



MAX-PLANCK-GESELLSCHAFT

HYGIENE Concept

Name of the event:

Room:

Date: _____ Time from – to: _____

Organizer (Full Name, Email, Phone number)

The organizer is responsible for people to obey to the hygiene concept!

Possibilities for hand cleaning and disinfection before starting the meeting are given:

Yes

No

The minimum distance between persons in the room is ensured by:

Seating plan Other, please explain: _____

The room will be ventilated before, during and after the event by

Air ventilation system

Opening the windows to the outside

Open doors into the hallway

Event takes place outside the building

Please stick to the individual times ventilation for each room!

Registration of participants and the traceability of contact persons during the event is guaranteed by:

List of guests with names / Email

Other: please explain: _____

Catering is supplied:

Yes

No

Please note: Food may not be shared, individual portions only. Participants may bring their own food.

Director / groupleader responsible

Date	Name	Signature
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Plan seen by Dr. B. Walderich _____