



Covid-19 protection and hygiene concept

Valid as of 17 September 2020

This concept for the Marta Herford is in compliance with the currently applicable order for the protection against new infections with the coronavirus SARS-CoV-2 (German Coronavirus Protection Law – CoronaSchVO) in the version valid as of 12 August 2020. Quote §8 (7): *For the operation of museums [...] suitable measures must be taken for hygiene, for the control of access, to guarantee minimum social distancing of 1.5 metres (also in queues) between persons who do not belong to the group cited in § 1 (2), and, as necessary, for the implementation of the obligation to wear face coverings (§ 2 (3)). The number of persons present at one time may not exceed one person per seven square metres of the area open to visitors.*

In compliance with this, visits to the Museum Marta Herford will be subject to the following rules:

- The visit to the museum is only permitted with a suitable face covering (scarf, cloth, community mask or everyday mask). The rule does not apply to small children up to school-going age or to persons who cannot wear a face covering for medical reasons.
- Separate entrances and exits as well as a one-way system in the lobby and in the exhibition rooms guarantee that a direct, oncoming contact between the visitors is avoided. All of the people in the museum are required to observe this guiding concept.
- The maximum number of persons present simultaneously will be determined for three separate areas as follows: in the lobby area 50 person, in the Gehry Galleries 70 persons and in the Lippold Gallery 20 persons. The current number of persons will be monitored by a counting system in each case. In addition, the Marta Forum is open for closed groups within the framework of the architectural guided tours for up to 10 persons. The museum's own special events as well as externally booked events can also take place with the numbers of persons permitted for events pursuant to § 13 of the CoronaSchVO.
- Social distancing of at least 1.5 metres must be observed. In waiting areas there are floor markings to help with this. There are also floor markings at intersections to help people maintain the necessary social distance.

- Persons may only enter and exit the building through separate doors in the main entrance. All other entrances and exits will remain closed. An exception to this is the exit through the kupferbar.
- All visitors can sanitize their hands after entering the museum at the hand sanitizer dispensers installed at the entrance and at the lockers. In addition, there are further sanitizer dispensers in the toilets and in the Marta Atelier.
- On the 3rd floor the office and administration area is separated by a hygiene sluice in the staff room from the events area of the seminar rooms and the visitor area of the museum (ground floor and 1st floor). Every member of staff is obliged to wear a disposable mask when entering the public areas. In addition, hand sanitization is provided; it is recommended, however, that members of staff wash their hands with soap and water before returning to the Marta office. The face covering obligation applies for the 3rd floor from the first fire protection door to the seminar room corridor / toilet area.
- On days on which the seminar rooms are not used externally, this applies as of the staircase (2nd and 3rd floor). Members of staff working in visitor service shall only enter the office area in urgent cases while they are on duty. A separate break room is provided for the members of staff in visitor service on the balcony in the kupferbar, and they may use the disabled access toilets on the first floor. In addition to this, all members of staff will endeavour to keep moves between the office and the public area to a minimum.
- Access to the various floors is only possible via the stairs. The goods lift is closed to all Marta employees. The only exceptions are visitors with physical disabilities who can use the lift to visit the Lippold Gallery accompanied by a museum employee with the necessary key, as well as the necessary transport of goods (e.g. basement storage).
- The Marta Shop is accessible depending on the number of visitors and the availability of staff, and may only be entered in the direction of the visitor guide system. In addition to this, a special sales area has been set up in the open lobby area with a small, especially labelled range of products kept in stock behind the cashier area.
- Frequently contacted areas in the public area will be cleaned at regular intervals.
- A regularly serviced air conditioning system is provided to ensure regular ventilation on the ground floor and on the 1st floor.
- Every museum visitor must provide contact data to allow the tracing of a possible infection chain. The data collected will be fully deleted in compliance with data protection regulations after a period of four weeks.

- The Marta employees support compliance with these measures in attentive dialogue with the visitors.
- In the presence of external persons such as workmen or service providers in the areas not open to the public, minimum social distancing of 1.5 metres must be observed. If this minimum distance is not possible, face coverings within the meaning of §2 (2), sentence 1 must be worn. Contact data as well as times of entering and leaving the museum building will be recorded (SARS-CoV-2 occupational safety standard, paragraph 12).

Extracurricular education and leisure time programs for children and teenagers (pursuant to § 6, § 7, as well as Appendix X CoronaSchVO)

- The art education programs in the exhibition rooms during the opening times shall take place in closed groups in the form of booked guided tours and workshops for a maximum of 10 persons and 1 art educator. In the case of practical exercises that require a lower minimum social distance between persons, minimum contact and brisk implementation should be observed. Prior hand washing or sanitizing and the use of gloves where appropriate are obligatory.
- For workshops, the art explorer program and children's birthdays in the Atelier, a maximum of 8 persons shall be permitted. Parents/guardians are requested to leave the children at the correspondingly marked entrance and to collect them at the separate exit.
- A requirement for participation is the consent of the parents/guardians with regard to the protection and hygiene rules in the Marta Herford.
- Mask wearing is obligatory for all persons as of 10 years old in the Atelier; the mask can be removed at the work stations. Only 1 person at a time may be in the entrance area, the cloakroom, at the hand washbasins and in the toilets.
- Attendance data will be collected to allow contact person tracing in accordance with § 2a (1) of the CoronaSchVO. Alongside the contact data, the attendance times and the membership of certain fixed reference groups (for example schools or kindergartens) will be recorded. This data will be fully deleted in compliance with data protection regulations after a period of 4 weeks.
- Special traceability in accordance with § 2a (2) is ensured by a fixed seating plan with designated work stations. Every participant receives their own personal work kit (scissors, adhesive etc.). All jointly used items and rooms will be cleaned regularly. Constant sufficient ventilation of all the rooms used will be ensured.

Customer events in the Marta Lobby, Forum and seminar room (in accordance with § 13 CoronaSchVO)

- The Forum on the ground floor and the seminar rooms on the 3rd floor will be open again exclusively for events with closed groups. Fixed bookings with provision of contact data to allow tracing of a possible infection chain are thus obligatory. For the entire event area, persons must wear a face covering in accordance with §2 CoronaSchVO when leaving their seat. The mask can be removed when they are seated.
- Access to the Forum is permitted without restriction subject to the rules for general visitor traffic. The maximum number of persons with simple traceability in compliance with the minimum social distancing in the Forum is 47 persons with parliamentary-style seating, and 65 persons with seating in rows. With the maximum number of persons permitted in accordance with § 13 for events and gatherings, and the space-permitting seating of a maximum of 240 persons in rows, or a maximum of 120 persons in the parliamentary-style arrangement, the visitors will sit in designated seats in order to ensure special traceability in accordance with § 2a (2) CoronaSchVO. For this purpose, a seating plan will be drawn up specifically for the respective event. The organizers decide at their own discretion which of the traceability concepts is to be used. At maximum capacity, a separate exit from the event room will be provided.
- Access to the seminar room area on the 3rd floor is permitted exclusively through the main entrance and the large goods lift. In this case, the visitors will be brought in closed groups of up to 10 persons up to the event area in the company of a member of staff. Visitors will leave the event area on the 3rd floor via the public stairs (between the museum area and the kupperbar in the Marta). There are hand sanitization points in the toilet corridor at the entrance to the stairs. The visitors are encouraged to remain mainly in the seminar room. The seating can only be hired in parliamentary-style arrangement for a maximum of 36 persons. For traceability pursuant to § 2a (1) CoronaSchVO, a plan will be drawn up with designated seats and collection of all contact data of the visitors. For the use of the toilet (jointly with the Marta staff), a toilet service will be put in place to make sure that only one person at a time can use the toilets, and that the toilets are cleaned at regular intervals. In order to ensure the required good ventilation of the rooms, the recommended supply of fresh air will be regulated by keeping the windows tilted open.
- Catering will only be possible on an individual basis in the event rooms of the forum or the seminar room. There will be no service points in the corridor areas, while food and drinks will only be served on the tables at the seats; a buffet arrangement is not possible. Visitors to the seminar area can take more substantial meals (lunch and more than snacks) in the kupperbar in the Marta. These and other culinary offers have to be agreed separately in the kupperbar in the Marta (in accordance with § 14 - CoronaSchVO for the catering sector) with the leaseholder.

Museum's own events

- Depending on the type, schedule and expected number of visitors for events such as, for example, exhibition openings, an extension to the protection and hygiene concept will be developed with the corresponding seating plan for the various rooms in the Marta Herford on the basis of the measures listed above.