



# Sanitary Safety

Sanitary Protection Plan  
of the EXPO KRAKÓW Facility

# Sanitary Protection Plan of the EXPO KRAKÓW Facility

## **What measures are taken to make the grounds of trade fairs safe for exhibitors and visitors?**

Targi w Krakowie Sp. z o.o. from the very beginning of the announcement of the epidemic outbreak has analysed all information related to safeguarding the highest possible level of safety for the trade fairs visitors. The legal grounds include the guidelines of WHO, the Chief Sanitary Inspectorate and the Government. On their basis, we have developed a Sanitary Protection Plan for the EXPO KRAKÓW facility and set up the position of a Sanitary Safety Inspector responsible for the Plan implementation and its constant updating.

Basically speaking, our activities can be divided into three major parts: securing the event site; ensuring protection for personnel, visitors and event providers; and procedures in the event of a suspected COVID-19 outbreak among personnel, visitors and providers.

## **What does the Sanitary Protection Plan of the EXPO KRAKÓW Facility comprise?**

Major rules provided for by the Sanitary Protection Plan of the EXPO KRAKÓW Facility:

### **FACILITY ENTRANCE Zone**

- 1) mandatory measurement of body temperature of people each time they enter the facility – we will use for this purpose a specialized system of thermal imaging cameras equipped with a blackbody module (automatic calibration system),
- 2) enabling on-line registration, ticket scanning and contactless verification of invitations,
- 3) implementation of registration of all trade fairs visitors in order to obtain data of persons present at the fairs. The registration form will comprise a mandatory epidemiological declaration – about not being kept in quarantine or isolation,
- 4) in order to reduce the number of people queueing up to enter or staying on site, the launch of on-line ticket sales for individual days,
- 5) mandatory disinfection of hands of all visitors entering the facility – contactless or elbow dispensers with certified biocide fluid exhibiting virucidal activity listed in the Register of Biocidal Products of the Office for Registration of Medicinal Products, Medical Devices and Biocidal Products, installation of an appropriate number of dispensers at all entrances, in the toilets and other generally accessible areas (at the stand the above duty is the responsibility of the Exhibitor),
- 6) entering the facility and moving around on-site absolutely in protective masks or faceplates,
- 7) offering for sale of masks, gloves and personal hand disinfectants in the entrance area,
- 8) The EXPO KRAKÓW Trade Fairs site will be equipped with a system of precise counting of the number of concurrent visitors staying on site,

- 9) organisation of the exhibition space in such a way as to ensure maximum space and distance between participants from the very entrance to the premises, to separate people entering from those leaving, to minimise the need for using handles, push buttons, etc. – we have already installed automatic lighting in the toilets using presence detectors,
- 10) checkout line with cash registers, reception desks, registration desks separated with plexiglass,
- 11) the use of cashless settlements, payment terminals should be protected with foil and disinfected at least every hour,
- 12) introduction of appropriate markings in passageways leading to checkouts, registration desks, entrances, restaurants, toilets, utility spaces to facilitate safe queuing of customers, so that the social distance between persons is at least 1,5 m.
- 13) communication, i.e. informing all participants about the restrictions prevailing on site of the facility (ahead of the event through appropriate announcements on the website, newsletters and directly in the facility through the use of precise information and instructions concerning the hygiene rules recommended by Chief Sanitary Inspectorate in the form of information posters, voice messages via radio, instructional videos displayed on screens, etc.).
- 14) activation of an emergency telephone number, available at the time of trade fairs' events, markings at visible places with information about emergency phone number and rules of use,
- 15) minimisation of the distribution of leaflets by hostesses in favour of the racks, where the visitors will help themselves to the promotional materials.

## **TOILETS**

- 1) replenishment of all dispensers with strong anti-bacterial fluids and disinfectants,
- 2) hand drying – contact-free paper towel dispensers,
- 3) placing hand washing instructions in visible places as recommended by the Chief Sanitary Inspectorate,
- 4) additional cleaning and disinfection,

## **VENTILATION**

Since the COVID19 virus is largely spread through small droplets in the air, efficient ventilation is a very important element in reducing a risk of infection. The EXPO KRAKÓW Trade Fairs facility, thanks to its very large cubic capacity and an extensive ventilation management tool, which is the BMS (Building Management System), ensures 100% air exchange, i.e. all air from inside the facility is "ejected" outside, and only fresh, purified by the filter system, air from outside is pumped in. Certainly, we provide ongoing cleaning of filters in the air handling units using special biocides.

## **CLEANLINESS**

- 1) enhancing the headcount of cleaning staff,
- 2) keeping a record of disinfection and washing of premises and supervising by the Sanitary Safety Inspector the regularity and characteristics of entries in appropriate electronic or paper forms by the person carrying out the disinfection,
- 3) equipping the facility with appropriate, lockable rubbish bins with certificates, for medical waste, mainly for disposable gloves and masks,
- 4) ensuring that common areas, in particular those with which event visitors come into contact, such as toilets, lifts, handles, handrails, counter tops, back-rests, push buttons, holders, and other frequently touched surfaces, are cleaned regularly, at least every hour,
- 5) ongoing disinfection of stand elements (table tops and counters, window panes and showcases) – it is the Exhibitor's responsibility,
- 6) daily, thorough cleaning of floor surfaces with special disinfectants.

## **EXHIBITION STANDS**

- 1) The stands should be designed in a manner enforcing a proper distance between the customer and the Exhibitor's personnel,
- 2) enhancement of the width of passageways between stands (minimum 3 metres) so that visitors could move at the required distances,
- 3) each stand should be equipped with at least 1 lockable medical waste bin, mainly for disposable gloves and masks – it is the Exhibitor's responsibility,
- 4) each stand must be mandatorily equipped with hand disinfection device – it is the Exhibitor's responsibility.

## **MEDICAL PERSONNEL, PROTECTION**

- 1) enhancement of the headcount of the qualified medical personnel, fully equipped with protective measures and appropriate medical equipment,
- 2) preparing the room for the temporary isolation of a person with suspected illness keeping such person apart from the others until the sanitary authorities have decided on the next steps,
- 3) enhancement of the headcount of security personnel patrolling the facility, responding to all types of sanitary breaches.

## **CATERING AREA**

Catering services may be provided only on the basis of current guidelines for the functioning of catering during the SARS-CoV-2 epidemic in Poland developed by the Ministry of Development and the Chief Sanitary Inspectorate.

## **SMOKING AREA**

Smoking area may be located only outdoors, at a considerable distance from the entrance / exit of the facility, with an enhanced number of ashtrays at least 1,5 m away from one another.

## **Guaranteeing protection for the personnel, visitors and event providers**

- 1) the absolute necessity for all employees and participants to comply with the regulations of the event, including in particular the observance of a certain social distance and the use of personal protective equipment, such as: nose and mouth protection through a mask or faceplate. Cooperation between the organizer and suppliers and subcontractors with their own sanitary safety reports,
- 2) mandatory training of service staff and suppliers on the COVID-19 countermeasure procedures used in the organization of the event, with particular emphasis on contact-free attendance,
- 3) providing infographics at a visible place about keeping a social distance of 1,5 m between visitors, how to wash and disinfect hands, how to put on and take off the nose and mouth mask, sneeze, avoid touching the face,
- 4) ensuring separate waste disposal after each event and separate containers for used masks, visors and gloves, treating the above-mentioned waste as potentially contagious.

## **Procedures in case of suspected COVID-19 infection among personnel, visitors and providers**

- 1) to instruct participants, employees and suppliers of the event on how to act if there are any disturbing symptoms: they should not be at the event site, they should stay at home and call the sanitary and epidemiological station, the infectious ward, and in the case of life-threatening conditions, call 999 or 112 and inform about a suspected coronavirus infection,
- 2) immediately notify the Health Security Inspector if symptoms suggesting a coronavirus infection occur in an employee or participant on the premises of the event, in order to allow the above mentioned person to be separated from the others and directed to a designated room,
- 3) to allow waiting for sanitary transport in a designated room, temporarily isolating the person with suspected illness from the others, until the sanitary authorities have decided about the next steps,
- 4) determining the area where the suspected person was staying and carrying out cleaning immediately, in accordance with sanitary procedures, and disinfecting tactile surfaces such as: handles, handrails and handles. Disinfecting the entire area once the event has been finished,
- 5) denying access to the event to persons with clear signs of illness such as persistent coughing, breathing difficulties, fever or feverishness condition,
- 6) communicating the need to report the ill health of the event's staff for consultation with the medical personnel present on the premises,
- 7) drawing up by the Health Security Inspector of a list of persons who had direct contact with the suspected person and a recommendation to follow the guidelines of the Chief Sanitary Inspector available on the site at: [www.gov.pl/web/koronawirus](http://www.gov.pl/web/koronawirus) and [www.gis.gov.pl](http://www.gis.gov.pl),
- 8) notification by the Health Safety Inspector at the District Sanitary and Epidemiological Station and strict compliance with the instructions issued by the Sanitary and Epidemiological Station.