Irish Exhibition Organisers Association Draft COVID-19 Protocols

June 2020

IEOA

THE IRISH
EXHIBITION
ORGANISERS
ASSOCIATION

Draft IEOA COVID-19 Protocols

Introduction

This document describes the steps that Irish Exhibition Organisers Association (IEOA) members in conjunction with Venue Operators shall take to reduce the risk of the spread of COVID-19 in an exhibition setting. This protocol sits within the Government's National Return to Work Safely Protocol and general COVID-19 prevention advice. As associate members of UFI – the global association for the exhibition industry, the IEOA have accessed and incorporated the best practices and recommendations that have been developed for both the European and Global exhibition industry.

Exhibition Organisers and Venue Operators are committed to providing a safe place to facilitate business between attendees and exhibitors. Both Exhibition Organisers and Venue Operators take responsibility for managing events in a way that minimises the risk of spreading COVID-19 by employing a robust framework to manage all aspects of the event. The key to a safe return of exhibitions and trade fairs is strong communication and a shared collaborative approach between Venue Operators, Exhibition Organisers and exhibitors.

Definitions

Trade fairs & Exhibitions differ from "conferences", "conventions", "seminars" or other sports and entertainment events. Exhibitions exclude farmers markets and street markets.

Exhibitions include:

Trade fairs: events that promote trade and commerce and are attended primarily by business/trade visitors. A trade exhibition can be opened to the public at specific times.

Exhibitions: exhibitions are open primarily to the general public and are highly organised ticketed events. An exhibition is sometimes also known as a consumer show.

Exhibition Venues

Exhibitions take place in large open plan venues e.g. RDS, Croke Park, Citywest, National Show Centre etc.

Exhibition Key Characteristics

- Highly planned events
- 100% control over layout, spacing and attendee movement within the venue
- Operated professionally with established protocols
- Attendance is controlled by prior registration

Roadmap to Reopening – Phase 5

IEOA exhibitions and trade fairs fit into the government's roadmap for reopening in phase 5 – the final phase. Although a long wait for our Industry, this gives us the time and clarity to plan for the phased reopening of exhibitions, to invest in the necessary infrastructure, training and procedures outlined in this document. These plans are already well advanced in conjunction with the major venues. A number of postponed events are ready to take place and are eagerly awaited by thousands of SME exhibitors.

Unlike mass gatherings such as concerts and sports events, professionally organised exhibitions and trade fairs have the ability to target and communicate directly, with all of their visitors who wish to attend - pre event. Online pre-registration systems and ticketed only events can ensure that visitors are prepared in advance of visiting, that arrival times are staggered to avoid congestion, they are sent the relevant visiting protocols to study, and, post show, could be contacted electronically for contact tracing should the need arise. Indeed if Government were to introduce a tracing app, this too could be circulated to all attendees in advance. Typically trade fairs and exhibitions held in Ireland attract less than 5000 visitors at any one time and are held in large venues where Crowd Density Standards (CDS) can be easily managed to ensure physical distancing.

With the phased reintroduction of exhibitions in phase 5, this also gives our Industry the opportunity to study how trade fairs and exhibitions are being introduced Worldwide. In Asia we see trade fairs and exhibitions already reopening, and in Europe the exhibitions industry is gearing up for an Autumn return to business in a controlled and safe manner.

The IEOA has collaborated locally with all the major event venues such as The RDS and City West, and is a member of UFI (www.ufi.org) the European association for event organisers which has drafted a pan European set of guidelines for the safe management of management of exhibitions and trade fairs which our Industry has adopted.

Overview of
Reopening Phases
Commencing May 18th
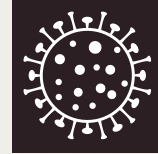
Coronavirus
COVID-19
National
Programme

1 (Commencing 18th May)	**2**	**3**	**4**	**5**
Community Health				
5km travel limit. Avoid unnecessary journeys. Small groups meet outdoors.	5km to 20km. Avoid unnecessary journeys. Retail hours and visits for cocooners. Short home visits in small groups Easing of funeral restrictions.	5km to 20km. Avoid unnecessary journeys.	Travel beyond home area Short but slightly larger home visits. Small social gatherings (e.g. small weddings, baptisms).	Travel beyond home area Some larger social gatherings (e.g. weddings).
Education & Childcare				
Childcare for essential healthcare workers. Opening of schools and colleges for teachers.	Childcare for essential healthcare workers. Opening of schools and colleges for teachers.	Phased opening of crèches and pre-schools for children of essential workers.	Phased opening of crèches, childminders and pre-schools for all.	Schools, 3rd level and adult education centres opening on a phased basis for 2020/21 academic year.
Economic Activity & Work				
Phased return of outdoor workers Remote working continues for all that can do so.	Limited return to onsite working subject to compliance capability Remote working continues for all that can do so.	Return to low-interaction work. Remote working continues for all that can do so.	Return to work where employees cannot remote work. Staggered hours. Remote working continues for all that can do so.	Phased return to work across all sectors. Remote working continues for all that can do so.
Retail, Services & Commercial Activity				
Retail that is mainly outdoor + homeware, opticians, motor, bicycle & repair, office products, electrical, IT, phone sales & repair open. All subject to social distancing.	Small retail outlets with control of numbers open. Marts open. All subject to social distancing.	Open non-essential retail outlets with street level access.	Gradual easing of restrictions on higher-risk services. e.g. Barbers and hairdressers	Further easing of restrictions higher-risk services. e.g. shopping centres, tattoo, piercing.
Cultural & Social				
Open outdoor public amenities, incl. pitches, tennis courts and golf courses. tourism sites, beaches and walks. Outdoor sporting and fitness activities, in groups max. four people, resume All subject to social distancing.	Open public libraries. Small group team sports training (not matches) resume. All subject to social distancing.	Open playgrounds. / Behind closed doors sporting activities. Open cafés and restaurants providing on-premises food & beverages—all subject to social distancing and strict cleaning protocols	Museums, galleries and places of worship re-open. Sports and team leagues (e.g. Soccer & GAA) and swimming pools. All subject to social distancing.	Pubs, bars, nightclubs, theatres, cinemas and casinos. Close physical contact sports. Open gyms, exercise, dance studios and other indoor and outdoor festivals, events and mass gatherings.
Transport & Travel				
Social distancing and hygiene measures continue for public and private transport as passengers increase. Specific measures at ports and airports.	Numbers restricted and monitored. Social distancing and hygiene measures continue for public and private transport as passengers increase. Specific measures at ports and airports.	Travel restrictions on numbers travelling to and in major urban centres. Social distancing and hygiene measures continue for public and private transport as passengers increase. Specific measures at ports and airports.	Gradually decrease restrictions in major urban centres. Hotels etc. on a limited occupancy basis re-open. Bars remain closed. Social distancing and hygiene measures continue. Specific measures at ports and airports.	Resume tourist travel to offshore islands. Social distancing and hygiene measures continue for public and private transport as passengers increase. Specific measures at ports and airports.

Criteria for progressing from one phase to the next are:

- Progress of disease
- Healthcare capacity/resilience
- Testing and contact tracing
- Shielding at-risk groups
- Secondary morbidity and mortality

The details of this phased re-opening of our country are now available on **gov.ie** Please stay the course, and please continue to save lives by staying apart.

Supported by the Government of Ireland.

Rialtas na hÉireann
Government of Ireland

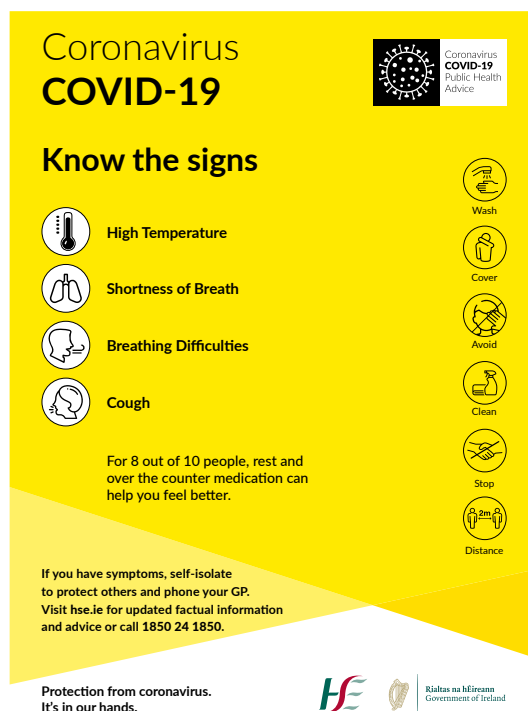# COVID-19 Transmission & Key Control Measures

Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- A fever (high temperature - 38 degrees Celsius or above).

- A cough - this can be any kind of cough, not just dry.

- Shortness of breath or breathing difficulties.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Coronavirus COVID-19

Coronavirus
COVID-19
Public Health
Advice

Know the signs

High Temperature

Shortness of Breath

Breathing Difficulties

Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.

If you have symptoms, self-isolate to protect others and phone your GP. Visit hse.ie for updated factual information and advice or call 1850 24 1850.

Protection from coronavirus. It's in our hands.

Wash
Cover
Avoid
Clean
Stop
Distance

HSE / Rialtas na hÉireann Government of Ireland

The HSE state that someone can get the virus if they:

- Come into close contact with someone who has the virus and is coughing or sneezing. Close Contact is defined as having more than 15 minutes of face-to-face contact within 2 metres of someone infected with coronavirus.

- Touch surfaces that someone who has the virus has coughed or sneezed on and bring their unwashed hands to their face (eyes, nose or mouth)

Exhibition Control Measures

1.   Event Pre-Planning
a.)   Joint Exhibition Organiser/Venue Operator COVID-19 Response Plan
b.)   COVID-19 event specific Risk Assessment Method Statements
c.)   Exhibition layout – feature design
d.)   Density calculations
e.)   Control over attendance

2.   Physical distancing
a.)   Controlling numbers inside venue
b.)   Staggered Entry Times & Queueing
c.)   Navigation of exhibition
d.)   Physical Barriers
e.)   Compliance Officers
f.)   Exhibitor Interactions
g.)   Seminar & Catering areas

3.   Hygiene & Prevention of Transmission
a.)   Hand washing/sanitisation
b.)   Cleaning plan
c.)   Toilet facilities
d.)   Exhibitors/Stands

4.   Health Screening
a.)   Exhibitors
b.)   Visitors

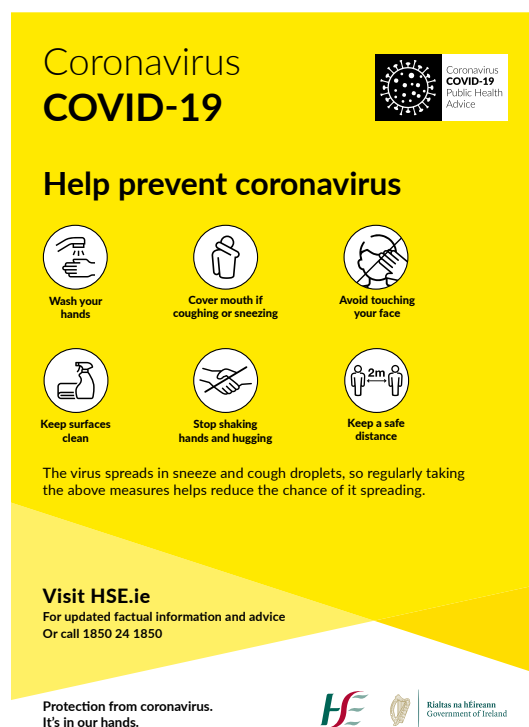**5.   Communications & Training**
a.)   Signage
b.)   Attendee Communication
c.)   Staff training
d.)   Daily briefings
e.)   Contact tracing

6.   First Aid & COVID-19 response
a.)   Dealing with a Suspected Case of COVID-19
b.)   First Aid

7.   COVID-19 Compliance Officer

Coronavirus
COVID-19

Coronavirus
COVID-19
Public Health
Advice

Help prevent coronavirus

Wash your
hands

Cover mouth if
coughing or sneezing

Avoid touching
your face

Keep surfaces
clean

Stop shaking
hands and hugging

Keep a safe
distance

The virus spreads in sneeze and cough droplets, so regularly taking
the above measures helps reduce the chance of it spreading.

Visit HSE.ie
For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus.
It's in our hands.

HSE | Rialtas na hÉireann
Government of Ireland

Protocols in detail

1. Event Pre-Planning

a.) COVID-19 Response Plan

Prior to the event both Exhibition Organisers and Venue Operators will form a joint COVID-19 Response Plan covering the event in consultation with those that will be working at the event.

b.) COVID-19 event specific Risk Assessment Method Statements

Update the exhibition risk assessment and safety statement address the levels of risk associated with activities in relation to COVID-19 in the event plans. For example, where, how and to what sources of COVID-19 might employees, exhibitors or attendees be exposed.

c.) Exhibition Layout & Design

Floorplans will be designed to remove bottlenecks and will work with one-way systems. All aisles to be a minimum of 2.5m with stands to be designed to be open on either 2 or 3 sides where possible. All stands to have walls separating from adjoining stands.

d.) Exhibition Layout & Design

The total number of attendees present in the venue for each event shall be restricted to one person for every 4 sq. metres of space (2m X 2m) in use in the hall. This means that a 1,000 sq. metre hall will not have more than 250 people present at any one time. A 3,750 sq. metre hall (Hall 1 – The Main Hall in the RDS) will be restricted to 937 people at any one time.

(Above based on social distancing recommendation of 2 metres)

e.) Control over attendance

Attendees will be required to pre-register to gain access to the event. In this way the number of people who may register to attend at any one time will be controlled. Visitors must select their time of arrival so that peak times can be restricted to avoid exceeding the hall capacity limits.

2. Physical Distancing

a.) Controlling numbers inside venue

Key to ensuring attendees and exhibitors can maintain adequate physical distancing is ensuring that the calculated venue density is not breached. Numbers will be monitored by providing a separate entrance and exit door where visitor and exhibitor numbers are counted as they enter and exit so that a count of the numbers present in the hall can be calculated. Once the safe number is reached visitors will be given access on a 'one out - one in' basis.

b.) Staggered Entry Times & Queueing

Exhibition Organisers will institute a process to stagger the arrival times of attendees to spread them over the course of the day. Extended opening hours should be considered to facilitate this. Measures to promote Physical distancing will be put in place on the approaches to the entrance and in the entrance foyer or registration area. To avoid congestion the number of entrances and exits provided should be increased. Visitors may be allocated an entrance number and approach route in advance and guided to their entrance via signage, crowd control barriers or with steward supervision. Physical distance floor marking should be provided for queueing areas.
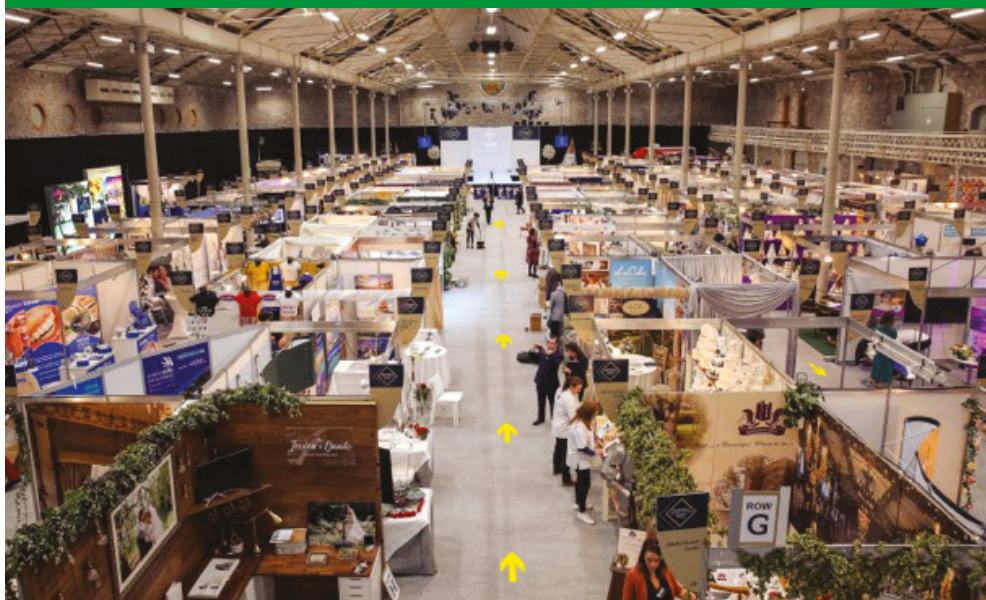
Outdoor Sanitising Stations

c.) Navigation of exhibition

Exhibition Organisers will include one-way systems to prevent congestion.

Aisle Shot

d.) Physical Barriers

In locations where Event Staff are required to be in close proximity with attendees such as entry booths or food outlets, then appropriate physical barriers such as sneeze guards will be employed.

e.) Compliance Officers

A COVID-19 Compliance Officer will be appointed to each event. He or she will work with trained floor stewards to ensure that Physical Distancing is adhered to throughout the event operation.

g.) Seminar & Catering areas

Seminar & presentation areas should be large enough so that seating can be placed at 2 metre intervals and that access to the seating area does not include pinch points. One to one meeting facilities should conform to physical distancing guidelines. Catering areas must be laid out with sufficient distance between visitors and service staff and between tables in seating areas.
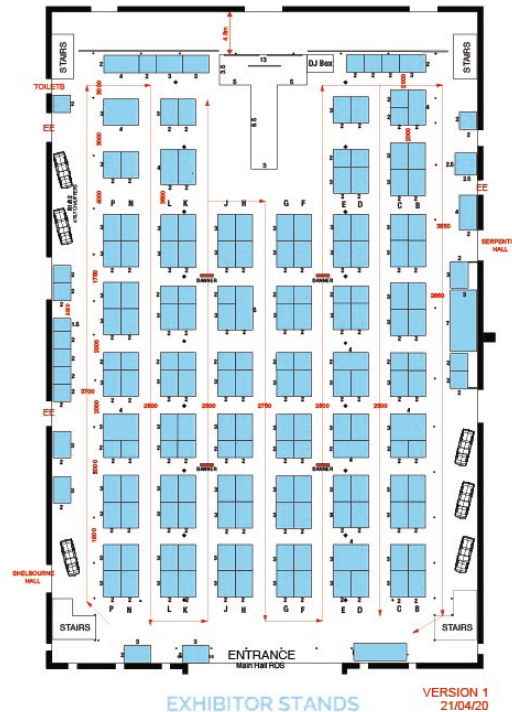
f.) Exhibitor Interactions
Recommended face coverings for staff and screens for consultation areas.

Sneeze Guards to Desks

EXHIBITOR STANDS

VERSION 1
21/04/20

3115m² TOTAL SPACE

1090m² EXHIBITOR STAND SPACE
250 individual exhibitors to allow for social distancing, or more if exhibitors are partners within the same living household.

2025m² AISLE SPACE
Allowing for 500 visitors only at any given time, allowing for 4 sqm per person.

Autumn permanent tsb Ideal Home Show 2020
23rd - 26th October 2020, RDS, Simmonscourt

10750m² TOTAL SPACE

3275m² EXHIBITOR STAND SPACE
270 individual exhibitors to allow for social distancing, or more if exhibitors are partners within the same living household.

7475m² AISLE SPACE
Allowing for 1800 visitors plus 1000 personel only at any given time, allowing for 4 sqm per person.

12

3. Hygiene & Prevention of Transmission

a.) Hand washing & respiratory hygiene

Regular hand washing with soap and water is effective for the removal of COVID-19. In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

Exhibition Organisers & Venue Operators will provide appropriate hand washing facilities or sanitisation stations at all entry points and at regular places throughout the venue and encourage all attendees and exhibitors to use regularly. Advice and training on how to perform hand hygiene effectively and practice good respiratory hygiene will be provided to all event staff.

b.) Cleaning plan

Cleaning and sanitizing of all touch points will be carried out by the event cleaning contractor at least once every hour. Printed cleaning schedules / logbook will be prepared in advance and confirmed with date, time and operatives name as each cleaning cycle is completed.

c.) Toilet facilities

Access to toilets will be controlled to enable Physical distancing. Where separate entrance and exits to toilet areas are available these should be enforced by signage and by staffing.

Where only one entrance / exit is available the number of people permitted into the unit at any one time must be determined in accordance with Physical distancing guidelines and access must be managed to ensure that the unit is not over crowded – possibly by using a red and green light system.

Where urinals are installed, every second unit should be screened off to maintain Physical distancing. Every second wash basin should also be screened off. A cleaning and sterilization schedule must be implemented and logged.

d.) Prevention of Cross Contamination

Remove and reduce the number of touch points where cross contamination is most likely to occur. The highest risk of this occurs at the entry point.

At trade fairs the reception desks should be positioned at least 2 metres apart. Self-service badging systems at trade events should be hands free. Visitors must be able to scan pre-printed barcodes, print badges automatically and select badges holders or clips without the risk of cross contamination.

At exhibitions visitors must be able to present their ticket or registration document for hands free scanning. Where tickets are purchased payments should be by contactless card and ticket printing machines should allow visitors tear off their own ticket(s) for hands free scanning at the entrance control point.

e.) Hand washing & respiratory hygiene

Each exhibitor will be required to provide a COVID-19 Kit including face covering for all staff for the duration of the event, a hand sanitiser and surface cleaning materials for use in wiping down touch points and surfaces on a regular basis.

f.) Catering Areas

Seating areas must be cleaned immediately after each use and all disposable and/or reusable crockery, cutlery, glassware etc. must be removed for cleaning or disposal by staff using protective equipment such as disposable gloves, masks, aprons etc. Buffet-style service should be avoided and, where possible, pre-packed food should be offered. If compliance is not possible catering should not be provided at the event.

Payment should be contactless only.

4. Health Screening

a.) Exhibitors

Temperature screening of all exhibitors and contractors will be undertaken on first arrival at the hall for build-up using a number of controlled entrances. All contractors, exhibitors and their staff will need to make a digital declaration and answer the following questions:

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, loss of taste or smell or flu like symptoms now or in the past 14 days? Yes/No,

2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,

3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No,

4. Have you been advised by a doctor to self-isolate at this time? Yes/No,

5. Have you been advised by a doctor to cocoon at this time? Yes/No.

Exhibitors, contractors and other operatives with Covid symptoms such as a temperature, cough or shortness of breath will be immediately isolated and the protocols for Dealing with a Suspected Case of COVID-19 at Work will be enacted.

b.) Attendees

All visitors will be pre-registered. Prior to event opening they will receive information and advice on measures being at the venue and requested to stay away if they answer yes to any of the questions above.

Temperature take an entrance

5. Communications & Training

a.) Attendee Communication

Prior to the event all attendees should will information on COVID-19 Protocols being employed at the exhibition or trade fair. In addition, they should asked the COVID-19 health questions and requested not to attend if answering yes to any.

b.) Signage

Exhibition Organisers & Venue Operators should provide signage to inform attendees of the protocols in place to facilitate Physical distancing and promote good hygiene at the event. COVID-19 Physical distancing posters and floor marking should be placed in prominent positions at the entrance and throughout the event and staff assigned to ensure compliance.

Social distancing markings on pavement

c.) Staff training

Staffing levels at exhibitions will be augmented to provide for the additional responsibilities envisaged within these protocols. It is of paramount importance that Exhibition Organisers & Venue Operators provide adequate training to anyone employed. Specialised training may be needed for specific procedures required for security, paramedic, and sanitation personnel as well as the COVID-19 Response Team.

d.) Daily briefings

Management will undertake daily briefings with all front-line staff that cover these protocols and all the necessary protective measures against COVID-19 practiced at the event.

e.) Exhibitor Communication

These protocols will be shared with all exhibitors who will be responsible for adopting the practices proposed and applying to their own stand and staff.

f.) Contact Tracing

Exhibition Organisers should retain an accurate record of attendance for a period of one-month post-event in order to be in a position to contact attendees or exhibition staff for the purposes of contact tracing if required.

All exhibitors and visitors will be encouraged to download the HSE tracing app. Free W-Fi and QR code links to the download website will be provided.

6. First Aid & COVID-19 Response

All Exhibition Organisers & Venue Operators will amend their detailed Emergency Plans to include a COVID-19 specific response. Correct PPE should be procured and made available for those who are assigned to deal with suspected cases.

e.) COVID-19 Response

If anyone at the exhibition displays symptoms of COVID-19 during the event, the manager and the response team must:

- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.

- Provide a mask for the person presenting with symptoms.

- Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.

- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The person should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.

- Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.

- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.

- Arrange for appropriate cleaning of the isolation area and exhibition areas involved.

- Provide advice and assistance if contacted by the HSE.

b.) First Aid

If first aid is required in the exhibition area it may not be possible to maintain a distance of 2 metres. First responders will be provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid.

Further advice on first aid is available from the Pre-Hospital Emergency Care Council (PHECC):

https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/
Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx

7. COVID-19 Compliance Officer

A number of C-19 Compliance Stewards will be appointed to monitor the event and intervene where necessary. An overall C-19 Compliant Officer will be appointed to work alongside the Event Safety Officer.

Day to day duties of C-19 Compliance Stewards

☑ Being a constant presence to monitor compliance with Physical distancing of 2 metres between all personnel within the venue. In instances where there is non-conformance with Physical distancing the C-19 Compliance Officer is to intervene.

☑ At all times promote and coach good hygiene practises to all personnel onsite.

Duties of C-19 Compliance Officer

☑ Maintain a log of regular monitoring of COVID-19 controls on site.

☑ Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID-19 controls on site.

☑ Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.

☑ Ensure hand wash liquid/soap and hand sanitisers are replenished as required.

☑ Make representations to Exhibition Organisers and Venue Operators with regards any COVID-19 concerns raised by stewards.

☑ Report any areas of non-compliance to management and ensure these are addressed.

Duties of C-19 Compliance Officer

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 within the Venue, there is the potential where an individual onsite may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react.

In a reactive position, their responsibilities include:

• Informing Event management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.

• Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.

• Following event protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact GP).

• Assisting in contact tracing should there be a confirmed case of COVID-19.

8. Employee Welfare

The welfare of all workers is a priority and employers have a primary duty to protect employees from harm. Exposure to COVID-19 may present a health risk to employees and other persons at a workplace such as an office or exhibition venue. Both Venue Operators, Exhibition Organisers and Exhibitors have to undertake an appropriate assessment of the risk from COVID-19 for each type of role that is carried out and appropriate measures put in place in line with current Public Health guidelines.

These measures should be communicated to all relevant employees and others at the place of work. Control measures will depend on the level of risk and type of function being performed and should not reduce the level of protection afforded by existing measures.

There are three types of workers at exhibitions:

1. **Those employed by the Venue**
   Venue Operator has prime responsibility

2. **Those employed by the Organiser**
   Exhibition Organiser has prime responsibility

3. **Exhibition stand staff**
   The exhibiting company has prime responsibility

Event Specific Measures for a Shared Workspace

All employees need to pay special attention to the site rules in place at the Venue so that all workers can apply and adhere to the same standards and protocols that have been agreed prior to the event. It is not anticipated that close working will be required to perform any role within the event with the exception of First Aid.

Employer Responsibilities:

1. Risk Assess each role or function within the exhibition
2. Plan the work to minimise or eliminate any instances of physical interaction
3. Communicate the protocols and measures that are being implemented
4. Provide any necessary training such as hygiene etc
5. Provide hygiene facilities and correct PPE where needed
6. Temperature check and screen all employees at the start of each day
7. Install physical barriers and clear markings to ensure that contact between workers and attendees is kept to a minimum.
8. Implement a cleaning regime to ensure contact points are kept clean at all times.
9. Display advice on the COVID-19 measures in visible locations to ensure that attendees are also adhering to what is required.

Employee Responsibilities:

1. Adhere to all site rules and guidelines
2. Practise good Hand and Respiratory Hygiene
3. Wear face coverings
4. Maintain physical distancing with all attendees and other employees
5. Wear any additional PPE issued when required
6. Participate in any training provided by the employer
7. Complete any temperature testing & symptom check as implemented by the employer and in line with Public Health advice.

VENUE   ORGANISER   EXHIBITOR

Framework recommendations to operate exhibitions/trade fairs in a safe environment

Measures to be put in place during the build-up (planning phase), the exhibition itself (operational phase) and following the event (post-event review) to protect all exhibition stakeholders:

1.   Ensure personnel and personal safety

2.   Enable physical distancing

3.   Increase health and safety measures

4.   Implement crowd control

5.   Encourage and enforce measures

Phase 1.		Pre-Event	Operational	Post-Event
Ensure personnel & personal safety	Develop COVID-19 Response plan.	✖		
	COVID-19 event specific Risk Assessment & Method Statements.	✖		✖
	Manage use of prevention materials (e.g. provide masks, disinfectant gel, disposable tissues).	✖	✖	✖

Phase 2.		Pre-Event	Operational	Post-Event
Enable Physical Distancing	Introduce barriers and mark floor to indicate space regulations for all queues and public spaces (e.g. entrance halls, restaurants, catering outlets and toilets). Add physical transparent partition on counters (e.g. admission, registration and customer service).	✖	✖	✖
	Design the floor layout for good distance between stands and aisles for circulation. Implement flow management signage.	✖	✖	✖
	Use larger numbers of entrance and exit doors.	✖	✖	
	Work with exhibitors on stand layouts to cater for physical distancing and barriers for consultation areas.	✖	✖	

Phase 3.		Pre-Event	Operational	Post-Event
Increase Health & Safety measures	Enable access control and conduct health screening (e.g. unified temperature monitoring).	✕	✕	✕
	Response Protocols for suspected cases of COVID-19.	✕	✕	✕
	Manage cleaning, sanitation and disinfection regimes of commonly used areas.	✕	✕	✕
	Enable no-contact policy (e.g. avoid shaking hands and consider alternative greetings; encourage contactless payment; plan dedicated space for exhibitor and visitor to interact safely).	✕	✕	✕
	Recommend exhibitors to have enhanced cleaning and disinfection regimes for booths, exhibits and promotional materials (e.g. suggest that publicity materials be electronic).		✕	
	Provide hand sanitisers, masks and surface cleaning at entrance and at regular intervals throughout the venue, regular touch point & surface cleaning.	✕	✕	✕

Phase 4.		Pre-Event	Operational	Post-Event
Implement Crowd Control	Attendee flow management (e.g. monitor access routes, queuing space and entrances; separate different areas of the event and control access).	✕	✕	✕
	Adapt registration process and manage set-up to reduce contact onsite (e.g. encourage online registration wherever possible; print badges at home).		✕	
	Implement a continuous capacity monitoring system counting all exhibitors and visitors entering and leaving to ensure hall capacity is not exceeded.	✕		✕
	Manage number of attendees on the exhibition site (e.g. limit number based on area in gross square metres of the venue/hall, as proposed by exhibition safety managers; assign tickets to designated time slots such as days and hours).		✕	

Phase 5.		Pre-Event	Operational	Post-Event
Encourage and enforce measures	Display measures and cleaning regimes accessible for everyone.	✕	✕	✕
	Clearly define duties and responsibilities across all stakeholders involved.	✕	✕	✕
	Produce an event specific management plan covering all COVID-19 protocols, including all training requirement for frontline staff.	✕	✕	✕
	Monitor real-time crowd movements and establish processes to act accordingly (e.g. use technology to track in-show attendees; wristbands; Mobile Apps heatmaps)		✕	✕
	Set up isolation rooms and identify team responsible for implementing COVID-19 Response Plan.	✕	✕	✕