



## COVID-19 health and safety guidelines for meetings

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### Before joining the meeting:

1. Monitor any symptoms (e.g., cold, fever, running nose, headache) and refrain from joining the meeting in case any symptoms appear in the days before.
2. Update own vaccination status
3. Perform a rapid (antigen) test in the 24 hours or a PCR in the 72 hours before the start of the meeting.
4. Maintain a safety distance of ca. 1.5 – 2 m from others when travelling.
5. Wear a FFP2 mask when travelling on public transportation to the meeting (e.g., train, plane) or when a distance of ca. 1.5 - 2 m from others cannot be maintained.

### During the meeting:

6. Maintain a safety distance of ca. 1.5 – 2 m from others.
7. Wear a FFP2 mask when moving around in closed rooms or when a distance of ca. 1.5 - 2 m from others cannot be maintained.
8. Wash hands often and particularly before touching any materials which can be touched by others.
9. Disinfect surfaces and materials after each use if to be used by others.
10. Air meeting rooms every 30 min or ensure an air filter is installed.
11. Cough or sneeze in disposable napkins and dispose of them immediately after use.

### After the meeting:

12. Monitor any symptoms (e.g., cold, fever, running nose, headache). In case any symptoms appear in the days after the meeting perform a COVID test (antigen or PCR) and inform the meeting organisers in case of positive result.