



**REGULATORY PROTOCOL
FOR CONTRAST AND CONTAINMENT
OF THE COVID-19 VIRUS
IN EVENT ORGANIZATION**

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1. Premise

This protocol is provisional, it was edited at the time of the pandemic with the aim of avoiding contagion and ensuring safety during events, taking into account the indications provided by the State-Regions Conference with regard to hygienic-sanitary and behavioural indications in order to ensure the safety of speakers, participants, sponsors, technical staff and staff.

The drafting of the document was possible thanks to the collaboration between **ECM Quality Network** and the association **FEU – Filiera Eventi Unita**.

2. Introduction

a. Aim and purpose

The document collects all the procedures aimed at managing the health emergency originating from the Covid-19 biological risk and constitutes the regulatory protocol for contrasting and containing the spread of the Covid-19 virus in work environments. The document also includes the relevant national and international regulatory requirements and guidelines.

The document provides specific information on the basis of the contexts, with particular reference to all the measures taken and to which the staff and all guests must adhere for the containment of the risk of contagion in terms of behavior, criteria for access to event venues, measures for the management of spaces, facilities and activities etc.

Employees and guests present in the facilities must always comply with all the provisions of the Authorities and the procedures defined by the organizer collected in this document.

By means of this document, the organizer absolves the obligation to inform pursuant to Art. 36 of Legislative Decree 81/2008 and information to suppliers pursuant to Art. 26 of Legislative Decree 81/2008 regarding the procedures defined, in application of the provisions defined by the Authorities and regulated in the shared Protocol for the regulation of measures to contrast and contain the spread of the Covid-19 virus during the course of events.

The Employers of the supply and service companies are required to transfer this document and any further related documents to their offices, employees and subcontractors (if any).

b. Scope

The document applies to all those involved in the preparation, on-site management and in the course of events and meetings, as well as to participants, speakers and sponsors who will participate in the same events.

c. Obligations and responsibilities

The organizers undertake to ensure that all the persons involved are aware of this document, to inform their collaborators about the prevention and protective measures described herein and to ensure their correct application, encouraging the defaulters to compliance by exercising an active coordination and supervision activity.

All the staff members and the collaborators of the Companies working on site have the obligation to implement the precepts and obligations regulated in the document, use the Personal Protective Equipment in compliance with the described modalities and report to their direct managers and to the Prevention and Protection Service of their company any issue.

COVID Managers shall verify the application of the prevention and protection measures defined in the document by those present at the event.

d. Reference documents

- Legislative Decree 81/08
- Decree of 14 March 2020 of the President of the Council of Ministers and supplementary and amending note
- Guidelines of the Ministry of Health
- Circular No. 5443 of 22 February 2020 of the Ministry of Health
- Resolutions and legislative measures from Regions, Provinces and Municipalities
- Circulars and technical documents issued by the INAIL
- Internal protocols and documents, such as Operating Procedures, Corporate Directives, Site Instructions and Guidelines
- Each procedure shall refer to the specific pertinent document
- Istituto Superiore di Sanità: ad interim indications for the prevention and management of indoor environments in relation to the transmission of SARS-CoV-2 virus infection ISS Working Group Environment and Indoor Air Quality

3. Mandatory hygienic-sanitary principles

In view of the maximum prevention of the spread of COVID-19 infection, the organizer adopts an organizational model that provides for the adoption of the following measures:

- Arrangement of the Mandatory Anti-Covid-19 Emergency Plan;
- DVRE: Assessment of the biological risk of the event to be carried out in the pre-event phase, during the event and post-event;
- Collection of the personal information of the participants, preferably during the registration for the event (also by using special Applications for sending certificates out);

- Sending information to all those involved (participants, speakers, staff, suppliers and sponsors);
- If necessary, admission to the venue through scanning of invitations and contactless access management;
- Collection and preventive control of vaccination certificates and/or negative results of recent swabs. For those who can not provide any of the previous, a rapid test service onsite (incoming and outgoing) will be provided;
- Measurement of body temperature;
- Application of interpersonal distancing measures according to the regional and national rules in force;
- Use of Personal Protective Equipment (PPE) for staff and participants in compliance with the planned hygienic-sanitary good practices;
- Adoption of DVRE procedures, including all measures that can be taken to mitigate the risk of contagion and constant monitoring of the related compliance.

4. Pre-event procedures

In the perspective of mitigating the risk of contagion, prevention and control are carried out in all organizational phases, starting from the registration of participants in the event.

To participate in the event, it is necessary to pre-register the participants in order to allow the collection of their personal and contact data. Access to the event venue is allowed prior to identification, followed by the submission to the health check established by the procedures in place for the specific event.

In the pre-event phase: collection of vaccination certificates of all subscribers. For those who are not yet vaccinated it will be necessary to exhibit before accessing the congress area the negative result of a recent swab. As an alternative, it will be possible to take a rapid swab on site, provided by an authorized structure.

All participants will be informed of the security plan, which will also be distributed electronically during the registration and displayed in the venue spaces.

5. Staff training

All staff members and suppliers will be informed of the anti-COVID measures taken and of the emergency plan.

The staff will be instructed to promptly recall the general hygienic, sanitary and behavioral regulations in case of non-fulfillment.

The staff in service can be identified through the badge, wears the FFP2 face mask and visor and is subjected to the same health check procedures described in the next paragraph as anyone who has access to the venue.

6. Control and distancing procedures adopted at the event stage

a. Access control procedures

i. Set-up/Dismantling phase:

- The venue management shall provide a certificate of sanitization to the organizer after both the setup and dismantling of the event
- For transport and portering personnel who remain for less than 1h and carry out transport and positioning-only functions, there is no obligation to take a rapid swab test but only to comply the regular rules of distancing and use of PPE devices

ii. Preparation phase:

In case of corporate events and in general those involving a show or performance, the supplier will be required to produce a specific documentation (certificate of vaccination or negative test result) for all guests submitted to special procedures of dressing, makeup, photography, etc. during the course of events and in the phases before.

iii. Event phase:

Health check outside the congress area before the reception and accreditation phase through the following procedure:

- participants who have uploaded their vaccination certificate to the online registration form will be directed to the admission area;
- participants who will present the negative result of a recent swab will be directed to the admission area;
- participants who have booked a rapid test or who can not present a negative result of a recent swab will be directed to the external area for the screening. They will be allowed to access the venue exclusively in case of a negative result;
- the same procedure will be applied to the staff members and technicians the day before the event;
- in case of any positive result to the screening, the procedure described in paragraph will be applied;
- body temperature will be measured at the entrance through a contactless hygienic system. Access will be permitted exclusively to those who have a temperature above 37.5°. Refusal of the measurement will prevent from entering the site.

In any case, the staff will verify that everybody is correctly wearing the face mask while entering the venue.

b. Distancing and risk prevention measure

The organization provides disinfectant gels and containers for the correct disposal of PPE that may pose a biological risk.

Distancing and risk prevention measures include:

- Obligation to wear face masks
- Maintaining the safe distance
- Absence of fever or flu symptoms
- Management of entrance times and internal routes

It is established a safe distance of at least 1 mt between everyone in the venue during the course of events.

A "safety kit" is available for all participants in case of need.

All staff members will be wearing FFP2 face masks while obligation of PPE will be required for participants, sponsors and everyone else in the venue.

In large events it is established the presence of an Event Manager (Covid manager) in charge of anti-contagion procedures, who will have the task to monitor the observance of the protocol.

7. Organization of areas

a. Event venue

All scheduled activities, including set-ups, are managed in view of maintaining social distancing, which will be modulated based on the expected attendance and available spaces as well as the modalities and timing of the event.

It is planned to provide signage, even on the floor, to mitigate the risk of close contact of people. In particular, the organization of inflow and stream of people in transit areas is aimed to facilitate the correct flow of participants and, in case queues are expected to form, interpersonal distancing measures will be established.

Participants and staff pre-registration is always required while on-site registrations are limited to a small percentage of the expected total.

Reception and accreditation desks may be equipped with transparent protections in the event that it is not possible to maintain the safe distance between the secretarial staff and the participants. In the case of on-site payments, the organization will be equipped with contactless credit card payment devices or ATMs. The keyboard to type the code will be sanitized frequently and the disinfectant shall be available in the immediate proximity.

In case of congresses, the congress bags including the badge can be collected in self-service mode or distributed by the staff equipped with PPE. In the case of small events, the bags can be directly positioned on the seat inside the room.

In case of wardrobe, it is necessary to organize the service by providing specific clothes bags.

b. Exhibition area and poster area

The areas setup is organized on the basis of the distancing rules in force, both in terms of structural positioning than access and parking routes to points of interest.

In the design of spaces it is mandatory to provide paths of adequate size to maintain social distancing. It is planned to publicise the information relating to hygiene and sanitary regulations to take advantage of the spaces through a specific vertical notice.

A constant supervision of the space is entrusted to the control staff who can guarantee compliance with the aforementioned hygiene and sanitary regulations by guests and staff.

During the setup phase, the fitters will be required to respect the planned layout and arrange the equipments in order to allow the distancing. Furthermore, during this phase, there will be no operators beyond the allowed number in compliance with the distancing regulation.

Access to spaces will be restricted in order to avoid gatherings and will be adjusted according to the spaces actually available.

Specifically, for the posters exhibition and any other form of visual communication, automated IT procedures for e-documents management will be preferred as much as possible, as well as appropriate digital support systems for e-posters.

In the case of conference events, as permitted by the scientific program of the event, the expansion of the visiting time to the poster area and the time of discussion of the same with the authors allows a distribution of the flows that facilitates the movement of visitors.

The distribution of any commercial, promotional and gadget material is exclusively possible in electronic format, that allows self-service mode.

8. Area Catering

The venue management will be in charge of ensuring that the areas of preparation of the dishes are organized in advance in order to guarantee the compliance with the hygienic-sanitary rules as well as adequate spaces and distancing.

The access areas and use of the service are organized in compliance with the regional rules in force regarding interpersonal distancing. The inflow/stream of participants in the catering area are managed in order to mitigate the risk of close contact between people. The area will always be manned by the staff and the personnel in charge of distributing food and beverage will strictly wear PPE.

The catering activity takes place in strict compliance with HACCP standards integrated with anti-contagion procedures. In general, the service is expected to be organized on time and in such a way as to allow the

distribution of food and beverage to take place in an appropriate way, for example by favoring the use of disposable dishes, single-portion packaged meals, automatic self-service distribution. In addition, the duration of the service will be commensurate with the number of participants in order to guarantee staggered access in case of a large number of entries to the catering area.

In case of standing service (e.g. coffee break) priority is given to box lunch, i.e. single portion served with sealed containers.

In case of buffet service, the service takes place excluding the possibility for guests to touch the exposed foods. It is established distancing between the delivery points in number commensurate with the expected attendance is foreseen.

To avoid gatherings during the withdrawal phase of the box lunches, obligatory and differentiated routes will be prepared in and out of the room thanks to special signs.

In case of table service, the set-up will be verified to be appropriate in terms of number and type to always guarantee the necessary interpersonal distancing.

The seating arrangements will be allocated to comply with the regional and national rules in force.

9. Conference rooms

The management of spaces will be approved in advance and the protocol will be shared with the venue management.

Only persons identified by badge or app are allowed to the room.

The layout of the room is set in compliance with the national and regional regulations regarding interpersonal distancing in force at the time of the event and the number of seats is commensurate with the number of participants accordingly. In the case of mobile seating, the seats will be positioned to guarantee the necessary interpersonal distancing. If the room is set-up with unmovable seating, unusable seats are marked for the same purpose. In any case, no one will be allowed to follow the speeches standing.

The speaker/moderators' table is positioned at a safe distance from any other person on stage and from the front row, and the seats on the stage are arranged in order to ensure interpersonal distancing such as to avoid the obligation to wear the face mask. If speaker/moderators are expected to use a remote control, PC or other common device, disinfectant cleaning will be provided between speeches.

If possible, the inflow/stream of participants from/to the room is organized using diversified entrances and exits, identified by special signs.

The slides center includes a space dedicated to delivery tutoring support tools, that is set up in order to maintain the social distancing. Disinfectant is distributed in the area to ensure the sanitization of technical material for personal use.

10. Hygiene and sanitary practices

The set-up phase of all the spaces will be preceded and followed by the sanitization of the area. An overall cleaning service of the entire venue will be scheduled at evening /night.

It is planned the sanitization of all surfaces and common spaces used by guests and staff. In case of conferences, the sanitization is expected after each session. Similarly, any information desks located outside or inside the room are periodically cleaned.

During the organization of the event, the application of the regulatory provisions in force concerning the air conditioning of the rooms is verified with particular reference to the adequacy of the external air flow accordingly to the expected crowding and the exclusion of the air recirculation function. If possible, periodic aection of the rooms is expected. Access to the toilets is provided in compliance with general safety regulations. The cleaning service and the sanitization of surfaces and toilet facilities are guaranteed and scheduled hourly or continuously, depending on the number of participants. Ample availability of hand washing soap will always be provided.

As far as toilet facilities are concerned, the distancing between those present must be guaranteed. For this purpose, considering the size of the common areas facing sink, participants will be encourage to evaluate the crowding before accessing and possibly to wait outside. If provided, horizontal signs regulating the distancing of people must be respected in this case as well.

11. Use of shuttles

In the locations where a shuttle service for guests has been activated, the service provider guarantees extraordinary measures, accordingly to the guidelines contained in Annex 9 of the DPCM of 26 April 2020, such as:

- mandatory use of face masks and gloves for driver and passengers
- differentiated entrance and exit (if possible)
- indication of the maximum number of passengers
- presence of hand sanitizing gel dispenser
- fixed separation systems between driver and passenger
- information through special signage
- sanitization at the end of the service of all parties subject to greater contact

The interpersonal safety distance must be respected at all times (while waiting for the shuttle during the entrance, exit and the transfer).

12. Covid-19 Health Emergency Plan

During the pre-event site inspection it is necessary to identify a space exclusively intended for the isolation of people suspected of being infected by Covid-19. This area must be delimited or closed in order to ensure separation from other people's passage areas.

13. General measures

In the event that a person inside the event venue (participant, organizational staff, technical staff - see legend at the end of the document) shows symptoms of fever (temperature above 37.5 °) of respiratory infection (dyspnea, dry cough, sore throat, difficult to breath) or presents nausea, vomiting and / or diarrhea, he/she must promptly notify the organization (reception desk or healthcare point of the event, if provided). The notification should preferably happen by phone or in any case by assuring to keep a distance of at least from the staff and wearing a protective face mask.

Following the notification received, the organizer will immediately inform the competent Territorial Health Authority through the numbers dedicated to the Covid emergency (1500 – Public Utility Number, Regional Toll-Free Numbers available at: www.salute.gov.it/nuovocoronavirus, 112 Emergency Number active throughout the national territory).

In order to minimize the risk of contagion, the following preventive measures will be taken while waiting for the arrival of the healthcare professional:

- the person involved will have to wear a surgical face mask;
- contacts with other people will be minimised;
- the person will be addressed to the space previously identified and intended exclusively for the isolation of people suspected of being infected by Covid-19 (closed room or space delimited at least 3 meters away from the passage of other people, possibly provide with independent access). If the event takes place in a hotel where the person is staying, the guest room can be used for this purpose;
- any undelayable assistance will be exclusively provided by person in good health, equipped with adequate PPE devices (coverall, FFP2 face mask, gloves and visor);
- anyone who comes into contact with the potentially infected person will have to wear the face mask and will provide accurate hand washing with hydroalcolic solution before and after the contact with the person or any space or facility around;
- particular attention will be paid to the body surfaces that may have come into contact with the fluids (respiratory secretions, urine, feces) of the potentially infected person;
- any infected materials produced during the assistance activities of the personnel involved will be disposed of in a waterproof bag.

14. Protective Kit

A kit will be made available at the secretarial desk for those who need to have close contact with the potentially infected person.

The standard kit includes:

- FFP2 face masks;
- visor for facial protection;
- gloves (disposable);
- germicidal disinfectant/wipes for surfaces and tissues cleaning;
- disposable bag for biologically risk wastes;
- protective apron (disposable) – optional;
- full-length long-sleeved coverall – optional;
- shoe covers (disposable) – optional.

15. Risk of infection for close contact

An appropriate assessment of the people that may have potentially come into contact with the person suspected of contagion can be carried out exclusively by the healthcare staff, with particular reference to:

- persons who have provided direct assistance to the person suspected of contagion without the use of recommended PPE or through the use of ineligible PPE;
- persons who have come into unprotected direct contact with the secretions of the person suspected of contagion (e.g. used paper tissues);
- people who have had direct physical contact with the infected person (e.g. handshake);
- persons who have remained in a closed environment (e.g. vehicle or closed room) with the person suspected of contagion for at least 15 minutes, less than 2 meters away;
- people who have stayed in the same room or housing unit.

With reference to the above, the guest will take the necessary precautionary measures according to the indications of the competent Health Authority. Similarly, on the basis of what is indicated by the competent Health Authority, information methods to people not involved will be evaluated in compliance with privacy legislation, if required.