

## **Safety procedures for event participants / visitors to Mieczysław Karłowicz Philharmonic Concert Hall in Szczecin applicable during SARS-CoV-2 pandemic**

1. Events held in the Concert Hall may be attended by a specified number of spectators which depends on the particular space within the building and is as follows:
  - the Main Lobby – 148 people (excluding the cafe area),
  - the Symphonic Hall – 211 people,
  - the Chamber Music Hall – 48 people,
  - the ‘Level 4’ Gallery – 106 people.
2. Guided tours of the Concert Hall are available to groups of up to 15 people by appointment with the Concert Hall guide.
3. Event participants staying in the Concert Hall spaces are required to:
  - keep a distance of at least 1.5 meters from other people,
  - use hand disinfectant available in several generally accessible places throughout the building (at the entrances, in the lobby, in toilets) each and every time they enter the Concert Hall,
  - cover their mouths and noses with their own personal protective equipment (face masks, face shields).
4. To participate in an event, each visitor must submit a written statement (the template is enclosed herewith as Appendix 1) that, to the best of their knowledge, they are not infected and are not under quarantine or active monitoring.
5. Spectators participating in events organized by the Philharmonic are recommended to print out the statement form on their own and sign it before they arrive at the Concert Hall. The statement form will be available for print-out on the Philharmonic’s website. If the statement form cannot be printed out, it can be filled out upon the spectator’s arrival at the Concert Hall. The signed statement, together with a valid ticket, must be presented to the Concert Hall attendant before the event and left in the building in a specially designated place.
6. In the case of events organized by third parties on a space rental basis, the event organizer is responsible for providing and collecting relevant statements. The statement form template and the manner of submitting statements may differ from those adopted by the Philharmonic.
7. In order to maintain social distancing, admission to the Concert Hall will start up to 1 hour in advance of the event. Event participants may be divided into groups which will be admitted to the auditorium at appropriate time intervals.
8. The attended cloakroom in the Concert Hall is closed. Event participants are requested to secure their personal belongings on their own, either by leaving them in their parked cars or by taking them with them to the auditorium.
9. Priority in using the lifts in the Concert Hall is given to persons with disabilities, families with small children and pregnant women.
10. Notwithstanding the foregoing rules, visitors can participate in events provided that they occupy specifically assigned seats in the auditorium (half of the seats are available, with one seat left free between spectators; the first row, boxes A and B from seats no. 25, and the choir gallery are closed for the audience).
11. The obligation to keep one seat free between spectators does not apply to:
  - persons accompanying children under the age of 13,
  - persons holding disability and disability degree certificates, persons holding statements of special educational needs, and persons who cannot move unassisted due to their state of health.

12. The Philharmonic reserves the right to refuse entry to the building and participation in an event to persons who do not use personal protective equipment and fail to comply with the above sanitary requirements.
13. Events are held at specified times and proceed without any intervals. The suggested maximum duration of the event programme is 80 minutes.
14. The audience will leave the Concert Hall in accordance with the following rules:
  - the audience will be let out of the building in groups / by sections without unnecessary delays,
  - additional entrances to the underground car park will be open (accessible from Małopolska and Matejki streets),
  - the flow of the audience will be controlled by the event staff.
15. For each event, the organizer is obliged to appoint a health coordinator who will ensure compliance with the above procedures.
16. The 'Symfonia' cafe located in the lobby of the Concert Hall operates according to separate rules, and is independently responsible for ensuring compliance with the guidelines of the Minister of Health and the Chief Sanitary Inspector in respect of the requirements of the sanitary regime.
17. The actions taken by the Mieczysław Karłowicz Philharmonic in Szczecin follow the guidelines of the Minister of Culture and National Heritage, the Minister of Health and the Chief Sanitary Inspector, and are meant to minimize the risk of COVID-19 transmission, but despite the safety measures taken, they will not eliminate the risk of infection in 100 per cent.
18. These procedures will apply until further notice.

Szczecin, date ..... 2020

.....  
Name and surname

.....  
Address

.....  
current phone number

#### DECLARATION

1. I testify that I have not had contact with a person infected with the Covid-19 virus. None of my immediate family members and friends are in quarantine, in isolation at home, had any contact with a person coming from abroad, does not show visible signs of the disease (cough, runny nose, higher temperature).
2. My health is in good condition, and I do not show any signs of disease (increased temperature, cough, runny nose).
3. I undertake to inform the M. Karłowicz Philharmonic in Szczecin by sending an email to the following address: sekretariat@filharmonia.szczecin.pl about any changes in the health situation regarding the COVIS-19 virus in my immediate environment, i.e. when someone from my family will be quarantined or catch COVID-19.
4. I declare that I have read the document "Safety procedures for clients/guests of the Mieczysław Karłowicz Philharmonic in Szczecin during the pandemic, effective from June 8, 2020", in particular information on the applicable logistics and safety rules in the Philharmonic building. I declare full compliance with the guidelines contained in the procedure.
5. I declare that I am aware that the actions taken by the M. Karłowicz Philharmonic in Szczecin follow the guidelines of the Minister of Culture and National Heritage, the Chief Sanitary Inspector and the Minister of Health and are designed to minimize the possibility of COVID-19 infection. Despite the security measures taken, these actions will not allow 100% elimination of the risk associated with becoming infected. I am aware of the risks arising from this.
6. I declare that I have read the information regarding the processing of personal data provided to me by the M. Karłowicz Philharmonic in Szczecin.

.....  
Legible signature

Annex 2 - a model information clause on the processing of personal data in connection with ensuring safety and taking preventive measures regarding the spread of COVID-19 coronavirus.

**Information clause on the processing of personal data in connection with ensuring safety and taking preventive measures regarding the spread of COVID-19 coronavirus**

Information regarding the processing of personal data to ensure the safety of persons residing at the M. Karłowicz Philharmonic in Szczecin, and to counteract the spread of COVID-19 coronavirus.

This clause concerns the issue of processing personal data related to obtaining information on the state of health of natural persons.

The processing of personal data takes place based on Art. 9 paragraph 1 lit. i) and art. 6 clauses 1 lit. d) Regulation (EU) 2016/679 of the European Parliament and the Council of 27.04.2016 on the protection of natural persons in a relationship

with the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (general regulation on data protection) (OJ EU L 119, p. 1) - hereinafter referred to as "GDPR" in connection with The Act of March 2, 2020, on special solutions related to the prevention, prevention and eradication of COVID-19, including guidelines for organizers of cultural and entertainment events during the SARS-CoV-2 virus epidemic in Poland of the Ministry of Culture and National Heritage, the Ministry of Development and Chief Sanitary Inspector.

The administrator of your data is the M. Karłowicz Philharmonic in Szczecin with headquarters at ul. Małopolska 48 in Szczecin, 70-515 Szczecin), phone - secretariat: (+48 91 430 95 11), email address: sekretariat@filharmonia.szczecin.pl. The administrator's representative is the Director of the M. Karłowicz Philharmonic in Szczecin, hereinafter referred to as the "Administrator".

The administrator has appointed a Data Protection Officer. Contact with the Personal Data Protection Inspector who can be contacted at the following email address: iod@filharmonia.szczecin.pl

Considering the above-mentioned grounds, the Administrator is entitled to conduct interviews and requesting statements regarding the state of health of persons staying in the Philharmonic building, as well as obtaining information on the need for the Administrator to take preventive actions in the field of the spread of COVID-19 coronavirus.

Data processing for the purposes indicated above is necessary to ensure safety and take action to protect the health and life of data subjects as well as to ensure the safety of employees, associates of the Administrator. Refusal to provide data may result in the inability to enter the Philharmonic building.

Personal data will be processed by the Administrator for the time necessary to perform the obligations in relation with the epidemic threat (for two weeks) and then destroyed, except where COVID-19 coronavirus infection will be detected within two weeks.

Your data may be made available to authorized bodies and institutions (including the National Sanitary Inspection) in cases necessary to prevent the spread of the COVID-19 coronavirus epidemic.

Your data will not be transferred outside the European Economic Area or to an international organization, nor will they be subjected to automated decision making or profiling.

You are entitled the right:

1. to access to your data,
2. to rectify (correct) your data,
3. to restrict the processing of your data,
4. to complain with the President of the UODO (to the address: Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw);

**Everyone entering the facility undertakes to inform the M. Karłowicz Philharmonic in Szczecin by sending an email to the following address: sekretariat@filharmonia.szczecin.pl about any changes in the health situation regarding the COVID-19 virus in my immediate environment, i.e. when someone from my family will be quarantined or catch COVID-19.**