

# SAFE & HEALTHY MEETINGS.

The framework has been designed to outline hygiene guidelines and preventative measures for our venue and guest events on the basis of the most up-to-date regulations (August 2020) issued by the Austrian Ministry of Health, and in line with the recommendations of the WHO.

The health and wellbeing of our customers and guests are our utmost priority. Our aim is to guarantee health and safety during events with professional framework conditions.

## FRAMEWORK CONDITIONS

### COVID-19 PREVENTION PLAN

- **ASSEMBLY & DISMANTLING**
- **REGISTRATION**
- **VISITOR FLOWS & PARTICIPANT GUIDELINES**
- **FOOD & BEVERAGE**
- **TRADE FAIRS & EXHIBITIONS**
- **CONTINGENCY PLAN**

# FRAMEWORK CONDITIONS.

Measures already implemented at Messe Wien Exhibition & Congress Center:



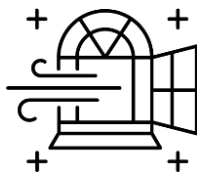
Hand disinfectants, disposable paper towels and soap in all sanitary facilities



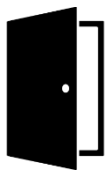
All touch points and sanitary facilities are cleaned in short and regular intervals



Signage displaying WHO hygiene recommendations



100% fresh air via ventilation system. (air replaced several times per hour)



Reduction of surface contact through open doors (on request; exception: fire safety doors)



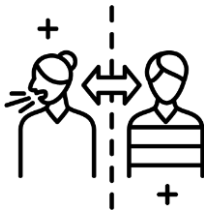
Provision of a PA system for general announcements

# FRAMEWORK CONDITIONS.

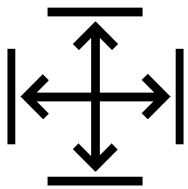
We offer our organisers the following additional assistance:



Advice in the planning phase



Layout based on COVID-19 social distancing regulations to optimise visitor streams (based on available space)



Support with planning and implementing event specific COVID-19 prevention concepts



Contact to external service providers

- Provision of trained medical staff
- Transparent hygiene shields
- Face coverings
- Body temperature measurement
- GDPR-compliant contact tracing systems
- Other relevant services

# COVID-19 PREVENTION PLAN.

The latest edition of the directives issued by the Austrian Ministry of Health in August 2020 obliges every organiser to appoint their own COVID-19 officer, and to compile and implement a COVID-19 prevention plan for their event.

Furthermore, all such plans must be presented to the local authorities for approval. Approval will be issued no later than four weeks subsequent to submission of all relevant documentation.

## Mandatory content for the prevention plan:



Staff must be trained about all issues related to COVID-19

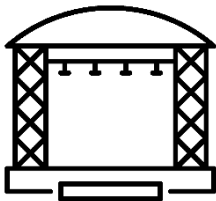


Measures must be specified to reduce the risk of infection

- Plan for how to control and direct visitor flow
- Specific hygiene regulations
- Rules on how to behave if a SARS-CoV-2 infection is discovered
- Rules on the use of sanitary facilities
- Rules on the serving of foods and beverages
- Risk assessment

Other measures to be taken into consideration for the COVID-19 prevention plan by relevant parties – including organisers.

## • ASSEMBLY & DISMANTLING.



- Registration of assembly and dismantling staff is recommended to assure seamless contact tracing
- Minimum social distancing of 1m and the wearing of face coverings
- Personalised equipment and tools – disinfection prior to passing on to others

## • REGISTRATION.



- Prior to guests' arrival communication of event guidelines and instructions on all available channels
- Registration procedures are recommended for visitors, participants, and booth staff in compliance with GDPR regulations to ensure seamless contact tracing
- Seat assignment through advance registration

# • VISITOR FLOWS & PARTICIPANT GUIDELINES.

## Obligatory wearing of face coverings:



A face covering must be worn at all times by all visitors and employees in all event areas.

Ideally, visitors and participants should bring their own personal face coverings. If not possible, face coverings must be made available in the entrance area.

## Distancing rules:



- Minimum distance of 1m and adherence to floor markings for distancing
- Assignment of labelled seating in meeting rooms at a minimum distance of 1m

## Arrangements tailored to the specifics of the event:



- Event-specific visitor flow plans
- Surface area expansions (if space is available)
- Adaption of gangway widths, crowd flow areas and gathering zones
- Separation of entries and exits
- Plans for entry and waiting areas
- Procedures for visitor and participant arrivals and departures
- Contact tracing

## • FOOD & BEVERAGE.



- Event-specific planning and distribution of all food & beverage areas – also to enable minimum distancing of 1m
- Obligatory adherence to all current hygiene regulations for facilities providing food and beverage

Our catering partners have already developed comprehensive plans for the provision of food and beverage services in line with current statutory regulations. We are happy to work with you on the development and implementation of your plans.

## • TRADE FAIRS & EXHIBITIONS.



- Registration of booth staff
- Minimum distancing of 1m, the wearing of face coverings or the use of other protective measures – such as acrylic glass walls
- Regular disinfection of booth contact surfaces by booth staff
- Distribution of promotional materials is not recommended – or should at least be done wearing gloves
- The staging of booth events is not recommended
- Booth staff must be trained by the exhibitor: how to behave, what to do, and regarding what and how to clean

## • CONTINGENCY PLAN.

Procedures to be followed if you suspect someone is infected with COVID-19:



- Qualified medical support on site is mandatory
- Medical staff is authorised to decide whether a specific individual can attend the event and determine other medical procedures
- If a suspected case is confirmed, the details of all people present at the same time as the infected person must be forwarded to the local health authorities to guarantee seamless contact tracing



We wish to conclude by repeating the assertion that responsible behaviour, in compliance with the current regulations as issued by the Austrian Minister of Health, ensures the safety of all people involved in an event. Consequently, a prevention plan developed by the organisers must take into account all the specifics and peculiarities of each particular event.

Similarly, every single person participating in an event has a personal responsibility to guarantee adherence to, and the implementation of all preventative measures and hygiene procedures. For this purpose it is essential to ensure that information on all key principles regarding how to behave at an event is made available prior to the event – online – and on signage visible throughout the venue.

### General principles to ensure a safe and successful event:



Stay at home and contact a doctor if you feel unwell. Do not come to the event.



Wash and disinfect your hands at regular intervals.



Please wear a face covering.



Please sneeze and cough into the crook of your arm.



If you suddenly notice symptoms of the COVID-19 illness, contact a doctor immediately.



Avoid direct physical contact such as handshakes or embraces.

The Messe Wien Exhibition & Congress Center team is looking forward to helping you implement your event. Please contact us for advice, information or assistance at any time.