

ADDRESSING CORONAVIRUS (SARS-COV-2) IN THE TRADE FAIR INDUSTRY

HEALTH AND SAFETY PROTOCOL

OBJECT

This document aims at setting out guidelines and conditions for the fulfilment of precautionary measures to prevent the spread of SARS-CoV-2 during trade fairs.

In addition, it is noted that trade fair organisers should be constantly informed and observe all guidelines issued by the Ministry of Health on the protection of public health.

At this point in time, the epidemiological picture in Cyprus regarding the new coronavirus (SARS-CoV2) is positive but the risk of focal resurgence is always present, as well as the possibility of a new epidemic wave. The easing of measures that started on 04/05/2020, should be closely monitored in cooperation with all the competent actors involved, having always in mind the personal and collective safety of the citizens.

One of the main objectives is to safeguard public health, as well as the safe return to the country's productive chain of those working in the trade fair industry. Safety procedures and protocols are necessary for the resumption of all these activities. The top priority is to ensure that employees, clients and visitors have sufficient confidence in the trade fair industry, to allow the relaunching of businesses, hosting safely trade fairs

The trade fair organisers should comply with the protocols and decrees published by the Ministry of Health on mass gatherings. The mission and duty of the fair organisers is to open again the doors of their business and to operate according to the government decrees. The maximum capacity of fair venues depends on the square meters of the area: 4 sqm per person for indoor areas and 2 sqm per person in outdoor areas.

These specific measures may be relaxed or/and lifted according to the epidemiological conditions and the Decrees of the Minister of Health or/and revised guidelines.

TABLE OF CONTENTS

1. GUIDELINES TO FAIR ORGANISERS BEFORE HOSTING A FAIR
2. PREPARATION OF THE VENUE
3. STAFF / EMPLOYEES
4. PARTNERS
5. EXHIBITOR
6. VISITORS
7. CLEANLINESS OF THE VENUE / TOILETS
8. RENTALS
9. CAR PARK

1. GUIDELINES TO FAIR ORGANISERS BEFORE HOSTING A FAIR

- 1.1.** The organiser is obliged to maintain a list of all visitors and exhibitors for tracing purposes. The list should be kept for at least 3 months.

2. PREPARATION OF THE VENUE

- 2.1.** Place "Disinfection Stations" and provide free protective equipment at the entrance of the fair centre and make sure to organise the supply in order to have sufficient equipment all over the venue of the fair and throughout its operation.
- 2.2.** The equipment and venue should be cleaned and disinfected according to the cleaning and disinfection guidelines of the Ministry of Health published on <https://www.pio.gov.cy/coronavirus/press/pc.pdf>
- 2.3.** The venue's entry and exit doors should remain open. If the doors are automatic, set them to open mode.
- 2.4.** Marking of the movement of people (depending on the venue's architectural design). The movement of people shall be regulated in such a way to avoid overcrowding and reduce the number of people in the same area.
- 2.5.** Predefined ENTRANCE - EXIT points from and to the venue of the event.
- 2.6.** Recycling and fresh air inflow in indoor areas. Permanent fresh air inflow in indoor area.
- 2.7.** Enhance fresh air inflow.
- 2.8.** The technical guidelines on the use of air-condition and ventilation systems issued by the Labour Inspection Department of the Ministry of Labour, Welfare and Social Insurance (<https://www.pio.gov.cy/coronavirus/pdf/erg31.pdf>) should be applied to all indoor areas.
- 2.9.** Place floor labels all over the venue to remind people to maintain a distance of 2 meters between them and mainly at the entry points of each stand.

Contingency planning and planning of the management of suspected or confirmed cases inside the fair venue. It is recommended to have a predetermined area where in the event of a case (employee or visitor) the person will be isolated and wearing a mask. Then call immediately 1420 according to the hygiene protocol of the Ministry of Health.

Alcoholic antiseptic solutions (with >60% alcohol) should be placed in each entry/exit of the fair with special marking on the correct way to perform hand hygiene. Hand washing is recommended before entering or exiting the area by placing disinfecting solutions at both sides (inside and outside) of the door.

It is recommended to have security personnel at the entrances and exits of the fair venue to control the entry and exit of individuals, avoid overcrowding and measure body temperature. Masks will be offered at the entrance.

In order to avoid overcrowding corridors should be at least 3 meters wide.

2.10. TOILETS

- Use cleaners for sanitary facilities, spray and ventilate the area frequently and regularly (before, throughout and after the event).
- Place markings of distancing measures and hygiene rules.
- Supply toilets with liquid soap, single use disposable paper towels and antiseptic alcoholic solution (containing at least 60% of alcohol) for the hands.
- Use foot pedal waste bins.
- Toilets should have paper towels for drying hands.

- The required distancing of 2 meters should be strictly observed outside the toilet entrance using floor stickers and a guard if necessary, to ensure the distancing of 2 meters between individuals and the maximum number of persons using the toilets. The maximum number of persons inside the toilets should not exceed one person per 8 m² to avoid overcrowding.
- In particular, as to the ventilation of public toilets in indoor areas where an artificial ventilation system is installed: if possible, ensure artificial ventilation of the toilets on an ongoing basis 24 hours a day and avoid opening the windows to achieve the correct direction of air flow. Keep the windows open in public toilets without an artificial ventilation system
- The toilet and the surfaces of this area should be cleaned and disinfected regularly with cleaning solutions according to the sanitary protocol of the Ministry of Health.

2.11. Markings of distancing measures and hygiene rules.

3. FAIR PERSONNEL / EMPLOYEES

- 3.1.** Separate employees into stable groups to avoid overcrowding and facilitate tracing.
- 3.2.** The managers of the venue should provide written guidelines to and train the staff on the spreading of COVID-19 in order to know and be able to recognise the symptoms of COVID-19 in time. The aim is to be able to seek appropriate medical assistance and clinical testing and minimise the infection risk for both the public and the staff.
- 3.3.** Employees who either come into contact with the public or work in an area where they may come into contact with the public should wear a mask. Employees should:
- I.** wear a mask and observe the following instructions:
1. It is noted that face shields cannot replace the mask and should be worn only with a mask;
 2. Place the mask correctly on your face and cover your nose and mouth as described in the relevant document of the Ministry of Health and of the Press and Information Office available on the following website: https://www.pio.gov.cy/coronavirus/pdf/a3_mask_greek_web_pio.pdf
 3. Change the mask regularly to avoid the development of microbes (Staphylococcus etc.) (especially when it gets wet). After removing the mask hand hygiene should be performed.
- II.** Contactless body temperature measurement should be performed before entering the workplace.
- 3.4.** Avoid touching your eyes, nose and mouth to reduce the risk of COVID-19.
- 3.5.** Avoid speaking and perform social distancing. Employees serving the public should limit, to the extent possible, their conversation with the guests and keep it to the minimum required.
- 3.6.** If you cough or sneeze cover your nose and mouth with a tissue or cough or sneeze into your elbow. The used tissue should be disposed of in a waste bin.
- 3.7.** Wash your hands regularly with soap and water for at least 20 seconds. Dry your hands carefully with single-use disposable paper towels which should be disposed of in a waste bin. You should wash your hands after coming into contact with respiratory secretions and after using the toilet. It is noted that gloves do not replace hand washing.

3.8. Employees with symptoms of respiratory infection should not go to work until symptoms are gone.

3.9. Employees should wear a mask according to the following instructions:

3.9.1. Wear the appropriate mask

3.9.2. Place it correctly on your face and cover your nose and mouth.

3.9.3. Change the mask regularly to avoid the development of microbes (Staphylococcus etc.) (especially when it gets wet). After removing the mask hand hygiene should be performed.

3.10. The organiser of the fair should train its personnel on the correct use and disposal of personal equipment and on hand washing according to the hygiene protocol of the Ministry of Health.

Measure body temperature with a thermometer in every entrance and access point. Any person who has the following symptoms or who came into contact with a person who had the following symptoms or has been diagnosed with COVID-19 should not come to work.

Fever >37.30

Cough or difficulty in breathing

Myalgia

Malaise

Loss of taste or smell

It is recommended that all persons and employees are checked at home before going to work. If they have any of the above symptoms, they should remain at home for self-monitoring and contact their personal physician.

The organiser and the exhibitors' employees should have their breaks by stable and small groups, if possible, to avoid gathering. Hand hygiene should be performed when entering and exiting the catering/break areas and after using the toilet.

The organiser of the fair shall ensure that the fair's public areas are clean. Exhibitors should be responsible for cleaning and disinfecting their stands regularly under the protocols of the Ministry of Health.

The exhibitors' employees should have a badge with their names on throughout the setting up of the fair. The area shall be fully controlled and those who do not have a badge with their names clearly indicated shall be prevented from entering the area.

The Security Company and the person in charge of the fair venue shall control the stands throughout the setting up to ensure compliance with the hygiene, safety and distancing measures.

In any case, the managers of the venue shall keep a record with the names of the employees and their days of work. Moreover, the same details should be kept for every person who may perform another work at the venue as external partner (e.g. maintenance workers, technicians etc.)

4. PARTNERS

- 4.1.** Inform the partners and suppliers of the operation conditions of the fair, as well as of the terms of preparation, operation and dismantling of the fair.
- 4.2.** Inform them of the basic measures to be observed for stopping the spread of the virus: wash your hands thoroughly and regular, avoid handshaking, keep distances, avoid touching your eyes, nose and mouth.
- 4.3.** to make commitment that they or their family do not have a history or symptoms of the virus.
- 4.4.** check critical parameters when entering the premises such as body temperature and respiratory problems.

5. EXHIBITORS

- 5.1.** It is strongly recommended that the exhibitors use a standard stand to reduce the stand's assembly time.
- 5.3.** The exhibitors' employees should have a badge with their name on.
- 5.4.** Maximum number of persons per stand based on the area.

From 0 sqm – to 20 sqm: 3 persons

From 20 sqm – to 100 sqm: 3 persons + 1 person per 10 sqm

Over 100 sqm: 12 persons + 1 person per 15 sqm for an area over 100 sqm.

Gatherings, inaugurations and events inside the stands are prohibited.

6. VISITORS

- 6.1.** All visitors' contact details shall be registered before entering the fair for tracing purposes;
- 6.2.** Visitors should perform hands hygiene when entering and exiting the fair venue and when entering and exiting the stands inside the fair venue;
- 6.3.** Visitors may enter the venue only from specific entrances selected by the organiser;
- 6.4.** The security personnel should measure the visitors' body temperature before entering the venue. In case a visitor has fever he shall be prevented from entering the venue. Face masks will be provided to the visitors at the entrance;
- 6.5.** Markings with guidelines for precautionary measures;
- 6.6.** The distances between visitors shall be checked;
- 6.7.** An increased number of registration desks shall be available;
- 6.8.** During registrations, the distancing measures shall be observed according to the protocol;
- 6.9.** Frequent announcements during the fair stating the precautionary measures.
- 6.10.** Hand sanitiser shall be placed at the exit of the fair.

6.11. Visitors over the age of 12 should wear a mask throughout their stay at the fair

7. RENTALS

- 7.1.** All products should be adequately cleaned and disinfected before being delivered to the venue.
- 7.2.** Deliveries to the fair shall be carried out by lorries that have been disinfected before departing from the rental company.