

# PROTOCOL COVID-19

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FAIRS, CONGRESSES AND PROFESSIONAL EVENTS



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## 1. INTRODUCTION

Good practices are born from crises and knowing that the Covid-19 is causing great health risks, which can last or repeat over time, this document has concentrated its work from prevention and the new lifestyle that people are adopting to reduce infections and stay healthy.

As a fair organizer, we are studying, preparing and implementing everything necessary so that the development of our fairs and events take place in a safe sanitary environment to give peace of mind to our exhibitors, visitors, suppliers, producers and collaborators in general, in accordance with the protocols established by the different related institutions at a national and international level.

Our work plan is focused not only on solving and providing the most urgent responses while the crisis lasts, but also with a long-term view, showing our greatest concern and responsibility in the face of this that is "New".

Finally, it should be noted that this document has been drafted on July 10, 2020, according to the evidence, recommendations and good practices up to that date, so it may be modified according to the evolution of the Covid-19 and the updated information coming from health organizations and the government of Chile.

## 2. OBJECTIVES

### 2.1. GENERAL

The purpose of this document is to provide guidance related to the organization of mass meetings associated with the containment of Covid-19 transmission risks.

General considerations and advice applicable to the organization of mass meetings, and addressing risks from any source, should also be taken into account when planning an event. These measures are taken from the World Health Organization (WHO) and The Global Association of the Exhibition Industry (UFI) guidelines related to the events sector, addressing the cross-cutting challenges in the different stakeholders, and complemented by health protocols.

In turn, contribute to positioning FISA GL events Chile as a pioneer in events conducted with biosafety.

### 2.2. SPECIFICS

Mass meetings are events characterized by the concentration of people in a specific place for a specific purpose during a set period of time. Therefore, in the current context, some measures seek to regularize procedures for the protection and safety of all those involved: organizers, workers, visitors, exhibitors, suppliers, venue staff, etc., during each of the fair stages:

In assembly or pre-fair so that the construction of the stands and development of the fairground space is safe.

during the fair, so that it is safe for visitors and exhibitors to network and commercial trades.

## 2. OBJETIVES

Finally, the post-fair or dismantling period must be carried out with the biosecurity standards to reduce the risks of contagion of Covid-19.

Once the event is over, an evaluation of all the implemented procedures is made in order to update and improve them in the next event.

### **3. BACKGROUND**

Coronaviruses are a large family of viruses that are transmitted in most cases through respiratory droplets and transmission by direct contact that enter people through the nose, mouth and eyes.

Because of the possible survival of the virus in the environment for several hours, facilities and areas potentially contaminated with the virus that causes Covid-19 disease must be cleaned permanently, using products containing antimicrobial agents known to be effective against coronaviruses. The U.S. Environmental Protection Agency (EPA) recommends some disinfectants that deactivate it (see Source). Also, Coronavirus can be inactivated in one minute by disinfecting surfaces with alcohol or 0.5% hydrogen peroxide or bleach containing 0.1% sodium hypochlorite, i.e. using household cleaning products

The Covid-19 can live on stainless steel surfaces for up to 72 hours, cardboard for up to 24 hours and copper for 4 hours and still be contagious. Other coronaviruses can live on metal, plastic and glass surfaces for four or five days, and can persist for up to nine days, depending on temperature and humidity.










All necessary safety measures should be taken before, during and after activities leading to the cleaning and disinfection of sites potentially contaminated or contaminated with the virus that causes Covid-19 disease.

Additionally, activities have been resumed in other countries such as South Korea (Kintex fair) Spain, airlines that are adapting their mode of operation, among others.

## 4. PROTOCOLS AND RISK PREVENTION

### 4.1. BASIC PREVENTION AND PERSONAL HYGIENE MEASURES

The following basic prevention measures recommended by the Ministry of Health (MINSAL) must be informed, communicated and ensured:

 <p>Frequent hand washing.</p>	 <p>Maintain clean and ventilated environments.</p>
 <p>Sneeze or cough with your forearm or in a tissue.</p>	 <p>Do not share hygiene items, food items or Personal Protective Equipment (PPE).</p>
 <p>Avoid touching your eyes, nose and mouth.</p>	 <p>Be alert to the symptoms of COVID-19:</p> <ol style="list-style-type: none"> <li>Fever, have a body temperature of 37.8°C or higher.</li> <li>Coughing.</li> <li>Dyspnea or breathing difficulty.</li> <li>Chest pain.</li> <li>Odynophagia or sore throat when eating or swallowing fluids.</li> <li>Myalgia or muscle pain.</li> <li>Chills.</li> <li>Cephalea or headache.</li> <li>Diarrhea.</li> <li>Sudden loss of smell.</li> <li>Sudden loss of taste.</li> </ol>
 <p>Maintain a physical distance of one meter.</p>	
 <p>In case of breathing difficulty, go to an emergency service otherwise call to SALUD RESPONDE: 600 360 7777.</p>	
 <p>Avoid hand greetings or kisses.</p>	

#### 4. PROTOCOLS AND RISK PREVENTION

It is also recommended to comply with some general recommendations to minimize the possibility of contagion, these are:

- Provide the conditions and implements necessary for frequent hand washing with soap and water.
- Make alcohol-gel solution available permanently for workers who do not have access to frequent handwashing with soap and water.
- Maintain a social distance of 1 meter between people.
- Cover mouth and nose with forearm or tissue when coughing and sneezing, do not reuse tissue.
- Refrain from touching the nose, mouth and eyes.
- Avoid physical contact when greeting.
- Do not share personal hygiene items, food items with other people in the workplace.
- Do not share personal protection items, these are for the exclusive use of workers who require them. This includes the personal protection elements used by divers for the performance of their duties: half-face masks, safety helmet, gloves, boots.
- When 10 workers are grouped together in an enclosed area, high performance masks must be used (N95, FFP2, FFP3 or equivalent to a P100).
- Periodically check the level of alcohol gel and soap in the dispensers.
- Avoid crowding in activities such as: meetings, talks or others.
- Promote the maintenance of a social distance of at least 1 meter between workers.



#### 4. PROTOCOLS AND RISK PREVENTION

### 4.2. GENERAL ADMINISTRATIVE MEASURES

#### 4.2.1. RISK COORDINATION

It is advisable to have a team with exclusive functions for risk management Covid-19. In the document delivered by the MINSAL ord: 001868 23-4-2020 section A-4 it is requested to have a risk committee Covid-19, which would be responsible for

- **Designate a Risk Coordinator:** train and support each staff member who has direct contact with service providers, producers and clients, for the process, preparation and responses in possible cases of risk;
- **Designating an Inspection Team:** to verify the implementation of the recommended measures;
- **Designate a COVID-19 Disinfection Team:** responsible for disinfecting the different areas.
  - Common areas: Covid-19 disinfection team with the PPE required for this function
  - Private areas: the workers themselves are responsible for the sanitation of these areas, which must be monitored and supervised.
- **Ensure the provision of personal protective equipment** (masks, gloves, aprons) and other supplies (alcohol gel, disposable paper towels, soap), as well as the availability of sufficient economic and strategic resources to guarantee the necessary measures and materials;
- **Encourage all people within risk groups not to attend the Fairs.** Taking into consideration that within the risk groups there are two types:
  - 1<sup>st</sup> IF they can be identified: age range or pregnant women.
  - 2<sup>nd</sup> CANNOT be identified: people with chronic diseases or immune-depressed (the latter have a right to privacy)

#### 4. PROTOCOLS AND RISK PREVENTION

- **Record of actions:** it is recommended to keep a record of actions taken, specifying the date, time, people responsible, etc., and to keep all documentation that may be generated: cleaning reports, external maintenance checks, sick leave, etc.; in addition, it is recommended that the Committee trains, and supervises, each shift worker to keep a record of their contacts during the day, and whether they are with EPP or not, in order to facilitate follow-up of cases and to declare the corresponding quarantine if necessary.
- **Constant updating:** Follow the latest official news on the situation, based on the Ministry of Health website. The Covid-19 Risk Committee. Pay attention to communications and information from related agencies such as MUTUALITIES or other bodies.

#### **4.3. COMMUNICATION**

- **Have a formal channel of rapid communication** between Management, Risk Coordination Group and Staff: it is recommended to create a WhatsApp group.
- **Take care of communication with staff**, remembering that they must maintain a good mental and health condition to provide high quality services at any time; **take care of the wellbeing of staff.**
- **Inform clients of the practices** that the establishment has been implementing to reduce possible risks, so that they can contribute to these and thus improve their perception of the measures adopted.

#### 4. PROTOCOLS AND RISK PREVENTION

- **Keep important information in a visible place:**
  - 1) What is the Covid-19.
  - 2) Symptoms, forms of prevention and hygiene measures.
  - 3) Health services available for those who require them.
  - 4) Telephone numbers, addresses and means of transport that could provide the service.

To support communication, staff training and the production of information posters, it is suggested that the MINSAL website be used, where there is a large amount of downloadable material.

##### **4.3.1. INFORMATION MANAGEMENT**

In any situation that affects the establishment in the context of the current epidemic situation by Covid-19, it must be defined, through the Risk Coordinator, to coordinate information to the different strata involved, as a single spokesperson for each level: media and social, health authorities, customers, agencies and employees.

- **COMMUNICATION TO EXHIBITORS AND/OR VISITORS**

The information to the clients must be made by the health authorities, in agreement with the management of the organizing company.

- **MEDIA/SOCIAL NETWORKS**

This information to the media should be carried out as a priority through the channels of the health authorities, trying to achieve consensus with the establishment. There must be a single spokesperson for the establishment who addresses the media, avoiding several people reporting on the situation and providing opinions.

#### 4. PROTOCOLS AND RISK PREVENTION

The following criteria are established schematically and in accordance with the WHO:

- **Generate trust as a basis for effective communication.** The most important objective is to create, maintain or restore the population's confidence in those responsible for managing the crisis and issuing information. This confidence allows the public to believe that the authorities are acting to safeguard health, influencing compliance with recommended control measures and thereby accelerating the containment of the outbreak.
- **Communicate from the outset.** The early announcement of an outbreak is the best strategy and contributes to containment in a situation where every day counts. Late announcements create the impression that information is being withheld and that there is more concern about avoiding public anxiety and loss of income from trade and tourism than about protecting public health.
- **Transparency must characterize the relationship between outbreak managers and the population.** In general, greater transparency leads to greater confidence. Transparency also has limits, such as confidential data from patients or companies, which will not be made public for ethical and legal reasons.
- **Respect the concern of the population,** who have the right to be informed about what affects their health and the health of their families. Today, effective risk communication is seen as a dialogue between technical experts and the public. Outbreak communication works best when the views of all sectors involved are considered.

**Information planning should be an important part of outbreak** management from the outset. In the conditions of an emergency, information should not be decided at the last minute; communication of an outbreak that has not been planned in advance is often doomed to failure.

4. PROTOCOLS AND RISK PREVENTION

4.4. ACCESS CONTROL IN THE WORKPLACE

Access to workplaces must be supervised by personnel designated by the Covid-19 Committee of each Fair. These supervisors must be with all PPE required for third party care and aim to ensure that all personnel entering the fairground are symptom free.

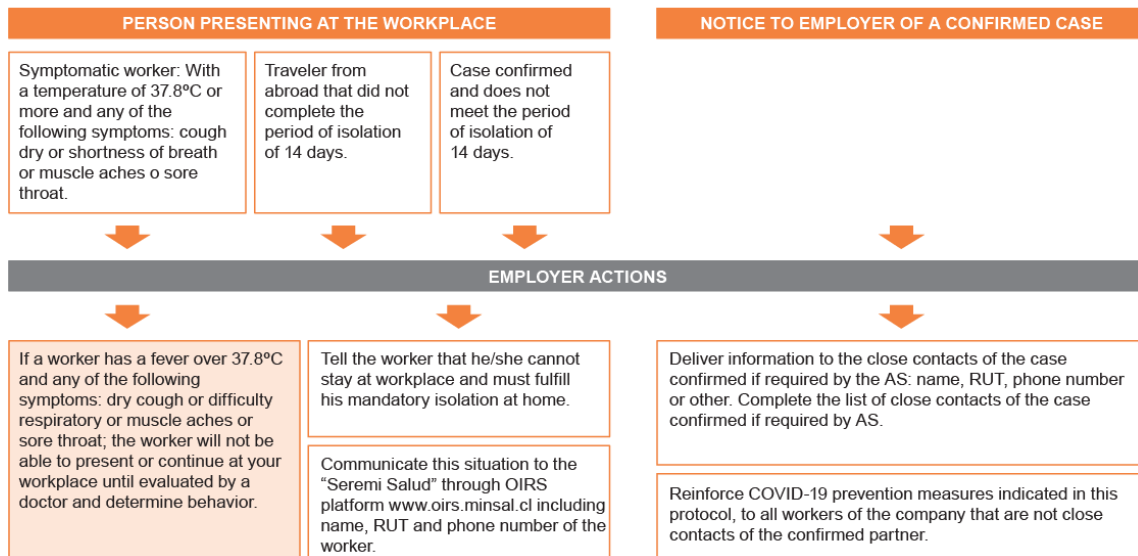
It is strongly suggested that use be made of self-survey/health survey, for workers and outsiders, along with proper temperature control at the time of entry.

If a worker presents any of the symptoms set forth in the Health Self-Survey and/or fever above 37.8°C, he or she may not enter, nor continue in his or her workplace until evaluated by a physician and determined to behave according to the protocol of each Fair.

Immediately, the respective head office shall be informed in order to carry out the pertinent actions, described in the RECOMMENDATIONS FOR ACTION IN THE WORKPLACE IN THE CONTEXT Covid-19 of the MINISAL.



**ACTIONS FOR SITUATIONS RELATED TO COVID-19 AT THE WORKPLACE**  
Ministry of Health, Government of Chile



## 5. IMPLEMENTATION AND INFRASTRUCTURE

Each space of the Fair will have the following interior infrastructure to guarantee the biosecurity of all the people:

- Sanitation mats.
- Totems with alcohol gel or portable hand washers.
- Waste bin for disposable items with biological risk.
- Temperature meter (thermal camera, or personnel with thermometer).
- For closed places, the air conditioning outlet must come from the outside.
- Separation of chairs with physical distance not only in chat rooms, but also in eating areas.
- Seating signs.
- Simultaneous counting of the number of people in each space.
- Acrylic partitions between workers when there can be no distance, or also to protect as a barrier between people who must interact face to face.
- Staff in each bathroom to make constant disinfection of toilet seats.
- Towel dispenser in the toilets to dry hands.

### **Additionally, in exteriors will be available:**

- Safety zones: several, taking into account social distance, in accordance with the provisions of the Health Authority.
- Smoking is prohibited.

## 5. IMPLEMENTATION AND INFRASTRUCTURE










### **5.a. PRE-EXHIBITION AND ASSEMBLY**

- All personnel must make mandatory use of face mask and face shield if necessary for face-to-face interaction.
- Service providers and producers must submit their staff temperature recording log on a daily basis.
- An alcohol gel dispenser will be available and requested on site.
- Conduct training for all workers, explaining what Covid-19 disease is, its modes of transmission, symptoms, prevention measures and management measures. Keep records of trained workers.
- Only accredited personnel may enter the site. Even if it is someone who comes only for an hour.
- Any worker who presents symptoms related to Covid-19 must communicate with his supervisor or headquarters to proceed according to protocol MINSAL Covid-19. The same applies to suspicious cases among family members. If you present any symptoms, you are not allowed to attend work.
- If necessary, a shift system shall be established in order to ensure one worker per 2.5 m<sup>2</sup> per project.
- Food must be packaged and disposable and must be consumed in an outdoor, ventilated area, with the sanitary conditions established in DS N°594, with a minimum separation between employees of 1 m.
- The area must be cleaned and disinfected after each use or at the end of the day.
- Cleaning must be carried out permanently in the workplace and this will be in charge of the producer and must be done according to annex N°2.
- Red waste bins for sanitary waste with risk of biological contamination must be available and must have a lid and bag at all times.

5. IMPLEMENTATION AND INFRASTRUCTURE

- It is prohibited to lend tools, objects or other items between producers, suppliers and others.
- To avoid contagion between personnel, it is recommended to avoid giving hugs and kisses or shaking hands.

Signs will be kept up during the pre-fair, fair and post-fair on the importance of hand washing, preventive measures, in accordance with the provisions of MINSAL.

 <p>Frequent hand washing.</p>	 <p>Maintain clean and ventilated environments.</p>
 <p>Sneeze or cough with your forearm or in a tissue.</p>	 <p>Do not share hygiene items, food items or Personal Protective Equipment (PPE).</p>
 <p>Avoid touching your eyes, nose and mouth.</p>	 <p>Be alert to the symptoms of COVID-19:</p> <ol style="list-style-type: none"> <li>Fever, have a body temperature of 37.8°C or higher.</li> <li>Coughing.</li> <li>Dyspnea or breathing difficulty.</li> <li>Chest pain.</li> <li>Odynophagia or sore throat when eating or swallowing fluids.</li> <li>Myalgia or muscle pain.</li> <li>Chills.</li> <li>Cephalaea or headache.</li> <li>Diarrhea.</li> <li>Sudden loss of smell.</li> <li>Sudden loss of taste.</li> </ol>
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 <p>Avoid hand greetings or kisses.</p>	



5. IMPLEMENTATION AND INFRASTRUCTURE

**5.a.1. CONSTRUCTION**

- Priority will be given to designs that come pre-assembled. To reduce assembly and disassembly times.
- The project will consider materials by virtue of the low permanence of the virus, according to the following box:

HOW LONG CORONAVIRUSES LIVE ON THE SURFACE		
SURFACE	EXAMPLE	DAYS / HOURS
METAL	DOORS, JEWELLERY, MONEY	5 DAYS
GLASS	DRINKS, GLASS, MIRRORS, WINDOWS	TO 5 DAYS
CERAMIC	WARE, PLATES, CUPS	5 DAYS
PAPER	NEWSPRINT, MAGAZINES	TO 5 DAYS
WOOD	FURNITURE, COVERS	4 DAYS
PLASTIC	SEATS PLASTIC, PUSH BUTTONS, LIQUID BOTTLES	2 - 3 DAYS
STAINLESS STEEL	ITEMS, SUCH AS REFRIGERATORS, DISPENSERS	2-3 DAYS
CARDBOARD	BOXES FOR SHIPPING	1 DAYS
ALUMINIUM	WATER BOTTLES	2 - 8 HOURS
COPPER	BUTTON PANEL	4 HOURS
FOOD/WATER	DOES NOT APPEAR TO PASS THROUGH FOOD AND HAS BEEN FOUND IN WATER.	

We can see that, in the wood, the virus has a high durability so it should be covered with some varnish so that the surface can be washable. Prioritise aluminium in modular stand construction systems.

- Capacity study of the project consider maximum capacity according to social distance in free meters.

5. IMPLEMENTATION AND INFRASTRUCTURE

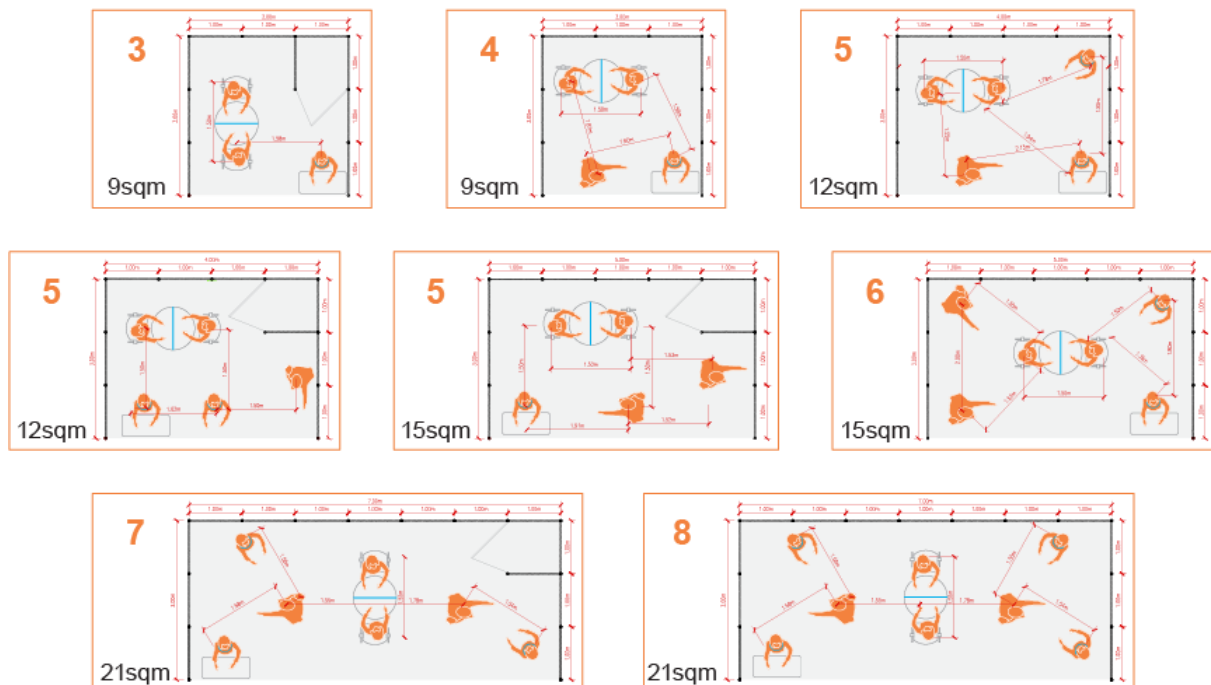
- Consider safe spaces for commercial exchange, considering physical distance (2 people every 5sqm).
- Use stand designs with surfaces that can be easily cleaned.
- Ensure that the material of the surfaces you choose is resistant and does not wear out due to the intense use of chemical products. Similarly, consider the use of fireproof or fire-resistant plastic to avoid creating or increasing the risk of fire.
- Avoid closed offices in projects.
- Each stand must indicate the sqm available to receive people, capacity (in view of visitors). The distribution of people inside the stands may be as follows according to the square meters available:

#safebusiness

**CAPACITY EXAMPLES**  
of people per booth

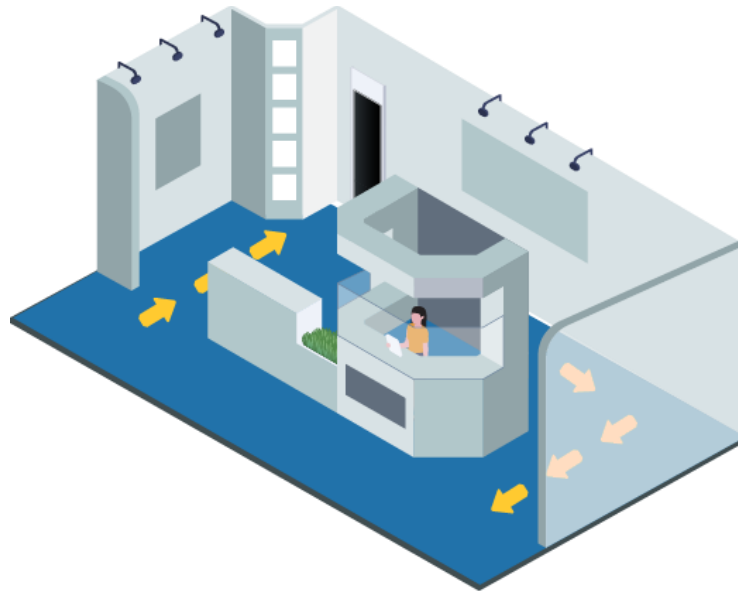


Oblatory the use  
of facemasks  
for all.



## 5. IMPLEMENTATION AND INFRASTRUCTURE

- In the case of larger stands, access and exits will be defined at different points to guide the flow of visitors to the stand, as shown in the image below.



- It will be mandatory to have all the elements of sanitation, according to the annex.
- Digital graphic material will be promoted. Merchandising related to prevention e.g. use of masks, hand washing.
- The implementation of a scheduled work programme will be evaluated according to the number of projects and m2 per area in order to make the physical distance effective.

5. IMPLEMENTATION AND INFRASTRUCTURE

5.b. DEVELOPMENT OF THE FAIR

The development of the fair will be carried out in compliance with Circular N°28, which regulates the holding of mass events, where there will also be an ambulance at the fair with medical or nursing staff. This time reinforcing the prevention measures in relation to Covid-19.

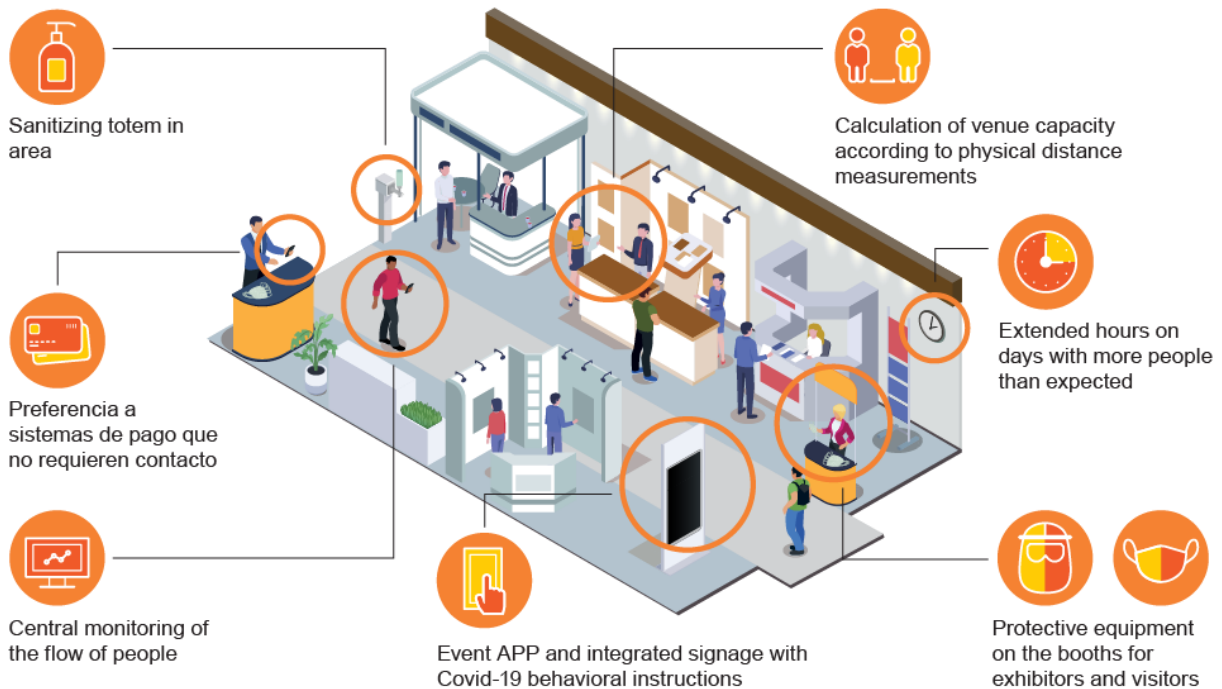
**All persons:** collaborators, visitors, exhibitors, logistics personnel, medical and paramedical personnel, security and cleaning personnel, must make mandatory use of masks or mouthpieces.

#safebusiness

AT THE FAIR / EXHIBITION HALL



Oblatory the use of facemasks for all.



## 5. IMPLEMENTATION AND INFRASTRUCTURE

- There will be points of sale of masks for those who wish to change theirs or need a new one.
- Wherever possible, display products in such a way that they can be seen well without the need for visitors to handle them (and eliminate or minimize brochures). Whenever possible, the use of technological displays to show information is recommended.
- Control the time of visits to the stand, so that more people can be distributed in time intervals, optimizing distance calculations. Whenever possible, use physical distance assignments to respect the minimum distance established.
- A PPP or web with information will be developed, which will allow paying entrance tickets to fairs or congresses.
- Isolation spaces will be defined in case of someone with symptoms.
- Training of personnel to comply with the following Plan and the recommendations of the Health Authority.
- Use demarcation and/or barriers to better control the flow of people in parking areas, rows, corridors, entrances, restaurants, bathrooms, exits and inside the main meeting, congress, exhibition and other key areas in order to ensure the correct physical distance, in accordance with current regulations.
- Distance of chairs 1m in Conference and Lecture Rooms.

5. IMPLEMENTATION AND INFRASTRUCTURE

5.b.1. IMPLEMENTATION OF MEASURES AND EQUIPMENT

#safebusiness

EN EL ACCESO



Obligatorio el uso de mascarillas / tapabocas para todos.



- Installation of hand washing facilities and soap dispensers at access points and every few meters inside and outside the premises.
- Installation of alcohol gel dispensers at access points, inside and outside.
- Temperature measurement (manual or thermal cameras) at access points in each area and at different points of the fair.
- Shoe sanitizing mats at access points.
- Installation of rubbish bins with waste differentiation throughout the exhibition area.
- Signs recalling hygiene protocols, physical distance and emergency phones.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

- Periodic cleaning and sanitization of indoor and outdoor common spaces, bathrooms, food area. Reinforced in Service to the exhibitor and public attention areas.
- Implementing an outdoor area for food consumption (awning, tables, chairs with spacing, wastebaskets, toilet).
- Supervise protocols, inputs and crowd management with monitors in each area.
- Maintain ventilated environments (evaluate the opening of all hall doors).
- Handling of the Covid-19 protocol with the team of professionals in Risk Prevention.

### **5.b.2. REGISTRATION, ACCESS AND TICKETS**

There are usually different access routes to these, which vary greatly from one to another. As part of the contingency plan, it will be necessary to be stricter in the surveillance of each access, it is recommended to designate collaborators/guards who are constantly ensuring that prevention measures are fulfilled in each of these critical points.



## 5. IMPLEMENTATION AND INFRASTRUCTURE

- In order to avoid crowding at the beginning of the day for the purchase of tickets at ticket offices, as far as possible, priority should be given to selling tickets exclusively via the web.
- Establish and/or limit accesses, ensuring adequate distance of at least 1m.
- At the accesses, as well as at all strategic points of the fair's operation, we recommend the installation of alcohol-based disinfectant solution dispensers for free use by collaborators and customers. These should be checked at least daily, and any equipment that breaks down should be recharged, repaired or replaced.
- Disinfection of visitors' hands: at the entrance control, service personnel should recommend clients to clean their hands with disinfectant gel, available in dispensers or supported by the help of access inspectors/guards.
- In general, at the entrance points to the exhibition center, the information mechanisms established by the health authorities must be established, where visitors and exhibitors can be informed and informed of the practices that the organization has been implementing to reduce possible risks, so that they can contribute to these and thus improve their perception of the measures adopted.
- On a voluntary basis and depending on how the situation develops, information on Covid-19 and available health services should be kept in a visible place, as detailed in BASIC PREVENTION MEASURES.
- Any visitor who comes without "mask-type" protection will be prohibited from entering.



## 5. IMPLEMENTATION AND INFRASTRUCTURE

- Temperature control must be carried out on all who enter the premises. In addition, it is suggested that this control be accompanied by validation of each individual's health self-survey. To do this, it is necessary that guards or access inspectors use a non-contact infrared thermometer and are trained to request, instruct and validate each person's self-survey. The latter is suggested to be done through the official APP of the MINSAL "CoronAPP".

### **5.b.3. HEALTH SELF-ASSESSMENT**

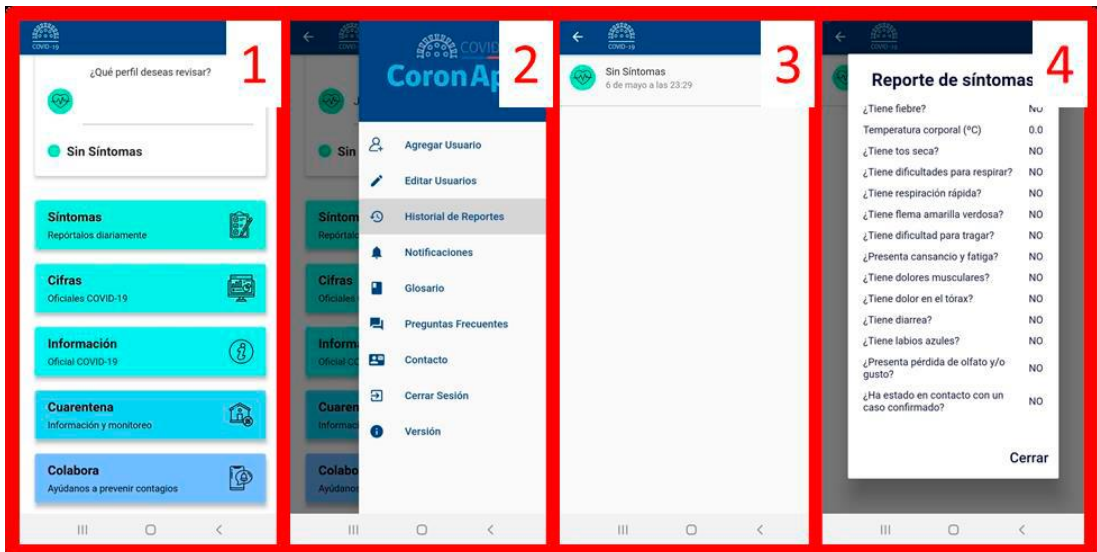
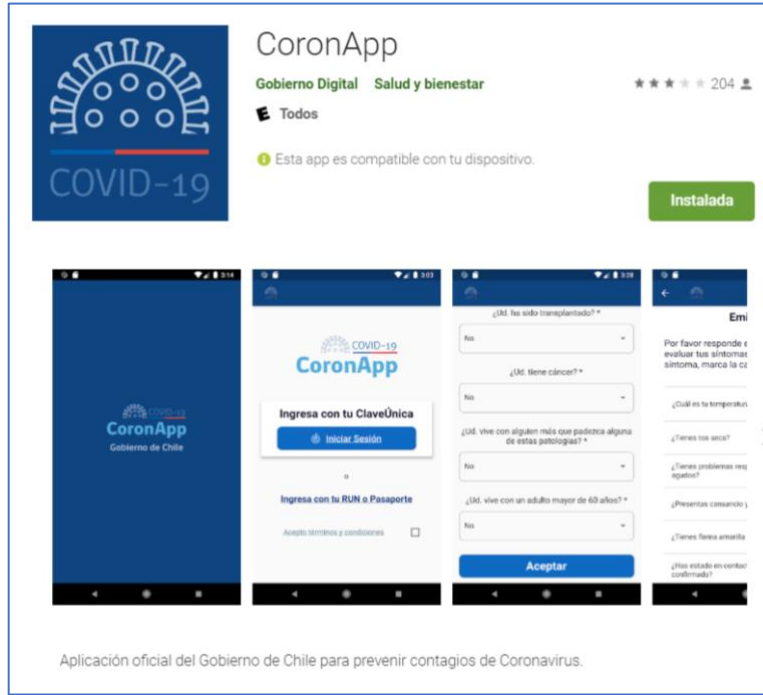
All those who wish to enter each fair must demonstrate to the access inspector that they comply with the absence of symptoms. To ensure the absence of symptoms and to rule out suspicious cases, a health self-survey will be used. To facilitate this process, we recommend the use of "CoronAPP", an official application of the Chilean government that allows a self-assessment of symptoms to generate a risk classification.

From this official platform, each user from their reporting history can share the result of their most current self-survey (1 new self-survey can be done every 1 hour);

It is suggested to use this official application that, because it is free, easy to use and digital, can facilitate the task of inspecting the health surveys. However, it is up to each Fair to define its way of ensuring the implementation of the health self-surveys.

In the following figures you will find the description of the PPP and also the steps to follow to display the results:

5. IMPLEMENTATION AND INFRASTRUCTURE



5. IMPLEMENTATION AND INFRASTRUCTURE

Anyway, it is up to each Fair to define the health survey you want to use, it is recommended that this includes a history of personal symptoms and the history of contact with suspected or confirmed Covid-19.

- ¿Tiene fiebre?
- Temperatura corporal (°C)
- ¿Tiene tos seca?
- ¿Tiene dificultades para respirar?
- ¿Tiene respiración rápida?
- ¿Tiene flema amarilla verdosa?
- ¿Tiene dificultad para tragar?
- ¿Presenta cansancio y fatiga?
- ¿Tiene dolores musculares?
- ¿Tiene dolor en el tórax?
- ¿Tiene diarrea?
- ¿Tiene labios azules?
- ¿Presenta pérdida de olfato y/o gusto?
- ¿Ha estado en contacto con un caso confirmado?

**Enter health information**

Check if you have any diseases of the immune system

Lupus

Disseminated Sclerosis

Other

Check if you have any of the following chronic diseases

Arterial hypertension

Diabetes

Check if you have any of the following chronic respiratory diseases such as: Asthma, COPD, Pulmonary Fibrosis

Has been transplanted?

You have cancer?

You live with someone else who has one of these diseases?

You live with an adult over 60 years?

Do you have fever?

Corporal temperature

Do you have a dry cough?

Have difficulty in breathing?

Do you have fast breathing?

Do you have greenish yellow phlegm?

Do you have difficulty in swallowing?

Are you tired and fatigued?

Do you have muscle pains?

You have pain in your chest?

Do you have diarrhea?

Do you have blue lips?

Do you have a loss of smell and/or taste?

Do have you ever come in contact with a confirmed case?

## 5. IMPLEMENTATION AND INFRASTRUCTURE

### **5.b.4. FAIR HALLS**

The number of people will be monitored by means of turnstiles at the entrance and exit to the exhibition site, or with a head-count or mobile phone system, or other means.

- Encourage pre-scheduled meetings by digital via.
- Indicate in the exhibitor's regulations how many people per free sqm.
- Calculation of capacity in each hall taking into account distance.
- Exhibitor regulations: periodic cleaning and disinfection of booths.
- Brochures are not allowed. QR will be encouraged; or photographic posters.
- Regular cleaning and sanitization during exhibition hours.
- Pre-scheduled or reserved meetings through Exhibition App.
- Signposting in the entrance corridors, the direction and the route map to be followed, in order to make the visit in one direction only. Stickers will also be displayed in the pavilions reminding the physical distance.

### **5.b.5. CONGRESSES, TALKS, BUSINESS ROUND TABLES**

- Use physical divisions where distance between the parties is not possible.
- Any speaker with a mask.
- Microphone (protected) of podium to avoid the displacement of the speaker.
- Distance of exhibitors and visitors for commercial exchange spaces.
- Separate chairs.
- Registration of names and contacts of people in the room.
- Disinfection after each talk.
- Promote the use of digital tools to schedule meetings and the delivery of digital material to replace printed materials, for example; questions by WhatsApp, Twitter, etc.
- Video streaming.

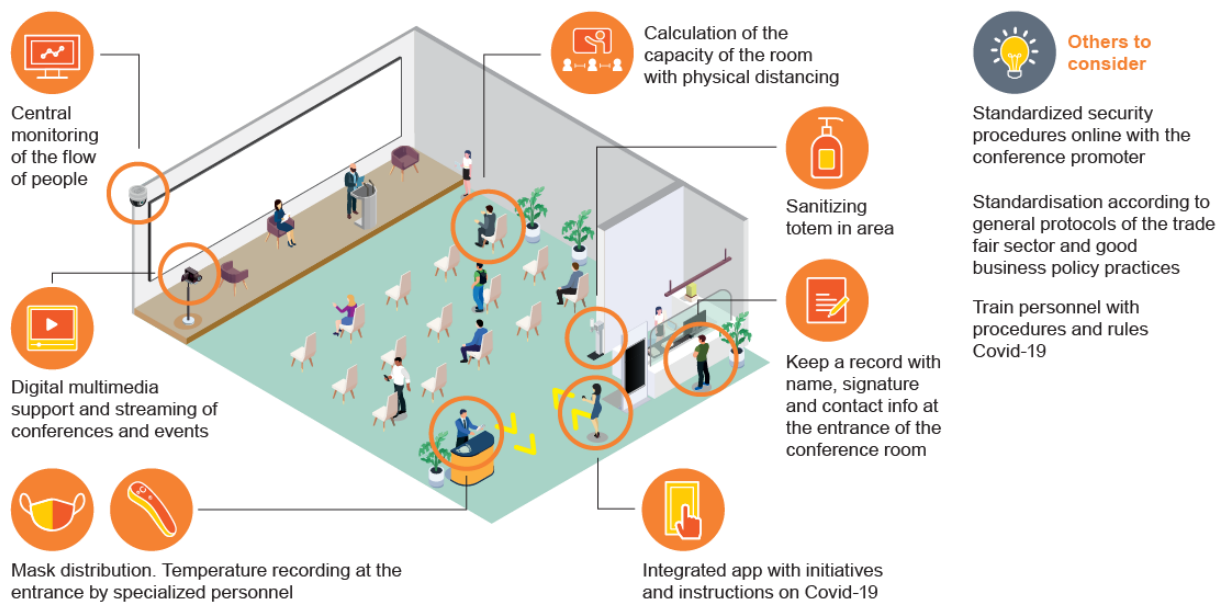
- Inform room capacity.
- Temperature reading on entry.
- Logistic personnel for capacity control.
- Avoiding the exchange of food during business meetings.

#safebusiness

**EVENTS AND CONFERENCES**



Oblatory the use of facemasks for all.



**5.b.6. EXHIBITOR SERVICE**

All our trade fairs have offices to attend or serve the exhibitor. To avoid the possibility of contagion, we suggest avoiding crowds and/or meetings in closed spaces, encouraging the use of WhatsApp Business and/or telephone for customer service, with centralized attention in some dedicated collaborators.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

Provide health safety guidance to visitors, staff and other/other attendees in advance of the event, using different communication channels such as e-mail, applications and links on "what to expect" and "what you can do to protect yourself".

It is suggested that it be an office with the customer service area outdoors.

In cases where it is necessary to attend clients in closed spaces due to time issues, the maximum density of 4 people per 10m<sup>2</sup> must be respected (in this case the use of masks is mandatory and the use of mechanical barriers, face shield, acrylic wall or similar is also suggested).

It is also suggested that care order numbers be implemented with estimated waiting times to avoid long lines that could form. If there is a possibility that rows will be generated, the distance should be marked, and a demarcation installed using ropes.

Orient exhibitors with appropriate signage and hand sanitizing stations at entrances, exits and central points in the exhibition halls whenever possible.

### **Recommend to the exhibitors:**

- Avoid activations within the stands that promote agglomeration and contact between visitors (tastings, raffles, massive delivery of merchandising, shows, among others), while massive meetings are not allowed.
- Avoid the delivery of printed papers or similar.
- Have a hand sanitizer available for your own use and that of the visitors.
- Permanently disinfect equipment, computers, surfaces, etc.
- Have (or provide) a standard waste basket with lid per booth.
- Offer only brochures and gifts that are properly and separately packaged. Consider the use of technological solutions, whose adoption or adaptation is applicable in a variety of forms and levels, from the stand to the exhibition.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

### **5.b.7. RESTAURANTS**

In the restaurant areas, in addition to all the basic prevention measures established in this plan and the recommendations of both SERNATUR, MINSAL and the Gastronomic operators of Chile, it is recommended:

- Cutlery, glasses and napkins shall be disposable.
- Have an extended schedule to avoid crowding.
- Optional that the tables are high type bar, and individual. This way we can encourage a quick lunch without conversation.
- Outdoor eating area.
- Prohibition of cell phone use.
- Individual condiments in envelopes, so as not to share bottles.
- To promote and encourage catering services in open and/or ventilated premises.
- To have tables in open places, respecting a minimum distance of at least 4 meters between each table. That the distance between the back of the chair and the chair, from one table to another, is always more than one meter. In addition, it is recommended to suggest a maximum capacity for each establishment.
- Disinfection of the tables and chairs once the client has been fed.
- Recommend users to avoid the use of cash, privileging other payment methods such as contactless cards and disinfecting the POS permanently.
- Restaurant kitchens and their operation should follow the indications of the official protocols for this type of establishment (for references, see section 7. REFERENCES AND SOURCES, page 49, Chilean Ministry of Health, point 1).

## 5. IMPLEMENTATION AND INFRASTRUCTURE

- It is suggested that a system be implemented for ordering food in advance (with a reasonable amount of time for preparation), according to schedules. This can be done by telephone, ticket, application or totem for the removal of the passenger (as a take-away system). Ideally, you should request the food and schedule a delivery time.
- Have pre-packaged meals available, such as the image below:



### **5.b.8. STAFF CASINO**

We highlight the most critical points to be observed in the prevention actions of these places:

- Extending dining area opening hours and assigning timetables for the use of the dining area to avoid greater crowding of workers.
- Set up outdoor tables that allow for eating in open, properly ventilated spaces.
- It is suggested that those who attend to the public and those who do not coincide at the same table.
- Separation between diners of 1 m minimum demarcated.
- Clean and disinfect the dining room after each use.
- Row with a minimum distance of 1 m, marked on the floor.
- Distance demarcations and sanitization schedules must be respected.



## 5. IMPLEMENTATION AND INFRASTRUCTURE

- It is obligatory to wash hands when entering and leaving the dining room. In addition, the casino must provide hand sanitizers/alcohol gel for employees to wash and sanitize their hands before eating.
- Prohibit the use of cell phones in casinos and dining halls, both on service lines and at tables.
- Use of personal or disposable cutlery or washing in machines that reach higher temperatures than hand washing.
- Use of individual or disposable condiments (sachet)
- Whenever possible, it is suggested that a record be made of feeding stations to facilitate monitoring/isolating cases.
- For food service personnel, the correct use of masks and gloves for public attention is mandatory. The kitchen must be equipped with hand disinfectant. The chef and others who need to enter the kitchen must wash their hands and disinfect them completely according to official protocols.

For further information on the operation of the Casino and Restaurant Kitchen, please refer to the official reference protocols for Covid-19 (for references, please refer to section 7. REFERENCES AND SOURCES, page 49, Chilean Ministry of Health, point 1). In addition, it is recommended that whenever possible, to encourage and facilitate food brought from home or packaged, to avoid manipulation and crowding in casinos and others.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

### **5.b.9. SIGNAGE**

Signage will have an important function. General information about Covid-19 (what it is, symptoms, how it is transmitted, forms of contagion, contact numbers, etc.) will be indicated in each of the exhibition spaces (registration, exhibitor service, exhibition halls, restaurants, etc.). The prevention actions to be followed for each exhibition area will also be shown, as well as information on hand washing, alcohol gel totems, etc.

In addition, when the screens at the fair are at rest, videos will also be shown to reinforce the above information.

### **5.b.10. VENTILATION**

One of the major hazards of COVID-19 is its ability to remain suspended in the air for up to three hours, particularly in enclosed, poorly ventilated spaces. **Proper ventilation lowers the concentration of viral particles in the environment**, making it much less likely that one can become infected and should be considered:

- Change ventilation at nominal speed at least 2 hours before the time of use of the facilities and, in turn, change to lower speed 2 hours after the time of use
- At nights and weekends (days not in operation), do not turn off the ventilation, keeping the systems in operation at a lower speed, except for spaces where the event does not take place to avoid unnecessary consumption.
- Ensure regular ventilation using windows or doors (even in buildings with mechanical ventilation). Ventilate spaces with outside air.
- Inspect heat recovery equipment to ensure that leaks are under control.
- Do not change the settings/setpoints for heating, cooling and possible humidification.
- Replace central outdoor air and remove air filters as usual, if applicable.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

- Regular filter replacement and maintenance work should be performed using common protective actions, including respiratory protection.

### **5.b.11. WORKPLACE CLEANING**

Cleaning and disinfection of workplaces and toilets must be carried out in accordance with the guidelines in the official cleaning and disinfection protocols set out in ANNEX 1 (page 50).

Surfaces and objects such as desks, tables, telephones, keyboards, lockers, water dispensers, etc. They should be cleaned regularly during the day and between shifts, once a day is not enough. It is recommended that the protocol for each event or exhibition stipulates the regularity of sanitation.

Clean and disinfect the dining room after using them.

Reinforce the hygiene of the bathrooms in order to avoid the presence of urine, faeces and other body fluids.

Promote and provide access to hand washing and, failing that, have dispensers of alcohol-gel solutions for hand disinfection.

In closed places such as bathrooms or dressing rooms, the maximum capacity of each room should be respected, advising a maximum density of 4 people per-10 m<sup>2</sup>.

Coordinate that the incoming shift is not in contact with the outgoing shift.

Check if the air-conditioning and air extraction systems have adequate filters.

It is recommended that the Crisis Management Committee Covid-19 trains and supervises that each collaborator of the shift keeps a record of their contacts during the day, and if this is with EPP or not, in order to facilitate follow-up of cases and declare the corresponding quarantine.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

### **5.b.12. CLEANNESS**

All collaborators who work in cleaning and tidying tasks must undergo specific training designated by the Risk Coordinator. Considering that during cleaning and disinfection tasks there may be aerosolization of particles and inhalation of these, these collaborators must have mandatory PPE in the performance of their duties; permanent use of gloves, resistant to short, sharp and impermeable material (not surgical), mask and face shield. In addition to all the basic prevention measures, the following specific measures are recommended for these workers:

- Having different alcohol gel points within the facilities.
- In the event that the gloves are broken, personnel should wash their hands with soap and water and then change gloves.
- This type of personnel should not interact within one meter with other collaborators. It is suggested that the cleaning and order processes of each Fair or venue be adapted to prevent this type of interaction. In any case, the general prevention actions and self-care measure is still valid: use a surgical mask that covers the nose and mouth, if you will have direct contact with the other collaborators less than 1 meter away.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

### **5.b.13. STAFF BEHAVIOUR**

- It is the duty of the worker to avoid "close contact" at all times, always maintaining a distance of more than 1 meter from other people and to inform the company of any situation in which this measure is not complied with for immediate resolution.
- To avoid contagion from personnel, it is recommended to avoid giving hugs and kisses or shaking hands with clients or other employees.
- It is recommended to seek to separate personnel who serve the public from those who are operational.
- It is also recommended not to share objects with third parties. After the exchange of objects between each client-worker (such as payment cards, bills, pencils, etc.), hand disinfection should be carried out
- Each worker is responsible for keeping their electronic items and shared tools such as keyboards, cell phones, radios, etc., sanitary.
- Service personnel should not wear masks or disposable gloves on a regular basis, except for those indicated to prevent the occupational risks described in the workplace risk assessment. Adequate hygiene should be maintained with frequent hand washing and disinfection. It is suggested that a protocol be established for each event or fair regarding the frequency of sanitation.

### **5.b.14. SANITARY SERVICES**

- Frequent cleaning and disinfection of floors and walls of toilets.
- Clean and disinfect bathroom and toilet surfaces daily, using a disinfectant in accordance with ANNEX 1 (page 50).
- Reinforce the disinfection of door handles, handrails, taps, toilet push buttons or handles and all items of frequent use and contact.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

- Wash the cloths used for cleaning and disinfection with plenty of soap and water to ensure that they are sanitized each time they are used. Disposable material may also be used for cleaning.
- Maintain, constantly, ventilated sectors of toilets.
- Consideration should be given to establishing a waiting area outside the toilet area to avoid too many people having to wait in an enclosed area.

### **5.b.15. WASTE MANAGEMENT**

- In principle, it is assumed that waste derived from cleaning and disinfection tasks, such as cleaning elements and utensils and disposable PPE, can be disposed of as solid waste, which must be handed over to the collection service, ensuring that they are disposed of in a double resistant plastic bag, preventing their content from being dispersed during storage and transfer to an authorized final disposal site.
- It is the duty of each trade fair event to have areas for disposing of disposable PPE.
- Consideration will be given to increasing the number of containers available for people to dispose of personal waste.
- The containers will remain closed, provided that they are used without contact; if this is not possible, use open containers with wide mouths (without lids).
- Have at least some special toxic waste containers available for potentially toxic/health-hazardous waste, for example, at the nursing station and in the isolation room.
- Identify and signpost waste disposal sites.
- Maintain cleanliness and disinfection of waste containers.
- Wear gloves (preferably disposable) and respiratory protection when removing waste.

## 5. IMPLEMENTATION AND INFRASTRUCTURE

- Orient exhibitors with appropriate signage and hand sanitizing stations at entrances, exits and central points in the exhibition halls whenever possible.
- It will be useful to provide health safety guidance to visitors, staff and other attendees in advance of the event, using different communication channels such as e-mail, applications and links on "what to expect" and "what you can do to protect yourself".
- It is suggested to determine, agree and/or formally stipulate who will be responsible for providing Health and Safety materials and the cleaning regime around the exhibitions. This counts for the construction, exhibition and dismantling of the booth. Exhibitors are likely to bring, or be asked to bring, their own personal protective equipment, but may (also) make assumptions or have other expectations. Similarly, expectations on both sides about who will clean what, how often, should be clear. Guarantee that health security regimes throughout the site or venue are adequately extended to cover the exhibition areas and engage all those involved.
- **Exhibition areas:** Perform the disposal and waste management of personal protective equipment for all workers on a daily basis.
- Prepare for a higher than usual volume of waste.
- Increase the frequency of waste collection. It is recommended to adopt the instructions of the Health Ministry of the Nation: "Covid-19. Recommendations for the management of household waste from quarantined patients".

## 5. IMPLEMENTATION AND INFRASTRUCTURE

### **5.c. POST FAIR / DISASSEMBLY**

#### **GENERAL MEASURES FOR SERVICE PROVIDERS AND PRODUCERS**

The same actions considered in item 5.a. PRE-EXHIBITION AND ASSEMBLY, pages 15 and 16, will be implemented and controlled.

#### Human Resources:

- Complete identification of each worker. Entry without registration and credentials is prohibited.
- Use of Covid-19 protection elements (apart from PPE). Mask, face shield, alcohol gel at work.
- Controlled access per person. Data, implements, temperature, sanitation of shoes.
- One worker every 2.5 m<sup>2</sup> (1.41 x 1.41 m) per project.
- Obligation of Final Cleaning of the work place in charge of the production company.
- Depending on the time available for disassembly, work shifts may be made to avoid crowding.



## **6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19**

As mentioned in the general measures, it is of utmost importance that each Fair held can count on a Contingency Plan for Covid-19, designating people in charge and specific actions.

To date, the differentiation of suspicious, confirmed or asymptomatic cases is defined as follows:

### **1) Suspect case:**

- Fever, presenting a body temperature of 37.8 °C or more.
- Cough.
- Dyspnea or respiratory distress.
- Chest pain.
- Sore throat when eating or swallowing fluids.
- Myalgias or muscular pains.
- Chills.
- Headache.
- Diarrhea.
- Sudden loss of smell.
- Sudden loss of taste.

### **2) Confirmed case:**

- Positive PCR test.
- CT scan of the chest is compatible.
- IgM or IgG positive that has symptoms.

## 6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19

As for cases of people who have acquired the disease asymptotically, the MINSAL expert commission recommends that we create a "different category". In the sense that we do not call them cases, but call them "infected patients".

In the event that cases are detected in the establishment, the official recommendation is that the Action Plan established by the Ministry of Health - Preparation of the Healthcare Network be applied.

It is important to emphasize that the instructions given by the health authority must always be complied with. It is strongly recommended that a record be kept of the location of workers and assistance, which can be requested by the health authority.

### **6.1. DETECTION OF CASES IN THE STAFF**

If a worker manifests a fever above 38°, with or without respiratory symptoms, such as cough, sore throat, shortness of breath, or others of the above, he must stay at home and call the corresponding medical emergency, which will indicate the steps to be taken. In addition, the employee must communicate the situation to the facility.

### **6.2. SUSPICIOUS CASES**

A) In a suspicious case NOT associated with the risk of infection due to occupational reasons: the worker must be treated in a health care facility by their health insurance system. First, the local SEREMI must be notified at 600 360 7777.

B) In a suspected case of infection due to occupational reasons: Follow the protocol according to the occupational health plan of each institution (Mutual, ACHS). The local SEREMI must be notified immediately.

## 6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19

In both cases, an isolation room must be made available until the suspected worker can be evacuated to complete his study/treatment. He should be given a surgical mask and gloves which should be worn at all times and confined until evacuation.

### **6.3. CONFIRMED CASES**

A) If the affected person was NOT present at work when his symptoms began and had no contact with co-workers, the probability of infection and contamination in the workplace is low, so it is recommended that:

- Clean and disinfect surfaces and objects regularly.
- Reinforce recommendations to prevent the spread of coronavirus.
- Inform and calm the rest of the work team.
- Facilitate the isolation condition of the affected worker, e.g., indicate the sending of medical (non-electronic) leave.
- Keep yourself informed and follow the instructions given by the health authority. If, on the opening date, it is possible and authorized, it is recommended to carry out some kind of diagnosis or examination for the team that was in contact with the infected person, with the aim of both giving them peace of mind and avoiding possible risks.

B) If the affected person is confirmed to have a coronavirus and was present at work when his symptoms began and/or had contact with co-workers, the following considerations should be made:

## 6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19

### **6.3.1. HANDLING OF THE AFFECTED WORKER**

The confirmed worker must carry out the treatment, at home or in hospital, according to the medical indications given by the health care center where he has been treated. Facilitate the condition of isolation of the affected worker, such as facilitating the sending of the electronic medical license. If the medical license submitted is not electronic, have it sent by e-mail. The important thing is not to send the worker to the health care center to regularize the license.

### **6.3.2. CONTACT HANDLING**

#### **High risk contacts, corresponds to:**

- Persons who provided direct health care to confirmed cases of Covid-19 without the use of personal protective equipment (PPE).
- Travelers from abroad, regardless of country of origin, will be handled as high-risk contacts.

#### **Close contact:**

Close contact is defined as a person who has been in contact with a confirmed case of Covid-19, between 2 days before the onset of symptoms and 14 days after the onset of symptoms of the patient. In the case of a person without symptoms, contact must have occurred within 14 days of taking the PCR test. In both cases, to qualify as close contact, one of the following circumstances must also be met:

- The person must have had more than 15 minutes of face-to-face contact, at a distance of less than one meter, without a mask.
- Have shared a closed space for 2 hours or more, in places such as offices, work, meetings, schools, among others, without a mask.

## 6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19

- Living or staying in the same home or home-like places, such as, hostels, boarding schools, closed institutions, nursing homes, hotels, residences, among others.
- Having moved in any closed means of transport to a proximity of less than one meter with another occupant of the means of transport who is infected, without a mask.

### **Low-risk contact:**

This category includes all persons who were the patient's contact with Covid-19 and who do not meet the criteria for close contact.

Cases considered to be close contacts will be defined by the health authority. Contacts of patients with suspected or confirmed Covid-19 are considered at risk of developing the disease and should therefore enter an active surveillance system to detect the timely onset of symptoms suggestive of the clinical picture and prevent its spread.

All high-risk contacts should enter the follow-up for contacts of confirmed cases, indicated by the authority, for 14 days from exposure to risk (contact with the confirmed case) or until the diagnosis is ruled out.

They will enter a period of isolation, for which they will be issued the corresponding medical license

High risk contacts who come to Mutual stating that because of their work they were in contact with a confirmed case, whose identity they provide, Mutual will communicate with the health authority, to confirm that it corresponds to a close contact and to arrange for their follow-up and isolation. In the event that the worker is defined as a high-risk contact of probable occupational origin, by the SEREMI, the worker must regularize his rest from work with the corresponding mutual insurance company. The worker or the employer must communicate with the Mutual center in the city of residence, favoring the maintenance of their condition of isolation; the DIEP must be sent and the Mutual will regularize the case in the system, will follow up jointly with the

SEREMI and will give recommendations for home and alert of symptoms in case of requiring a transfer to an assistance center.

**The health authority will provide recommendations to contacts such as:**

- You should maintain a social distance of at least 1 meter.
- Perform frequent hand hygiene (washing with soap and water or use of alcohol solution).
- Use disposable tissues and dispose of them properly in a garbage can with a lid.
- Perform self-monitoring of symptoms suggestive of respiratory infection, such as fever, cough and dyspnea, among others, for the duration of the follow-up.
- Control body temperature every 12 hours.
- Immediately call the duty phone (SEREMI) or health phone number if you have symptoms suggestive of respiratory infection, such as fever, cough and dyspnea, among others, for the period of the follow-up.

**Other workers not considered to be low-risk contacts or contacts:**

- Other personnel not considered contact should avoid using work areas, objects or common areas (bathrooms, meeting rooms, etc.) that are possibly contaminated, until cleaning and disinfection, which should be carried out in accordance with the MINSAL protocol (Annex 1, page 50).
- In the case of not having disinfected areas, entry to the facilities should be avoided.
- The health authority will provide recommendations to the low-risk contacts indicated in the previous section.
- If a person under follow-up contact, regardless of risk type, reports fever or other symptoms, he or she shall be changed to a 'suspected case' category.
- These close contacts will be issued a medical license in accordance with the provisions of MINSAL Ordinary B1 No. 940 of 24-03-2020 and the provisions of the Superintendency of Social Security indicated in Ordinary 1220 of 27-03-2020.

## 6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19

### **6.4. DETECTION OF CASES IN FOREIGN EXHIBITORS / VISITORS**

In case of finding suspicious or confirmed cases in exhibitors/visitors/foreigners, reference should be made to the Plan of Action established by the Ministry of Health, and also to the recommendations of the PROTOCOL OF ACTION TO MINIMIZE THE TRANSMISSION OF COVID-19 IN THE TOURISM SECTOR prepared by the Undersecretary of Tourism and SERNATUR. Where the following actions described below are highlighted.

In order to carry out these good practices in case of detection of cases, it is suggested that each Fair or Venue has an isolation area to receive suspicious cases and another one for confirmed cases.

It is important to emphasize that in the event that a client needs medical attention by Covid-19, the clinics or similar that work with each center will be responsible for this attention.

#### **6.4.1. SUSPICIOUS CASES**

In the event of detection of fever or positive response to any of the symptoms of the health self-survey, carried out in the control of access to the centers, the protocols must be activated.

**When a Covid-19 suspect case is detected, the first action of the contact personnel, who must be with their corresponding PPE, is to install a surgical mask on the affected person, notify the Risk Coordinator and take the affected person to the isolation area.**

The establishment's personnel will ask the exhibitor/visitor/foreigner to go to the nearest care center. They will provide information on the health services to which they can be transferred (telephone numbers, addresses and the means of transportation that could provide the service).

## 6. PROCEDURES AND DEFINITIONS FOR DEALING WITH CASES OF COVID-19

### **6.4.2. CONFIRMED CASES**

In case of detection of a confirmed case for Covid-19 at the entrance of the enclosure or event, the foreseen protocols have to be activated.

#### **6.4.2.1. TOURIST WITH A POSITIVE RESULT FOR COVID-19**

- If the case requires hospitalization, he will stay in a health center.
- If positive for Covid-19, but does not require hospitalization, it is not recommended that the tourist/visitor/exhibitor stay or visit the fairgrounds.
- The tourist must be transferred to another establishment outside of the space or fairgrounds.
- Every exhibitor/visitor/foreigner must be attended by designated personnel, who must be provided with a mask, gloves and avoid close contact with the tourist (distance of at least 1 meter) and will not remain more than 15 minutes in the isolation area.
- The health authority shall proceed to identify contacts (exposed persons), and execute the indicated protocols.



## 7. REFERENCES AND SOURCES

### 1. Ministry of Health of Chile

1.1 ENVIRONMENT CLEANING AND DISINFECTION PROTOCOL - COVID-19  
(PROCOLO DE LIMPIEZA Y DESINFECCIÓN DE AMBIENTES - COVID-19)

1.2 RECOMMENDATIONS FOR ACTION IN THE WORKPLACE IN THE CONTEXT OF COVID-19 (RECOMENDACIONES DE ACTUACIÓN EN LOS LUGARES DE TRABAJO EN EL CONTEXTO COVID-19)

### 1. Undersecretary of Tourism and SERNATUR

ACTION PROTOCOL TO MINIMIZE COVID-19 TRANSMISSION IN THE TOURISM SECTOR (PROCOLO DE ACTUACIÓN PARA MINIMIZAR LA TRANSMISIÓN DE COVID-19 EN EL SECTOR TURISMO)

### 2. WHO

Key planning recommendations for Mass Gatherings in the context of COVID-19

### 3. UFI (Global Association of the Exhibition Industry)

<http://blog.ufi.org/2020/05/15/case-study-learnings-from-kintex-hosting-the-first-exhibition-held-in-south-korea-after-covid-19/>

4. <https://www.iegexpo.it/en/safebusiness>

5. [https://www.fmprc.gov.cn/mfa\\_eng/topics\\_665678/kjgzbdffyq/CERC/P020200318834835331855.pdf](https://www.fmprc.gov.cn/mfa_eng/topics_665678/kjgzbdffyq/CERC/P020200318834835331855.pdf) (How to Disinfect Covid Surfaces, shared by the Chinese Ministry of Foreign Affairs)

6. [https://www.fmprc.gov.cn/mfa\\_eng/topics\\_665678/kjgzbdffyq/CERC/P020200318834299653751.pdf](https://www.fmprc.gov.cn/mfa_eng/topics_665678/kjgzbdffyq/CERC/P020200318834299653751.pdf) (Covid protection elements, shared by the Ministry of Foreign Affairs of China)

## ANNEX 1

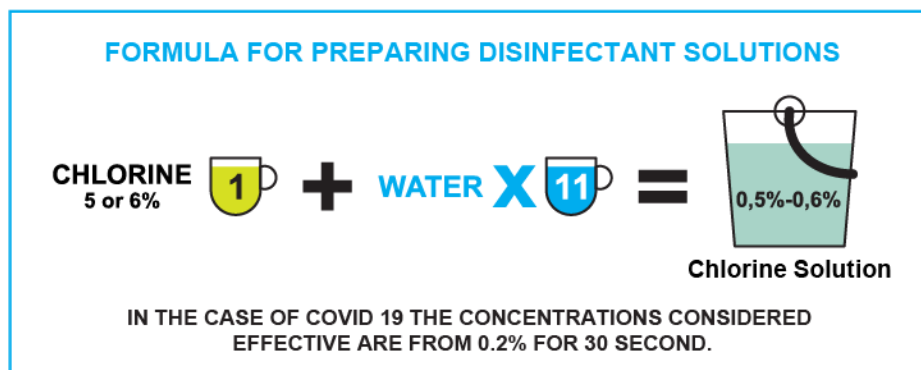
### 1.1. OFFICIAL CLEANING PROTOCOLS

Refer to the PROTOCOL FOR CLEANING AND DISINFECTION OF ENVIRONMENTS - COVID-19 of the Ministry of Health (Annex 1), for the training of personnel and implementation in all fair events (public use spaces and workplaces).

The responsibility for carrying out the protocol for cleaning and disinfection of the environment falls on the employer in charge of carrying out the service in public spaces or workplaces (excluding health establishments) where the cleaning and disinfection procedure must be carried out.

It is very important that each Fair prepares a safe work procedure that establishes the forms of work and preventive measures in attention to the products used, according to what is established in the PROTOCOL FOR CLEANING AND DISINFECTION OF ENVIRONMENTS - COVID-19 of the Ministry of Health. (Annex 1). As well as special training of these workers for disinfection.

We can also follow the recommendations described in the PROTOCOL OF ACTION TO MINIMIZE THE TRANSMISSION OF COVID-19 IN THE TOURISM SECTOR prepared by SERNATUR (for references, see section 7. REFERENCES AND SOURCES, page 49, Ministry of Health of Chile, point 1). Where the Procedure for cleaning potentially contaminated surfaces is highlighted:



## ANNEX 1

- a. Always use freshly prepared dilution.
- b. To achieve the recommended concentrations from commercial chlorine:
  - 5-6% chlorine (50-60 g/L): add 25 ml of chlorine in 1 litre of water.
  - 4% chlorine (40g/L): add 30 ml of chlorine in 1 litre of water.
- \* AS AN EXAMPLE, A "SOUP SPOON" IS EQUIVALENT TO 15ML.
- c. On surfaces where chlorine cannot be used, 70% ethanol should be used
- d. Textile garments must be mechanically washed in complete washing cycles at 60°-90°C.
- e. Gloves must be used for handling "dirty" textile garments.
- f. The clothes must not be shaken.
- g. Cleaning personnel shall use appropriate personal protective equipment (gloves, aprons, etc.) depending on the level of risk considered in each situation. These items must be safely disposed of after each use, with subsequent hand washing. In this matter, it is recommended to consult the occupational risk prevention services.

It is suggested that each fair event generate an explicit guideline with the process on the frequency and form of sanitizing places or implements.

### **1.2. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

As a preventive measure, it is suggested that reusable masks and alcohol gel solution for personal use be given to all collaborators. These should be used in accordance with the recommendations provided in the official guidelines.

When 10 collaborators are grouped together in an enclosed area, it is suggested that high-performance masks be used (N95, FFP2, FFP3 or equivalent to a P100).

## ANNEX 1

In both cases it is suggested to leave a record of the PPE delivery in the Covid-19 Committee's own form of each fair event.

The use of the following Personal Protection Equipment (PPE) should also be considered when cleaning and disinfecting workplaces:

- Disposable or reusable bib.
- Disposable or reusable toilette gloves: strong, waterproof and long-sleeved (non-surgical).
- Half-face mask with filter (when required, closed spaces).
- Disposable mask.
- Face shield (when requerid).

The PPE will change according to the staff agent that is exposed and the area in which they must work, the disposition must be defined by the Committee of each event.

It is very important to train personnel in the correct way to put on and take off their PPE, since these actions have a high level of risk of contagion.

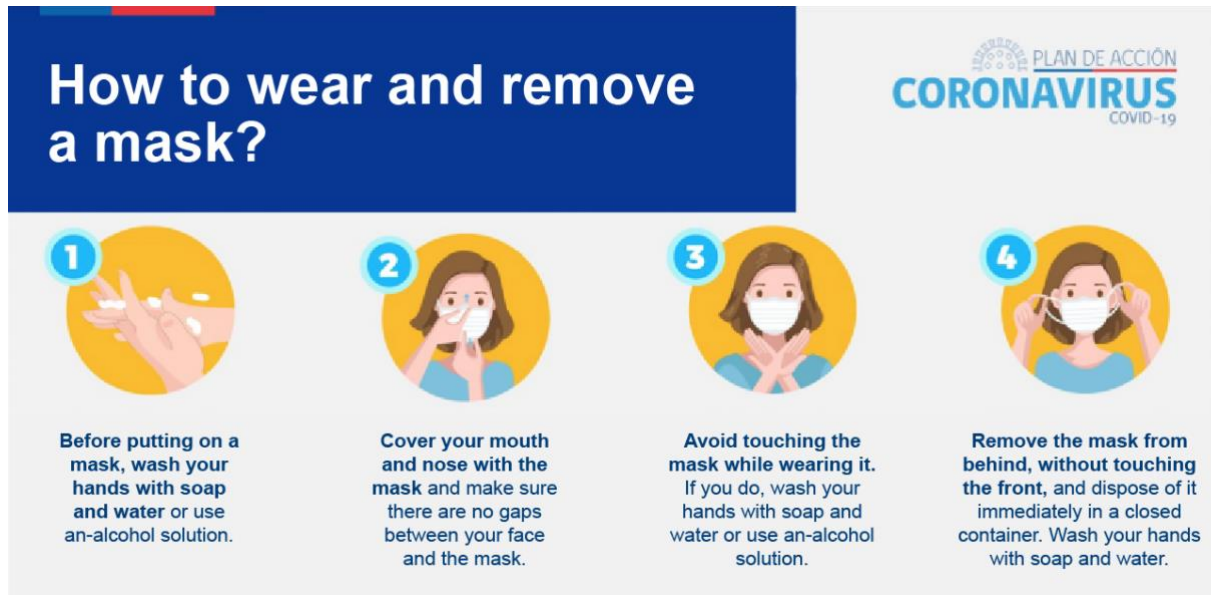
In the case of using reusable PPE, these should be disinfected using the products indicated above.

For proper removal of PPE, avoid touching the outer (contaminated) face of gloves and bibs with your bare hands, and consider the following removal sequence:

- Remove the bibs and gloves simultaneously;
- Carry out hand higiene

ANNEX 1

For use and removal of masks, train personnel as indicated in the official MINSAL computer graphics:



**How to wear and remove a mask?**

PLAN DE ACCIÓN  
**CORONAVIRUS**  
COVID-19

- 1** Before putting on a mask, wash your hands with soap and water or use an-alcohol solution.
- 2** Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
- 3** Avoid touching the mask while wearing it. If you do, wash your hands with soap and water or use an-alcohol solution.
- 4** Remove the mask from behind, without touching the front, and dispose of it immediately in a closed container. Wash your hands with soap and water.

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