INDUSTRY COVID-19 SAFE OPERATING FRAMEWORK

These principles have been adopted to support a Safe Operating Framework by the Exhibition & Event Industry using the below key categories:

- **PHYSICAL DISTANCING**
- **CLEANING, HYGIENE AND ENVIRONMENT MANAGEMENT**
- **PROTECT & DETECT**
- **COMMUNICATION**

The implementation of these measures will provide our audience with the assurance and confidence that our exhibitions and events have health and safety as the industries number one priority.

Members will provide the necessary considerations for organising and delivering trade shows and exhibitions of all sizes supporting the processes of COVID-19 prevention.

This document outlines the principals and framework that members of the EEAA pledge to adopt.

PHYSICAL DISTANCING

Crowd Density Standard (CDS)
By controlling the density (as per state and venue regulations), appropriate physical distancing can occur throughout each venue space.

Non-contact Greetings
Educate all people that only "non-contact" greetings are permitted with acts such as handshakes and hugs prohibited.

Registration
An increased use of technology can facilitate seamless and contactless access upon entry and exit.

Food & Beverage
Prohibit open-air or self-service buffets in favour of food served pre-packaged or in closed containers.

Floor Planning
- Consideration of wider aisles to create more space for attendees.
- Consider the use of floor markings and signage to facilitate safe traffic flow and safe queuing.
- Ensure common areas for seating and catering are spaced out.

Exhibitor Stands
Limit number of exhibitor staff per stand, as per CDS sqm regulations.

Monitoring & Control
Look at appointing and training a COVID subject matter expert to be responsible for ensuring these guidelines are followed at each event.

CLEANING, HYGIENE AND ENVIRONMENT MANAGEMENT

Venue Cleaning
Requirement of venues to provide a detailed cleaning schedule prior to move in, before the event opens & during the event, with particular attention to high touch areas.

Waste Management
Collection and removal of waste receptacles should be managed appropriately during events in order to minimise health risks.

Stand Cleaning
Exhibitors should look to disinfect their respective booths and exhibit displays regularly throughout the event.

Hand Sanitisers
Stations should be positioned at key locations throughout the event.

Conference & Seminar Rooms
All equipment, including AV, should be disinfected between each use and conference rooms will have an increased cleaning schedule throughout each operational day.

Attendee Guidelines
Provide a guideline for all attendees as to the minimum requirement for maintaining their personal hygiene at the event, e.g. regular hand washing and use of hand sanitiser.

PROTECT & DETECT

Contact Tracing
Maintain a register (digital) of all people associated with the event, (exhibitors, attendees/visitors, onsite staff & contractors) including the collection of minimum requirements (stipulated by local government authorities) of all patrons attending an event.

Screening
Ensure all venue, supplier, organiser and exhibitor staff are screened prior to engaging with an event/show floor activity (this may include temperature checking attendees).

Personal Protective Equipment
Provided upon request, or a requirement of every attendee at every event in line with local authority regulations.

Quarantine Area
Consider providing a dedicated quarantine area for people that are unwell or displaying symptoms of COVID-19 during an event.

Emergency Response Plans
Implementation of processes for possible COVID-19 incidents, both confirmed and suspected (in line with venue protocols).

COMMUNICATION

Pre-Show Messaging
Communication of key pieces of information, including updates from global and local health authorities, show admission policies, hygiene briefings and health protection measures.

Show Website, Apps, & SMS
Guidelines communicated for each event through event marketing channels.

Exhibitor Manuals
Updated to include specific details of what exhibitors need to do to execute their enhanced safety and hygiene measures.

Public Addresses During Event
Consider broadcasting messages about the importance of "best practices" shared from medical and local government authorities.

Event Signage
Introduce common signage for physical distancing, personal health etiquette (cough & sneeze) and symptoms of COVID-19 as communicated by the appropriate medical and health authorities.

Process & Procedures
Ensure that all channels of communication directs all stakeholders to a publicly available source, to understand any processes and procedures associated with COVID-19 prevention.

SUMMARY

These principles provide a Safe Operating Framework that industry members pledge to adopt in the delivery of an event. The information provided relates to/applies in addition to any venue, supplier, or organiser COVID-19 policies.

· Suppliers commit to develop and deliver to COVID-19 Risk Assessments and Safe Work Method Statements (SWMS's) at all stages of delivery of exhibitions/events.

· Venues commit to host exhibitions/events with cleaning and hygiene as a priority in their COVID-19 prevention Safety Plan.

· Organisers commit to invest time, space, and effort in the delivery of exhibitions/events as part of their COVID-19 Prevention Safety Plan.

All industry members of the EEAA deliver exhibitions/events with the safety and good health of all people as its number one priority. Events delivered by industry members of the EEAA have implemented processes to support the protection of all guests, visitors and