

betahaus | Protection and Hygiene Concept

To protect our customers and employees from further spread of the Covid-19 virus, we are committed to complying with the following infection protection principles and hygiene rules.

Our contact person for infection and/or hygiene protection

Peer Warnke - peer@betahaus.de

- We ensure the minimum distance of 1.5 meters between people;
- In cases of doubt in which the minimum distance cannot be reliably maintained, we provide mouth-nose masks / covers;
- We keep people with respiratory symptoms (unless the doctor has cleared up a cold, for example) away from the company premises;
- In the event of suspected cases, we use a defined procedure for clarification.



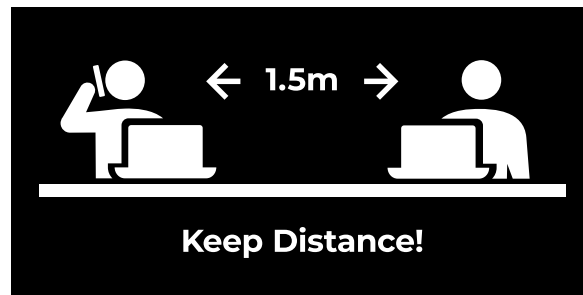
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How to ensure the minimum distance of 1.5 meters at betahaus events

Employees are instructed about the distance rules, in particular regarding the minimum distance.

Signs for distance and hygiene rules are installed as followed:

- On the floor at the main entrances of all coworking and event spaces;
- On the walls near the busiest areas;
- Near or inside the toilets;
- Allowed seating places are marked with a sticker as “safe seat”.



The compliance of the distance rules is checked by the following:

- Offer restrictions due to exact seating arrangements with a minimum distance.
- Exact documentation of the participants at each event (participant lists) by the organizers (for external events) or by betahaus employees (for own events).
- Visual inspection of the maximum number of visitors at events.
- Seat control by the operations manager and / or hygiene officer.

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Checking compliance
with the distance
rules



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Mouth and nose masks / coverings and personal protective equipment

- It is ensured that employees wear mouth and nose masks / coverings.
- In workplaces and in situations where it is difficult to keep the distances (for example site inspections, tours or appointments), employees with pre-existing conditions, especially existing respiratory diseases such as asthma, are primarily not employed.
- It is indicated to customers that a mouth and nose mask / covering is required for the self-protection and protection of our employees.
- Employees should be trained on the correct application of a mouth and nose mask / covering.
- We provide suitable mouth and nose masks / coverings for employees and customers.
- We provide personal protective equipment in particularly vulnerable workspaces, or only book partners and companies (such as catering) that follow it.
- Spit and sneeze guards are set up in high-frequency areas (for example cloakroom, bar area).

Instructions for action for suspected cases

- Discussion of sources of infection in advance with the participants prior to entering the premises by the list of participants, by the organizer (external events) or by betahaus at own events.
- Anyone with symptoms is asked to leave the premises or stay at home.
- Affected people are asked to contact a doctor or health department immediately.
- Via participant lists / attendance documentation: In case of confirmed infections, persons are identified and informed who are also at risk of infection due to contact with the infected person.

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Other measurements and actions

- Instructions for hand hygiene are available and visible.
- Provision of dispensers with disinfectants for hand disinfection in rear areas (pause room/storage).
- Employees are trained in hand hygiene and trained to use and dispose of disposable gloves properly.
- Skin-gentle soap for washing hands is available.
- Sufficient disinfection dispensers are available (at least 1 per 50 people).
- Disposable paper towels (no hand dryers) without contact are installed.
- Disposable gloves and mouth and nose masks / coverings are provided.
- Display of signs on the company premises such as:
 - Hygiene rules
 - Hand washing rules and instructions

Control and regulation of employee and customer traffic

- Visitor navigation with open or non-contact passable doors
- Floor markings in front of reception and information desks and in waiting areas are installed as follows:
 - On the lifts
 - Predetermined running paths to reach the out- and indoor areas.
 - Waiting arrangements (for example in front of the toilets)
- Visual inspection of the maximum number of visitors
- No access for unauthorized persons
- Only 2 people per lift allowed
- Use of alternative stairwells possible
- Regulation of the entrance area by certified security personnel to avoid line.
- Optimized and contactless check-in and check-out management (online pre- registration, time windows, contactless registration on site via barcode)
- Regulation of the catering area to avoid lines

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Workplace setup

- Workplaces of employees with sufficient distance from each other (at least 1.5 meters)
- Transparent separations in the customer and reception area
- Working from home is possible
- Meetings are only made via online meeting platforms
- Use of free space capacity
- Avoidance of multiple occupancy of rooms
- Provision of protective gloves (disposable)
- Provision of oral and nose masks / coverings

Visits / site inspections at betahaus and necessary events according to the Containment Ordinance

- In the case of absolutely necessary events, a sufficient distance between the participants is made.
- Compliance with the distance rules by:
 - Offer restrictions due to exact seating forms with minimum distance;
 - Certified personnel (security personnel) who assist in compliance with the distance regulations;
 - Contactless check-in;
 - Contactless wardrobe drop-off and pick-up;
 - At every event: toilet / cleaning staff for regular cleaning and disinfection of high-frequency surfaces;
 - Contactless food serving, food is pre-portioned, closed and behind spit protection, no self-service.

Access of non-business persons to workplaces and premises

- Access by non-business persons is limited to a minimum.
- Contact details of non-business persons entering / leaving the company premises are documented (participant lists).
- Information from outside the company about the measures that currently apply in the company with regard to infection protection against SARS-CoV2 on the basis of the hygiene concept and the posting / handouts of the distance and hygiene rules.

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Sanitary rooms

- Provision of skin-friendly liquid soap and disposable towels;
- Adjustment of cleaning intervals for events;
- Regular cleaning of doorknobs and handrails;
- Display of disinfection and cleaning intervals;
- Avoid queues when returning food and dishes;
- Waiting arrangements / stickers (for example in front of toilets);
- Regulating of usable sanitary facilities (for example 2 of toilets / urinals are open);
- Expansion of staff to regulate visitor traffic (for example hostesses, security personnel, cleaning staff).

Instructions of employees and active communication

- Appropriate organizational measures to prevent a close meeting of several employees at the beginning and end of working hours (for example time recording, changing rooms, washrooms, showers, etc.).
- Instruction of employees about the hygiene and distance rules
- Notice and handouts on the company premises
- Checking compliance with distance rules
- Active communication of the prevention and occupational health measures initiated throughout the company
- Instruction of managers and executives
- Appointment of a single point of contact
- Control of compliance with the company hygiene concept
- Appointment of a suitable contact person for the implementation of the protection and hygiene concept

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Other health, safety and hygiene actions

- Regular ventilation of the offices
- Display of hygiene rules throughout the building
- Permanent opening of non-automatic doors
- Regular and short-term cleaning of all frequently touched surfaces (doorknobs and handles, handrails, terminals, keyboards, touch screens, fittings etc.).
- Company hygiene officer has been appointed
- Occupational health care and protection of vulnerable persons
- Regular disinfection of the in- and outdoor areas as well as the furniture