



DRIVE. Volkswagen Group Forum

Hygiene strategy for conferences and events in the conference area

K-GK-RD

Confidentiality level: PUBLIC

Preface

Dear customers,

To ensure that our event can be held safely, we have created this document detailing DRIVE's hygiene measures along with guidelines and services for event organisers in accordance with the current SARS-CoV-2 Infection Protection Measures Ordinance for Berlin. Please note that this document is provided solely for information purposes and to provide support with your event.

Organisers are also responsible for compliance with the hygiene rules during the event.

Further information: <https://www.berlin.de/corona/en/measures/>

Your
DRIVE Conference-Team

Hygiene rules in the conference area of the **DRIVE. Volkswagen Group Forum**

1. General information
2. Hygiene measures in the DRIVE. Volkswagen Group Forum
3. Tasks and recommendations for the organiser
4. Hygiene measures adopted by the catering company Alois Dallmayr

Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – 1. General information

- ✓ We recommend that our guests and participants in meetings/events, for their own health care, wear a face mask in all rooms of the DRIVE.Volkswagen Group Forum.
- ✓ In addition, we recommend that organizers continue to apply the 3G rule (vaccinated, recovered, tested).
- ✓ **Volkswagen internal:** Meetings/events can take place with a maximum of 50 participants if the premises allow a minimum distance of 1.50 meters between the participants. If this minimum distance cannot be maintained, an MNS mask must be worn. From 50 participants, an application via the Events Committee (e-mail address: gremium.veranstaltungen@volkswagen.de) including hygiene concept and business essential confirmation by the responsible manager is still necessary (see personnel telegram of March 18, 2022).



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – 2. DRIVE's hygiene measures

- ✓ DRIVE communicates hygiene rules via screens and display boards (social distancing, handwashing, coughing etiquette).
- ✓ Guests must wash or sanitise their hands when they enter DRIVE (entrance/accreditation/cloakroom).
- ✓ DRIVE provides hand sanitiser at the entrances. Sanitiser, hand soap and disposable towels will also be provided in the WCs.
- ✓ Pen and paper (or similar) are handed out individually to each guest by the DRIVE staff. No (advertising) materials may be made freely available.
- ✓ DRIVE will notify attendees of the maximum occupancy of bar tables in the foyer, if necessary.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – 2. DRIVE's hygiene measures (continued)

- ✓ The conference areas are cleaned in full each morning.
- ✓ During an event, cleaning is repeated several times throughout the day (hand-contact surfaces).
- ✓ The employees are instructed to reduce contact with the guests to the bare minimum.
- ✓ DRIVE ensures regular ventilation via the air-conditioning system and/or by opening windows. In coordination with the organiser, consider whether the entrance and exit doors to the event room can be left open so that attendees do not have to touch door handles.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – 3. Tasks and recommendations for the organiser

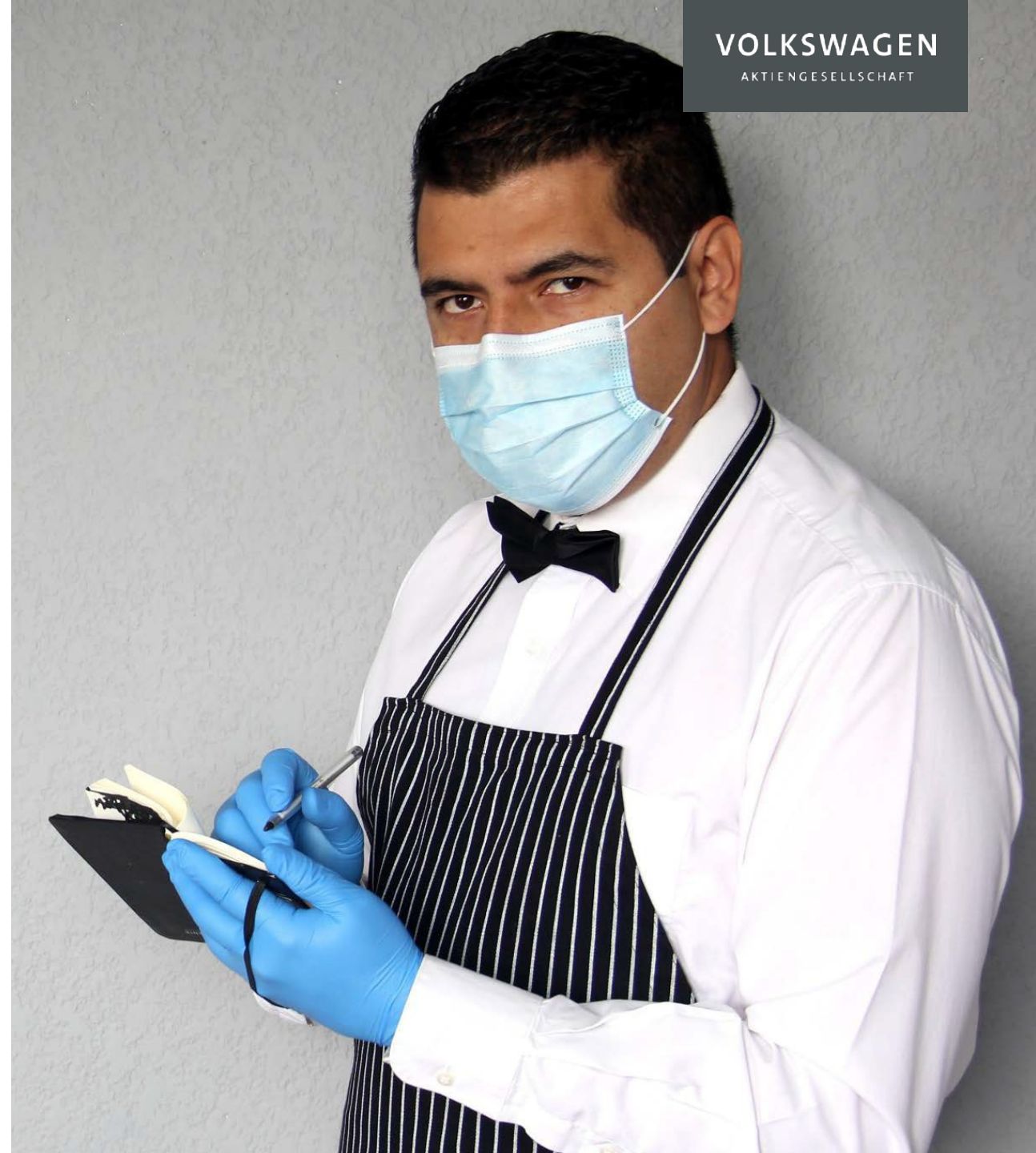
- ✓ Please inform your event attendees in advance about the applicable provisions pursuant to the statutory requirements.
- ✓ Please observe the current government guidelines pertaining to entry into Germany, in particular from risk areas, with regard to quarantine obligations and the requirement to provide evidence of a test result.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum –

4. Hygiene measures adopted by the catering company Alois Dallmayr

- All servers and kitchen staff observe the applicable Covid-19 hygiene guidelines.
- Contact with guests will be kept to a minimum.
- The prescribed minimum distance between service staff and guests is observed. An appropriate distance between colleagues is also ensured in the back office and in the kitchen.
- Breaks for multiple groups take place in separate rooms and, if possible, at different times.
- The handling of catering supplies such as cruet sets etc. is kept to a minimum. Items are cleaned after use.



Hygiene rules in the conference area of the DRIVE. Volkswagen Group Forum – Hygiene measures adopted by the catering company Alois Dallmayr

- ✓ Food and beverages are served separately to each guest in the event room.
- ✓ Beverages are provided in bottles placed on the buffet table. Guests can help themselves.
- ✓ Food is served in buffet form. Some starters and desserts are provided in enclosed glasses for self-service. Main courses are served to the guests from the buffet by staff from the service and/or kitchen.
- ✓ Appropriate measures are taken to prevent groups from forming when food and beverages are being served.

