



# MODENAFIERE S.R.L.

VIALE VIRGILIO 58 – 41123 MODENA (MO) P.IVA 02320040369

## Implementation of the Covid-19 anti-contagion safety protocol

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### - TRADE FAIR EVENTS -

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Updated 1 September 2020

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*Conforme al*

*"Protocollo AEFI di regolamentazione per il contenimento della diffusione del Covid-19 nelle manifestazioni e negli eventi fieristici"*

## INTRODUCTION

This protocol is the application of the national protocol undersigned on 14 March 2020 by the employers' organisations and the CGIL, CISL and UIL trade unions and integrated on 24 April 2020;

Acknowledging that the Government encourages, within its competence, the full implementation of the Protocol;

Accepting the principles of the national Protocol;

Considering the various options provided for by the law and by the national Protocol to deal with the spread of Covid-19;

With regard to the DPCM (Prime Ministerial Decree) of 11/06/2020 and DECREE No. 137 of 03/07/2020 of the EMILIA-ROMAGNA REGION, Administrative acts of the REGIONAL GOVERNMENT and, in particular, the contents of the attached "GUIDELINES FOR TRADE FAIR DISTRICTS AND CONFERENCE CENTRES",

Having evaluated the need to adopt a protocol which, in compliance with the principles of the national protocol, adapts them to the specific characteristics of the company;

Considering that, according to the national Protocol, the measures provided for therein may be integrated by other equivalent or more incisive measures according to the specific nature of the enterprise in question;

Taking account of the results of previous consultations with the company trade unions and/or with the Workers' Health and Safety Representative for the drawing up of the work environment Protocol;

Bearing in mind that, downstream of the preparation of the Protocol, the measures adopted and the implementations shall be monitored;

MODENAFIERE S.R.L.

Adopts this regulatory Protocol, by way of implementation of the measures to contain the spread of the Covid-19 virus inside the trade fair district.

## **OBJECTIVE OF THE PROTOCOL**

The MODENAFIERE trade fair district must remain a safe place. To achieve this, the behaviour of personnel and of third parties must be precise, informed, constant and collaborative.

The aim of this regulatory company protocol is to provide organisational and operative indications aimed at increasing, both in working environments and in trade fair Events, the effectiveness of the precautionary containment measures adopted to contrast the Covid-19 epidemic. From a preventive perspective, this protocol therefore contains measures that follow the principle of precaution and fully implement the provisions of the legislator and the indications of the Health Authorities.

The document therefore has the aim of identifying and defining the measures deemed necessary for the purpose of permitting the restart of activities; the contexts of application include the trade fair activity as a whole, broken down into the following phases:

- Restart of the organisation and management of the trade fair district;
- The preparation and dismantling of exhibitions/events;
- The holding of the exhibition/event: opening to visitors.

## GUIDELINES: COMMUNICATION CONTENTS AND METHODS

MODENAFIERE informs all employees and whoever has right of access to the site of the provisions issued by the Authorities, affixing at the entrance and in the most frequented places specific informative posters and exploiting, where possible, digital signage tools, the public announcement system, suitably adapting the regulations of individual exhibitions/events. The implementation of the digital system, where present, will also make it possible to promptly provide information regarding the external situation (means of public transport, traffic information, etc.).

Most of the information will refer to:

- ✚ the obligation to stay at home, complying with the current regulatory provisions and, in particular, to call your family doctor and/or the health authorities:
  - if you have a temperature of over 37.5° C;
  - if you have other flu symptoms;
  - if you are arriving from areas with particular restrictions or regulations;
  - you have had contact with people testing positive in the previous 14 days.
- ✚ developing awareness of the fact of not being able to access the trade fair district in the event of the above conditions or of not being able to continue to remain if the symptoms reappear;
- ✚ the obligation to comply with all the provisions issued by the Authorities and by MODENAFIERE when accessing the trade fair district (in particular, maintaining a safety distance of at least one metre and constantly following the correct procedures for hand hygiene etc.);
- ✚ the obligation to promptly inform MODENAFIERE and your employer of the presence of any flu symptoms during the performance of work activities, making sure to remain an adequate distance from the other people present. A specific informative brochure is drawn up and disseminated on the basis of work duties and the working contexts, with particular reference to the whole set of measures adopted to which operators must comply (in particular regarding the correct use of PPE).

A specific set of notices containing the hygiene and health rules to be adopted in the site of the event/exhibition is planned, which the Organisation undertakes to comply with (and ensure compliance with) during the entire permanence inside the trade fair district.

## PROTOCOL EMPLOYEES OF MODENAFIERE AND ITS CONTRACTORS

With regard to the measures aimed at containing the spread of the Covid-19 virus for employees and Contractors, reference should be made to the specific "Implementation of the shared Protocol regulating the measures to contrast the spread of the Covid-19 virus in work environments" Protocol undersigned on 18 May 2020 as amended.

## PROTOCOL EVENTS IN THE MODENAFIERE TRADE FAIR DISTRICT

### **PREPARATION OF THE EVENT**

MODENAFIERE shall commit to reorganising every trade fair event, assigning spaces to the exhibitors in compliance with legal regulations relating to the prohibition of gatherings, guaranteeing ventilation and frequent cleaning according to a programme of actions aimed at ensuring maximum care with cleaning, cleansing and disinfection, drawing on the services of specialised firms.

Before every event, the trade fair employees, the personnel of the organisers and all the full-time, part-time or temporary personnel shall be informed about, and trained on, the specific procedures adopted in compliance with this protocol through training sessions organised by the employers involved.

Whoever accesses the trade fair district to prepare the event must comply with the access guidelines laid out in the following paragraph, "Methods of Entry".

Safety and ease of cleaning must be considered in the choice of materials for the set-up, avoiding curtains and/or fabrics as much as possible.

In the event it should prove necessary to organise linking shuttles for the event, between the airport, railway station hotel and trade fair, the sanitation of vehicles, the compulsory use of facemasks on board, the planning of an appropriate number of passengers, and the application of forms of isolation of the driver from the passengers will be guaranteed.

The emptying and disinfection of waste disposal bins in the public areas around the district shall be guaranteed on a continuous basis by MODENAFIERE.

Maximum capacity, considering a ratio of people present at the same time to the overall surface area in square metres as equal to 1 to 3, is 9,900 people. This maximum capacity takes account of the entire surface area available in the trade fair district; if the event involves only a part of the district, the capacity must be recalculated according to the space effectively available.

Current regulation regarding the crowding of spaces intended for trade fair events is today based on outflow capacity, guaranteed by exit routes and emergency exits, but the requirement of one metre social distancing makes it necessary to redesign the management of events with the adoption of measures to limit crowding and guaranteeing the distances required.

## **METHODS OF ENTRY**

According to the logistic conformation of the trade fair district, specific pedestrian and vehicle points of access will be defined, making sure to divide the flows of employees/suppliers/exhibitors/visitors and guaranteeing social distancing of at least one metre during the planned body-temperature checking phases. This will be ensured taking account of the plant engineering and functional requirements associated with the technologies installed, and will be constantly monitored by personnel.

The access of visitors and exhibitors occurs with predefined and differentiated entry, transit and exit routes and timing procedures, in order to reduce the risk of crowding.

A body-temperature check (37.5 °C limit) will be carried out at every trade fair district entrance with a hygienic contactless system, where correct use of facemasks and the sanitising of hands will be checked before access is granted to the trade fair area. Trained control personnel will be present to check compliance with the rules.

To guarantee observance of interpersonal distancing of at least one metre, control staff at access points and in all areas of major pedestrian traffic will be on duty.

# EVENTS

## SETUP AND DISMANTLING

For the access of fitters/exhibitors, the measures referred to in the previous paragraphs apply.

All operators that access the area during setup and dismantling shall be registered, and a database/list of daily attendance will be kept for a period of at least 14 days. With the aim of contrasting the Covid-19 epidemic, fitters are authorised to access and carry out work only at the stands for which they are accredited through the portal.

Wearing facemasks is compulsory in the pavilions and offices. Surgical masks are recommended, while masks equipped with exhalation valves are discouraged.

Where the type of work requires the use of masks with a greater filtering capacity (FFP2 and FFP3 models), they must also be ones without exhalation valve.

In order to correctly regulate access and monitor the level of crowding in the pavilions, further possible measures are listed below, to be applied apply if the dimension of the event and the number of exhibitors so require:

- ✚ the access of fitters could be regulated using previously predefined timetables, so as to monitor the crowding of pavilions. The guideline criteria must be:
  - topographical (paying attention to the adjacent stands and using different access times, identified in relation to the areas being set up; the activities, where possible, shall begin with the assembly of the boundary walls with the other stands, creating a physical barrier right from the outset serving to eliminate and/or reduce interference, while at the same time ensuring proper social distancing);
  - correspondence with the complexity of the structures and the number of workers;
  - planned in such a way as to coordinate the activities of the fitters with the services that the manager of the trade fair district has to provide: logistics, ceiling hooks, connections, testing, etc.;
  - in the carrying out of the setup activities, the working methods indicated in the company protocols of the sector must be complied with by the companies, promoting cooperation with other companies present. The exchange of personnel, equipment and machinery between companies is prohibited.

The coordinating entity of the work programmes is MODENAFIERE and/or the Organiser.

- ✚ It is necessary to define the following aspects listed, in agreement with the Organisers of the Events and on the basis of the numbers provided:

- the encouragement, as far as possible, of easily assembled/disassembled exhibition structures;
- the width of corridor routes and the layout of the exhibition structure, preferring a uniform modular layout (where possible) which takes due consideration of the entrance and exit modules of exhibition stands, access routes to the toilets and refreshment areas and exit corridors;
- the obligation of exhibitors and fitters to prepare a detailed plan of the activity, so as to be able to respect the assigned time slots and to reduce the need for movement of vehicles and people upon entry and exit to a minimum, if preventable in advance;
- the reinforcement, where possible, of the use of digital tools in the design of the stand in order to allow for video-streamed meetings and/or videoconference calls in order to be able to amplify the presentation and demonstration of products and services.
- the reduction of seating in conference halls and public areas to encourage social distancing among the public.

The introduction of external air by means of natural ventilation using openable windows or controlled mechanical ventilation is guaranteed during setup and dismantling. In this latter case, in view of crowding and the length of stay of the occupants and the work activities, the effectiveness of the systems has been checked to guarantee the adequacy of external air flows according to current regulations. The “full air” system of the trade fair district totally excludes the recycling of air. In all events, the periodical cleaning of the air filters in order to maintain adequate levels of filtration/removal is, in any case, guaranteed. With regard to the external air expulsion point, plant conditions remain such as to prevent the onset of health/hygiene problems and to avoid the creation of a short circuit between expulsion points and suction points.

## **HOLDING THE EVENT**

Every Exhibitor, within their exhibition space, as the entity with legal responsibility for the area and, therefore, the entity with primary duty of care towards the individuals that enter the above space, must, within the limits of their competence, ensure compliance with the regulations for contrasting and containing the spread of COVID-19, according to the guidelines contained in the document of 24 April 2020 agreed by the Government and according to the guidelines given by the Emilia Romagna Regional Council, no. 137/2020.

Specifically, the Exhibitor must monitor the situation, ensuring that both the workers and third parties who, for whatever reason, find themselves within the perimeter of their exhibition space fully comply with the distancing provisions and those foreseen in the above-mentioned protocol. In particular, the Exhibitor must check the use of the facemask and guarantee disinfection of hands, arranging for the presence of sanitiser dispensers in the immediate vicinity of access to the stand.

Access to visitors and exhibitors occurs via entry, transit and exit procedures, defined in the previous paragraph, “Methods of Entry”; routes and time slots shall be defined in order to reduce the potential for contact, as per the floor plan, with signposting of access points and transit routes.



The names of registered visitors shall be kept in the organisers' archives for a duration of 14 days following the end of the event.

Visitors' access and exit points will be identified and suitably marked, with the use of fixed signs and, where possible, of digital supports (Digital Signage), understandable also by visitors of other nationalities. Transit flows will be regulated, identifying differentiated routes both on a time basis (considering the entry and exit timeslots) and/or on a physical basis. The management of transit flows inside the trade fair district is therefore conveyed and modified by personnel trained especially for the task.

Safety measures will be set up at the access points involving measurement of visitors' body temperature.

In the light of the above, it has been decided to apply the following specific measures:

✚ if the size of the event and the forecast numbers of visitors so require it, the possibility must be arranged of a time-space extension of the event, if necessary organising an increase in both the exhibition spaces and the opening hours. To avoid the arrival of visitors coinciding with the peak use of local public transport, opening hours could be redefined and/or extended (from 10.30 am to 8.30 pm, for example);

✚ the spreading the presence of visitors over the entire period of the event also through booking the day of visit through the implementation of an online ticket office. Depending on the number of visitors expected or desired, it is possible to opt for maximising opening times or the number of visitors;

✚ limiting the use of a physical ticket office. The desks dedicated to registrations and welcoming participants shall be equipped with Plexiglas protection against the public, and stations for assistants in the event shall be positioned according to the general distancing indications. The distribution of any informative material to participants shall occur through a window or through specific "self-service" distribution points set up in a suitably organised space. In the event of payment on site during the event, the organisation shall be equipped with devices for contactless credit card or debit card payment. The keys for inputting the code shall be disinfected frequently, and hand sanitiser shall be available in the immediate vicinity.

✚ All the assistants and welcome stations shall be equipped with physical barriers, glass windows or Plexiglas screens.

✚ Any aids for the visually impaired or people with reduced mobility shall be sanitised before and after use.

✚ If the size of the event and the numbers of visitors forecast so require, visitors will receive precise indications beforehand on their arrival time in the trade fair area, calibrated on the

basis of their expected visit time, for the purpose of avoiding arrivals too early or too late, causing possible queues.

✚ The number of people at any given time in every single pavilion must be evaluated, taking into due consideration the number of personnel on duty (cleaning workers, fire prevention personnel, maintenance technicians, service personnel, operators in the stands, etc.). The organiser's personnel shall guarantee continuous monitoring of crowd numbers inside the district.

✚ Centres of attraction (leader companies, collateral events, conferences etc.), distributed throughout the area occupied by the event, shall be suitably organised with the objective of distributing flows and avoiding concentrations, following current legal regulations.

✚ Eliminate possible crowding at refreshment points through electronic payment points/rapid distribution of products. Increase the opening times of refreshment points in compliance with the required social distancing and with the rules introduced for the consumption of meals. Incentivise the takeaway method (especially for exhibitors/fitters) with distribution of meals directly to the stands.

✚ The provision of food and drinks on site shall be regulated as provided for by specific rules issued for the purpose and by the sector/company protocols of reference, as well as by the Decree of the President of the Regional Council of Emilia-Romagna, no. 137/2020. MODENAFIERE has drawn up its own protocol for containing the spread of the COVID-19 virus and for the management of internal refreshment points.

## **REGULATIONS FOR EXHIBITORS**

All the hygiene and health regulations already referred to, such as social distancing and the use of PPE, both for the personnel of the exhibitor companies and for visitors, shall be applied in the exhibition areas.

Corridors wide enough to permit social distancing shall be compulsory in the design of spaces.

Every Exhibitor, within their exhibition space, as the entity with legal responsibility for the area and, therefore, the entity with primary duty of care towards the individuals that enter inside the above space, must follow a regulatory Protocol for contrasting and containing the spread of Covid-19, according to the guidelines contained in the document of 24 April 2020 agreed by the Government and according to the guidelines laid out by the Emilia Romagna Regional Council no. 137/2020.

Specifically, the Exhibitor must monitor the situation, ensuring that both the workers and third parties who, for whatever reason, find themselves within the perimeter of their exhibition space, fully comply with the distancing provisions and those provided for in the above-mentioned protocol.

Commercial and promotional material and gadgets may be distributed through the use of specific self-service containers and display stands.

The exhibition area shall be constantly supervised by personnel appointed by the exhibitor.

## **CLEANING AND SANITISATION**

### **AREAS USED AS OFFICES AND FOR SERVICES**

For cleaning and disinfection, MODENAFIERE follows the circular issued by the Ministry of Health no. 5443 of February 2020.

#### a) Cleaning

With reference to cleaning, without prejudice to the ordinary general cleaning of office areas and similar, a daily clean of the following is arranged:

- i. all the areas of shared use (toilets, rooms with photocopiers, storerooms, stairways, lifts, entrances, etc.);
- ii. shared work equipment (computers, keyboards, videos, chairs, worktops, door handles, cupboards, etc.);
- iii. shared work resources (control units, control devices, etc.).

MODENAFIERE focuses particular attention on the cleaning of shared areas (automatic dispensers, etc.) and fittings (doors, handrails, windows, etc.) where the frequency and possibility of contact is greater. All personnel are required to comply with the health and hygiene rules to contribute to maintaining maximum cleanliness and healthiness of these environments.

The periodical sanitisation of the rooms, environments, workstations and shared areas shall be carried out respecting the procedures and frequency indicated in the DPCM (Prime Ministerial Decree) of 26 April 2020 – Attachment 6.

For the products to be used in the cleaning and disinfection activities, reference should be made to the specific indications of the Covid-19 Reports of the Higher Institute of Health (with particular reference to ISS Covid-19 reports no. 19/2020 and 25/2020).

#### b) Sanitisation

MODENAFIERE carries out sanitisation – as foreseen by the Ministry of Health circular no. 5443 of 27 February 2020, expressly referred to in the national Protocol – in the event that a confirmed case of Covid-19 has been present on the company's premises.

MODENAFIERE guarantees that, in any case, sanitisation will be carried out in compliance with the frequency foreseen by the regulations. In compliance with the DPCM (Prime Ministerial Decree) and the national Protocol, it is placed in relation to the use of periods of temporary redundancy.

MODENAFIERE arranges for the sanitisation to be carried out first and foremost in the conditions and with the methods foreseen by the above-mentioned circular. The places subject to periodical sanitisation are the areas used as offices.

Sanitisation is carried out on the following occasions:

- a) the presence of a person with confirmed Covid-19, according to the guidelines of the Ministry of Health circular no. 5443 of 22 February 2020;
- b) MODENAFIERE arranges for a periodic sanitisation (twice a week with the use of chlorine-based products) of rooms, environments, work equipment, workstations, furniture, shared areas (e.g. door and entrance door handles, control devices, toilets, dining areas, etc.) according to that foreseen in attachment 6 of the DPCM (Prime Ministerial Decree) 26/04/2020 and in the ISS Covid-19 Reports.

For environments/areas and surfaces touched more frequently (e.g. doors, handles, windows, glass screens, tables, light switches, toilets, taps, washbasins, desks, chairs, controls, door handles, keyboards remote controls and printers), sanitisation is carried out at least twice a week at the end of working hours and, in any case, at times when there are no personnel in the areas subject to treatment.

## **STAND SETUP AND DISMANTLING**

Reference is made to the regional guidelines for the organisation of trade fairs within trade fair districts contained in the Decree of the President of the Regional Council of Emilia-Romagna n. 137 del 03/07/2020.

During the assembly and dismantling phases of trade fair displays, MODENAFIERE, the Organiser, the Exhibitors and the Fitters respectively guarantee the cleaning and disinfection of their particular areas of responsibility, shared areas and areas used for exhibition stands.

Employers ensure daily cleaning and the periodical sanitisation of the stands and shared areas in relation to the activities and the work context, subject to consultation with the company's occupational health physician and the Health and Safety Officer and the competent Workers' Health and Safety Representatives; work equipment and works vehicles, including relative driver's cabs, are included for the purpose of sanitisation and hygienisation. Employers must carry out adequate cleaning of individual work tools, preventing the mixed use of work tools and utensils between workers of other firms operating outside the stand, providing also specific detergent and making it available in the work environment, both before and at the end of work activities.

People who access the stands must adopt all hygiene precautions, ensuring in particular the frequent and meticulous washing of hands, also during the execution of works;

To this end, employers must make available suitable means for hand sanitisation.

MODENAFIERE guarantees the possibility of using toilets on the basis of the number of people occupied in the trade fair stand assembly and dismantling phases. The toilets are supplied with neutral detergents, electric air dryers and suitable bins to use also for disposing of safety equipment (masks, gloves) according to the guidelines contained in the ISS Covid-19 Report. The cleaning and disinfecting of toilets must occur frequently.

The Organiser of the event guarantees, in coordination with MODENAFIERE, both the daily cleaning and the periodical sanitisation of the rooms, environments, fixed workstations and the common and leisure areas; particular attention is paid to areas exposed to contact with the public.

In the event the presence of a person showing symptoms of Covid-19 inside the company premises is ascertained, the spaces must be cleaned and sanitised in compliance with the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health, and must then be ventilated.

The preparation of a trade fair event must occur in compliance with the legal provisions relating to the prohibition of gatherings, the obligation of ventilation and continuous cleaning according to the indications of the Decree of the President of the Regional Council of Emilia-Romagna no. 137/2020; national regulations and the ISS Covid-19 states:

- the toilets must be cleaned and disinfected frequently during the event
- the Organiser must guarantee the installation of dispensers with disinfecting liquid for hand cleaning at the entrances, at crossing points, in the toilets and in refreshment areas. The toilets must be supplied with neutral detergents, paper towels, with the exclusion of electric air dryers and suitable bins to use also for disposing safety equipment (masks, gloves) according to the guidelines laid out in the ISS Covid-19 Report.

For display areas and ones of greater pedestrian traffic, dedicated teams will ensure the continuous cleaning of surfaces with greatest contact, such as handles, handrails, buttons, etc...

## **PRODUCTS USED AND METHOD OF APPLICATION**

Sanitisation must involve the use of detergent products for cleaning and virucidal disinfectants suitable for different types of environment and surface, according to the guidelines and procedures contained in the ISS Covid-19 Reports and the technical schedules of the producers.

## CONFERENCE EVENTS

### SETUP AND DISMANTLING

With regard to the setting up and dismantling of conference events, the same considerations apply as per the assembly and dismantling of trade fair stands.

### HOLDING CONFERENCE EVENTS

In addition to the guidelines already referred to in this protocol, further operating measures for the areas considered sensitive in terms of possible crowding are set out below.

#### **ADMINISTRATION AND WELCOME AREA**

Automated IT procedures will be introduced for registration at the event, such as, for example, systems for printing the identity badge for access with a QR code, with the aim of automating controls and limiting queuing.

The desks used for registration and welcoming participants shall be endowed with protective screens in transparent material facing the public and provided with stations for the assistants at the event, positioned according to the general guidelines on social distancing.

The distribution of any informative material to participants shall occur through a window or space below the transparent protection or through specific "self-service" distribution points set up in a suitably organised space.

In the event of payment on site during the event, the organisation shall be equipped with devices for contactless credit card or debit card payment. The keys for inputting the code shall be frequently disinfected and sanitiser shall be available in the immediate vicinity.

Floor markings to identify the required positions of those queuing will be made to guarantee physical distancing between people.

Dispensers containing disinfectant hand gel will be made available.

#### **EXHIBITION AREA**

Reference should be made to the indications set out above.

#### **REFRESHMENTS AREA**

The provision of food and drinks at the event shall be regulated as foreseen in specific rules issued for the purpose and by the sector/company protocols of reference, as well as by the Decree of the President of the Regional Council of Emilia-Romagna, no. 137/2020.

Refreshment areas must be supervised at all times by control personnel.

## **CONFERENCE HALLS**

For conference halls, reference should be made to the provisions of point 3 of the Decree of the President of the Regional Council of Emilia-Romagna, no. 137/2020.

## **PERSONAL HYGIENE PRECAUTIONS**

The adoption of all necessary hygienic precautions, in particular, the frequent cleansing and disinfecting of hands is compulsory for all those accessing the trade fair for any reason. Personal hygiene carried out correctly is a decisive factor in reducing the spread of the virus.

A poster is displayed in all restrooms containing indications regarding the methods of cleaning with which all employees must comply.

Constantly refilled dispensers of gel for hands are located in places distant from restrooms, with the invitation of frequent use by all operators. The poster describing the correct hand sanitisation method is to be placed near the dispenser.

MODENAFIERE points out that correct and frequent sanitisation of the hands with soap and water excludes the need to use gel.

## **PERSONAL PROTECTIVE EQUIPMENT**

With regard to personal protective equipment, reference should be made to the specific "Implementation of the shared Protocol regulating the measures to contrast the spread of the Covid-19 virus in work environments" Protocol undersigned on 18 May 2020 as amended.

## **DEALING WITH A SYMPTOMATIC PERSON IN THE TRADE FAIR DISTRICT**

The supervision of access to the Company and to the trade fair district is fundamental. In the event a person develops flu symptoms while present, the organiser must arrange for immediate and coordinated action, on the basis of the instructions of the Occupational Health Physician.

The procedure prescribed by the competent institutions, of a general nature, requires the individual citizen with symptoms, or who has been exposed to possible contagion, to communicate the fact to their family doctor or to the National Health Service. On the basis of the applied procedures, s/he shall decide whether to test the person or not and/or whether to impose the precautionary quarantine measures.

The person should not go to A&E or to doctors' surgeries, but it's necessary to contact the family doctor by phone, the paediatrician or the emergency medical service.

Specifically:

a) Should a person develop a temperature and symptoms of a respiratory infection such as a cough, they must immediately inform the personnel office and self-isolate on the basis of the guidelines of the Health Authorities, as must the others present on the premises. During isolation, the worker will be provided with a surgical mask, if s/he does not already have one. The organiser must immediately inform the competent Health Authorities and contact the Covid-19 emergency number provided by the Region or by the Ministry of Health. In the event it is not possible to guarantee adequate isolation conditions, the person shall be removed from the work area for their prompt return home, or in any case, according to the guidelines given by the Health Authorities;

b) The organisation must collaborate with the Health Authorities to detect any “close contacts” of a person present in the company that has been found positive following the Covid-19 test. This is in order to allow the authorities to apply the necessary and appropriate quarantine measures. During this period of research, the Company may request any possible close contacts to leave their places of work as a precaution, on the basis of the guidelines of the Health Authority.

During the various stages of fair events (including setup and dismantling), MODENAFIERE has adopted a plan of action and a health plan that contains guidelines for the management of symptomatic individuals:

- medical and paramedical teams dedicated to health surveillance and the provision of first aid in the event of suspected cases;
- Specific health protocol for the management of Covid-19 emergencies.

## **IN-HOUSE MEDICAL SERVICE**

The Organiser sets up appropriate rooms and a complete medical service in the trade fair district during all the phases of an event, with the presence of a doctor and nurses equipped with appropriate “Covid-19” PPEs and necessary space, as the regulations so require.

In the case of events with a high volume of visitors, the constant presence of at least 1 ambulance must be guaranteed.

## **HEALTH SURVEILLANCE/HEALTH AND SAFETY OFFICER/**

## **WORKERS' HEALTH AND SAFETY REPRESENTATIVE**

With regards to personal protective equipment, reference should be made to the specific protocol, “Implementation of the shared Protocol regulating the measures to contrast the spread of the Covid-19 virus in work environments” Protocol undersigned on 18 May 2020 as amended.



## UPDATING OF THE OF THE REGULATORY PROTOCOL

A Committee has been set up in the company for the application and verification of the protocol rules with the participation of the company trade union representatives and Workers' Health and Safety Representative.

## APPENDICES

- Appendix no. 1 – General information;
- Appendix no. 2 – Privacy policy;
- Appendix no. 3 - Guidelines;
- Appendix no. 4 – Procedure in symptomatic cases.

## DOCUMENTATION REFERENCES

- National legislation and national recommendations regarding the Covid 19 pandemic.
- Measures of single autonomous Regions and Provinces regarding health-hygiene indications aimed at preventing the spread of the Covid-19 virus.
- Recommendations of the World Health organisation regarding the Covid 19 emergency.
- Agreed regulatory Protocol of measures for contrasting and containing the spread of the COVID-19 virus, approved of 24 April 2020 between the Government and Social Partners
- Technical *Inail* (National Institute for Insurance against Labour Accidents) document on the possible remodulation of the containment measures for SARS-CoV-2 in work environments and prevention strategies – April 2020