



Guidelines and recommendations of Polish Chamber of Exhibition Industry for **Exhibitors** at trade fairs and exhibitions during the COVID-19 pandemic in **Poland**.

The purpose of the recommendations is:

1. Increasing the protection of safety and health of all trade fair participants and employees working at the stand during the event.
2. Minimising the risk of infection of participants, employees and providers.
3. Comprehensive action adjusted to the stage of development of the epidemic state.

Extract from the Guidelines for Trade Fair Organizers during the COVID-19 pandemic in Poland

Ministry of Development in consultation with the Chief Sanitary Inspector and Polish Chamber of Exhibition Industry 11.05.2020.

I. Ensuring the safety of employees/persons providing services at the stand for the Exhibitor.

1. An employee who may have been exposed to SARS-CoV-2 outside the place of service provision shall immediately report this fact to the employer by telephone and notify the epidemiological station, and shall refrain from participating in exhibitions until the examination has been carried out and a decision has been made.
2. Introducing daily procedures for carrying out and documenting the epidemiological interview, in particular the absence of disease symptoms in the worker/persons providing services and the lack of contact with a person who had visible symptoms or was exposed to contact with an infected person.
3. Internal meetings and councils, if necessary, shall be held with windows or doors open and a minimum distance of 2 metres between persons.
4. Providing personal protective equipment for employees/persons providing services (masks, disposable gloves) and hand disinfectants.

II. Ensuring safety at the fair and exhibition.

EXHIBITION GROUNDS

1. Limit of persons on exhibition grounds: due to the large cubic capacity of the structures and the registration of all participants, the introduction of a limit on the number of persons staying on the exhibition grounds at the same time, in particular in the exhibition pavilions, i.e. 1 person per 4m².
2. The obligation to cover mouth and nose (with a mask, visor or other material), and to wear gloves by each person present in the exhibition space, if required by the applicable law.
3. Giving up the distribution of leaflets and similar activities on the premises of the exhibition venue which could encourage people to gather in groups.

EXHIBITION STANDS AND ZONES FOR VISITORS

1. Adjusting the number of available seats on the exhibition grounds by introducing special solutions to maintain a distance of at least 2 meters in accordance with the current safety rules.
2. Providing appropriate personal protective equipment for staff and disinfectants at the stand.
3. If possible, materials for trade fair visitors should only be available in an electronic form (e.g. on screens, files transferred online).

III. Procedures in case of suspected coronavirus infection in a person/client.

1. Creating a list of employees and clients present at the same time at a given stand and recommending adherence to the guidelines of the Chief Sanitary Inspector available at the website www.gov.pl/web/koronawirus/ and www.gis.gov.pl relating to persons who have had contact with the infected.
2. Thorough disinfection of the space where the infected client was present (with the indication that it is not certain if the person was already infected at the time of the service provision) and disinfection of instruments which were used during the service provision.

Recommendation of PCEI for exhibitors during the COVID-19 pandemic in Poland

I. Ensuring safety at the stand

1. Admission to work at the stand only for employees after the body temperature check and equipped with protective masks / visors and gloves, if still required by law or Chief Sanitary Inspector's recommendations.
2. Training of the staff working at the stand in the principles of sanitary and safety regime during the presence of fair participants at the stand.
3. Providing personal protective equipment (masks, visors, gloves) and disinfectants at the stand.
4. Installing a sufficient number of containers with disinfectant at the stand.
5. Maintaining an adequate distance from people entering the stand and avoiding handshakes.
6. Adjusting the number of available seats at the stand by introducing special solutions to maintain a distance of at least 2 meters in accordance with the current safety rules.
7. Disinfecting the surface of the reception counter and other flat surfaces at the stand at least every hour.
8. Regular cleaning and disinfection of frequently touched infrastructure elements at least every 2 hours: handles, handrails, railings with disinfectants, if they are at the stand.
9. Using non-cash transactions, foil protection of payment terminals and their disinfection at least every hour.
10. Storage of rubbish and waste in closed containers which are regularly cleaned and disinfected.