

Safety procedures

proposed by the Events Industry Association for corporate, conference and trade fair events for the economy defrosting period

The purpose of this document is to provide the best possible procedures for facilities, organizers and attendees of trade fair and B2B events, with particular focus on the following objectives:

1. Protecting the life and health of everyone organizing and attending an event;
2. Progressive and controlled reopening of the business meetings, trade fair, marketing events, and art & cultural events sector.

Events such as trade fairs, corporate events, conferences and congresses form an important part of the Polish economy, contributing around PLN 34 billion annually and generating nearly 3% GDP.

There are many types of business events and all of them offer a one-of-a-kind opportunity for Polish businesses to promote their products, R&D accomplishments, and services. Without these events on the Polish market, i.e. without them returning soon to being organized – of course with the safety standards, as proposed below, duly implemented and maintained – Polish businesses will be unable to compete effectively neither domestically nor internationally during and after the coronavirus pandemic.

Naturally, the guidelines below should always follow up-to-date recommendations and instructions of the State Sanitary Inspection Body [SSIB] and the Ministry of Health [MoH].

With these guidelines, ready to be implemented, we show that the organizers, facility managers, and attendees are conscious and socially responsible people and that they are able, as we have been observing so far, to follow specific sanitary and social rules such as social distancing or frequent hands disinfecting and washing.

It should be noted that trade fairs are not mass events (they have never been within the meaning of the law on mass events), they last several days, and provide crowd control tools to quite accurately control the number of people being at the same time at a given exhibition or congress venue.

Guest lists of corporate events and industry conferences are known, and it is possible to maintain reasonable distancing between the attendees.

1. The optimum time to lift the restrictions on organising corporate events for up to 500 people is 15th June, conferences for up to 500 people – 15th June, small B2B trade fairs – 1st July, and all remaining trade fairs and events – 1st September 2020.
2. All our guidelines have been prepared in line with the instructions of UFI – the Global Association of the Exhibition Industry, and broken down into the following major areas:
 - a) Event personnel (the organizer and service personnel) and attendees;
 - b) Required social distancing;
 - c) Implementing SSIB and MoH recommendations;
 - d) Controlling the number of attendees;
 - e) Transparent system for on-going verification of implemented procedures.
3. This information has been compiled based additionally on:
 - a) **WHO guidelines**
 - b) **OECD recommendations**
 - c) **RIFEL guidelines (German)**

d) CDC recommendations (American)

e) UFI – the Global Association of the Exhibition Industry guidelines

I. Personnel and attendees		Set-up	Event	Dismantling
Ensure safety for all personnel, attendees and organizers	Conduct actual risk analysis (develop risk scores accepted by SSIB and MoH for various types of events)	X	X	X
	<ol style="list-style-type: none"> 1. Provide disinfectants, respirators, disposable gloves for personnel and organizer (used/worn where required), with the attendees observing generally applicable rules on e.g. respirators and/or gloves use. 2. Provide personal use disinfectants near the entrance(s) and in public areas such as toilets, catering areas, cloakrooms, etc., replenished as necessary. 3. Maintain strict access control. 4. Assign clear job roles to personnel and strictly follow the assignments/provide clear visual identification of individual personnel roles. 5. Observe hygiene rules and wash hands frequently. 	X	X	X

II.		Set-up	Event	Dismantling
Social distancing	Mark queue lines as necessary (e.g. with barriers, floor markings) in front of cash desks, entrances, restaurants, toilets, etc. to ensure that safe distance of at least 1.5 m (2 m recommended) is maintained between the individuals – depending on event type.	X	X	X
	For side events (conferences), use rather the theatrical style seating arrangement to make the best use of space and allow required social distancing at the same time.	X	X	
	Ensure appropriately wide (at least 3 m) aisles at trade fairs, access to stands and booths allowing free flow of attendees, and clear separation of registration, customer service, and entry/exit zones, providing separate entrances and exits where possible.	X	X	X

III.		Set-up	Event	Dismantling
Avoiding health risks and increasing sanitary safety	Control the number of people entering/exiting the event. It is recommended to organize temperature measurement at the entry. Enable isolating individuals who display signs of disease – follow a relevant procedure/deny entry to the event.	X	X	X
	Observe applicable sanitary standards and SSIB and MoH guidelines. Deny entry to anyone displaying signs of disease or increased temperature as measured upon entry (direct these individuals to an isolated room and notify relevant services).	X	X	X
	Clean frequently (cleaning schedule to be agreed by the organizer with the facility, depending on the event type and size), disinfect frequently used surfaces such as doors, handles, washbasins, etc. (and keep a record of all disinfection activities).	X	X	X
	Provide hands disinfection stations and access to bathrooms, running water and soap (frequent hand washing recommended).	X	X	X
	<ol style="list-style-type: none"> 1. Enable contactless payments (by card instead of cash). 2. Use electronic tickets with contactless verification. 3. Enable meetings between exhibitors and customers to take place with the safe distance of 1.5 m (2 m recommended) maintained. 4. Folders should be passed on via electronic channels, and product samples – in packaging. 	X	X	X
	Ensure proper and efficient ventilation with effective air replacement in confined spaces, or frequently air the rooms and common areas to enable effective air replacement in there. Additional breaks are recommended for airing the rooms.	X	X	X
	Ensure separate waste removal after each event, and ensure that separate waste bins are provided for used respirators or gloves.	X	X	X
	Ensure disinfection and regular cleaning of the stands/booths.		X	
	Ensure proper disinfection of common surfaces (countertops, handles, hand rails, doors, seats, couches, tables, chairs, etc.) depending on the risk instruction, with	X	X	X

	<p>disinfectants clearly specified (containing at least 70% alcohol).</p> <p>Provide furniture and equipment capable of being quickly and frequently disinfected – avoid upholstered and porous surfaces.</p>			
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IV.		Set-up	Event	Dismantling
Controlling the number of people	<ol style="list-style-type: none"> 1. Regularly monitor the number of people attending the event: in passageways, at the entrances. 2. Introduce zoning – separate zones for entry, exit, registration, and any other purpose, e.g. a catering zone, to facilitate keeping track of the number of people in each zone at the same time; assign different use times/entries and exits for individual zones. 3. Control people coming in and out of a room/building at entrances/exits, and if possible, ensure people traffic monitoring via an app (in bigger facilities, if such a capability is available). 	X	X	X
	<ol style="list-style-type: none"> 1. Implement online registration and a contactless system for attendance verification using e-tickets, or a system for self-printing of entry tickets at the venue or at home to avoid queues to the registration desk. 2. If pen use is required, provide individual pens for every user or ask users to bring and use their own pens. 		X	
	<ol style="list-style-type: none"> 1. Control the number of people at an event – recommended crowd density is no more than 1 person per 2-4 m² (depending on the event type; to be specified in risk scores). 2. Adjust work organisation: it is recommended to extend the setting up and dismantling times to avoid work pile-ups at the same time (introduce shift work) – subsequent work teams enter and work by themselves in accordance with a work schedule. 	X		X
	Observe the rules with respect to the allowed			X

	number of people per surface area (a minimum of 2-4 m ² per person, depending on the event type) and align the number of tickets on sale with these requirements (e.g. spread the ticket sales over individual event days).			
	<ol style="list-style-type: none"> 1. Prepare catering areas appropriately – avoid buffet-style catering, but serve take-away food in disposable containers. 2. Eating at tables is possible with proper distancing maintained. 3. Clean and disinfect common surfaces regularly: countertops, tables, etc., with tables disinfected after each person. 		X	
V. General principles		Set-up	Event	Dismantling
Measurements and ensuring that sanitary regime is maintained	Work only under clear schedules with clearly defined responsibilities.	X	X	X
	Keep a record of all disinfection activities.	X	X	X
	Establish and maintain direct and on-going communication with local authorities.	X	X	X
	Prepare isolated medical stations for providing first aid or for a patient to wait for medical transport to a hospital.	X	X	X
	Implement relevant training for the personnel in hygiene, disinfection, and following all necessary sanitary standards.	X		
	<ol style="list-style-type: none"> 1. Prepare event regulations for the attendees and personnel stipulating the organizer’s right to deny entry to the event/trade fair to anyone being ill. 2. Deny entry to the event to anyone displaying increased body temperature or other signs of disease. 3. If temperature is going to be monitored, elicit permission to have one’s temperature taken. 4. Collect contact data from event attendees and organizing personnel (recommended: name, surname, 		X X	

	address, phone number).			
	Assign personnel to continuously monitor sanitary authorities' actions and provide immediate and reliable information to all event participants and personnel on any new instructions and guidelines imposed. Manage the flow of information so as to manage the course of the pandemic effectively.		X	
	Implement procedures to provide quick and updated information to potential customers (exhibitors, visitors) and answer their questions – i.e. run a hotline.	X	X	X
	Monitor the flow of people using modern technologies whenever available (e.g. mobile apps, special bracelets, etc.), but even traditional wristbands will be useful (you can count them as you hand them out).		X	