



HEALTH & SAFETY PROTOCOL

AUDITORIUM OF GOETHE-INSTITUT MYANMAR
AUGUST 2022



Goethe-Institut Myanmar has implemented the general health protocol and all visitors & auditorium users must follow the institut's policy and guidelines. All employees and the auditorium users must follow the COVID-19 requirements set forth below intended to contain the spread of the virus. Please follow to the [CDC](#), [WHO](#) for all the updates on current policies.

1.) Introduction

The auditorium of the Goethe-Institut Myanmar is providing services again and is providing requirements and resources to engage and build community and a sense of belonging while still minimizing the spread of the virus. Due to the limited amount of space and the prioritization of available space for students and staffs, events will be handled pursuant to the following procedures unless state or local ordinances require us to further limited attendance or change other aspects of our current phased plan. These procedures are in addition to the requirements of local public health orders and applicable local guidance.

2.) Operations & General Guidelines

2.1. *Definitions*

- Events are defined as any gathering of 10 or more attendees:
 - (a) whether attendees are staffs, students, volunteers, artists or from partner organizations
 - (b) for purposes including organizational operations, social, venue sponsoring, renting, or training-based needs.
- Auditorium means the auditorium itself and the small area between the main entrances and the auditorium entrance, Foyer.

2.2. *Workflow/Booking Procedure*

The host of the event should submit the Booking Form from Goethe-Institut Myanmar's Website along with the event agenda to the Auditorium Management Team at least (2) weeks prior to the date of event to allow sufficient time for the review process and for responses to work orders and preparation.

Prior to the space being allocated, the Director of the Goethe-Institut Myanmar and the management team will review all event requests to identify questions or possible conflicts with

Goethe-Institut Myanmar protocols. Auditorium capacity and availability will be limited and restricted due to physical distancing and sanitization requirements.

To provide for contact tracing and clearly identify the number of participants, all events must utilize a registration system and a contactless check-in at the event. The minimum information required of each participant is their name, contact number or email address and whether they have the contact with infected persons. Access to participants/guests' data is limited to a small number of team members assigned to conduct backwards contact tracing.

3.) Basic Requirements for all event types

3.1. Maximum Event Size (In the Auditorium)

The Auditorium of the Goethe-Institut Myanmar is restricting attendance in the auditorium and the participants must not be more than (100) attendees for seated event (like screening events, special talks) and not more than (50) attendees for walking around events (like Art exhibitions).

The institut is restricting attendance at all outdoor events based on the corresponding gathering limits stated in the general health protocol of the institut, the local public health orders and applicable local guidance.

3.2. Time Between Events

The Goethe-Institut Myanmar will not allow events to be schedule back-to-back in the same location. For an event with fewer than (50) participants, there must be at least one hour between the end of one event and the start of the next. For an event with more than (50) attendees, there must be two hours between the end of one event and the start of the next for cleaning and disinfection.

3.3. Public Health and Safety Measure

Upon arrival, we will test the temperature at the security gate and the name and temperature shall be written and signed on the list at the security gate. When temperature exceeds 37.5 degrees Celsius, we are not allowing to come into the institut premises. Safety measure will be displayed throughout the building. All event staffs and participants must wear masks (N94, N95 or FFP2 masks) all the time in the Auditorium, maintain social distancing, use hand sanitizers provided at the venue and respiratory etiquette. Events must be designed to limit or avoid all sharing of objects. Objects that must be shared among participants must be cleaned between users.

3.4. Audio Equipment

Participants must not share handheld or column microphones. All speakers must wear a face covering while speaking regardless of how far they are from the audience. The podium and any attached microphones must be cleaned between speakers. Each speaker must bring their own remarks to the podium.

The control room of the Auditorium must be accessible only by the management team and the team members of the auditorium (i.e., volunteers).

3.5. Recordings and/or Live-Streaming

If the event host wants to make and distribute a recording / live-streaming of the event, the event host must seek and obtain permission from speakers, panelists, performers and the event host must inform audience members that that event is being recorded / live-streamed and may be made available to the public.

3.6. Catering Service

Food and drinks are not allowed in the Auditorium. The institut will not allow buffets or self-serve catering stations that have utensils to be used by more than one person. The catering staff must plate and serve the food in individual portions or packaged items may be offered. Minimize objects touched by multiple patrons including discontinuing use of tablecloths or move to single use. No shared utensils or service vessels are permitted. If a catering service will be included in the event, prior noticed to the management team of the institut is necessary.