

## **COVID-19 PROTECTION PLAN**

### **Diploma course of the Swiss Society of Senology (SSS)**

#### **Module 1B**

November 26-27, 2020

Novotel Zurich City West

#### **Introduction**

The health and safety of our participants, speakers and employees is our priority. In order to ensure that participants feel perfectly comfortable during the congress, Meeting.com Sàrl has drawn up the following protection plan in agreement with the SSS, which is in addition to that of the Novotel, and which complies with the regulations of the Federal Office of Public Health (FOPH).

#### **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. Cleaning
3. General information
  - 3.1 Welcome desk
  - 3.2 Cloakroom and luggage locker
4. Catering
5. Conference room
6. Personal data

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

### Measures/Actions

- **Wearing a mask is compulsory in the Novotel, in all areas. Protective masks can be obtained if necessary at the Congress reception desk ;**  
In general, no physical contact (except in a medical emergency). Handshakes are to be avoided at all costs;
- Participants are required to disinfect their hands with a disinfectant solution before entering the venue. Disinfectant solution dispensers are placed in many places in the Novotel and are available at all times ;
- 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. Cleaning

The Novotel 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;
- 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 ;
- The Novotel 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.

## 3. General information

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

### 3.1. Welcome desk

#### Measures/Actions

- The congress staff wear masks and regularly disinfect their hands;
- Participants 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 ;
- The program of the congress will be available on site, in self-service;
- The certificate of attendance will be sent by e-mail after the course, as well as the **speakers' presentations**, which you can download afterwards via a link.

### 3.2. Cloakroom and luggage locker

#### Measures

- Coat racks will be provided on a self-service basis ;
- However, it is recommended that you keep your personal belongings with you.

## 4. Catering

In order to comply with the protection plan and guarantee hygiene standards, adapted measures have been put in place. The organisation follows the recommendations and the protection concept issued by the Novotel.

#### Breaks and lunch

- Arrangements have been made for catering, seated at all breaks & lunch.

## 5. Conference room

The conference room is prepared according to the standards in force at the date of this document.

#### Measures/Actions

- **Wearing a mask is mandatory** in conference room and during the whole course;
- Participants are asked to respect as much as possible the distances when entering and leaving the rooms. Please, keep your right.

## **6. Personal data**

The organisation ask for the contact details of the participants so that the chain of contamination can be traced if necessary.

### **Measures/Actions**

- After registration on the congress website, Meeting.com has contact information for all participants. This enables it to trace a possible chain of contamination;
- The data of the organization's and the Novotel'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.