

## **Protection plan for Schaulager staff and visitors**

State as of: 14.09.2021

---

### **Basis**

Based on the guidelines of the Federal Office of Public Health (FOPH) and the State Secretariat for Economic Affairs (SECO) concerning health protection at workplace, and in accordance with the general concept of the Association of Swiss Museums VMS (version: 09.09.2021), the present specific protection plan regulates the implementation of measures concerning hygiene and social distance at Schaulager.

The Schaulager is open for professional visits and guided tours by appointment. Visitors can also register to use the library and reading room. All visits are from 13.09.2021 only possible on presentation of a valid Swiss Covid-19 certificate and this must be shown on arrival. The certificate requirement applies to all persons 16 years of age and older.

The certificate requirement eliminates the mask requirement. However, the mask requirement will remain in place for guided tours and library visits, as well as for all service providers. Bookshop and ticketing are open during guided tours, the cafeteria remains closed until further notice.

### **BASIC RULES**

The protection concept of Schaulager ensures that the following guidelines are adhered to:

1. All persons present at Schaulager regularly wash or disinfect their hands
2. Employees and other persons keep a distance of at least 1.5 metres from each other
3. Surfaces and objects are regularly cleaned after use, especially if they are touched by more than one person
4. People at especially high risk receive appropriate protection
5. Sick people are sent home and are instructed to test and respect the (self-)isolation according to the FOPH
6. Special requirements for individual work situations are taken into account to ensure protection
7. Employees and other individuals are informed about the requirements and measures at Schaulager
8. Protective measures are implemented efficiently at Schaulager and adapted as necessary.

Adequat and appropriate measures are provided for each of these specifications. Laurenz Foundation, Schaulager, is responsible for implementing the necessary measures.

## **1. Hand hygiene**

- 1.1. Employees and visitors wash their hands with soap and water on arrival at their workplace and before and after breaks. Facilities with water and soap are available.
- 1.2. Disinfectant is available for staff and visitors at the entrance, in cloakrooms, in kitchens, in visitor toilets and at all washing facilities.
- 1.3. Shaking hands is avoided; coughing and sneezing is done into a handkerchief or the crook of the arm.
- 1.4. Visitors may use the visitors' cloakroom and lockers. They must put their jackets and bags in the locker themselves. Visitors avoid touching objects unnecessarily.
- 1.5. Only card or contactless payment is possible in Bookshop and Ticketing.

## **2. Social distancing**

- 2.1. A distance of at least 1.5 metres between all persons must be maintained. If this distance cannot be maintained, hygiene masks must be worn.
- 2.2. Security personnel is authorised to enforce compliance with distancing rules.
- 2.3. All external visitors/guests/service providers (older than 12 years) must wear protective masks at Schaulager.
- 2.4. During guided tours, masks are compulsory for visitors over 12 years of age and for guiding staff.
- 2.5. The maximum group size per guided tour will be adjusted.
- 2.6. For group tours, the stairwell and the goods lift may be used to comply with distance rules.
- 2.7. Access to the reading room will be limited to a maximum of 4 persons.
- 2.8. Simultaneous access to the cloakroom, ticketing area and bookshop is restricted.
- 2.9. A plexiglass screen is installed in the ticketing area to protect staff and visitors.
- 2.10. Contact details (name, email or telephone number, date of visit) of all visitors must be recorded (guided tours, specialist visits and reading room). Contact details ensure the tracing of possible chains of infection. The contact data must be kept for a period of 14 days, after which it must be deleted for data protection reasons. Contact details may only be used to respond to health service enquiries. In the case of school classes or families, contact details of the person in charge are sufficient.
- 2.11. On request, visitors to guided tours will receive a hygiene mask at ticketing.
- 2.12. Staff kitchens are temporarily accessible to staff for coffee breaks and lunch breaks for a maximum of 2 people at a time.
- 2.13. Until further notice, meetings will only take place online or in smaller groups in compliance with the distancing rules; protective masks will be worn if required.

## **3. Cleaning**

- 3.1. Frequently touched surfaces by several people (e.g. work surfaces, door handles, staircase handrails, lift buttons, light switches, touch screens, photocopiers and other objects) are regularly cleaned and disinfected.

- 3.2. Employees are required to clean their desks and work equipment (computer, telephone, keyboard, mouse, etc.) on a regular basis. For this purpose, disinfectant wipes are available in the kitchen and in the delivery area.
- 3.3. The toilet facilities are regularly cleaned and disinfected.
- 3.4. Waste is collected in closed waste containers and regularly emptied and disposed of in a professional manner. Touching waste is avoided by wearing disposable gloves; waste bags are not squeezed.
- 3.5. Employees shall not share cups, glasses, dishes or utensils. Dishes are washed in the dishwasher after use.
- 3.6. Air is constantly exchanged at Schaulager through the air-conditioning system. The filters used in the system follow to the manufacturer's recommendations and prevent the spread of the virus.
- 3.7. Workstations in the library are cleaned regularly.

#### **4. People at particular risk**

- 4.1. Persons at particular risk continue to comply with the protective measures of the FOPH.
- 4.2. Employees who belong to a high risk group work in home office or in individual offices.

#### **5. People ill with Covid-19 in the workplace**

- 5.1. Employees who fall ill with Covid-19 or show symptoms of illness will be sent home immediately and instructed to get tested immediately and to follow (self-)isolation according to the FOPH, if requested. If this occurs, the cantonal medical officer will be contacted.

#### **6. Special work situations**

- 6.1. During guided tours, visitors over 12 years of age and guides are generally required to wear masks. Employees may remove masks if a distance of 1.5 m can be maintained. This means that masks do not have to be worn at the workplace or in the corridors. This also applies to meetings if the distance can always be maintained. Hygiene masks are located at the entrance, the reception area and in the workshop.
- 6.2. Wherever the minimum distance of 1.5 m cannot be maintained, employees always wear a protective mask.
- 6.3. Masks must be worn in confined communal areas such as toilets and kitchens.
- 6.4. Persons using protective masks must inform themselves about the proper use of the hygiene masks and implement the instructions for use correctly.

#### **7. Information**

- 7.1. Employees and visitors are informed by means of posters at Schaulager about the current protective measures according to the FOPH (locations: toilets, entrance, reception, staff kitchens, delivery and cloakroom).
- 7.2. The public is informed via the website that Schaulager is only accessible to visitors by appointment for guided tours and specialist visits. The library and the reading room

are also accessible by appointment only. Information on the protective measures implemented is also communicated on the website.

- 7.3. Employees are regularly informed about the hygiene measures implemented at Schaulager.

## **8. Management**

- 8.1. Employees are instructed on the correct use of protective materials.
- 8.2. An adequate supply of soap dispensers, disposable wipes, cleaning materials and disinfectants is ensured.
- 8.3. Soap dispensers, disposable wipes, cleaning materials, disinfectants and disinfectant wipes are regularly checked and refilled.

## **9. Closing**

All measures mentioned are applied at Schaulager. This document was updated on 14.09.21 and the current version will be communicated and explained to all employees of the Schaulager.

Laurenz-Stiftung  
Schaulager  
Heidi Naef, Christoph Kym

## **Appendix 1: Public Performance “Matthew Barney / Jonathan Bepler. Catasterism in Three Movements” (September 15 to 26, 2021)**

Basis: Valid protection concept Schaulager

During the rehearsal period and during the four public performances of Matthew Barney's and Jonathan Bepler's performance "Catasterism in Three Movements" at Schaulager, with the participation of the Sinfonietta Basel and other participants, the following additional protective measures apply.

As a general rule, all professional groups involved are responsible for their material during the rehearsal and performance period (cameramen for their equipment; musicians for their instruments; soundtechnicians for audio equipment, etc.) and are required to clean it in accordance with the hygienic protection measures.

### **Access**

Access to the exhibition space, canteen and cloakroom areas of Schaulager during the rehearsal period (September 15 to 26, 2021) and during the four public performances (September 22 to 25, 2021) will be restricted to persons (aged 16 and over) with a valid Covid-19 certificate (Swiss or EU).

All persons involved in the above-mentioned project are informed about the Covid-19 certificate requirement.

Access control is carried out in an orderly and thorough manner. The staff is appropriately trained.

Access control for all persons involved in the project takes place in the delivery hall of Schaulager.

Access control for the public attending the performances will take place in the Schaulager gatehouse.

All persons involved in the project who are unvaccinated will have the opportunity to be tested free of charge every 48 hours at Schaulager during the rehearsal and performance period (September 15 to 26, 2021). The tests will be conducted on September 15, 17, 19, 21, 23 and 25, 2021 by the Hirslanden Clinic with all due medical care. In the event of a negative result, those tested will subsequently be issued with a Covid-19 certificate for 48 hours. Timeslots for the testes will have to be booked online in advance.

### **Canteen / break rooms**

The following regulations apply in the canteen area in the delivery hall of Schaulager during lunch and evening meals:

- Tables and benches are cleaned regularly..

- Tables are placed in such a way that the required minimum distance of 1.5 metres between the individual groups of guests (maximum of six persons per table) can be maintained.
- Food and drinks may only be consumed while seated.
- Only persons working on the project may be served, no external guests.
- Canteen staff will serve the drinks and food with face masks.
- Staff must maintain a distance of 1.5 metres from each other. For work with where a distance of less than 1.5 metres is unavoidable, staff must minimise exposure by shortening the duration of contact and/or implementing appropriate protective measures.
- Surfaces, door handles and equipment that are often touched by several people in canteens and break rooms must be cleaned regularly with commercially available cleaning agents. The waste in the break rooms must be emptied and disposed of regularly.
- Hand disinfectants and disposable paper towels are provided in the break rooms.
- During breaks crowding and queues in front of sanitary facilities are avoided.

### **Artist's changing rooms**

In order to avoid unnecessary contact with other groups, accumulations of people and the formation of queues, the use of the cloakrooms is allocated to specific groups and marked at the entrance.

Surfaces (e.g. benches), door handles, sanitary facilities as well as lockers, which are often touched by several people in the cloakrooms, are to be cleaned regularly with commercially available cleaning agents. The waste in the cloakrooms is emptied and disposed of regularly.

### **Lighting/Sound/Video**

Tasks of the employees are organised and planned in a way that unnecessary contact with other employees can be avoided if possible.

When attaching microports, transmitters or other devices to people, the distance rule cannot be observed. Direct physical contact is unavoidable during these activities. The following protective measures apply:

- Wash hands with soap and water, disinfect or wear protective gloves before and after attaching the equipment.
- Thoroughly clean or disinfect the equipment before applying it.
- Cover wounds on fingers and put on protective gloves.
- The devices must be thoroughly cleaned or disinfected after removal.
- In addition, the devices are always assigned to the same people, and for this purpose they are each labeled and stored in packaging after cleaning.

### **Make-up**

Make-up of performers must be organised and planned in such a way that unnecessary contact

with other staff (also from other departments) and accumulations of people can be avoided whenever possible.

If the a make-up artist is present, the distance rule cannot be observed. Direct body and face contact is unavoidable during these activities. The following measures are to be applied:

- Wash hands with soap and water at the beginning and end of the session.
- Thoroughly clean or disinfect tools and other aids (brushes, tassels, etc.) with commercially available detergent.
- Wash hands regularly with soap and water, even while applying make-up. It is not practical to wear protective gloves when applying make-up.
- Clean or disinfect tools and other aids (brushes, tassels, etc.) with commercially available cleaning agents after completing the work.

### **Rehearsals**

Preparatory work (setting up chairs, music stands, conductor's stand and other equipment as e.g. large instruments, etc.) must be done before rehearsals begins in order to avoid mixing with other people and the accumulation of people. The following measures must be taken when setting up the items:

- Protective gloves must be worn when setting up.
- Surfaces, door handles, large instruments (e.g. grand piano, harp, etc other equipment that are often touched by several people must be cleaned or disinfected regularly with commercially available cleaning agent before the beginning and during rehearsals.
- The piano keys are to be cleaned according to the specifications of the rental company.
- For musical instruments with condensation, special hygiene measures must be provided for disposal, cleaning or disinfection [.
- Instruments the musicians don't take home at the end of the rehearsal will be put away by the orchestra technician wearing protective gloves.

General rule for the use of the instruments by the musicians: All musicians only play on their own instruments during the rehearsal period and during performances and are responsible for cleaning them.

### **Closing**

This Annex to the Basic Protection Plan of Schaulager is valid for the period from September 15 to 26, 2021 and was updated on 14.09.2021. It will be communicated and explained in the respective valid version to all parties involved in this project.

### **Laurenz Foundation**

Schaulager

Heidi Naef, Christoph Kym