

# Swiss Re Protection Concept

## For events with max. 50 people under COVID-19

### Introduction

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In recent weeks and months, the Federal Council has responded to the spread of the COVID-19 virus with a comprehensive catalogue of measures.

Swiss Re follows these requirements and recommendations of the Swiss government and initially allows internal and external business-critical events for up to 50 participants in some of the buildings in Zurich, Adliswil and Rüschlikon, provided that all necessary measures of this protection concept are complied with. The following protection concept describes the requirements that must be met within Swiss Re premises in accordance with COVID 19 Regulation 2. The requirements are aimed at the organiser, but also at the service providers involved in the event. They serve to define protective measures for events that must be implemented.

### The aim of the measures

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The aim of the measures is to protect employees, organisers and guests of an event from being infected by the corona virus and generally reduce physical interactions. Thus, Swiss Re is contributing to preventing the corona virus from spreading again.

### Legal regulation

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COVID 19 Regulation 2 (818.101.24), Labor Act (SR 822.11) and its regulations (see SR 818.101.241 and respective reference).

### Event evaluation

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Before starting any event planning it should be checked whether the planned event must be carried out in physical form. Alternatively, Swiss Re offers a variety of technical options to run the event partially virtually (hybrid events) or completely virtually. CRES Event Management will be happy to advise organisers in this matter.

## Protection concept – general rules

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The Swiss Re protection concept ensures that the following requirements are met. Sufficient and appropriate measures must be provided for each of these requirements. Swiss Re and the organiser are responsible for the implementation and compliance with the measures:

1. Only business-critical events are currently allowed to happen in Swiss Re's buildings. Until at least end of December, all non-critical events have to be digitized, postponed or cancelled. Stand-alone apéros, dinners, lunches, team events and social events are not considered as business-critical. Apéros, Dinner and Lunches in connection with events are neither considered as business-critical. In case such a catering is an essential part of the event, it requires the approval of the Incident Management Team Zurich (IMT).
2. The organiser of the event must designate a person who is responsible for compliance with the protection concept.
3. Participants who belong to the risk group as defined by the FOPH, or who show COVID-19 symptoms, are advised to stay away from the event.
4. The organiser is responsible for communicating all requirements and measures to the participants.
5. In Swiss Re buildings (Zurich, Adliswil, Rüslikon), a general obligation to wear masks applies - for normal business operations and for all events - from the time you enter until you leave the building. The mask does not have to be worn as soon as a seat is taken (workplace, during meetings or events) or during consumption (food & drink) - and the minimum distance (see point 6) is maintained. Buildings Soodring 33 in Adliswil, as well as Lavater and Escherhaus in Zurich are closed for business and events.
6. The organiser is responsible for ensuring that the compulsory wearing of masks and the minimum distances between persons are observed at all times:

**Standing: 1.5 m distance between people**

**Sitting: at least one chair between two people stays empty or 1 m distance between two chairs (only for events, restaurants excluded)**

This also applies to the flow of people in the room as well as when entering and leaving the room.

7. The organiser ensures that a maximum of **50 guests/participants** are present at an event.

All rooms may be occupied with a maximum of 50% of the officially permitted number of people. The organiser is responsible for complying with these requirements.

Events are therefore permitted:

### Zurich

<b>Auditorium Swiss Re Next:</b>	<b>max. 50 People</b>
<b>Auditorium Foyer Swiss Re Next:</b>	<b>max. 50 People*</b>
<b>X6 - Swiss Re Next:</b>	<b>max. 20 People*</b>
<b>K01-Terrasse Klubhaus:</b>	<b>max. 40 People*</b>
<b>K1-Parkside Klubhaus:</b>	<b>max. 45 People*</b>
<b>K1-Lakeside Klubhaus:</b>	<b>max. 45 People*</b>

### Adliswil

<b>Auditorium W1300:</b>	<b>max. 50 People (temporary closed)</b>
<b>Auditorium R1158:</b>	<b>max. 50 People</b>
<b>Cafeteria R6:</b>	<b>max. 40 People*</b>

### Rüslikon

<b>Forum A:</b>	<b>max. 50 People</b>
<b>Forum B:</b>	<b>max. 50 People</b>
<b>Forum Foyer (incl. Coffee Lounge):</b>	<b>max. 50 People*</b>
<b>Seminar Room 1&amp;2:</b>	<b>max. 7 People</b>
<b>Seminar Room 3&amp;4:</b>	<b>max. 12 People</b>
<b>Dining Room:</b>	<b>max. 28 People*</b>
<b>Other meeting rooms:</b>	<b>max. 50% of the official capacity</b>

\* Catering zones may only be used for seated occasions

8. Any consumption of food & beverages can only take place seated, not standing. A maximum of four (4) people are allowed to be seated together at a table.
9. **Contact Tracing:** The organiser or the person defined by the organiser must be able to guarantee the tracing of contacts in the event of a newly infected person. The organiser is responsible, by keeping a correct list of participants, for ensuring that all participating persons are known and that this data is available at any time during at least 14 days. Participants must be informed by the organiser of the purpose of this data collection. After the 14-day period has expired, the list must be destroyed. Any tracing must be started by the organizer and Swiss Re must be informed immediately.
10. Event concepts, planning and agenda must be chosen in such a way that the specifications can also be met by the service personnel.
11. Should catering be offered, Swiss Re Gastronomy's currently valid protection concept must also be considered.
12. The organizer will be informed about this protection concept when the event is requested and must accept the concept in writing. If one of the points cannot be guaranteed or accepted by the organiser, the event cannot be held.

## 1. Hand Hygiene/face masks

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### Measures

- Everybody involved in the event organisation, execution and participation clean their hands regularly. Guests must be able to disinfect their hands with a hand disinfectant when entering the premises.
- Protective masks must be worn at all times from the time you enter until you leave the building. An exception is when sitting down at a workplace or in a meeting- or an event room, or while consuming food/beverages - in which case the minimum distance of 1.5 m standing or 1 m sitting (or when only every second chair is occupied) must be observed.
- The provision of protective masks for participants is the responsibility of the organiser.
- Wearing protective masks does not override the individual requirements of the protective concept.

## 2. Social Distancing

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### Measures

Compliance with the distance rule of 1.5 m for standing or moving people and 1 m for sitting people, hygiene rules and contact tracing remains the most important measures to prevent transmission. The following applies:

- All persons must be able to maintain a distance of 1.5 m (standing/moving) or 1 m (sitting) from each other at all times. Exceptions are the restaurants K2 and Casual in Zurich and Dining Room in Rüslikon, where the distances (sitting) do not have to be observed.
- Seating must be assigned in such a way that one seat remains unused between two seats or the individual chairs are at a minimum distance of 1 m.
- The flow of people (e.g. when entering or leaving the auditoriums, during breaks, toilets) must be controlled so that the distance of 1.5 m between all people can be maintained.
- Holding several events at the same time (e.g. in the Klubhaus or Centre for Global Dialogue) is only possible if a minimum distance and no mixing between the individual groups can be ensured.
- Floor plans, emergency escape plans and walking routes are to be designed with sufficient distance. Close encounters are to be reduced to the minimum (stage artists, moderators, technical staff). Panel discussions require a minimum distance of 1.5 m.
- All premises may be occupied by a maximum of 50% of the officially permitted number of persons up to the upper limit of 50 persons. A higher number of participants is only possible with the approval of the Country President.

- It must be ensured that the minimum distance of 1.5 m can also be maintained in toilet facilities, lounge and changing rooms as well as other staff rooms.

### 3. Cleaning

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#### Measures

- Frequently touched surfaces and contact surfaces of objects such as furniture, door handles, lift buttons, banisters, armrests of the chairs, microphones, coffee machines, kitchen appliances used, and other work materials that are used by several people will be regularly cleaned or disinfected professionally at least once a day or depending on usage.
- Writing pads and ballpoint pens are currently not offered. Disinfectant wipes for flipchart pens are provided.

### 4. Special working conditions

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#### Measures

- Registration tables and info points at which guests can be expected, it's recommended to provide with suitable protective walls (plexiglass) or keep at least the 1.5 m distance. Participant registration, cloakroom service or the issuing of name badges supervised by staff should be avoided.
- Artists, moderators, musicians, talk guests, etc. will be assigned a separate and designated wardrobe.
- Only disposable cloakroom paper numbers are used.

### 5. Information

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#### Measures

- The organiser informs in advance of the applicable federal travel regulations (rail, air traffic, public transport). When using taxi and shuttle buses, maximum capacities, minimum distances and compulsory wearing of masks based on the transport protection concept must be observed.
- The number of parking spaces for events is limited in all buildings. Event times are to be chosen so that arrival and departure travel in public transport can take place outside the rush hour.
- Installation of posters with COVID-19 codes of conduct must be made to raise awareness among the participants.
- The respective organiser informs employees and any contractors in writing and specifically about the applicable regulations, which must be observed by all those involved during the construction, implementation and dismantling phase of events.
- The organiser should inform the participants of the hygiene and distance regulations before / during the event and intervene if necessary.

### 6. Management

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#### Measures

- **Contact Tracing:** The organiser or the person defined by the organiser must be able to guarantee the tracing of contacts in the event of a newly infected person. The organiser is responsible, by keeping a correct list of participants, for ensuring that all participating persons are known and that this data is available at any time during at least 14 days. Participants must be informed by the organiser of the purpose of this data collection. After the 14-day period has expired, the list must be destroyed. Any tracing must be started by the organizer and Swiss Re must be informed immediately.
- For larger groups, guests should be admitted in different groups and with a time delay if possible.

## Further protective measures

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### Measures

- The measures taken by the Federal Council to restrict the entry of people from abroad must be considered.
- Active promotion for group travel should be avoided.
- Sufficiently dimensioned conference and movement areas must be planned.
- As far as permissible, doors should be left open in all areas (entrance doors, passage doors, main toilet doors, etc.). Exceptions: rooms with electronically controlled doors. Compliance with fire protection requirements must always be guaranteed.
- Participation and interaction can only be implemented in accordance with the FOPH's protection guidelines. Meetings are to be avoided or a distance of 1.5 meters is to be maintained and a protective mask is to be worn.
- Event catering is based on Swiss Re's existing hygiene and protective measure concept and implements it. The gastronomic offer is adjusted in such a way that the hygiene and distance measures can be observed wherever possible.
- Changes to this protection concept can only be authorized and approved by the Incident Management Team.