

COVID-19: “THE NEW NORMAL” KEEPING EVERYONE SAFE

HYGIENE AND PREVENTION PLAN EXHIBITORS AND ORGANISERS

Measures developed by Reed Exhibitions Austria to assure
the safe and controlled implementation of events



GENERAL RULES FOR BEHAVIOUR

In order to guarantee the health and safety of everyone participating in exhibitions, trade fairs and events, Reed Exhibitions Austria (RX) has compiled a comprehensive hygiene and prevention plan.

It is based on the most recently published stipulations issued by the Austrian authorities, and on the recommendations of the WHO. This plan is subject to ongoing amendments to each of the current respective regulatory requirements.

To simplify event planning and implementation we have summarised all the most important recommendations and obligatory measures.

Please note that RX can accept no responsibility for the hygiene and safety measures exhibitors implement at their booths during an event. The booth operator is solely responsible for the implementation of all necessary safety measures.

If you have any questions, please ask your respective contact person at RX Austria or speak to our prevention officers!

BOOTH CONSTRUCTION RECOMMENDATIONS:

- Organise the layout of your booth to enable adherence to minimum distancing requirements at all times. The maximum possible number of visitors permitted to your booth at any one time is determined by the surface area of freely-accessible space at the booth. The more freely accessible space you integrate in your plans, the greater the number of visitors gain access to your expo booth.
- Adherence to the mandatory minimum distance of 1 metre at all times necessitates the provision of 2.32 m² per person. In addition to adherence to minimum social distancing, all people present shall be obliged to wear face coverings. Alternatively, space separators (such as perspex shields) can be installed to ensure the equivalent protection level of face coverings.

- If structurally possible, plan for separate entry and exit routes at your booth to minimise visitor flow overlaps as they move from booth to booth.
- If you are occupying a larger booth area, please post someone at the point of access to monitor and regulate the volume of visitors at your booth.
- If there is a seating area at your booth, please ensure the distances between the seats are selected to ensure minimum distancing of 1 metre can be guaranteed. If adherence to minimum distancing is not possible, other protective structures and measures should be employed – such as perspex shields.
- Ensure exhibits are positioned so as to guarantee enough free space around the booth.
- To avoid narrowing available gangway space unnecessarily, discussions with customers must not be held across the booth space borders. Please consider this when planning your layout.
- If you are planning a two-storey structure, please ensure the staircases are wide enough, or install separate staircases leading up and down to facilitate single-direction crowd flow.

TIP: STANDout’s staff would be delighted to help you plan your own customised booth.
For more information – go to www.standout.eu

GENERAL RECOMMENDATIONS TO ENSURE A SAFE EVENT

The following general rules for behaviour must be observed to ensure all participants, visitors and staff can move safely around the entire facility:



Stay at home if you feel unwell.
Do not come to the event



Wash and disinfect your hands
at regular intervals



Face coverings must be worn at all times.



Please sneeze and cough into
the crook of your arm or in a
paper handkerchief



If you suddenly notice symptoms of
the COVID-19 illness, contact the
on-site medics immediately



Avoid direct physical contact such
as handshakes or embraces

ASSEMBLY AND DISMANTLING



- + Registration and documentation of the details of all people involved at the event are required to ensure seamless contact tracing in the case of a suspected infection. Make sure the local health authorities are provided with the details of all people involved on your behalf.
- + The minimum distance of 1 metre stipulated by the authorities must be adhered to during the assembly and dismantling periods. Furthermore, face coverings must be worn at all times.
- + Ensure there is enough disinfectant available to clean hands and disinfect tools and devices.
- + Devices and tools must be personally labelled or disinfected before being handed on to others.
- + Inform all companies involved about the hygiene and preventative measures currently in force.

FAIRS & EXHIBITIONS



- + The registration and documentation of details of all people involved is required to ensure seamless contact tracing in the case of a suspected infection. Make sure the local health authorities are provided with the details of all people involved on your behalf.
- + Before the event commences, please thoroughly inform all booth staff about the hygiene and preventative measures currently in force.
- + Ensure sufficient detergents, soap and disinfectants are available at the booth to clean hands and disinfect objects.
- + Keep a distance of at least 1 metre to other people at the booth.
- + The installation of protective barriers (such as Perspex dividing walls) is permitted where adherence to minimum social distancing cannot be guaranteed.



GENERAL RECOMMENDATIONS TO ENSURE A SAFE EVENT

FAIRS & EXHIBITIONS



- + Clean all contact surfaces, such as tables, display cases and exhibits regularly – and after contact with every visitor.
- + Bring your own personal face coverings and ensure enough face coverings and masks are available for your staff.
- + Do not offer snacks like nuts, crisps, chips or cookies from open containers, boxes, packages, plates or trays. You are permitted to provide unopened, individually-packed snacks.
- + No events are permitted at the booth outside scheduled expo visiting hours.
- + If possible, organise small, separate work teams at the booth.

FACILITIES SERVING FOODS AND BEVERAGES

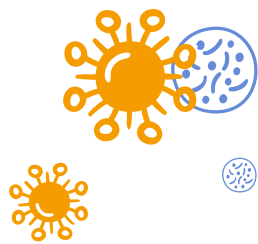


- + All catering, bar and restaurant areas are subject to the current hygiene regulations applicable to such facilities.
- + All our catering partners are responsible for guaranteeing seamless and complete compliance with the current regulations.

MEASURES TO BE IMPLEMENTED IN CASES OF SUSPECTED INFECTION



- + The potentially infected individual must be brought to the quarantine area immediately.
- + On-site medical personnel are empowered with the decision as to whether a person is permitted to remain at the event or, alternatively, to initiate other measures.
- + On-site medical personnel are empowered with the decision to initiate the Covid-19 rescue chain.



If you have any questions, please ask your respective contact person at RX Austria or speak to our prevention officers:

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**WE CARE!
STAY SAFE!**



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