



## **Information on the access to the offices and on the participation in hearings and oral proceedings during the coronavirus pandemic**

Protecting the health of its staff and the visitors to its offices is very important to the DPMA. Accordingly, the framework conditions for the participation in hearings and oral proceedings during the ongoing COVID-19 pandemic have been adjusted to the requirements of infection prevention and control.

To ensure the effective implementation of infection prevention and control measures, we ask all parties to proceedings and visitors to hearings and oral proceedings for their cooperation.

### **Access to the offices and to hearings**

1. All parties to proceedings and visitors are required to complete a form and disclose personal information for risk assessment. The information disclosed will be checked before you are granted access. Before your visit, please refer to the DPMA's website ([www.dpma.de/english/services/forms/other\\_forms](http://www.dpma.de/english/services/forms/other_forms)) for information on the current prevention measures. It should be noted that the rules may change at short term depending on how the pandemic evolves.
2. Please notify the competent panel or the chairperson or the competent examination section of the number of persons who will participate in the proceedings or hearing at least three days before the scheduled date. The number of participants must be kept to the absolutely necessary minimum, since the capacity of the hearing rooms is substantially reduced for reasons of infection prevention and control. Hearings and oral proceedings can be held only if the number of participants does not exceed the respective room capacity.
3. Please understand that, because of the substantially reduced capacity, hearings start as early as possible, so it is not possible to arrange dates as flexibly as usual. Your cooperation, in particular a fast submission of legal briefs and a very good preparation, helps ensure the smooth running of the hearing or oral proceedings.
4. The hearing rooms of the DPMA will be prepared to suit the pandemic-related requirements. The parties to proceedings and the panel or the chairperson are each at individual tables. If seats for the audience are provided, their number has been reduced.
5. All participants in hearings and oral proceedings are required to wear FFP2 face masks.
6. For lack of a publicly accessible cafeteria, canteen or similar services, you can spend short breaks in the foyer (or other rooms, if any, provided for this purpose) in the relevant offices. For lack of appropriate areas, you must not spend longer breaks, in particular lunch breaks, in the offices of the DPMA.

## **General hygiene measures**

1. Please keep a minimum distance of 1.5 metres from others all the time, in particular in heavily frequented areas, e.g. in the foyer, at the entrance of sanitary facilities, in front of and in elevators and when entering or leaving the hearing rooms. Please observe the permitted maximum number of people in elevator cars.
2. A smile instead of a handshake is the new greeting and parting gesture!
3. Please wash your hands properly (wash your hands for around 30 seconds). Blue signs show the way to the washing facilities at the DPMA.
4. Please observe the coughing and sneezing etiquette (cough or sneeze into your elbow or a disposable tissue).
5. We frequently let fresh air into all hearing rooms.
6. Increased frequency of cleaning in the offices; regular and thorough cleaning of surfaces, especially ones that are touched frequently, and sanitary facilities.

The COVID-19 pandemic poses special challenges to all of us and demands caution and flexibility in all areas of life, including proceedings before the DPMA.

Thank you for helping us curb the pandemic and protect your and our health.