

# CONGRESS VENUE COVID 19 ANTI-CONTAGION PROTOCOL

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## THE SOCIALITY OF THE HUMAN BEING

The need to socialize is inherent in the human being.

The human being is distinguished from other animal races by the need to meet, get to know each other, confront, group together, learn according to experiential models.

The aggregative events respond to this fundamental need of human nature: promotional events, conferences, congresses, training courses, conventions, shows, assemblies, meetings, sporting events, concerts, private and institutional ceremonies and any other form of organized aggregation.

The need to participate in aggregative events in times of Covid-19 can be satisfied with the adoption of appropriate sanitary measures in the performance of organizational activities and through the use of PPE (Personal Protective Equipment).

SALUS INTERNAZIONALE ECM SRL, ECM Provider for health training and PCO Professional Congress Organizer of aggregative events, has adopted this self-regulation, with directives and procedures, in order to resume organizing any form of event, of any size, with the appropriate limitations and forms of protection.

## PREMISES

Compliance with the national legislation on health and hygiene indications aimed at preventing the spread of the Sars-Cov-2 virus is an essential premise of this document. The Recommendations of the World Health Organization, the Ministry of Health and the individual Regions and Autonomous Provinces are and will be considered a reference point in the application of these measures. Revisions of the document will be progressively adopted and disseminated to professionals in the sector. The measures described in this document apply to events held on the national territory with the participation of national and international delegates who at the time of registration obligatorily sign compliance with the rules reserved for them. For all operational procedures for organizing events, greater use of web and digital technologies is recommended in order to automate processes and reduce the opportunities for contact between people. For large events it is suggested that an event manager is dedicated to taking care of the organization and control of all aspects of biological risk.

## OBLIGATORY HEALTH AND SAFETY PRINCIPLES

Microbiology and Virology experts confirm that any organizational model for events CANNOT ignore some basic and important health principles that will remain in force for a long time, and more precisely until the availability of the specific vaccine and up to a great diffusion of immunity in the Italian population.



a) **SOCIAL DISTANCING:** tutte le attività in sede evento dovranno sottostare alla regola secondo cui le persone siano ad almeno UN METRO di distanza l'una dall'altra.

b) **USE OF PPE (Personal Protective Equipment):** Surgical masks mandatory for all and availability of easily accessible disinfectant gel for hand disinfection.

c) **SANITARY CHECK OF ALL ENTRANCES:** one or more health control methods may be applied such as, by way of example but not limited to, body temperature control, personnel assigned to control the use of masks and any other PPE, control of the "IMMUNI" APP and control of any "License of Immunity". In the case of "low intensity" events, the health check can be replaced by self-certification of a person not at risk of transmission of contagion provided by the participant.

d) **SANIFICATION OF THE EVENT VENUE:** this activity will be carried out in compliance with the laws that will be provided for on the subject and the measures adopted with this document.



e) **MANDATORY EMERGENCY PLAN:** procedure aimed at the safe management of a person EXPERIENCING fever above 37.5 ° C and symptoms of Covid-19. The procedure will provide for the identification of a suitable place for isolation and availability of specially trained personnel equipped with PPE to be used for contact with the potentially infected person.



It is also essential to ensure the correct application of Legislative Decree 9 April 2008 n. 81 and subsequent amendments, and "Shared protocol for regulating measures to combat and contain the spread of the Covid-19 virus in the workplace" of March 14, 2020 - Rules of access and operation in health safety for offices and other environments of work in the event venue where the event organizing staff will operate.

## **INFORMATION OBLIGATIONS AND PERSONAL PROTECTIVE EQUIPMENT**

1. Preparation of information on hygiene and health rules to be adopted at the event communicated prior to registration and which the participant undertakes to respect during the event.
2. Information on health and hygiene rules advertised at the event, available on the APP, web, paper flyer, posters and signs at the event and projected in the halls during work intervals.
3. Obligation to observe the principle of social distancing as per national and regional directives.
4. Obligation to wear the surgical mask at the event and during travel. Availability of masks provided by the organization.
5. Availability of disinfectant gel at the entrance / exit of the event venue.
6. Availability of special containers for disposing of used PPE that represent a potential biological risk.

## **CONTROL, ENTRY AND STAY PROCEDURES**

1. At each entrance, the body temperature can be checked (below 37.5) with a contactless hygienic system and the control of a correctly worn mask. Trained control personnel will be present to manage correct compliance with the rules.
2. At the entrance to the headquarters, people with temperatures above 37.5 ° C will be managed according to the "Covid-19 Emergency Plan" which will be drawn up before each event.
3. As much as possible, automated IT procedures must be adopted for event registration. Control procedures involving "inter-personal" contacts at the event will be limited to a minimum in order to reduce queues to access the various services as much as possible.
4. All participants in the event must be pre-registered, with the collection of personal and contact data. All participants and the organizing staff must wear a badge (identification tag).
5. Access to the event area will not be allowed to anyone who has not been correctly and previously identified.
6. To enforce the obligation of social distancing of one meter, assistance from control staff will be provided in the access spaces and in all areas where queues of participants can form.

## **EVENT OFFICE ORGANIZATION**

### **SECRETARIAT AND WELCOME AREA**

1. As much as possible, automated IT procedures must be adopted for event registration, such as autonomous printing systems of the badge (name tag) with QR code to automate controls and access to the various services and limit queues.
2. However, when the possibility of queues is foreseen, spacing measures will be set up in compliance with the safety distance.
3. The registration and reception desks may be equipped with protections in transparent material towards the public and stations will be provided for the event assistants positioned according to the general indications on spacing.
4. The delivery of any material to the participants may take place through a window or space under the transparent protection or through a "self-service" distribution point set up in an adequately organized space.
5. In the case of payments at the event, the organization will be equipped with devices for payment by credit card or contactless debit card. The keypad for entering the code will be sanitized frequently and the disinfectant must be available in the immediate vicinity.

### **EXHIBITION AREA**

1. In the exhibition areas, all the general health and hygiene rules already mentioned will be applied, such as social distancing and the use of PPE, both for the staff of the exhibiting companies and for the participants and visitors.
2. In the design of spaces it is mandatory to provide corridors of adequate size to maintain social distancing.
3. During the set-up phase, all staff will be equipped with PPE and will apply the spacing.
4. Exhibitors must provide for the preparation of the stand so that there are no open sides contiguous to the stands next to it.
5. Access to the exhibition area and individual stands will be limited in order to avoid crowds and will be regulated according to the spaces actually available. The meeting / reception stations will be in such a number as to allow compliance with the general hygiene-sanitary rules already mentioned.
6. Commercial, promotional material and gadgets may be distributed through the use of special containers and displays in "self-service" mode.
7. The exhibition area will always be manned by control personnel.

## **CATERING AREA**

1. For the administration of food and drinks during the event, reference will be made to the protocols prepared by the host hotel facilities or by the catering service providers involved in the event.
2. The catering area will always be manned by control personnel.

As an example

In locations where it is possible to arrange seats with spacing, meals will be organized served by catering staff. The meal will be served in the form of ready meals or with delivery of pre-packaged trays. In the event that long rectangular tables are available, an alternating arrangement will be provided so as not to have another diner in front of them. In the case of tables normally for 4 people, their use must be limited to 2 people. In any case, the distance of at least 1 meter between the guests must always be respected.

Where it is not possible to have adequate space for seated meals, trays or pre-packaged packs ("box lunch") will be delivered to be consumed individually in the event area, or even nearby, maintaining social distancing. It will also be possible to have a meal in the conference room.

When the probability of queues for the collection of the lunch tray is foreseen, lines on the floor will be prepared at a distance of 1 m to organize the queue in compliance with the safety distance

For the organization of meals in cases of high number of participants, it is also possible to think of shifts at different times, with a room program that is coordinated with these times

For the so-called "coffee break" intervals, "coffee stations" will be set up equipped with water dispensers with "self service" service and disposable tableware. The distance between the water and coffee dispensers will be at least 2 meters, taking care to arrange lines on the floor at a distance of 1 m to organize the queue in compliance with the safety distance. This type of vending machine must be available throughout the time of the event to limit the formation of queues

Any accompanying biscuits or pastries for the "coffee break" must be simple, always single portion, with "self service".

## **COMMON AREAS**

By common areas we mean foyers, atriums, large corridors, rest areas, any catering areas with free access, and other spaces of common use. In these areas, the general rules of social distancing and use of PPE referred to above apply.

## **HYGIENE SERVICES**

The toilets must be used within the prescribed distances and with continuous cleaning service. The access lines will be organized in compliance with the general safety rules.

## **EVENT VENUE CLEANING SERVICES**



1. After the setting up phase, all the spaces of the headquarters will be sanitized.
2. The cleaning service with disinfectants of the toilets will be scheduled with an hourly frequency or with continuous service, based on the number of participants. There will also be a special cleaning service for door handles, taps, soap and / or disinfectant dispensers, etc. Wide availability of soap for hand washing will always be guaranteed.
3. An evening / night general cleaning service will be scheduled for the entire venue.

### **CONFERENCE HALL REGULATIONS**

1. In the conference rooms, the seating will be positioned at a distance from each other in order to ensure social distancing.

As an example:

In the case of conference rooms with fixed seating arrangements, one place every three must be used

In the case of conference rooms with furniture seating, the seating must be positioned at a distance of 1 meter from each other

Seats that cannot be used must be well identified with devices suitable for non-use

The number of seats must be adequate for the number of participants. No one will be able to participate in the event while standing in the hall.

It is recommended, when possible, to assign a fixed numbered seat to each participant, to be used for the entire duration of the event.

Access and outflow from the room can be organized with diversified entrances and exits, identified by appropriate signs.

If a direction or a "slides center" is set up, a reception room for speakers and moderators will be provided and the space dedicated to the delivery of teaching aids must be set up in such a way as to maintain social distancing. If PCs or other commonly used devices are provided, cleaning with disinfectant will be provided between one use and the next.

The podium from which the event speakers will speak will be positioned at a distance of at least 2 meters from any other person on the stage and from the front row, in order to allow the presentation without a mask. If the use of a remote control, a PC or other commonly used devices is envisaged, cleaning with disinfectant will be provided between one use and the next.

Any moderators seated at the table must maintain a minimum distance of one meter between one and the other, in order to allow them to intervene without wearing a mask. If the use of a PC or other commonly used devices is foreseen, cleaning with disinfectant will be provided between one use and the next.

### **STAFF**

1. All staff will be informed of the rules and methods of implementation.



2. There will be a staggering of staff start times to reduce the possibility of contact between them.
3. The staff will have access to the office only after having ascertained the body temperature (below 37.5), will wear PPE and the uniforms will be sanitized daily.
4. Each staff member will be entrusted with a task and / or an area of intervention and will have a mobile phone and direct contacts of the organization at their disposal.

## **COVID19 HEALTH EMERGENCY PLAN**

1. It is mandatory that each venue and each event organization has its own "Covid-19 Health Emergency Plan", compliant and supplementary to its Risk Assessment Document.
2. The Health Emergency Plan will be verified in its applicability before each event, above all by certifying the availability of a space intended exclusively for the isolation of people suspected of being infected by Covid-19 (closed room or space delimited with at least 3 meters away from the passage of other people).
3. A staff of adequately trained people will be present at the event to deal with a Covid-19 emergency health situation.
4. In the event of a suspected Covid-19 contagion during access control or at any time during the event, the emergency personnel must wear appropriate PPE, approach the person suspected of being infected, take them to the appropriate room or isolation space, measure the body temperature and possibly the percentage of oxygen in the blood with the pulse oximeter, call the public emergency services, remain nearby and assist the potentially infected person in case of need until the moment of arrival of health care personnel.
5. After the end of the emergency phase, the person in charge must remain isolated and dispose of personal protection in a special airtight bag. If possible, in addition to washing his hands, he will have to move away from the venue, wash his own person and change his clothes.
6. In agreement with the emergency services, the communication of the emergency managed to the local health authorities must be made.
7. In the event of diagnostic confirmation of contagion, in accordance with the emergency services, in compliance with the provisions of the GDPR and specific regulations on the subject, all participants must be notified that there has been a case of Covid-19 at the event.