Checklist
Reception of delegations and guests up to 20 persons
Record of attendees

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date:</th>
<th>Period (time from / to):</th>
<th>Room:</th>
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<tr>
<th>Specifications:</th>
<th>Yes</th>
<th>No</th>
<th>Comment(s)</th>
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<tr>
<td>A room of sufficient size for use was planned.</td>
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<td>If possible, only use rooms with mechanical ventilation, otherwise ventilate the room regularly (after 20 minutes, shock ventilate for 10 minutes).</td>
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<td>Display poster: &quot;General protective measures&quot;.</td>
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<td>If possible, arrange traffic routes so that they do not cross (e.g. separate entrance and exit, example: using a one-way street).</td>
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<td>Keep at least 1.5 m distance between participants (e.g. by allocating seats).</td>
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<td>If the minimum distance cannot be observed, use mouth-nose covers.</td>
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<td>Clean tables before and, if necessary, after the event (organizer is responsible).</td>
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Handling of personal data of attendees:

The list (data) remains with the person responsible for the reception and will be destroyed 4 weeks following the event.
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<thead>
<tr>
<th>Full Name</th>
<th>Address</th>
<th>Mobile Number</th>
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