

Covid-19: „The New Normal“ - KEEP'IN ALL

HYGIENE AND PREVENTION PLAN
EXHIBITORS AND ORGANISERS

STAY SAFE!

Measures developed by Austrian Exhibition Experts GmbH (AEE) 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, AEE has compiled a comprehensive hygiene and prevention plan.

It is based on the most recently published stipulations issued by the Federal Government of Austria, 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 summarized all the most important recommendations and obligatory measures.

Please note that AEE 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 AEE or speak to our prevention officers!

BOOTH CONSTRUCTION RECOMMENDATIONS:

- ▶ Organize 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. If structural elements at the booth make it impossible for everybody there to maintain the minimum distance required, face coverings must be worn by all present at the booth.

- ▶ 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 and the wearing of face coverings.
- ▶ 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.

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.



Please wear a mouth and nose protection
wherever minimum distancing of 1 m
cannot be guaranteed, and when you
enter or leave the facility.



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. The wearing of face coverings is required if this is not possible.
- ▶ 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.

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, organize 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.

COVID-19 PREVENTION OFFICERS

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

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