

## **COVID-19 PROTECTION PLAN**

### **Joint Meeting SSI-SSH 2020 – Palexpo, Geneva**

#### **Introduction**

The health and safety of our participants, speakers, exhibitors and employees is our priority. In order to ensure that participants feel perfectly comfortable during this joint meeting, Meeting.com Sàrl has drawn up the following protection plan in agreement with the Swiss organizing companies (SSI and SSH), which is in addition to that of Palexpo Geneva, and which complies with the regulations of the Federal Office of Public Health (FOPH) of August 14, 2020 and the Geneva cantonal doctor

#### **Basic rules of the protection plan**

The protection plan ensures that the following requirements are met. For each of these requirements, a number of appropriate measures have been provided for :

1. Protective masks and hand hygiene – information to all attendees
2. Keep your distance
3. Cleaning
4. General information
  - 4.1 Registration
  - 4.2 Congress programme, participants' folders
  - 4.3 Cloakroom and luggage locker
5. Exhibition : requirements and measures
6. Catering
7. Conference rooms, posterwalk, technical, speakers
8. Personal data

## 1. Protective mask and hand hygiene – information to all attendees

### Measures/Actions

- **Wearing a mask is compulsory at Palexpo, in all areas. Protective masks can be obtained if necessary at the Congress reception desk ;**
- Participants are required to disinfect their hands with a disinfectant solution before entering the venue. Disinfectant solution dispensers are placed in many places in Palexpo and are available at all times ;
- An hostess will be at the entrance near the welcome desk in order to ask each arriving participants to disinfect their hands before entering;
- We ask everyone present to wash their hands regularly;
- A display of the rules by pictograms will be repeated in several places of the centre;
- Employees and convention staff are required to avoid touching the personal belongings of guests ;
- **All attendees have been informed not to come in case of COVID-19 prior symptoms.**

## 2. Keep your distance

All congress participants must respect the minimum distance prescribed by the FOPH (1.5 m).

### Measures/Actions

- In general, no physical contact (except in a medical emergency). Handshakes are to be avoided at all costs;
- The number of people present at the event site complies with the regulations of the FOPH;
- The conference rooms and the catering areas are arranged in such a way that the necessary distance can be maintained in accordance with the FOPH ;
- When the minimum distance cannot be respected, the contact time must be as short as possible (less than 15 minutes) and a protective mask must be worn ;
- In general, kindly keep your right when walking, and respect distances when entering and leaving rooms and spaces ;
- **Security people will regularly patrol to ensure that social distance rules are respected.**

## 3. Cleaning

The Palexpo cleaning team will regularly clean surfaces and objects after use, particularly in the event of contact between several people. The necessary equipment will be in sufficient number to guarantee the application of hygiene measures.

### Measures/Actions

- All surfaces with which participants have been in contact will be regularly disinfected;
- Doors should be kept open as much as possible;
- A sufficient and regular ventilation of the rooms will be ensured;

- Dispensers for soap, hand disinfectants, disposable towels and cleaning products (for objects and/or surfaces) will be refilled regularly ;
- Palexpo has a sufficient number of toilets on the different floors and takes the necessary measures to respect the distances in the toilets, which will be regularly cleaned and disinfected. A cleaning plan will be kept.

## **4. General information**

Meeting.com Sàrl and Palexpo draw the attention of the participants and make them aware of the need to respect hygiene and protection measures by means of posters reminding them of the guidelines for conduct in the context of COVID-19.

### **4.1. Registration**

#### **Measures/Actions**

- Wherever possible, registration and payment of participants is made in advance online;  
On-site registrations will be allowed, according to the hygiene measures in force:
  - the secretariat is equipped with Plexiglas protective glass to ensure the protection of participants and staff ;
  - the congress staff wear masks and regularly disinfect their hands;
- We recommend that participants who have to pay on site to do so by credit card;
- Participants & exhibitors receive their badges on site upon arrival. They are advised to arrive early in order to respect the distances and the wait that this may cause.

### **4.2. Congress program / conference folders**

#### **Measures/Actions**

- We are renouncing the distribution of congress kits. Only the badge/lanyard will be distributed to the participants & exhibitors ;
- Participation in the Gala Dinner is indicated by a coloured dot on the badge, which replaces the dinner voucher. Please wear your badge to dinner.
- The programme of the congress will be available on site, in self-service;
- Wherever possible, we also waive the availability of prospectuses, except in the case of event-related documents, which would then be available to participants on a self-service basis.

### **4.3. Cloakroom and luggage locker**

#### **Measures**

- Changing rooms or coat racks will be provided on a self-service basis, there will be no centralized cloakroom. However, it is recommended that you keep your personal belongings with you.

## 5. Exhibition : prescriptions/measures

Palexpo still needs to approve the exhibition plan, which will be sent to you as soon as it has been approved (after the planning meeting on August 6)

### Measures

- The distances between the exhibition stands have been planned and defined in accordance with the provisions in force and in agreement with Palexpo ;
- Each exhibitor must ensure that the minimum distances on its exhibition area are respected and respect the number of people per m<sup>2</sup>, in accordance with FOPH regulations;
- Exhibitors are required to disinfect the items on their stands on a regular basis. It is possible to book a stand cleaning team from the organisation;
- The number of authorised stand staff will be communicated to exhibitors in advance. The maximum number of staff (including hostesses & barista) allowed **simultaneously** on the stand is as follows

6 m <sup>2</sup>	2 persons
8 m <sup>2</sup>	3 persons
15 m <sup>2</sup>	7 persons
24 m <sup>2</sup>	11 persons
36 m <sup>2</sup>	16 persons
42 m <sup>2</sup>	18 persons

- Exhibiting companies are free to decide on the total number of employees to be present on site as long as the maximum number per stand is respected. Employees may work in shifts and be present on the stand in alternating shifts. As soon as there are customers near the stand, the minimum distance (1.5 m) must be strictly observed and the stand staff must ensure this;
- All staff working on the stand are required to give their personal telephone number to the organisation in the event of contact tracing.

## 6. Catering - SEATED

In order to comply with the protection plan and guarantee hygiene standards, the following measures have been put in place.

### Coffee breaks

- During the coffee breaks, several coffee machines will be available with a catering service. These coffee machines will be permanently cleaned;
- Water fountains will be available on a self-service basis ;
- 4 separate stations will be set up inside the exhibition in order to avoid waiting lines;
- Pastries will be individually wrapped and available on a separate buffet ;
- According to the rules in force in the Canton of Geneva, there will be 3 different areas allowing a maximum of 100 people to be seated/catering area;
- There will be no standing coffee breaks;
- Palexpo use organic disposable material.

### Lunches

- The lunches will be taken seated, with the distance measurements in force;
- According to the rules in force in the Canton of Geneva, there will be 3 different areas allowing a maximum of 100 people to be seated/catering area;
- There will be no standing lunch;
- A form is to be filled in by all seated person on each table and at each lunch;
- A chef per station will be dedicated to serving the dish of the day.  
No handling by the participants ;
- A sufficient number of distribution stations will be provided to avoid waiting lines ;
- Buffets will be protected by Plexiglas;
- Salads and desserts will be packed in individual packaging;
- Trays will be provided;
- A waiter will be dedicated to serve water and juice;
- A large number of high tables will be set up in the exhibition area;
- Meals will be served standing up and will be cleared by the service teams;
- Palexpo use organic disposable equipment.

### Networking dinners

- The networking dinners have been cancelled :  
SSHJ dinner on Wed, 2.09.20  
Conference dinner on Thu, 3.09.20

## **7. Conference rooms, posterwalk, technique and speakers**

According to the standards in force at the date of this document, the following actions have been taken :

### **Measures/Actions**

- Wearing a mask is mandatory in conference rooms, during workshops and the posterwalk;
- In the conference rooms, every second chair will be used. There will be a signage;
- Participants are asked to respect as much as possible the distances when entering and leaving the rooms, as well as on the escalators if they are used;
- Speakers bring their presentation on a USB key, which they will put directly on the computer provided for this purpose in the room where they are speaking;
- Speakers are requested to use the microphones which are automatically placed on the speaker's desk, without touching them if possible;
- A hostess will pass the microphone to the assembly in case of questions;
- The lectern computer and the microphones used will be disinfected regularly ;
- Authors presenting their poster during the posterwalk must also wear a mask.

## **8. Personal data**

The organisation enters the contact details of the participants & exhibitors so that the chain of contamination can be traced if necessary.

### **Measures/Actions**

- After registration on the congress website, Meeting.com has contact information (including mobile numbers) for all participants. This enables it to trace a possible chain of contamination;
- Sponsor/exhibitor delegate data must also be provided;
- The data of the organization's and Palexpo's employees will also be entered;
- All data must be kept for at least 14 days after the event. All data will be treated with the utmost confidentiality and will be deleted once this period has elapsed ;
- If, despite all precautionary and protective measures, contamination should occur, the cantonal doctor will take the necessary measures. If necessary, quarantine/isolation measures may be imposed on certain persons.

*Done by Meeting.com Sàrl, status as of August 20, 2020 - subject to modifications.*