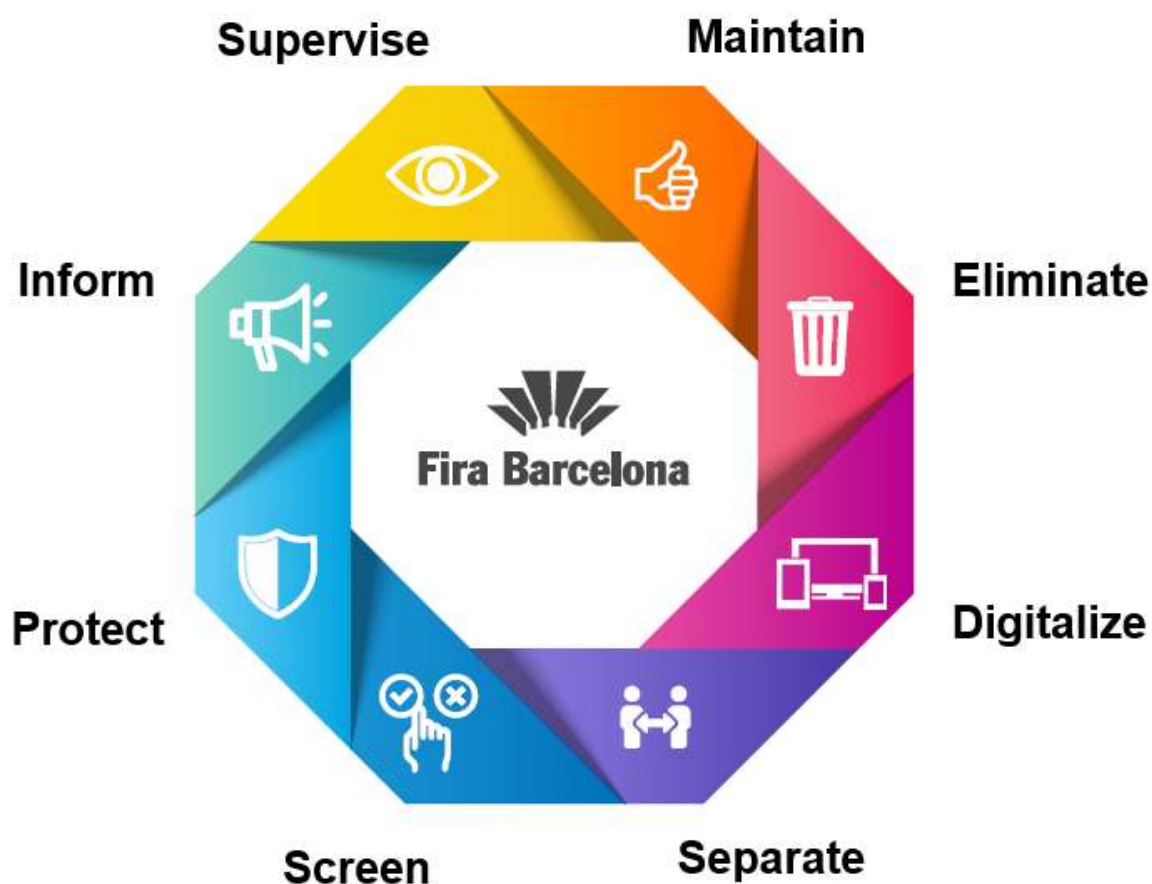# Covid-19 risk mitigation plan at trade fairs held by Fira de Barcelona

Design and operational guide for Organisers

v.2 (22/06/2020)

Contents

Introduction to the design and operational guide for organisers

In response to the emergence of the SARS-CoV-2 coronavirus and with the purpose of contributing to the economic recovery by guaranteeing absolute safety for our customers and employees, Fira de Barcelona has carried out a comprehensive study of the risk of being infected by the virus during our trade fair activity, enabling us to design and implement measures geared towards preventing and mitigating the above risk. These have been defined in different fields (adaptation of capacities to the recommended social distancing, traffic flows, additional cleaning and sanitation protocols, additional signage, etc.).

The following guide provides information on the aspects of the design and operations for events which, together with the actions being taken around the rest of the venue, will enable us to reduce the risk of the spread of the SARS-CoV-2 coronavirus in your stand. In order to perform the risk analysis and draw up this guide, we have worked in partnership with external companies specialising in risk management and obtained the endorsement of the epidemiology service of the Hospital Clínic de Barcelona, a domestic and international flagship institution in the management of infectious diseases. This manual is divided into different sections and the aspects listed herein are mostly recommendations related to design and operations, except for those that require mandatory compliance. This guide should be regarded as complementary to Fira de Barcelona's technical standards and implemented in accordance with the safety and accessibility provisions defined therein.

General principles of the mitigation strategies

According to the current medical studies recognised by the international scientific community, the risk of the spread of the SARS-CoV-2 coronavirus is chiefly due to interactions between people and between people and contaminated objects. The chief recommendation for its mitigation is to prevent person-to-person and/or person-to-object interactions. If this is not possible, the established physical safety distance should be maintained. In the event that the above recommendations cannot be fulfilled, physical means of separation (personal protective equipment, protective screens, etc.) should be incorporated. With these operational principles in mind, seven specific risk mitigation strategies have been taken into account to define the actions listed in this guide:

0. **MAINTAIN** any current interaction if it's safe.
1. **ELIMINATE** any interaction whenever possible.
2. **DIGITALIZE** the interaction if possible.
3. **SEPARATE**: maintain a physical distance or use physical means of separation.
4. **SCREEN,** identifying and managing potential positives.
5. **PROTECT** people by means of hygienic measures and personal protective equipment.
6. **INFORM** the measures and the need for compliance.
7. **SUPERVISE** compliance with the above points.

Measures implemented at Fira de Barcelona venues

In keeping with the general mitigation principles, Fira de Barcelona has implemented measures that will be common to all its fairs and it will ensure that they are complied with so as to guarantee that all the participants (visitors, exhibitors, employees, organisers, etc.) can make use of its venues for trade fair activity in a safe space and in a controlled environment. The main changes for visitors and exhibitors at the venue will be:

- All the **spaces have been redesigned** to ensure that **social distancing** can be maintained, using an automatic capacity control for them that monitors compliance in the communal areas and in all the exhibition areas.

- All the attendees must wear a **protective face mask**, except in spaces whose design allows social distancing to be maintained.

- **Hydroalcoholic gel** will be available at the entrances to the venues, in the communal areas and at frequent contact points.

- There will be **reinforced entrances** to allow **rapid and queue-free admission**, with additional signage to ensure that social distancing is maintained at all times.

- **Temperature controls** may be installed at all the entrances to the venue.

- **Online registration and access** via the mobile application will be encouraged and times for arrival at the venue will be assigned.

- **Changes in the traffic flows** have been established to ensure orderly management with clear directions of movement and the busiest crossings will be monitored by means of artificial intelligence to ensure that social distancing is maintained.

- The handing out of **materials** (documents, brochures, welcome packs, etc.) to the exhibitors and visitors is **not recommended** and their distribution will be limited throughout the venue.

- Person-to-person interactions will be complemented by **digital interactions** so as to enhance the user experience and increase the global audience and impact of the event outside the fairground.

- **Cashless** payments at all the locations in the venue, including the restaurants and entrances, will be promoted, together with the **procurement of online services** to reduce the need to visit the exhibitors' service counters.

- **Protective screens** will be installed at all the customer service points, including the restaurants' payment points.

- In the event of the potential detection of a positive, the venue will have a **system to locate the business contacts** of the person in question and make them available to the health authorities so that they can follow them up.

- **The medical service points will be reinforced** with isolation areas and properly equipped and trained medical personnel.

- The communal areas and frequent contact points will undergo **enhanced cleaning** or they will be replaced by contact-free interactions.

- **The ventilation system will be improved** by means of the use of antibacterial filters and greater frequency of the air renewal.

- The **catering areas** will be adapted, with health and hygiene controls, the serving of the food in individually-packaged formats, control of their capacity and social distancing.

- **The signage, public address system and on-site communication** will be enhanced to ensure compliance with the prevention measures, which will be adapted to people with disabilities.

Example of a sign indicating the hygiene measures installed at the entrances to the venue.

- **Training** in the new prevention practices **for personnel and employees**.

- **Compliance with the measures will be controlled** by automatic systems and Fira's personnel. There will also be an **Emergency Operating Committee** to regularly reassess the risks and adapt the measures.

The physical and operational design aspects to be taken into account by the organiser in each risk mitigation strategy are listed below.

Note: The guide contains both recommendations and **mandatory** rules. The latter appear in the guide **marked** with a **warning** icon attached.

Risk mitigation strategies in the design and operation of events

Maintain 👍

0. **Maintain** all the elements of the physical and operational design that do not generate person-to-person or person-to-object interactions and/or those which, by their nature, mitigate the risks of contagion. This can be done, for example, by means of the use of elements which, due to their design, allow easy cleaning and disinfection (spaces with easy-to-clean surfaces) and/or having large, open spaces.

Eliminate 🗑

1. **Eliminate** installations and activities that are not strictly necessary.

   - Before implementing measures in a process, **question** whether they are necessary. Examples of potential processes that could be questioned:

     - Handing out of non-essential materials to visitors (press, brochures, etc.).

     - Carrying out of activities (talks, lectures, etc.) with the presence of a high number of visitors in a reduced space.

     - Meetings at the event that are not strictly necessary.

     - Greetings with physical contact (shaking hands, etc.).

   - It is advisable to incorporate these measures into the stand design phase, e.g. by selecting designs and materials that allow the build-up to be carried out by fewer people over fewer days, reducing the number of personnel required and the time needed for the build-up, thus maximising social distancing.

   The design and operational measures designed to reduce person-to-person and person-to-object interactions are listed below:

   1.1. **Eliminate queue** generation points:

      - Restrict the handing out of **free products** to visitors/exhibitors.

      - **Increase** the service **capacity** to attend to visitors and reinforce the personnel available during peak hours.

      - **Reduce** the **demand** at peak times by implementing, for example, prior appointment systems at the stand.

- At moments with high numbers of visits, establish systems to **prevent the forming of queues** in front of the stands, e.g. by noting down the visitors' details in order to contact them later.

1.2. **Personnel planning (in-house and visitors)** to reduce interactions:

- **Reduce the number** of non-essential employees while ensuring that there are enough to prevent the forming of queues.

- **Plan** the personnel's **working hours** to ensure that they are as spread out as possible and to minimise the possibility of them gathering or coming into contact with each other whenever possible.

- **Promote digital meetings** whenever possible, particularly in the case of internal events such as personnel and non-commercial meetings, etc. If necessary, consider whether these can be held with fewer employees, maintaining social distancing, and/or in outdoor areas.

1.3. **Question** all the material **to be handed out**

- **Eliminate or minimise materials** that are not strictly necessary, including promotional materials, and the handing out of paper documentation (brochures, etc.) and pens or similar for the signing of documentation, welcome packs, pass holders, newspapers, etc.

- Generally speaking, the material to be handed out should be properly **packaged/sealed** in advance so that it is suitable for **individual use**.

1.4. **Incorporate criteria to eliminate interactions** in the **event** design:

- **Consider eliminating installations** that are not strictly necessary, those that may be used by many people and those that may contribute to overcrowding from the stand design (rest areas, interactive demonstration points, etc.).

- Whenever possible, position the products to be displayed so that they are visible **without them having to be held or handled** by the visitors.

- Consider adding foot or forearm actuators in the design of the organiser's construction projects to allow the opening of doors or surfaces without the need for manual contact.

Digitalize

2. **Digitise.** Include **technology** to eliminate **person-to-object interactions** in the physical and operational design of the event or replace the latter with digital interactions:

- Exchanges of contact data by means of **mobile technology** (use of NFC, Bluetooth or other technologies, photographing of business cards, etc.).

- If elements that need to be actuated are incorporated into the organiser's projects or general areas for visitors (activities, demonstrations), the above should preferably be performed **without any manual contact** (infra-red rays, etc.).

- **Reduce/eliminate** the use of **paper** in all the processes. Promote the exchange of information via digital media:

  - Replace physical catalogues with digital files.

  - Replace paper with the use of QR codes.

  - Etc.

- Promote **online registration** among the personnel and the **printing of passes prior** to the event to avoid having to collect them during the event.

- Promote the **online procurement of services** so as to avoid having to procure them in person at the exhibitor care offices. It is also advisable to **pay by card** during all interactions at the venue, thus avoiding the use of cash.

- **Complement**, whenever possible, **face-to-face** meetings with **virtual** meetings, including talks or other broadcasts, to improve the user experience and increase the global audience and impact of the event outside the fairground.

- Opt for **screen technology** to display information. Ideally, use non-touch screens or, otherwise, schedule the regular cleaning of the screen, particularly after each use.

- In the case of **lectures** or talks at stands or in rooms, encourage the use of **web applications** to allow questions to be sent to the speaker or the preparation of surveys so as to avoid the passing around of microphones.

- Consider using **technological solutions** to eliminate the need for person-to-object contact in the stand design and in the organiser's projects.

- Promote the current functions of the existing **mobile applications** to promote their use (lead retrieval, reading of QR codes, geolocation, information on the trade fair, etc.).

- In the case of **lectures** or talks in a room or at a stand, encourage the use of **web applications** to allow questions to be sent to the speaker or the preparation of surveys so as to avoid the passing around of microphones.

- Consider using **technological solutions** to eliminate the need for person-to-object contact in the stand design.

- Consider the development of **new functions** to eliminate person-to-person and person-to-object interactions or to meet additional needs (a prior appointment booking system for exhibitors, management of Covid-positive contacts, etc.).

Separate

3. **Separate.** Prioritise the **maintenance of social distancing** between people, thus minimising person-to-person interactions.

3.1. **Density of people (people/m^2).** Assuming that the physical safety distance is 1.5 metres between people (under normal conditions, queueing or walking), it is established that each person should have an individual surface area of 2.5m^2.

3.2. **People density measurement systems.** The organiser must design the event with the certainty that the density values are correct and that any interactions are performed with the appropriate level of protection at all levels. The above must be ensured at a **macro level** (total number of people at the venue), at an **intermediate** level (people per hall or area) and at a **micro** level (people at a stand, counter, etc.).

At a macro level:

- It will be necessary to **know at all times** how many people are at the venue (in its entirety) to ensure **that the average total density** is appropriate.

- It is advisable to **install people-counting cameras** (or another analogous system) at all the entrances to the venue from the perimeter to ensure that we always know **how many people** are inside the venue and that we can provide the aggregate **average density** data at all times.

At an intermediate level:

- **Density measurements** are recommended in areas with large spaces (halls, central aisle, etc.). These measurements can be performed with the existing technology (Wi-Fi density, etc.). It is advisable to **make use of the existing infrastructure**, avoiding installing technology throughout the interior of the venue that must be adapted to each type of configuration at each trade fair.

- The **data** obtained must allow decisions to be **made**, including **immediate** decisions (in the case of overcrowding) to make **adjustments from one day to the next** (eliminating bottlenecks) and ones to incorporate **improvements into future trade fairs** based on the experience of the previous ones.

At a micro (operational) level:

- The configuration of the trade fair means it is impossible to have a system at each one that encompasses the density measurement in all the areas included (toilets, stands, restaurants, etc.) at all times. In this regard, the means will be put in place to incorporate countermeasures into the **design** of the event to minimise the risk and appeal to **individual responsibility** for compliance with them.

- Require that the **design and layout** of the aisles, stands, rooms, activities, etc. enable and oblige people to comply with social distancing. (e.g. determining flow directions in aisles, building temporary auditoriums with chairs a safe distance apart, etc.)

- Appeal to **individual responsibility** by means of signage, communication and rules to clearly determine behaviour that are easy to comply with. Eliminate unnecessary interactions, etc. (e.g. put space dividers inside lifts and prohibit their use except for persons with reduced mobility).

- When there exist reasonable doubts that it will be difficult to achieve distancing in certain interactions, **the design should be based on the hypothesis that it is a risk-related interaction** that cannot comply with the social distancing measures and it should incorporate protection. (e.g. incorporate a methacrylate screen into all the counters and ensure that all the counters sold by Servifira incorporate the above methacrylate screen).

3.3. **Event design elements that reduce the risk.** The main risk of contagion in a space with people moving around is quantified by four factors:

a) **Number of people (the more people, the greater the risk).** Assuming that the measures to reasonably minimise the risk of infection (prior screening, use of face masks, etc.) have been taken, **the fewer people there are in an area, hall, trade fair, etc., the lower the risk will be.** At events there are significant variations in the flows by day, by time window, by area, etc. Anything that helps to stabilise the flows and prevent peaks will be welcome.

b) **Occupied space (the greater the density, the greater the risk).** We understand that **in the areas people move around in** (entrances, central aisle and other aisles, etc.)

the flows will be designed to comply with social distancing and the social distancing will be deemed to have been achieved. We understand that **in the areas of interaction** (stands, exhibitor service counters, trade fair offices, etc.) they will be designed using social distancing as a criterion, but additional risk mitigation countermeasures will be incorporated.

c) **Type of flow (likelihood of interactions).** The risk decreases significantly in **orderly flows** (everyone walking in the same direction). If social distancing is achieved at the start, it will only be lost over time if people walk at different speeds. The risk of interaction is lower. In **disorderly flows** (people walking in different directions) the likelihood of social distancing not being maintained is high, no matter how much individual effort is made to maintain it. The risk of interaction is greater.

d) **Queue management.** Queues interrupt flows and generate a risk of interaction. Queues mean more time for interaction between people (if social distancing is not maintained). In addition, queues just outside a stand affect the flow of people passing by. Queues occur when the system's **capacity** is **lower than the demand for** the service at any given time.

Strategies to mitigate the risk related to each of these factors are listed below:

Reduce the number of people who meet in the area at the same time:

- Reduce the total number of attendees (through ticket sales, etc.)

- Distribute the number of attendees by time slots and days (to stabilise the system and ensure that the density data remain stable)

- Reduce unnecessary traffic within the event (people moving around the halls, etc.)

- Segment the halls into several areas with independent entrances

**Increase the space available for each person:**

- Ensure the **design of** the event facilitates **maintaining the desired average density value** at the venue, in the halls, in the aisles and at the stands.
- Potential good practices may be to design **auditoriums** with chairs set apart to comply with social distancing.

- In auditoriums where the **chairs are fixed** and cannot be removed, it will be necessary to **individually mark** which chairs can and cannot be used. When the public comes into the room, it will be necessary to have means to prevent people from occupying the chairs that cannot be used.

- The counters (at the stands, at the exhibitor service points, etc.) should have **protective screens** made of methacrylate, polycarbonate or any other material.
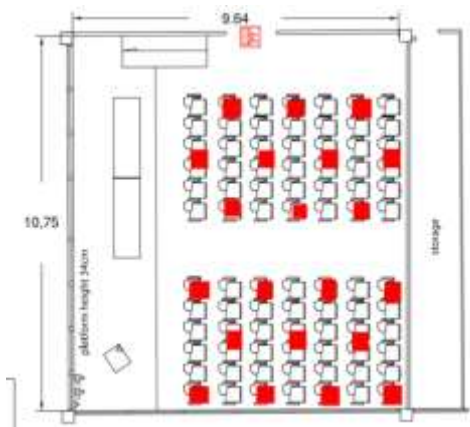
Design orderly flows. As far as possible, plan different entrances and physical segmentation between sectors in the initial design of the event so as to avoid having personnel moving around areas with no added value. The objective is for people to move around between the areas as little as possible. People should ideally go to areas they know in advance, spend the least possible time travelling between areas and move about the venue so that they are evenly spread out. Actions to be carried out:

- **Increase** the number of **entrances** to the event, provided that the control and management of the health and safety protocols can be ensured at all the entrances.

- Define **different entrance** and **exit** points.

- As far as possible, establish **different routes** within the venue, by **sector** and **type** of profile (visitor, exhibitor, assembler, etc.).

- Introducing **pedestrian traffic directions** (similar to those for vehicle traffic) is one of the **main measures for the mitigation of this risk**. Establish them in all the areas whenever possible (halls, entrances, car parks, ticket sales points, registration area, etc.). Mark the different traffic directions with **signage** (entrance and exit, movement along the right-hand side, etc.).

- The **two-way aisle** model is the one we believe allows the establishment of single directions while reducing the distance between points and enabling each visitor/exhibitor to take the shortest path (which, in turn, minimises the amount of time people spend walking along the aisles).

Two-way aisles (traffic on the right-hand side) and crossings
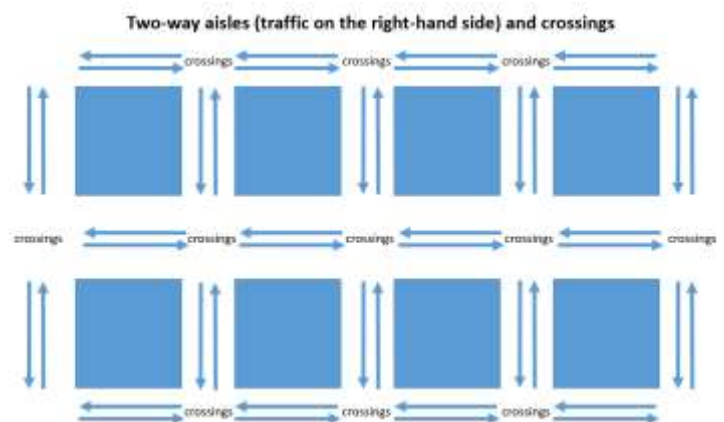
- During the sessions, means must be established to regulate the **admission** of people into the halls and how many of them occupy them, and also to regulate their **departure** and the emptying of the halls at the end of the session (by rows, areas, etc.) so as to **avoid overcrowding** at the exit or entrance and to guarantee compliance with social distancing at all times.

- In addition to the loudspeaker messages already envisaged, incorporate **additional messages** to encourage people to **move along the right-hand side** as a general principle. Use the communication channels already envisaged (fixed signage, dynamic communication, the public address system, etc.) to remind them.

Eliminate queues whenever possible. The countermeasures may be geared towards eliminating or digitising the service or improving the processes so that they can be developed over less time. Any improvements to the processes that also eliminate person-to-person or person-to-object interactions will be doubly valuable. Some actions to be taken:

- Set access by means of facial recognition, passes on mobile phones, etc.

- distributing visitors by days or time slots

- setting up a booking system for a given service (e.g. at restaurants, stands, exhibitor service points, etc.) to allow appointments to be made before entering, while it can be announced that certain time slots are already full

- Ensure that queues are not formed at the stands (regulate the free handing out of samples, etc.)

If it is not possible to eliminate the queues, manage them properly.

- Plan them in a suitable area **with sufficient capacity** to **guarantee** social **distancing** in a controlled and **delimited** environment that does not interact with the flows.

- Establish a **prior appointment** system for visiting the stands if possible so as to reduce the queues in front of them.

3.4. Capacities:

- The **maximum capacity** of a stand, hall or area will be calculated upon the basis of at least **$2,5 m^2$ of space per person**. For example, the capacity of a $20m^2$ stand would be eight people, including both the exhibitors and the visitors. *Note: The figure of $2,5m^2$ per person is the minimum space, but this may be enlarged when the event is held if the administration so requires.*

⚠ - In the areas for **seated** people with 1.5 metres between chairs, thus guaranteeing $2,5m^2$ per person.

⚠ - The general **waiting and queueing** areas will be designed with sufficient space between people (in front, behind and to the side of them) to maintain their physical separation. The waiting positions in the queue should be properly indicated, preferably with markings on the floor to ensure social distancing.

⚠ - The organiser will ensure that the **maximum capacity** of the stands is clearly **indicated** with signs outside them or that it is controlled by an access control system.

- The organiser must put the appropriate control systems in place to **guarantee** that the maximum permitted capacity of the venue, hall or stand is not exceeded at any time.

- In cases in which a visitor is a person with a **disability** and he/she requires a companion, the latter will not be counted for the purposes of the stand capacity, as long as they are both duly protected with PPE.

- Plan the design of the different areas of the event to ensure that the **working positions** of the personnel are **separate from each other, thus maintaining social**

distancing. This principle is particularly important in the areas of the event with the least surface area (meeting rooms, small stands, etc.).

- In the event that a queue forms outside a duly delimited area at any time and hinders the flow of people in the aisles or makes it difficult to comply with social distancing, the organiser must manage it **properly** and correct the situation as soon as possible.

- As far as possible, the **flows** at the venue's different entrances and exits and in the areas with people traffic inside the venue will be delimited, prioritising movement along the right -hand side as a general principle.

- During the event it is important to **monitor the flows of** people in order to identify **opportunities for improvement** and make the **appropriate adjustments**.

3.5. Screens:

- When there is a need for person-to-person interaction and it has not been possible to eliminate it or replace it with an alternative strategy, the interaction will be shielded whenever possible by a **protective screen** made of methacrylate, polycarbonate or any other similar material (on a table, counter, etc.).

- Consider using a **counter** or a **solid barrier at the stand** to separate the stand's personnel from the visitors or to separate the stand from the aisle.

- If the use of a screen is not possible (the type of interaction prevents it, e.g. displaying a machine, clothing, etc.), it may be replaced by the use of **face shields** (in addition to the face masks). But the protective screen solution should be the primary choice in this case.

- The positioning of screens and other risk mitigation measures should be planned with inclusive **accessibility criteria**, taking into account people with disabilities or reduced mobility.

3.6. Mobility and transport:

- Actively and preventively **redistribute** the mobility and public transport services so that they can drop off their passengers **at the different entrance gates** (urban services, taxi, vehicles for hire, etc.).

- In anticipation of the influx of participants, **suitable signage for the access of** visitors' **private vehicles** to the car parks and the adequate distribution of these vehicles by auxiliary personnel should be coordinated. The participants must be informed in advance of the measures taken for the parking of private vehicles and they should be provided with information on public parking facilities in the event that an exclusive area cannot be established for this purpose at the venue.

- In the event that the use of buses is required for discretionary passenger transport, the transport company must implement its **own health and safety protocol**, complying in all cases with the current regulations applicable to passenger transport.
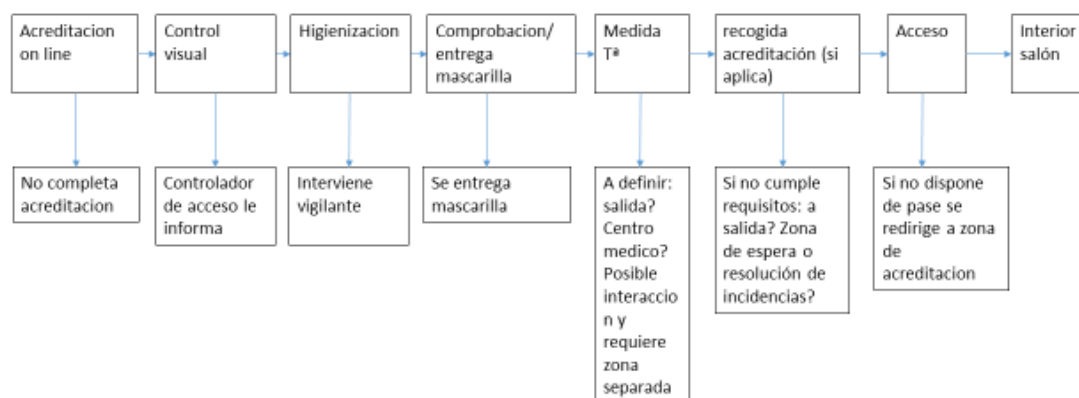

Screen

4. **Screen.** Establish the **means of control** for the personnel to allow the rapid **detection of potential cases** of positives and their treatment in a suitable way, thus minimising the risk of contagion.

4.1. General screening criteria

- There may be several possible screening criteria, based on the recommendations of the WHO (World Health Organisation).

  - By **country of origin** or travel history (if there are transport restrictions or if the person comes from an area regarded as at risk)

  - By **health certificate** (via an app, biological passport, test, etc.)

  - By body **temperature** on the spot

  - By **not having PPE** (if a face mask is regarded as mandatory for movement)

  - By **not cooperating** and not wishing to submit to the control processes.

- Screening by **origin** and a **health certificate** may be preventively applied in the prior registration (not allowing certain people to be registered), but this does not prevent people from that country or without a certificate going to the venue to obtain registration, either out of lack of knowledge of the above or voluntarily.

- At professional fairs the organiser will include the obligation to comply with the corresponding prevention measures in the **Terms and Conditions** document for visitors and exhibitors.

- The organiser will ask the different service providers for their risk mitigation plan(**Contingency Plan**), as well as a **written undertaking** to comply with the prevention, hygiene and sanitation measures.

- In any event, the **definitive verification** that these two requirements are met will take place **on-site** (either because the visitor brings the information that has allowed him/her to generate the pass on his/her mobile phone or because it is checked during the registration process).

- The most effective way of performing the screening checks is to do them before the visitors enter the venue (or just when they are entering).

- The screening by **temperature** control **(if it is required)** and the use of **PPE** must necessarily be performed **before** the visitor enters the trade fair and/or the registration area.

- In cases in which there are people who do not wish to collaborate during this process and display an attitude of non-cooperation towards the personnel or do not wish to take part in the screening process, they will be treated in the same way as when it is determined that a person does not meet the requirements and **may be a potential positive case** in one of the stages. In these cases it must be ensured that there is the space and means to deal with them in all the areas where people are likely to be screened, providing them with preventive treatment as potential positive cases and minimising the risks of contagion for the personnel and any other people present.

- In all these cases it is assumed that there will be interaction with the person (to explain that he/she is not allowed to enter, to refer him/her to another point, etc.) and, therefore, it is **necessary for the potential measures to disinfect people to have been taken before the initial screening** in order to give a feeling of greater security to the people interacting with the potential positive case.

- The process by stages to be followed should be:

Acreditacion on line	Control visual	Higienizacion	Comprobacion/ entrega mascarilla	Medida Tª	recogida acreditación (si aplica)	Acceso	Interior salón
No completa acreditacion	Controlador de acceso le informa	Interviene vigilante	Se entrega mascarilla	A definir: salida? Centro medico? Posible interaccion y requiere zona separada	Si no cumple requisitos: a salida? Zona de espera o resolución de incidencias?	Si no dispone de pase se redirige a zona de acreditacion	

4.2. General design considerations in the screening operations

- The **visual control** of whether a person has a pass or code is usually performed outside the venue, and only people who have some kind of document (or mobile phone) are allowed to go inside (registration or entrance area).

- **Sanitisation in the initial stage** reduces the risk if people have to be interacted with once they have been screened during a later stage. Giving out the face masks after the sanitisation makes the interaction of the people with whoever supplies the masks safer (sanitised hands). Measuring the temperature after the sanitisation and wearing face masks makes the people who have to interact with the potential positive cases feel more secure.

- The process must be planned taking into account that the cases of temperature **positives** will require **specific treatment** (accompaniment to a medical attention point, an escort to the door with specific personnel, etc.) and it is advisable to plan a **waiting area separate** from the other flows of people.

- The registration must be collected after these previous stages. There must be space **before** the registration area for the prior controls and the registration area must have **enough** room for queues to form in compliance with **social distancing**.

- **Sufficient room** must be left in the registration area for people who **do not meet** the requirements (a biological passport or any other documentary requirement requiring on-site verification). These cases in which the documentary requirements are not met should be regarded as potentially positive, although they may be asymptomatic. For example, a registered person who comes from a country regarded as a risk area by the corresponding administration or a person who has not provided sufficient documentation in the online process (e.g. in the event that a health certificate is required).

- The organiser should take the above points into account when it comes to designing the queueing systems, the waiting area and the control systems.

4.3. **Temperature control.** The temperature control does not identify asymptomatic positive cases and, therefore, it has **limited effectiveness**, but it is an element that can make the visitors, exhibitors and all the personnel who enter the venue feel more at ease. Some recommendations:

- In the event's **regulations** the organiser may require that all the people (personnel, exhibitors and other suppliers) working at it:

  - have **had their temperature taken before entering the venue**, to check that they do not display any symptoms of fever (a temperature of 37.5ºC or higher)

  - **do not display any other symptoms** related to Covid-19 (coughing, breathing difficulties, etc.)

  - have not **been in recent contact** with anyone who has tested positive for the disease.

  Otherwise, **they will refrain** from entering the venue and providing a service at the stand.

⚠ In addition, the organiser may establish a **temperature control system at the entrances** to ensure that none of the personnel who enter the venue have a temperature.

⚠ - In the weeks prior to the event, the organiser must check the **administration's** opinion with regard to the **suitability** and **legal validity** of the individual temperature measurements in order to ensure that the controls performed are carried out in accordance with the provisions of the corresponding regulations on the date of the event.

- In the event's regulations and/or in an additional announcement the organiser **may request** that, if a person at a stand (personnel, supplier, etc.) displays symptoms compatible with Covid-19 during the event, he/she should go to the nearest medical attention point so that the relevant checks can be performed.

- It should be assessed whether, in the absence of mandatory temperature controls for all the visitors and exhibitors, it would be appropriate to position a **voluntary temperature measurement point** at the entrance, so that people who wish to make sure they do not have any fever can measure their temperature.

4.4. Management of positives and contact identification

- The organiser will ask all the participants in the event that in case a person (member of the personnel, visitor, etc.) is suspected of being infected by Covid-19 by the competent medical team, the organisation should be informed so that it can monitor the people who may have been in contact with him/her.

- In the regulations the organiser may ask the exhibitors to operate **access control systems** at their stands in order to identify and **register** the people who have visited them and to record their contact details in such a way that the contacts can be **traced**. In this case, it is advisable for their use to be **mandatory** for all the **commercial visits** to the stand.

- This system may be operated by means of the use of **contact management** (lead retrieval) **systems** procured from Fira de Barcelona or a manual or automatic **registry** at the stand **access** point. This registry must clearly display the contact details of each visitor to the stand (name and surname(s), company, contact details – telephone number and e-mail address – and the time of the visit to the stand) and the data must be continuously updated in real time.

- In the weeks prior to the event, the organiser must check the **administration's** opinion with regard to the **suitability** and **legal validity** of the prior documentary controls (performance of serological tests, biological passports, restrictions on visitors by country of origin, use of health control apps, etc.) in order to ensure that the controls performed are carried out in accordance with the provisions of the corresponding regulations on the date of the event.

- The organiser must establish a **mechanism to monitor potential positive cases** during the event by means of the use of a **digital access control system** in the

entrance areas and areas for communal use (auditoriums, activity area), as well as the use of **contact management** (lead retrieval) **systems** at all the stands, permitting **traceability** of the points visited by a given person during the day and the drawing up of a list of the people (and their contact details) who have met this person in the same locations in the same time window.

⚠ - The organiser will be responsible for reviewing the **health** and **positive management** protocols at the medical attention points at the venue in order to ensure that they abide by the **current protocols** stipulated by the **administration**.

Protect 🛡

5. **Protect.** Provide means of protection against exposure to infection through the use of **personal protective equipment**, the implementation of **hygiene and sanitary controls**, a **supply of gel** and the application of **additional cleaning and disinfection procedures**.

5.1. Personal protective equipment (PPE)

⚠ - **Face masks:** the use of face masks will be mandatory in all the areas of the venue and inside the stands. The organiser will be responsible for guaranteeing and supervising their use in all the areas of the venue and handing them out to the personnel and visitors inside it if they do not bring one.

⚠ - Activities during which a face mask cannot be worn at certain times (tasting, drinking, etc.) may only be conducted in **areas duly enabled** for such a purpose and **additional protective measures** will be taken to minimise the risk of person-to-person and person-to-object interaction, including the use of fixed locations **at least 1,5 metres apart, areas situated away from flows of people** or shielded by protective screens, individual closed areas, etc.

- These activities will preferably be carried out in **outdoor spaces** or **open** areas of the stand and will be not be conducted in closed and/or poorly ventilated rooms.

⚠ - In the weeks prior to the event, the organiser must check the **administration's** opinion with regard to the **suitability** and **legal validity** of the use of **face masks** at the event in order to ensure that the requirements for the use of the masks and the controls to be performed to ensure their compliance are carried out in accordance with the provisions of the corresponding regulations on the date of the event.

⚠ - The organiser may decide to **supply face masks** to people who wish to enter the venue and who do not have one when they are about to enter. In this case, the

organiser will ensure that the people who supply the masks **are properly equipped** with personal protective equipment suitable for the function to be performed.

- **Face shields:** Face shields may be worn to **complement** face masks (**but not as replacements for them**), particularly when interaction with a large number of people is required throughout the day. It is advisable for these shields to be worn by a single person and not shared by different people. If necessary, it should be made obligatory to clean the shield between uses.

- **Gloves:** The organiser will indicate the need to wear gloves whenever it is necessary to **handle** the materials on display, particularly materials that may be touched by different people throughout the day.

- **Other protective equipment:** In cases in which, due to the nature of the activity, it is necessary to use protective equipment at the stand, the organiser must **ensure** that people **have** it and **use** it properly.

- **Working clothes and garments:** as a general rule, the event organiser will stipulate that, in the event that a worker has to wear specific working clothes, it is advisable for him/her to bring them to the venue **properly disinfected** and protected and to put them on at the venue.

- The organiser will **establish who is responsible for supplying the PPE** of the personnel working at the event with the companies providing services at the fair in an initial stage. The above applies to the build-up, event and breakdown phases.

- The organiser may take additional precautions with **vulnerable collectives**, recommending that people who form part of them do not come to the venue until the epidemiological situation is under greater control. In the event that it is essential to attend, it will be necessary to take **stringent safety measures**, avoiding queues and points with high flows and using personal protective equipment for, in particular, the airway (a face mask and face shield if possible). It is also advisable to maximise hand hygiene.

- The organiser will **ensure** that these countermeasures are **implemented** by the personnel of providers of services procured by the organiser.

5.2. Hygiene and sanitary control of catering services

- Hygiene and sanitary control in all the areas (restaurants, stands, organisational areas, etc.). In cases in which tasting services are to be offered to visitors, the following guidelines must be followed:

  ▪ The products will preferably be offered in **individual-format packaging** to enable visitors to hold said packaging and then taste them in a specially enabled area, having previously washed their hands.

  ▪ **Coffee and tea** will preferably be served in closed disposable cups.

- ⚠ ▪ In the event that the product has to be **handled** before being offered to the visitor, this task will be performed by **personnel duly registered** as food handlers.

- ⚠ - **Tasting products** should not be offered **in bulk** or in formats entailing that a single product may have been handled by several people and/or that the product may have been exposed to particles of the SARS-CoV-2 coronavirus.

- - As a general principle, **food, sweets and snacks should not be made available** to visitors, especially when they are not products on display.

- ⚠ - In the weeks prior to the event, the organiser must check the **administration's** opinion with regard to the specific Covid-19 risk mitigation countermeasures on the catering premises in order to ensure that the countermeasures that are implemented are in accordance with the provisions of the corresponding regulations on the date of the event.

- ⚠ - The organiser will **ensure** that these general countermeasures are **implemented** by the **restaurants, the catering services and the exhibitors' catering services** and will also include the control of these countermeasures in the **external catering** services.

- ⚠ - The organiser will ensure that these general countermeasures are **complemented** on the catering premises by the **other** mitigation **countermeasures** indicated in this guide (capacity control, additional cleaning and sanitation protocols, additional signage, etc.).

- - It is advisable to use **bins** without manually-activated lids and to place bags inside them.

5.3. Supply of gel:

- ⚠ - In cases in which it is necessary to **touch the material on display** (at stands, in organisational areas, etc.), people should **previously disinfect** their hands with a sanitising liquid or hydroalcoholic solution.

- - Fira de Barcelona undertakes to guarantee the availability of hydroalcoholic gel at the entrances to the venue and in the communal areas. It is the organiser's responsibility to ensure that gels or hydroalcoholic solutions are available for visitors at the event's additional points if so required, as well as to ensure that the exhibitors **have gels or hydroalcoholic solutions available for their personnel and the visitors** to their stands and that the exhibitors make sure that people clean their hands before handling the materials on display.

- - Whenever possible, **the material on display will be sanitised** before and after it is touched by a visitor.

- Generally speaking, it is advisable to use sanitising products recommended by the Ministry of Health.

- In the weeks prior to the event, the organiser must check the **administration's** opinion with regard to the supply and use of **disinfectant gels** in order to ensure that they are supplied and used in accordance with the provisions of the corresponding regulations on the date of the event.

- **In the planning of the event the organiser will include gel distribution points in different locations, including:**

    - **Fixed** positions at the venue (toilets, information points, cloakrooms, entrances to certain rooms, etc.)

    - **Temporary** positions during provisional assemblies at the trade fair (auditorium areas, rest areas, etc.)

    - At **stands** (establishing their use in the fair's specific regulations)

5.4. **Cleaning and disinfection:** Specific recommendations for the different types of areas and materials to be cleaned/sanitised are listed below:

- Generally speaking, for the cleaning of the trade fair's spaces, the surfaces and other objects (the material on display, etc.) it is advisable to **only use duly approved** cleaning and disinfection **products**, with a prevalence of solutions containing at least 60% of ethanol that have been recommended by the Ministry of Health.

- Due to their potential harmful effects on people's health, the use of **ozone** and **UVC lamps will not be permitted**, except in cases in which it is duly authorised by Fira de Barcelona.

- A system for **recording the cleaning performed** should be implemented.

Cleaning and disinfection of communal areas (auditoriums, halls, restaurants, etc.)

- In addition to planning the regular cleaning at the trade fair, the organiser will incorporate **additional cleaning** to **sanitise the spaces that are most frequently used** (toilets, conference rooms, etc.). These areas will be cleaned more frequently and with a type of cleaning/sanitisation appropriate to the characteristics of each space and its use.

- A **specific protocol** will be established for cleaning and disinfecting microphones and other audiovisual materials between consecutive uses in **conference rooms** and/or areas where the same audiovisual materials are to be used by several persons. This protocol will be specific to the event and established in accordance with the materials to be used and the envisaged configuration of speakers.

Cleaning and disinfection of stands

- In the regulations the organiser will ask the exhibitors to incorporate **regular cleaning** of the stands into the **planning of the activities** to be carried out. This cleaning may be performed **by their own personnel** or by procuring it via Fira de Barcelona's official supplier. It is advisable to include the **display** and **promotional materials** in the planning of the regular cleaning of the stand.

Cleaning and disinfection of surfaces (desks, counters, etc.).

- In the planning of the cleaning tasks the organiser will reinforce the **cleaning of surfaces** that have come into contact with visitors and other people on a **regular** basis. Firstly, by carrying out the cleaning of the surfaces of the communal areas and, secondly, by requiring the exhibitors (in the trade fair's regulations) to plan the additional cleaning of the surfaces of their stands.

- It is advisable for the organiser to require the exhibitors to carry out the following actions in relation to the cleaning of the surfaces of their stands:

- Whenever possible, **surfaces** that have come into contact with visitors and other people **should be cleaned** on a **regular** basis. Consideration should be given to doing so between consecutive visits.

- Clarify the **instructions** of whoever is responsible for cleaning certain surfaces, particularly those that come into contact with the public and require regular cleaning. Consider procuring a **specific service** for the cleaning or plan for it to be performed by the **stand's personnel**.

- It is particularly important to focus the cleaning of the stands on parts **that are regularly used** and those where a lot of person-to-object interactions take place (stair rails, door handles, areas near where visitors move along the aisles, etc.).

- In the event that **talks** are held or in areas where single audiovisual materials are to be used by several people, the use of microphones, lecterns, slide projectors and other audiovisual materials is not recommended. If necessary, a **specific protocol** for cleaning and disinfecting them between consecutive uses will be established. This protocol will be established in accordance with the material to be used and the envisaged configuration of speakers.

- It will be particularly important to focus the additional cleaning on the **parts that are regularly used** and those where a lot of person-to-object interactions take place (stair rails, door handles, etc.).

Cleaning and disinfection of the products on display

- In the regulations the organiser will require the exhibitors, as far as possible, to frequently clean and sanitise the **material on display** upon which human-to-object interactions may occur. Ideally, this cleaning will be performed **after each visit.** If the above is not possible, it will be performed at **regular** intervals in order to mitigate the risk of contagion among visitors.

- In the event that the material on display cannot be cleaned and sanitised, measures should be put in place to ensure that everyone handling this material **washes their hands** before and after touching the material.

Communicate 📣

6. Communicate

- The organiser will **ensure** that all the participants in the event are previously **aware** of the necessary information regarding the risk **mitigation countermeasures** to be implemented at it. Firstly, all the participants will be **informed** of those taken by the organiser and the venue and, secondly, they will be **required** to include them in the planning of their attendance at the event, indicating which requirements are **recommendations** and which are **obligations** to be fulfilled by each of the parties involved (visitors, exhibitors, assemblers, employees, etc.).

- It is advisable for these aspects to be reflected in the event regulations and for the mandatory aspects to be included in the documents that govern the relationship between the organiser and the exhibitors and visitors (contracts, participation policies, terms and conditions of the registration process, etc.).

- To this effect, the organiser may use **all the available communication channels** to convey this information (website, signage, public address system, dynamic communication, apps, etc.). It is advisable to use all of them in a **combined** manner so that the participants can receive the information sufficiently in **advance** and be **frequently reminded** to facilitate **knowledge** and the **fulfilment of** these requirements.

6.1. Prior communication with visitors, personnel, suppliers, etc.

- It is advisable for the organiser to draw up and distribute a **design and operational guide for exhibitors** during the initial design and launch phases of the event in order to outline the additional Covid-19 risk prevention requirements and the obligations that exhibitors must meet.

- It is advisable to share this guide with the **suppliers involved** in the design and construction of areas for the organisation and with any other companies or employees that are relied on for their participation in order to ensure that everyone has prior knowledge of the above mitigation initiatives and is able to **incorporate them** into the planning and execution of their projects.

6.2. Personnel training.

- **The organiser** will ensure that **all the personnel** set to participate in the event (suppliers, exhibitors, etc.) are **aware of the duties** they have to perform, as well as the additional protective measures they must abide by, including standing the right distance apart in queues, use of PPE, capacity control, management of the visitors' contacts, additional cleaning protocols, etc.

6.3. Signage.

- The organiser will include the incorporation of **signage elements** to complement the measures listed above into the event's design and the planning of the activities to be carried out. It is advisable for the design of the event's signage to incorporate the following elements:

Related to flows of people
- Maintenance of social distancing
- Preferable use of lifts for people with reduced mobility
- No overtaking on escalators, in stairs or on moving walkways.
- **Maximum capacity** of each space, so that visitors have prior knowledge of this information before entering the area.
- **Waiting positions** in the queue.
- Indicating the directions of movement along the different routes (entrances, exits)
- Indicating the chairs people are allowed to sit on

Related to protective measures

- Recommendations for frequent hand-washing.
- Positioning of hand sanitation devices.
- Use of PPE
- Advice to avoid touching handrails and other railings as much as possible.
- Encouragement of alternative forms of greeting, without any physical contact.
- Advice to go to the medical attention point in the event of feeling unwell or displaying symptoms compatible with Covid-19.
- Considering incorporating other signage elements related to the cleaning and sanitation activities or other information that may help make the visitors to feel more at ease.
- General safety and hygiene recommendations.

- It is advisable for these signage elements, as well as any other forms of communication with the visitors, exhibitors and assemblers, to be displayed in

a **friendly manner**, inviting compliance with them rather than reminding them of their obligatory nature. Emphasising terms such as **"prevent"** rather than "forbid" and attempting to incorporate these elements **into the design of** the trade fair.

- Fira Barcelona will already have incorporated fixed signage elements into the venue. It is advisable for the organiser to incorporate additional messages into the **event's signage** and the **dynamic communication screen** systems and, if possible, display them in the form of videos to make the rules more visual and encourage compliance with them.

6.4. On-site communication.

- The organiser will ensure that **all the personnel** taking part in the event (suppliers, exhibitors, etc.) are **aware of the additional messages** they must give out when they perform their duties regarding standing the right distance apart in queues, use of PPE, capacity control, management of the visitors' contacts, additional cleaning protocols, etc. so as to resolve the queries of visitors and exhibitors and to inform them of the need to comply with these requirements.

Supervise ◉

7. Supervise.

- ⚠ The organiser will ensure that the actions carried out to mitigate risks **are complied with** at all times **throughout the planning and execution of the event.**

- ⚠ The organiser will have an internal **control system** with **clearly identified operators** to ensure compliance with these measures, identify opportunities for improvement and make the necessary adjustments.

- ⚠ Some of these control systems may be automatic (closed circuit television (CCTV), additional capacity control cameras, monitoring systems for devices connected to the Wi-Fi network, an access control system, etc.), while others may be manual (visual controls of face mask usage, controls of flows of people in the aisles, etc.).

- ⚠ Throughout the event the organiser will, directly or through auditing companies, perform a continuous assessment of the measures in order to identify any potential improvements to be implemented.

- Fira de Barcelona will supervise compliance with these measures during the event. In the event that any exhibitor fails to comply with the protocols, Fira reserves the right to refuse admission.