

Epidemic Safety Instructions

These Instructions are based on the current guidelines for the Organisers of Trade Fairs during the COVID-19 epidemic in Poland, drawn up by the Ministry of Economic Development, Labour and Technology, and on the Council of Ministers' Ordinance on the establishment of specific restrictions, orders and bans in connection with the occurrence of the state of epidemic.

The aim of the Instructions is to:

1. Increase the safety and health protection of all Trade Fair participants and employees who service the events.
2. Minimise the risk of infection of participants, employees and suppliers.
3. Limit the number of people present at the fairgrounds within a given time period.
4. Take comprehensive action tailored to the current epidemic situation and legal regulations.
5. Indicate the measures taken by the Organiser to limit the possibility of the SARS-CoV-2 virus spreading during events organised by Międzynarodowe Targi Gdańskie SA (MTG SA).

Ensuring the safety of employees/individuals providing services at the Trade Fair

1. An employee who has had close contact with a person infected with the SARS-CoV-2 coronavirus (a person who has had a positive PCR test result for SARS-CoV-2 coronavirus infection) is obliged to immediately report this fact to their supervisor by phone and follow the applicable rules for counteracting and preventing SARS-CoV-2.
2. It is mandatory to conduct all and any business meetings, including councils, conferences, meetings and/or discussion panels—with open windows and/or doors or with mechanical ventilation operating in a 100% air exchange system, with a distance of at least 1.5m maintained between individuals and with the obligation to wear face masks by the participants.
3. The Organiser will provide personal protective equipment for employees/individuals providing services (face masks), hand sanitisers and instructions on how to properly wash and sanitise hands.
4. Trade Fair participants are advised to wash their hands frequently with the use of hygiene products and sanitise their hands with sanitisers.

Ensuring safety at the Trade Fair

EXHIBITION VENUE

1. The Organiser provides a means of arranging the exhibition area by widening the aisles between the exhibition stands to a width of at least **3 metres**.
2. The Organiser will adjust the number of participants to the currently applicable regulations, i.e. **1 person per 10 m²**. Fully vaccinated individuals will not be counted towards the said limit.

3. Notwithstanding Clause 2 above, the generally applicable fire regulations should be followed, in particular in terms of effective evacuation from the fairgrounds and trade fair facilities.
4. In order to limit the number of people waiting to enter or currently present at the fairgrounds, a distribution system for admission tickets/accreditations and registration of all participants will be introduced, in an online format, for each Trade Fair day.
5. The registration system has a functionality for the participant to provide information about their vaccination against SARS-CoV-2. Marking the appropriate box is necessary to qualify the participant to the group of vaccinated or unvaccinated individuals and, by the same token, for the Organiser to meet the current obligations resulting from the provisions of the Council of Ministers' Ordinance on the establishment of specific restrictions, orders and bans in connection with the occurrence of the state of epidemic. In the absence of information about the fact of being vaccinated, the participant will be included in the limit of individuals allowed to participate in the Trade Fair, as permitted by law, unless that limit is exhausted.
6. At the fairgrounds, an obligation is introduced for every individual present in the exhibition area to cover their mouth and nose—this obligation does not apply to outdoor areas, unless it is impossible to maintain a distance of 1.5m between individuals.
7. The Organiser provides an opportunity to purchase face masks at one location, at least, on the premises of each of the trade fair facilities.
8. At the fairgrounds, sanitiser dispensers will be available at all entrances and in other public areas in a visible place, along with instructions on how to properly sanitise hands.
9. In the area provided for the purposes of the Trade Fair, it is forbidden to distribute leaflets and/or carry out such activities at the exhibition venue that could favour the forming of human clusters.
10. In the lifts provided for participants' use, there are limits on the number of individuals who can use them at the same time. It is recommended that lifts be used only by people with disabilities, the elderly and/or pregnant women.

PERSON & VEHICLE ENTRY ZONES

1. Access to the fairgrounds is permitted only for authorised individuals who hold a document issued by the Organiser on the basis of a previous verification.
2. The Organiser's security service has the right to refuse entry to the fairgrounds to individuals who do not have an accreditation issued by the Organiser, have an accreditation issued to another individual or a document showing signs of forgery or alteration, and if the permitted limits on the number individuals who can participate in the Trade Fair, in the case of participation of unvaccinated individuals as per the Ordinance, have been reached.
3. Separate circulation routes will be designated at the fairgrounds for event participants: for visitors entering the fairgrounds and a separate one for people who are leaving.
4. The Organiser provides a safe area for visitors waiting to enter the fairgrounds by separating the queuing zones so that the distance between the queuing individuals is at least 1.5m.
5. The Organiser ensures the use of a participant counting system in order to meet the requirements regarding the limit on the number of people in specific areas.

6. In the entrance, exit and exhibition areas, the Organiser's security service and staff are authorised to enforce the obligation to cover the mouth and nose.
7. The Organiser ensures contactless body temperature measurement in the entrance area. The Organiser and the security service or staff, on the Organiser's behalf, have the right to refuse entry to the fairgrounds to individuals found to have a body temperature exceeding 38°C.

CUSTOMER SERVICE STATIONS (reception areas, Trade Fair offices)

1. The Organiser ensures that customer/exhibitor service stations are equipped with Plexiglas screens, if it is not possible to maintain a safe distance of 1.5m.
2. Only employees who have undergone a body temperature check and are equipped with face masks covering their mouth and nose will be allowed to work for the Organiser. Individuals with symptoms of infection and/or a body temperature above 38°C are not allowed to assist Trade Fair participants.
3. The Organiser provides safe zones in which those waiting for assistance will be at least 1.5m apart.
4. The Organiser ensures the sanitation of surfaces used by the staff or participants at the service stations at least every hour.
5. The Organiser ensures the use of cashless payments and sanitation of payment devices and other devices used to assist the participants at least every hour.

EXHIBITION STANDS & VISITOR AREAS

1. The Organiser will adjust the number of seats available at the fairgrounds by introducing solutions to enable maintaining a distance of at least 1.5m between the people seated.
2. During the setup, dismantling and equipping of the stands, it is absolutely mandatory to comply with the safety rules applicable to shell scheme contractors and suppliers in accordance with the applicable regulations and recommendations, including hand sanitation and covering the mouth and nose.
3. Exhibitors are obliged to provide personal protective equipment for their staff and sanitisers at their stands.
4. Within the exhibition stands, waiting areas must be designated in a manner ensuring a distance of at least 1.5m between participants.

FOOD & BEVERAGE AREAS

1. Preparing food & beverage areas (including restaurants) to operate in accordance with the currently applicable provisions of law is the responsibility of the Organiser and the fairgrounds catering operator.
2. The Organiser and the catering operator provide safe areas for visitors waiting to enter the food & beverage areas (including restaurants), maintaining a distance of at least 1.5m.
3. All Trade Fair participants are required to follow the organisational arrangements put in place, bearing in mind the necessity to meet the sanitary and epidemiological requirements for preventing and combating the effects of the spread of the SARS-CoV-2 virus.

HYGIENE OF SURROUNDINGS & SAFETY MEASURES

1. The cleaning service and the Organiser's staff follow the hygiene plan that has been put in place.
2. The Organiser provides the devices necessary to maintain hand hygiene with agents based on min. 60% alcohol and instructions on how to properly wash and sanitise hands, in the toilet facilities.
3. The Organiser is responsible for training the Organiser's staff who service the Trade Fair in the principles of sanitary and safety procedures during the participants' presence at the fairgrounds.
4. The Organiser ensures regular ventilation of rooms and areas made available to participants.
5. The Organiser ensures that all sanitary facilities are equipped with hygiene products, hand sanitisers and disposable paper towels. The Organiser ensures regular sanitation of sanitary rooms and common areas made available for the purposes of the Trade Fair.
6. The Organiser ensures medical support in the form of emergency medical teams which, if required, are at the disposal of Trade Fair participants.

COMMUNICATION WITH TRADE FAIR PARTICIPANTS

1. During the Trade Fair, information campaigns will be run on the safety rules applicable to the event participants at the fairgrounds.
2. The Organiser provides the participants with an emergency telephone number, available during the Trade Fair events.

Preventive procedures: Suspected coronavirus infection among employees/individuals providing services

1. Employees/individuals providing services should be instructed not to come to work, to stay in isolation and to call their primary care physician if alarming symptoms occur.
2. It is recommended that the information from Poland's Chief Sanitary Inspector and the Minister of Health be followed, as available at gis.gov.pl (in Polish) or www.gov.pl/web/coronavirus, along with the messages broadcast by the Organiser.
3. If an employee who performs their tasks at their work station displays alarming symptoms suggesting a coronavirus infection, the employee must be immediately removed from work and sent by individual transport to their place of stay (residence), with information about it being simultaneously provided to the Organiser's office or via an emergency telephone number.
4. A person showing symptoms typical of the SARS-CoV-2 coronavirus should wait for their transport in a designated room where it is possible to temporarily isolate them from other individuals.
5. It is recommended that the area which the employee moved about and stayed in be determined, that routine sanitation of contact surfaces (handles, handrails, grips, etc.) be performed and that the room be aired while preventing access to other individuals.

6. The Organiser provides a special isolated room for people suspected of having SARS-CoV-2 infection for the time necessary before the said person is transported to their place of stay (residence) or a medical facility in the event that they need medical assistance.