

PRAGUE HEALTH PROTECTION GUIDELINES

RECOMMENDATIONS FOR ORGANIZING CONFERENCES, CONGRESSES AND EVENTS

Introduction

This document provides recommendations to all event organizers, service suppliers and venue operators, who strive to ensure enhanced health and safety standards for participants, employees, and other involved parties. Our recommendations are based on the NOCOVID 3.0 initiative guidelines written in cooperation with leading representatives of four Czech epidemiology and hygiene authorities: Jitka Luňáčková, M.D.; Lilian Rumlová, M.D.; Věra Melicherčíková, M.D.; Lidmila Hamplová, M.D. in May 2020, and they are specifically adapted for events and meetings taking place in Prague.

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Safe Experience & Hygiene Guidelines

CLEANING AND DISINFECTION OF PREMISES

Disinfection of premises before and after an event or between performances.

Clean the premises with warm water with the addition of detergent.

Disinfection of all contact areas.

The premises are cleaned and disinfected before and after the event. In the meantime, it is recommended to minimise the presence of people within the premises. Clean the premises with 60 degrees Celsius water with the addition of detergents and a disinfectant with a virucidal effect.

All contact areas (handles, handrails, tables, chairs, taps, toilet flushing handles, door edges, etc.) must be then disinfected using a disinfectant with a verifiable virucidal effect. Spray the disinfectant with a verifiable virucidal effect against COVID 19 on the contact area, disperse with a paper towel and leave to dry. Throw paper towels into a dedicated plastic garbage bag and carefully close the bag before disposing.

SURFACE DISINFECTION DURING THE EVENT

Disinfection of all contact surfaces that guests come into direct contact with.

Disinfection of places that guests come into direct contact with (handles, handrails, tables, chairs, toilets, etc.) using a disinfectant with a verifiable virucidal effect against COVID 19.

Spray the disinfectant with a verifiable virucidal effect against COVID 19 on the contact area, disperse with a paper towel and leave to dry. Throw paper towels in a dedicated plastic garbage bag and carefully close the bag before disposing.

Disinfect WC, handles and handrails every 30 minutes. Tables/small tables/chairs after each use / exchange of guests.

HAND DISINFECTION

Dispensers with hand disinfection.

Providing disinfection for guests. Dispenser with hand disinfection with a verifiable virucidal effect against COVID 19.

There is an information panel/ instruction for proper hand disinfection next to the dispenser.

Appropriate/Suitable locations: entrance to the common areas, bathrooms, catering, entrance to each individual seminar hall, etc.).

The number of disinfection dispensers must correspond with the number of people at the event so as to prevent lines and groups of people waiting by dispensers.

TOILET EQUIPMENT AND OPERATION

Regular cleaning and disinfection.

Disposable towels.

Disinfection in the toilet area.

More frequent cleaning and disinfection of toilets (see "CLEANING AND DISINFECTION OF THE AREA" and "DISINFECTION OF AREAS DURING THE EVENT").

Place liquid soap and disinfectant on an easily accessible spot of each handwashing area (on the sink or on the wall).

Use only disposable paper towels, closed waste bins with foot opening and inserted waste bag for disposal.

*Frequent disposal of waste from bins, sealing the bag before disposal.
Placing guidelines / instructions for proper hand washing in each handwashing area.*

CLEAN AIR

Intensive ventilation, increased air exchange – air-conditioning setting, opening windows.

The ventilation mechanics are based on the recommendations of the National Institute of Public Health.

It is recommended to increase air exchange in all spaces (increase air-conditioning output, decrease activation threshold to 400-600 ppm in CO2 concentration-controlled systems).

Turn air-conditioning on about 2 hours prior to opening the venue.

Use natural window ventilation, even if it causes a slight temperature discomfort. Use a draught effect in window ventilation (cross ventilation).

Use all options of exhaust ventilation (fans) in hall, in bathrooms and in kitchen areas.

Turn off or do not use rotary heat exchangers (including enthalpy humidity exchangers), recirculation systems (that do not bring in fresh air) – such as split air-conditioning units. Do not use air purifiers without HEPA filters.

PARTICIPANTS TRANSPORT AND ACCOMMODATION

It is recommended to inform the participants about specific health and safety guidelines and available measures applied by transport (whether public or individual) and accommodation service providers in the destination.

Basic Organisational Recommendations

TICKET SALES AND DISTRIBUTION

Ticket pre-sales at the venue with a list of guests and informing guests about hygiene and safety guidelines in advance. Online ticket sales preferred.

If tickets are sold directly at the event venue, it is recommended to distribute information about the event nature to guests and register guests' contact information in a guest list upon their entering the event venue (see "" GUEST LIST AND STAFF LIST ").

All operations involving personal data processing must strictly comply with GDPR.

When selling tickets, it is necessary to comply with up-to-date measures issued by Czech Ministry of Health (physical distancing, protection of staff, ... etc.)

GUEST LIST AND STAFF LIST

A list of persons presents at the event or during the installation and de-installation of the event.

The aim is to provide a complete list of all persons who appeared in the event area. In case of an infection outbreak, it will be possible to pass on the contact details to the public health authorities.

GUEST LIST: Contains a list of all guests / visitors who were physically present at the event (name and surname, contact phone number, date, or time of presence at the event venue).

STAFF LIST: Contains a list of all persons involved in the implementation of the event: suppliers, local technicians, external technicians, hostesses, catering, and other staff (company, name, and surname, contact phone, date, or time of presence at the venue). The list is provided by Health & Safety manager or another designated person.



All operations involving personal data processing must strictly comply with GDPR.

COMMUNICATIONS BEFORE AND AFTER EVENT

Communicating information on the event-related guidelines and personal recommendations. Distributing and collecting post-event questionnaires.

Guidelines and personal recommendations for the event must be communicated to guests prior to purchasing their tickets and entering the event venue (using wide range of channels such as the event web, social media, posters, information boards in front of ticket sales areas and venue entrances, ...).

REGISTRATION AND ENTRY

Physical distancing in the registration area.

Minimizing contact of guests with staff.

Only a limited number of guests will be allowed to enter the registration area corresponding to its dimensions and distancing measures. The rest of the guests will wait outside in a sufficiently large area that will be delimited by corridors or marks with regard to the type of event (e.g., marks placed on the ground with distance of 2 m within each other for queues, or in several rows defined by fences/posts) so that a safe distance between guests is kept.

Security officers oversee the venue entrance always maintaining the recommended distance.

The staff of the ticket reading facilities avoids direct contact with the tickets.

VENUE SET-UP

It is recommended to use simple furniture, that is easy to disinfect.

Prefer outdoor space/premises.

Choose such solutions and venue equipment which enable easy disinfection (washable materials, simple furniture that is easy to wipe, etc.).

Maintain distance of spectators from the stage at least at 1m or at the recommended 2m. Event directing is conducted within sufficient distance from the audience at least at 1m or at the recommended 2m.

If the location dispositions allow, separate the entrance, and exit for the event.

If the venue allows it, make the maximum use of outdoor spaces/premises.

For larger events zoning of the space is possible.

CRISIS SCENARIO

What to do when a guest/guests display symptoms of COVID 19.

What to do when the organiser finds out after/during the event that there was a guest at the event who tested positive for coronavirus. It is recommended to write a detailed plan specific for each location.

If the staff have a suspicion that a guest or guests have been infected with COVID 19 = they manifest symptoms or they announce they have them, the guest/guests shall be offered a possibility to self-isolate in an isolation room, the staff shall contact the regional public health authority or the integrated rescue system and follow their instructions.

Staff who come into contact with an (supposedly) infected guest must be equipped with suitable protective equipment (FFP3 respirator, disposable gloves, goggles / face shield) and pay their maximum attention to maintaining hygiene and disinfection.

If the organiser discovers (from an after-event questionnaire, a direct contact with a guest, etc.) that a guest manifested COVID 19 symptoms, they tested positive for the disease, and was prescribed to quarantine by health authority within 14 days following the event, the organiser shall immediately contact the regional public health authority and provide maximum cooperation (especially submitting the list of guests and staff).

COMMUNICATING THE EVENT GUIDELINES

Information panel on premises, at entrance, at disinfectant stands, marks on the floor, etc.

There are information panels presenting hygiene and safety guidelines on the premises, ten personal recommendations, correct disinfection procedures, observance of distances, etc. The guidelines may also be communicated on screens, projectors, in moderators' announcements or in another event appropriate manner.

PROGRAMME

Performers are separated from contact with guests.

Separate the space for performers so that they do not come into direct contact with guests.

RECOMMENDATIONS FOR SUPPLIERS

Communication, list, and health of staff.

Supplier assigns only healthy staff (without COVID 19 symptoms) to events.

Prior to installation, supplier will send a list of persons participating in the event, and names on the list will be checked on the spot and added to the staff list.

Supplier's staff adheres to increased hygiene and hand disinfection. They move around the venue only in the spaces strictly necessary and in the time strictly necessary for their work.

Each worker will sign an affidavit stating that they have not travelled to locations of coronavirus outbreak, they have not been quarantined or have not come into contact with a quarantined person in 14 days prior to the date of the event and that they feel healthy / have no clinical symptoms of respiratory disease.

The supplier presents these instructions to their employees.

HEALTH & SAFETY TEAM

Health & Safety Manager + team responsible for ensuring the observance of recommendations.

Detailed instructions for Health & Safety manager.

Health & Safety Manager is responsible for implementation and observance of the guidelines at the event, during the installation and de-installation. They coordinate and supervise communication with guests. They provide staff lists, etc. When necessary, they contact the regional public health authority.

Health & Safety team includes other persons who ensure implementation of required measures at the event (disinfection, installation of the required equipment, supervision over observance of the rules, etc.)

Health & Safety team members can be easily visually identified.

Health & Safety team have FFP3 respirators, disposable gloves and protective goggles available in case they are required to come into a direct contact with a person with suspected COVID 19 infection.

STAFF

Regular hygiene, minimizing contact with guests.

Optimize the number and movement of staff.

The staff adheres to increased hygiene and hand disinfection. They minimize contact with guests and maintain a safe distance from guests.

Only the most necessary staff remains on site during the event.

Each staff member will sign an affidavit stating that they have not travelled to locations of coronavirus outbreak, they have not been quarantined or have not come into contact with a quarantined person in 14 days prior to the date of the event and that they feel healthy / have no clinical symptoms of respiratory disease. Regular check/replacement/disinfection of protective equipment (face masks or filters and face masks will be replaced every 3 hours, goggles disinfected every 3 hours).

Staff moves only around necessary areas, it does not group together during breaks.

Basic Catering Recommendations

FOOD DISTRIBUTION AND SERVICE

Served menu.

Distribution behind the plexiglass wall (transparent polycarbonate sheet).

1. Food will be served directly at the guest's table. Tables are not laid, all the cutlery/napkins are brought by the staff with the meal.

2. Buffet is behind plexiglass, the cook serves meals as instructed by the guest, then hands the plate over to the guest through a serving window. All cutlery, napkins, condiments and drinking straws are handed over by the chef together with the dish. The plexiglass is at least 180 cm high and it must form a perfect barrier between the guest and the food.

At the sales points, customers' access to food is prevented. Ideally, placing plexiglass between the customer and the issue counter, or placing the point of issue out of customer's reach.

SERVING DRINKS

Serving and preparing drinks by staff.

The drinks are only prepared by staff (it is not possible to let the guests operate a coffee machine, e.g., during a coffee break, self-service). Drinks are poured just before serving (it is not possible to set up a table with beverages). All of the above requires substantial staff capacity planning!

Drink straws / stirrers, etc. are individually packaged or handed over individually by the staff with the drink.

PAYMENT ON SALE

Separate serving areas from place of payment.

Contactless cashless payment is recommended.

Separate space for serving refreshments and drinks from the place of payment. Payment transactions and food and beverage serving are carried out by different persons.

CATERING – STAFF

Regular hygiene, minimizing contact with guests, using disposable gloves when working with food.

The staff adheres to increased hygiene and hand disinfection. They minimize their contact with guests and maintain a safe distance from guests.

Important notice for the staff: when wearing gloves, touch only disinfected objects, do not touch your face (use a disposable tissue to wipe it, and then disinfect your hands).

Ten Personal Recommendations for Participants

1. **AWARENESS** – I always pay active attention to the rules and information regarding the event. I adhere to them before and after the event. When addressed, I communicate with the organiser.
2. **I AM FIT** – I do not attend an event when my temperature is increased above 37 degrees Celsius, and while I am experiencing COVID 19 symptoms (headache, breathing difficulties, cold, cough, fatigue, loss of smell, etc.).
3. **CLOTHING** – I change into clean clothes before the event.
4. **GREETINGS** – We do not shake hands but greet one another with an elbow/foot/gesture.
5. **DISTANCING** – We maintain safe distancing and personal space.
6. **FACE MASKS** – I wear face masks and respirators, regularly replacing them according to mask type after maximum 3 hours.
7. **HYGIENE** – Frequent hand washing, disinfection, minimised contact.
8. **RESPONSIBILITY** – I follow the rules and organisational instructions.
9. **CONSIDERATION** – I am considerate of others. “I protect you, you protect me.”
10. **FEEDBACK** – One week after the event I will fill out a post-event questionnaire evaluating the event, sharing my perceptions and whether or not I feel healthy and manifest no symptoms after the event. If I experience any symptoms, have a positive test and have been prescribed to self-quarantine by a health authority in the subsequent 14 days, I shall immediately inform the event organiser.