

# ADDITIONAL MEASURES TO ENSURE HEALTH AND SAFETY OF EVENT PARTICIPANTS

## EVENT DIVISION REGARDING HEALTH RISKS

The meetings industry is made up of VERY different events, which also carry different health risks (particularly regarding the potential spread of the COVID-19 infection). From this point of view, we can generally divide events into:

- **BUSINESS EVENTS** (congresses, conferences, corporate events, and B2B fairs, which can only be entered with individual prior announcement)
- **OTHER – NON-BUSINESS EVENTS WITH INVITED PARTICIPATION ONLY** (private gatherings, such as e.g. anniversaries)
- **EVENTS, OPEN TO THE GENERAL PUBLIC** – so-called public events. This group encompasses a range of different events, which are also of different risk, namely from the view of health risks they can be divided (from less risky to riskier) into:
  - fairs, open to the public,
  - entertaining events, cultural events where the audience is seated,
  - concert, dance-type events, where the audience circulates (standing type of events).

We are also aware that in public events/concerts without seats (standing type of events), it is realistically very difficult to ensure an adequate distance between people, so this category of events will require different measures. The additional measures listed below, therefore, apply only to:

- business events,
- closed-type non-business events,
- fairs (B2B and B2C)
- other events where the audience is seated.

Subsequently, the measures were divided into 6 groups. Unless stated otherwise, the measures are implemented for all types of events.

In any case, these additional measures are based on the hygiene recommendations in the implementation of tourism and hospitality industry to prevent the spread of the SARS-CoV-2 infection, prepared by the National Institute of Public Health of the Republic of Slovenia.

Regardless of the recommendations written in this document, it is necessary to check the actual mandatory restrictions as they are changing according to the epidemiological situation.

Official sites:

- <https://www.gov.si/en/topics/coronavirus-disease-covid-19/>
- <https://www.nijz.si/en/coronavirus-disease-covid-19>

## Measure 1 – Instructions to persons at the venue (visitors and performers)

The organizer provides the following instructions TO THE PARTICIPANTS BY MAILING THEM AHEAD OF AND HANGING THEM IN VISIBLE PLACES. The organizer also informs all employees and others who are present at the venues during the

event, assembly and disassembly.

To prevent infections with the new coronavirus COVID-19, the following instructions/recommendations must be followed during the event (assembly, event, disassembly):

- Washing hands with soap and water is crucial, in case there is no washbasin nearby, disinfect your hands. For hand disinfection, we use a dedicated hand sanitizer with 60 to 80 % alcohol – all provided by the organizer.
- Visitors disinfect their hands before entering or immediately upon entering the event venue. The disinfectant is provided by the organizer.
- Visitors should touch various objects as little as possible.
- We observe cough hygiene. Before coughing or sneezing, cover your mouth and nose with a handkerchief or cough and sneeze into the top of your sleeve, not your palm. The handkerchief is then discarded in a bin intended for such waste and hands must be washed or disinfected.
- Personal waste (e.g. used handkerchiefs) is only disposed of in a designated waste bin. It should be a waste bin with a foot cover, located in the toilets.
- Be careful not to touch your eyes, nose or mouth with your hands.
- If you have been in contact with a COVID-19 positive person or a person with COVID-19 symptoms who has been in self-isolation in the last 14 days, do not attend the event.
- In case we get sick or show signs of infection, we stay at home – we do not come to work or do not attend the event. We also stay at home if a person from our household is ill or has signs of infection, or if we have been in contact with such a person in the past 14 days.
- In case when employee feels initial signs of respiratory infection (runny nose, coughing, sneezing, sore throat, fever ...) during the event (including assembly and disassembly), employee should inform his/her superior, in accordance with the general instructions call his/her personal doctor and follow the instructions received over the phone. If a mask is at disposal, put it on or cover your nose and mouth with a piece of clothing and move as far away from other people as possible. In case you do not have a phone, report at the reception of the event by the shortest possible route, taking a minimum safety distance of 1.5 m to 2 m to other people.
- During the event (also during assembly and disassembly) we maintain a safety distance of 1.5 to 2 metres between people, which also applies to dedicated rooms (e.g. smoking room). Before entering parts of the indoor venue it is necessary to wear a protective mask.
- We enter the event individually and take into account the 1.5 to 2 m safety distance.
- If a specific way of movement is organized at the event to prevent congestion and thus closer contact (e.g. one-way movement), the visitor is obliged to adhere to it.
- Hand disinfection is mandatory before entering and leaving the toilets, and the disinfection is provided by the organizer.
- Unless a cloakroom is organized at the event, leaving your items anywhere on the premises is not allowed. The visitors should bring as few things as possible (only what is urgently needed).
- The use of face masks is recommended in the toilets.
- We enter the toilets individually, taking into account the distance and disinfecting our hands before entering and after leaving.

## Measure 2 – LIMITING THE VOLUME OF VISITORS

### 2. a) The CALCULATION of the required space/visitor for individual events

The maximum number of visitors allowed is calculated as follows:

- the number of chairs, which are arranged so that a distance of 1.5-2 metres between chairs if all are occupied, or if the chairs are placed together, an indication of which chairs must remain empty to ensure 1.5-2 m distance or
- 1 visitor per 10 m<sup>2</sup> fair area in use.

Additionally:

To ensure safety when meeting each other, the fair passages must be at least 4 metres wide. Routes for controlling the flow of visitors are determined and marked (if possible, a one-way system or the division of the passage into 2 parts, where each of the parts is intended for walking in one direction).

For fairs, the restriction of gathering at public events is taken into account in such a way that the prescribed limit of the number of participants during the public event is never exceeded in a single hall.

### 2. b.) CONTROL of the volume of visitors

#### For business events

- fully electronic registration of visitors, exhibitors, service providers and employees is carried out in advance, so that appropriate volume limits and traceability can be ensured in the event of a subsequent occurrence of a possible COVID-19 infection among participants. Registration shall be carried out only to the extent that a sufficiently safe distance between persons can be ensured, as set out in point 2.a.

#### For other non-business events with invited participation only

- the organizer delivers the list of participants and their contact to the venue manager in advance. The number of persons is limited by the extent to which a safe distance is ensured, as set out in point 2.a. Entry to the venue is supervised by the venue manager.

#### For entertaining, cultural events where the audience is seated

- ticket sales shall be limited to the number of seats available for use, under the conditions set out in point 2.a. (the organizer may only sell as many seats so that a sufficient safety distance between persons can still be ensured).

#### For fairs, open to the public

- fair visitors are advised to purchase tickets in advance to approximately distribute the visit and this pre-sale is carried out in limited time slots, to avoid possible spikes with increased attendance (e.g. for entry between 9 am and 10 am). It is recommended that the pre-sale price be stimulating. It shall be ensured that the maximum permitted number of people at the event area is not exceeded, as indicated in point 2.a.;
- entry and exit visitors are counted. In the event that a predetermined maximum volume of visitors is reached (due to on-site purchase) that still ensures a sufficiently safe distance between persons, further entry shall be suspended for as long as necessary to not exceed the volume specified in point 2.a.

## Measure 3 – ADDITIONAL ON-SITE TECHNICAL MEASURES

### 3.a.) Cash registers/reception

- Guests should enter the reception individually or in numbers, which, depending on the size and layout of the room, makes it possible to meet and allows for sufficient safety distance.
- Entry and exit or the guest reception and check-out should be done separately if possible.
- Hands must be disinfected before and after touching documents or objects handled by several persons.

- We advise the introduction of contactless operations with prior reservations.
- It is recommended to buy tickets/accreditations in advance, and if that is not possible, payment by contactless cards. It is necessary to disinfect your hands before and after approaching the cash register or reception. The disinfectant is provided by the organizer, separately for the cashier staff and the visitors.
- The cash register must have plexiglass/glass protection between the cashier and the customer.

### **3.b.) Cloakroom**

If it is not necessary, the cloakroom is not organized. In case the cloakroom is organized, it is necessary to disinfect your hands before and after approaching the cloakroom. The disinfectant is provided by the organizer.

Access to the cloakroom area and changing rooms should be adapted so that guests meet as little as possible and sufficient safety distance is ensured at all times.

In case lockers are used, they should be assigned to guests in advance, so they do not choose them themselves. The lockers should be disinfected after each use.

### **3.c.) Touch exhibits, promotional material**

Any touch exhibits must be managed exclusively by one person of the organizer/exhibitor or there should be hand sanitizer or disposable gloves available. It is not allowed to leaf through promotional material, everyone can only leaf through their copy and can take it home or dispose of it properly.

Service providers should offer promotional materials to guests at their request, without choosing it themselves, e.g. brochures, advertisements, magazines.

### **3.d.) Waiting zones**

The venue should have suitably sized waiting and relaxation zones, where disinfectants are available.

### **3.f.) Doors**

The doors should be automatic, open, or opened only by a single person from the organizer, with the exception of toilet doors, where disinfection is mandatory upon entering and after leaving the toilet. The disinfectant is provided by the organizer.

If possible, the entrance should be separated from the exit or at least divided with a cord.

### **3.g.) Food**

If food supply is planned, special hygiene measures must be observed in accordance with current catering guidelines. When catering guests or visitors, hygiene recommendations for restaurants and catering establishments apply.

### **3.h.) Possible ques**

In the case of participant registration, cash registers, registration/purchase ques are clearly separated by separation cords.

Service providers should prevent participant gathering while waiting for the service or entering and may use floor markings or other solutions (e.g. prior reservations), and a sufficient safety distance should be provided between those waiting.

### **3.i.) Venue markings**

The markings must be very visible, clear so that visitors can find the place they are looking for as quickly as possible.

### **3.j.) Entry control**

Entry to the venue must be supervised by a sufficient number of persons with whom it is possible to perform everything necessary in real-time, but not less than 1 person (monitor or security guard).

### **3.k.) Isolation space**

The venue must organize a separate isolation room, equipped with disinfectant, additional masks and an emergency bed and toilets.

### **3.l.) Waste bins, waste management**

The venue must be equipped with a sufficient number of waste bins to allow waste to be disposed of without hand contact with the bin.

Visitors and cleaners are instructed to dispose of personal waste (e.g. used handkerchiefs) and waste from cleaning the rooms (e.g. disposable cloths) in special waste bins with foot-operated opening. We place plastic garbage bags in these bins, which are tightly tied when emptying. The contents of the bags are not pressed, the waste is no longer touched after the disposal of the bag. The bag is then placed in another plastic garbage bag and tied tightly. This bag shall be stored separately for at least 72 hours before being placed in an outer container for mixed municipal waste.

Other waste (packaging, biological waste, glass, paper) is disposed of and collected as usual, in accordance with applicable legislation. After each waste handling and/or cleaning, staff and guests should be able to wash their hands with soap and water or disinfect them.

### **3.m.) Providing masks**

The organizer provides disposable masks (possibly for a fee) for those visitors who want/need masks and have forgotten them.

### **3.n) Toilets**

- Visitors should use the toilets individually or according to the size and layout of the rooms in such a way that it is possible to ensure sufficient safety distance.
- Running water, soap and disposable paper towels must be available to visitors.
- The hand dryer must be switched off.
- Waste bins for personal waste (e.g. handkerchiefs) should have lids, with a system for lifting the lids by foot.

## **Measure 4 – CLEANING AND DISINFECTION OF PREMISES**

All surfaces that participants or staff come in contact with should be regularly disinfected by appropriate means. This includes: toilets, fence handles, button (elevator/cash register), countertops, tables, POS terminal, etc.

The staff should have a list of items for each room that need to be cleaned or disinfected regularly. The extent of disinfection at the event itself is adjusted to the volume of visitors and should be as frequent as possible.

### **1. CLEANING**

We use water and cleaning agents that we normally use to clean surfaces. Tools and equipment for cleaning sanitary facilities should be separated. We always clean from the least polluted surfaces to the more polluted surfaces. Ventilate the room even during cleaning (open windows) or have the ventilation switched on.

### **2. DISINFECTION**

After cleaning, disinfect surfaces with 0.1 % sodium hypochlorite solution (e.g. bleach). Particular care should be taken to disinfect surfaces that people frequently touch (e.g. hooks, counters, windowsills, handles, railing holder, switches, toilet bowls, pull cords or toilet flush knobs, washbasin taps, elevator walls and small spaces (e.g. for copiers, keyboards, headphones, pencils for common use, etc.).

Sodium hypochlorite preparations (e.g. bleach) are commercially available in various concentrations, usually as 4 % or 5 % solutions.

### 3. TOILET CLEANING

Service providers should ensure regular cleaning and disinfection of toilets adapted to the frequency of visits. When cleaning and disinfecting toilets, in order to prevent the spread of infection, established procedures for cleaning toilets and reasonable hygienic instructions for the use and cleaning of public toilets shall be followed.

- before cleaning, the cleaning staff is protected with appropriate personal protective equipment (PPE):
- surgical mask
- disposable plastic apron over work clothes (gowns)
- gloves.

Mask and gloves are replaced as necessary or approximately every 2 to 3 hours. Wash or disinfect hands thoroughly before use and after removing gloves and mask.

Staff are given information on how to properly put on and take off the mask and gloves. After the end of the event, the room is well ventilated (at least for 1 hour), then the surfaces of the rooms are cleaned and then disinfected. When using cleaning and disinfecting agents, follow the manufacturer's instructions.

## Measure 5 – VENTILATION

Ventilation of rooms where people stay is important and sensible for the purpose of preventing the spread of coronavirus COVID-19 among the population.

During the COVID-19 epidemic, it is recommended to adhere to the following recommendations for room ventilation and ventilation system maintenance.

The mentioned recommendations should be applied to all rooms (also for so-called support rooms such as toilets, reception, cloakroom ...).

### Ventilation instructions:

- During the presence of people on the premises, **constant ventilation with outside fresh air supply is required**, with the maximum possible airflow.
- Avoid overcrowded and poorly ventilated areas where possible and maintain distance from each other.
- **Mechanical ventilation settings:**
  - o Mechanical ventilation should be on at all times (24/7). It should operate for at least 2 hours before the arrival of people and at least 2 hours after their departure at normal or elevated settings. The remaining time, the ventilation can operate at reduced airflow.
  - o Despite mechanical ventilation, simultaneous natural ventilation of the premises is advised (by opening windows if possible).
  - o Ventilation systems that require CO2 values to be set should be set to a lower value than usual, a setting of 400 ppm is sufficient.
- **Toilet ventilation:**
  - o In toilets with mechanical ventilation, ventilation must operate 24/7, with vacuum, to prevent transmission via the faecal-oral route.
  - o Opening windows in toilets with mechanical or passive ventilation must be avoided, as this can cause air from the toilets to flow into other rooms.
  - o Toilet users should be instructed to flush toilet bowls with a covered lid to prevent airborne droplets (instructions in toilets).
- **Safe use of ventilation systems with heat recovery:**
  - o In the event of a leak in heat recovery systems, virus particles in the exhaust air can be returned to the air intake rooms. Leaks in such systems may be due to the installation of recuperators of poorer

quality, improper installation and poor maintenance of the systems. Leakage of such systems must be less than 5 % and must be offset by an increase in airflow according to the EN 16798-3:2017 standard.

o The most common fault is that the fans operate to create a higher pressure on the exhaust side of the system, which causes the outlet air to leak into the supply ventilation duct.

o In case of suspicion of a system leak, it is advisable to consult the system maintainer on how to prevent the occurrence of high pressure on the outlet side.

• **Air circulation** settings of centralized and localized systems (at the level of individual rooms) **must be switched off**.

o Ventilation systems or air conditioners should be set so that the air is exchanged only with fresh outside air, without air recirculation, regardless of thermal comfort.

o Localized air circulation systems (e.g. fan coils, induction units) must be switched off to prevent re-suspension of virus particles into the air.

o The above recommendations must also be followed in the case of air filter installation. Conventional filters installed in ventilation ducts are not effective in filtering particles with viruses (only HEPA filters have this property).

• Changes in **humidity and temperature** in rooms **do not affect** the transmission of COVID-19 infection.

• **Cleaning the ventilation ducts will not affect the transmission of COVID-19 infection. No additional maintenance work is required.**

o Ventilation systems are not a source of SARS-CoV-2 infection if we follow the above recommendations for increasing the flow of fresh outside air, safe use of ventilation systems with heat recovery and recommendations for air circulation settings.

• **Air filter replacement:**

o Frequent replacement of conventional air filters is not required. Clogged filters are not a source of SARS-CoV-2 contamination, but they do reduce the supply of fresh outside air. Filter replacement should follow the normal procedure when pressures are exceeded or according to a maintenance plan.

o It is not recommended to replace existing filters with other types of filters.

o The maintenance crew should follow the instructions of their authorized doctor, occupational medicine specialist when using protective equipment when replacing filters.

o HEPA filters should be stored in a sealed bag for at least 2 weeks before being disposed of as waste.

o The use of air purifiers only makes sense for cleaners with HEPA filters.

## Measure 6 – RECOMMENDATIONS FOR COVID-19 SYMPTOM TREATMENT

In case of identification of infected persons (during or after the event), the organizer is obliged to notify the National Institute of Public Health. If there is a list of participants at the event, the organizer of the latter also provides it to the Slovenian National Institute of Public Health.

In case an employee falls ill with an acute respiratory infection, they stay at home and call their chosen doctor. They inform their superior about the disease. If they test positive for COVID-19 they inform the employer. The employer informs the regional unit of the National Institute of Public Health about the COVID-19 occurrence. The epidemiological service, which receives a report of a confirmed case, initiates an epidemiological investigation, identifies close contacts at the workplace and proposes measures. If any of the employees have been in contact with the person who has shown signs of an acute respiratory infection, they should observe their medical condition for a further 14 days. In case of an acute respiratory infection, they stay at home, call their chosen doctor and inform their superior.

In case a visitor falls ill with fever or signs of acute respiratory infection, the organizer of the event should call the nearest hospital. The visitor should wait in isolation. They should wear a mask. They should only use designated toilets and sinks that other people do not use. The epidemiological service that receives the report of a confirmed case conducts an epidemiological investigation, identifies close contacts and proposes measures for them. The premises where the COVID-19 patient was moving are thoroughly cleaned and disinfected. The premises are also thoroughly ventilated.

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