
Irish Exhibition Organisers Association COVID-19 Protocols

July 2020



IEOA COVID-19 Protocols

Irish Exhibition
Organisers Association
COVID-19 Roadmap to
Safe Exhibitions

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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 4

IEOA exhibitions and trade fairs fit into the government's roadmap for reopening in phase 4 - 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 4, 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.

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)
- 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
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](https://www.hse.ie) for updated factual information and advice or call 1850 24 1850.

Wash
Cover
Avoid
Clean
Stop
Distance

Protection from coronavirus. It's in our hands.

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 hosting virus droplets resulting from a cough or sneeze, and bringing the unwashed hands to 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

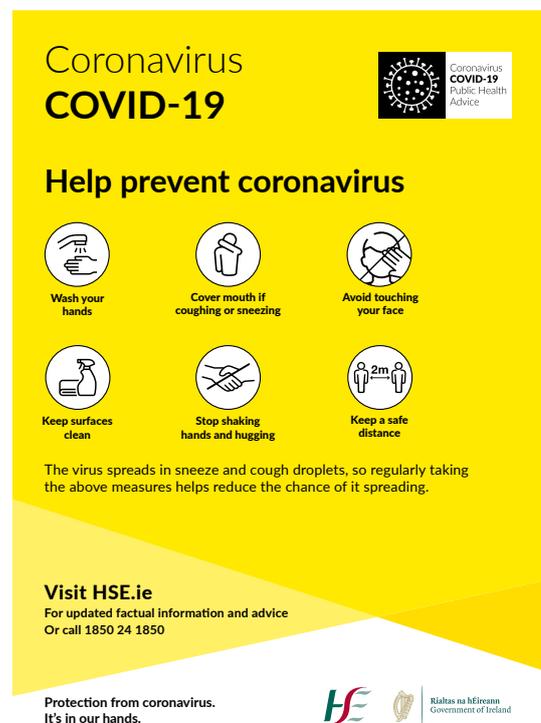
- 3. Hygiene & Prevention of Transmission**
 - a.) Hand washing/sanitisation
 - b.) Cleaning plan
 - c.) Toilet facilities
 - d.) Exhibitors/Stands

- 4. COVID-19 Health Awareness**
 - 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**



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. Exhibitors and Contractors should have their own Covid-19 response plan for the event.

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

Update the exhibition risk assessment and safety statement to 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. If, as a consequence, there are any changes to working practices, the working practices should be re-assessed for risk.

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

COVID-19 Compliance Officers will be appointed for each team working at the event including the organisers, the venue and the contractors.

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, if required, should conform to physical distancing guidelines, be well ventilated and have screens installed. The facility will be cleaned after each use. Catering areas must be laid out with sufficient distance between visitors and service staff and between tables in seating areas.

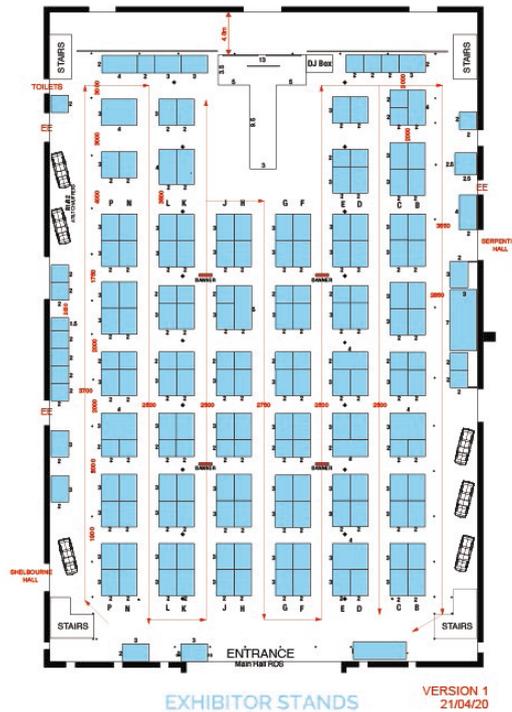
f.) Exhibitor Interactions

Where interactions occur that could be less than 2 metres, mitigation measures such as face coverings will be mandatory if use of a screen is not possible.

Sneeze Guards to Desks



Plans drawn with one way system



3115m² TOTAL SPACE

1090m² EXHIBITOR STAND SPACE

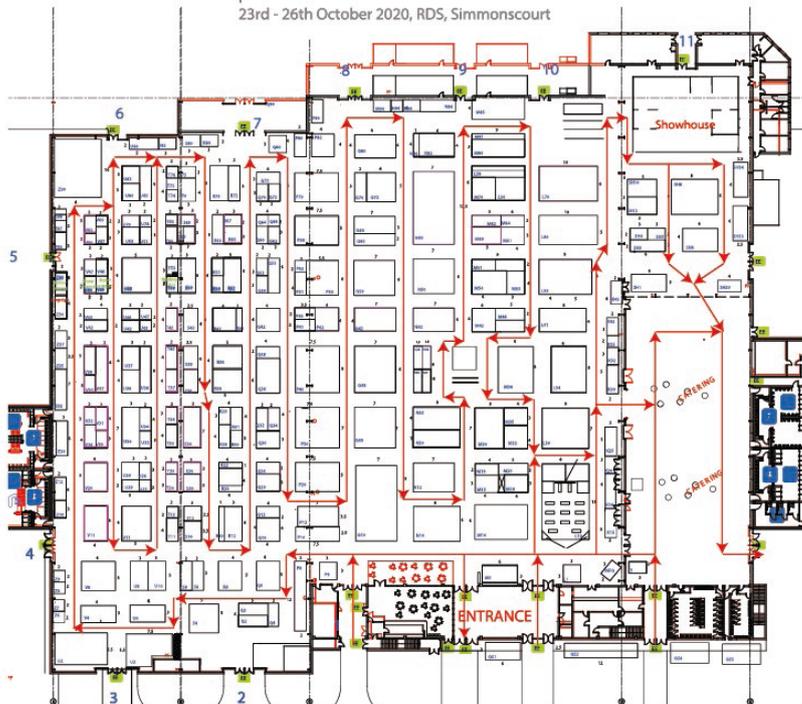
250 individual exhibitors to allow for social distancing, or more if exhibitors are partners within the same living household.

2025m² AISLE SPACE

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

Plans drawn with one way system

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



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 personnel only at any given time, allowing for 4 sqm per person.

The above calculations are example estimates based on the number of exhibiting stands and employees at an event and are subject to change per event. Revised calculations will be done specific to each event for accuracy.

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 contactless 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 / logbooks will be prepared in advance and confirmed with date, time and operatives name as each cleaning cycle is completed. All waste to be double bagged and safely stored for 72 hours before disposal.

Responsibility for ensuring compliance will be with the party responsible for hiring the cleaning contractor, be that the organiser or venue operator.

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 disinfection 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 badge 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. COVID-19 Health Awareness

a.) Exhibitors

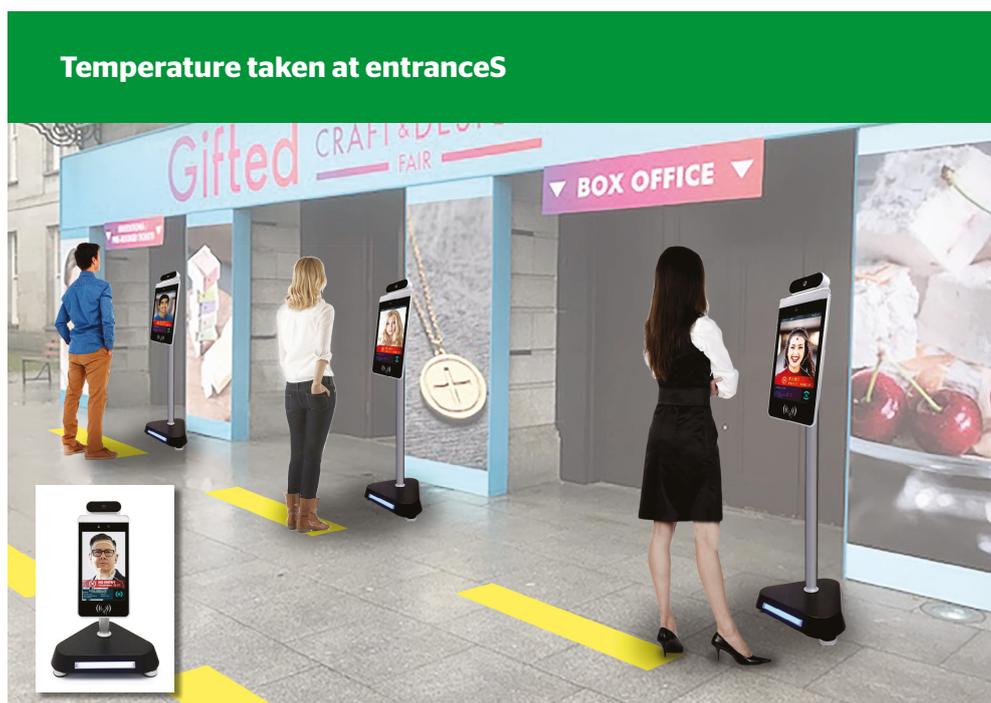
To gain entry to the hall, all exhibitors and contractors must confirm that they answer No to the following questions. If anyone answers yes, they will not be permitted entry but asked to leave the venue and advised to contact their line manager.

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 who develop Covid-19 like symptoms will be asked to isolate themselves and the protocols for Dealing with a Suspected Case of Covid-19 at Work will be followed.

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.



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.



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 health check as implemented by the employer and in line with Public Health advice.



IEOA Safe Exhibition Checklist

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 are outlined below in the IEOA Safe Exhibition Checklist. This checklist identifies a number of key management responsibilities for the implementation of this plan. Site management's main priority is ensuring that the plan is always implemented at all levels and with the cooperation of all stakeholders - Organisers, Site Staff, Venue Staff, Contractors & Exhibitors.

Event Organisers to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Development of a COVID-19 Response Plan, with input from the Venue, as part of the overall Event Safety Plan to include risk assessment with COVID-19 specific details.	×		
To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.	×	×	
Provide the Compliance Officer with a system to record and monitor all Covid-19 prevention activities and tasks and for this to be made available for inspection at any time.	×	×	
Undertake an assessment of the type of work employees will undertake in order to minimise close contact, promote good hygiene and reduce the risk of infection. Management to closely monitor during event for compliance.	×	×	
To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements of the IEOA Protocols and current government and HSE guidelines and to take appropriate immediate action where they are not.	×	×	
Provide the necessary health & safety consumables for onsite facemasks, tissues, hand sanitiser etc.	×	×	
Signs and floor markings to be sourced by organisers.	×		
Queuing floor markings to be provided by Organisers in line with the requirements for each event.	×	×	
Design the floor layout with good distance adhering to the 2.5 metre aisle minimum in the IEOA Protocols for circulation. Implement flow management signage if and where applicable and necessary.	×	×	
Plan seminar and catering areas to comply with social distancing requirements and provide appropriate markings.	×		
Communicate with exhibitors on acceptable stand layouts to cater for physical distancing and ensure suitable barrier options for consultation areas are available from the event contractors.	×	×	
Appointment of paramedic/first aid contractor	×		
Calculate the number of floor stewards required to provide Fire Evacuation and Covid-19 monitoring/compliance.	×		
Organiser to appoint and manage cleaning contractor. Regular touchpoint cleaning schedule to be established and monitored.	×	×	
Organisers to advise exhibitors on protocols and make sanitizing kits and PPE material available.	×	×	

Responsibility	Pre Event	At Event	Post Event
Organisers to provide Handbook for Safe Exhibitions to all stakeholders.	X		
Organisers to employ additional staff, security, and paramedics to implement crowd control and visitor flow plan.	X	X	
Implement a system to stagger the arrival times of visitors to ensure low density within the Venue.	X		
Adapt registration process and manage set-up to reduce contact onsite (e.g. encourage online registration wherever possible and if necessary, print badges at home or present on mobile phones).	X		
Communicate with visitors prior to arrival to provide information on Covid-19 prevention measures in operation and ask health questionnaire.	X		
Visitor ticket scanning system to track admissions on a real time basis while people exiting the building are counted via clickers or suitable automated system to track the number of people in the hall at all times. This information to be recorded on a regular basis and be available for inspection at the front door at all times.	X		
Organisers to calculate safe number for the hall given social distancing guidelines at time of event.	X		
Display social distancing and hygiene posters throughout venue so that the measures are accessible to everyone.		X	
Provide all staff with adequate COVID 19 prevention training, relevant to their role at the event.	X		
Organiser to collate all Main Contractors CRAMS to include COVID 19 RA and verification that all staff on site are COVID 19 prevention trained.	X	X	
Requirement for any stand contractor with multiple stand builds to implement a suitable working and hygiene strategy to reduce the risk of an asymptomatic worker spreading infection in multiple areas.	X		
Daily monitoring checks on all exhibitors to ensure that cleaning and hygiene schedules are being implemented and that hand sanitisation and face coverings are available for all staff.		X	
Schedule and keep a log of daily staff briefings	X		

Venue Operators to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Work with Organiser to form a joint Covid-19 response plan	×		
To ensure that a member(s) of the management team is appointed as the C-19 Compliance Officer.	×	×	
The provision of adequate infrastructure necessary to prevent the spread of the virus - towel dispensers in toilets, hand sanitising gel dispensers.	×	×	
The provision of barriers, permanent signs, Perspex screens etc as necessary on existing venue infrastructure. (e.g. entrance halls, restaurants, catering outlets and toilets).	×	×	
Facilitate the use of larger numbers of entrance and exit doors and extra personnel to assist/supervise specific areas as required.	×	×	
Venue to work with Organiser to provide temperature screening system linked to a non-contact, QR code reading turnstile system with adequate capacity.	×		
Venue to undertake deep clean between events.	×		×
Venue to designate an isolation room or portacabin outside the venue entrance. One back-up room to be provided also.	×	×	
Venue to provide additional hall men.		×	
All Venue staff trained in COVID 19 prevention.	×		
Schedule and log venue staff daily briefing.	×	×	
Venue to ensure contactless payment is available at all catering areas.	×	×	
Provide access control to ensure all toilet facilities are restricted to a safe number of people.	×	×	
Provide additional chemical toilets externally to ensure adequate capacity if required.	×	×	
Provide CCTV at entrances and pinch points around the hall so that crowd density levels can be monitored remotely.	×	×	
Provide CCTV at entrances and pinch points around the hall so that crowd density levels can be monitored remotely.		×	

Exhibitors to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Exhibitor Instructions for Covid-19 Compliance Exhibitions and Trade Fairs are taking place under a set of protocols which have been agreed across the exhibition industry and in line with current advice from the HSA and public health agencies. Exhibitors must plan the build and operation of their stand in line with these protocols. The protocols can be see here.	×	×	
Contact Tracing. All exhibitors and staff to complete a short questionnaire on their current health before entering the hall.	×	×	
Nominated stand compliance person. Exhibitor to appoint one person to act as the stand compliance person. This person will be responsible for maintaining cleaning logs and ensuring compliance throughout exhibition days. All logs to be displayed in a visible location and accessible for inspection.	×	×	
Staff Numbers. Calculate the number of staff that can be accommodated on the stand based on the current social distancing recommendations.	×	×	
Hygiene & Face Covering. Clean and sanitise all touch points surfaces before the opening each day and once every hour during the event. If not using screens, staff should wear face covering when interacting with other exhibitors or visitors .		×	
Training. All exhibitor staff should be familiar with the techniques and practices which can help to prevent the spread of the disease. A leaflet o website link will be provided to each exhibitor for distribution to all stand staff.	×		
Social Distancing. Stand design and layout should be as open as possible to allow visitors to access exhibits without crowding. Dead ends should be avoided i.e. visitors should be able to access the stand, view the exhibits and exit either by the say they came in or by walking through the stand to the adjoining gangway.	×	×	
Large Stands. Large and custom-built stands should allow visitor to enter and leave the stands from all sides that are open unto a gangway (this is best practice at any time). Exhibits should be placed on the stand so that there is adequate circulation without pinch points or dead ends. Graphics and TV screens should be placed so that they can be seen from as wide an area as possible to avoid congestion. Information desks should be equipped with Perspex screens as should meeting /discussion tables or desks.	×	×	
Small and Shell Scheme Stands. Where exhibitors are dealing with visitors directly in the gangways exhibits and counters should be placed within the stand so that visitors can step in from the gangways while engaging with visitors. Perspex screens should be used. Where stands are 3 metres or more in width, visitors can come onto the stand but adequate circulation area must be provided. Exhibitors should consider stepping into the gangway if necessary, to allow visitors circulate. Where possible exhibits should be placed so that visitors can easily circulate without crossing the exhibitors or other visitors and exit onto an alternative gangway. One-way systems with entrance and exit points should be used where there is risk of congestion. Information points, desks or counters should be placed so as not to interfere with the designated circulation areas.	×	×	
Build Up and Strip Out. All exhibitors, contractors, tradesmen and delivery drivers must be screened before they can be given access to the hall at the official exhibitor's entrance. Once screened personnel will be given a pass for that day. Social distancing must be observed during build up and strip out but were this is not possible for safety reasons the same individuals should work together consistently. Additional time will be provided for build-up and strip out where possible.	×		×
All deliveries should be adequately labelled with the exhibitor details including stand number, contact name, mobile number. A separate delivery / marshalling area will be provided were possible.	×	×	

Event Contractors to be responsible for:

Responsibility	Pre Event	At Event	Post Event
Pre-Planning Measures. All event contractors must provide Organisers with CRAMS to include COVID 19 RA and verification that all staff on site are COVID 19 prevention trained. trained.	X		
Training. All contractor staff working on site should familiarise themselves with the techniques and practices which can help to prevent the spread of the disease. A leaflet or website link will be provided to each exhibitor for distribution to all stand staff and any 3rd party contractors employed.	X		
Work Practices. Onsite work practices should be amended where necessary and feasible to allow for the current government and HSE guidelines regarding COVID-19.	X	X	
Build Up and Strip Out. All exhibitors, contractors, tradesmen and delivery drivers must be screened before they can be given access to the hall at the official exhibitor's entrance. Once screened personnel will be given a pass for that day. Social distancing must be observed during build up and strip out but were this is not possible for safety reasons, mitigation measures should be used and the same individuals should work together consistently. Additional time will be provided for build-up and strip out where possible.	X		X
Site Workers. It is vital that each worker knows how to work safely during this COVID-19 and understands the requirements of their task specific RAMS. Site management should coach and guide workers during the workday to ensure that they are fully compliant with the requirements.	X	X	