belongings with you.
- Several coat racks are distributed throughout the house, there is no central cloakroom.
- For hygienic reasons, no coat hangers are handed out.

4.4. Toilets

There are sufficient toilet facilities available at the Congress Centre Kursaal Interlaken.

Measures

- In toilet facilities that do not have automatic doors, the doors are left open, if possible.
- At the entrance to the toilets it is indicated how many guests may enter the room. The safety distances are ensured by floor markings inside and outside the room.
- The minimum distance for urinals and lavatories is ensured by barriers and partitions.
- Toilets are regularly cleaned and disinfected. There will be a cleaning protocol.

4.5. Smoking areas

- There are enough ashtrays in the outside area to keep the minimum distances.
- Smoking is not permitted in the CKI.

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5. Exhibition: Requirements / Measures

The exhibition plan was approved by the CKI.

Measures

- Exhibition spaces are marked by the CKI. The dimensions must be respected.
- Each exhibitor shall ensure that the minimum distances are observed on his exhibition space in accordance with the specifications of the FOPH.
- The permitted number of exhibition staff is limited per day. The following maximum number of persons at the exhibition stand is permitted:

6 - 8 m ²	2 people
9 - 12 m ²	3 people
15 - 20 m ²	4 people
21 - 25 m ²	5 people
- When customers are present at the booth, the spacing (1.5m) must be strictly monitored and, if necessary, exhibition staff must ensure sufficient distance.
- All employees working at the booth are obliged to give IMK AG their personal telephone number for the case of a contact tracing.
- Booth builders must also be registered this year and are also obliged to provide IMK AG with a list of employees with the personal telephone number of each employee present.
- There is a general obligation to wear protection masks for all people present during installation and dismantling as well as during the entire duration of the congress.
- In addition, all industry employees and booth constructors are also requested to download the official contact tracing app ("SwissCovid").
- Exhibitors are required to regularly disinfect objects on their booth. Booth cleaning can be ordered from the CKI (via the form in the exhibition manual or on the CKI website).
- When handing out give-aways, food or catering, the specific hygiene measures in accordance with the current FOPH regulations must be followed. The implementation of the rules is the responsibility of the exhibitor.
- Please note that due to corona-related measures, all exhibitors will have to eat at a different time than participants. The exact times will be communicated on site.

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6. Catering

In order to comply with the protection concept and to ensure a high standard of hygiene, the following measures are planned:

Lunch participants

- For lunch, tables will be available at the CKI. Contact details will be recorded at each table with a QR Code. This ensures contact tracing at all times.

Coffee breaks

- Several self-service coffee machines are provided for coffee breaks. The coffee machines are cleaned regularly.

7. Lecture rooms

The capacity of the lecture will be limited to a maximum of 300 persons.

Measures

- It is mandatory to wear a protection mask.
- The minimum distance of 1.5 m is maintained according to the specifications of the FOPH.
- If necessary, the sessions will be streamed to other rooms
- After the Sessions, the room must be left in groups according to seating rows

8. Information

Employees and other affected persons are informed about the guidelines and measures.

Measures

- IMK sufficiently points out the valid travel regulations of the federal government (railway, public transport) in advance.
- Posters with behavioral guidelines for COVID-19 will be placed in the congress venue to raise the awareness of participants.
- CKI and IMK AG draw the attention of the participants to the hygiene and protection measures.

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9. Personal Data

IMK collects the contact data of the participants in order to trace possible chains of infection.

Measures

- After registration on the congress website, IMK has the contact details (incl. mobile phone number) of all participants at its disposal. Thus, a possible chain of infection can be traced.
- The corresponding data is also requested from the employees of the sponsors/exhibitors.
- The data of the employees of IMK and CKI are also recorded.
- All data must be retained for at least 14 days after the event. This data will be treated with absolute confidentiality and will be deleted after this period.
- If, despite the precautionary and protective measures, an infection with the coronavirus should occur, the cantonal physician will take the necessary measures. It cannot be excluded that a quarantine/isolation may be prescribed for certain persons as a consequence.

(October 1, 2020 – subject to modifications)