

COVID-19 PROTECTION PLAN

86th ANNUAL CONGRESS OF THE SWISS SOCIETY OF PATHOLOGY

Thursday 12 – Friday 13 November 2020 Aarau, Kultur & Kongresshaus KuK

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 the congress, Meeting.com Sàrl has drawn up the following protection plan in agreement with the SGPath which is in addition to that of the KuK Aarau, and which complies with the new regulations of the Federal Office of Public Health (FOPH) as of today.

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 Registration
 - 3.2 Congress program, participants' folders
 - 3.3 Cloakroom
4. Exhibition : requirements and measures
5. Catering
6. Conference rooms
7. Personal data

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

Measures/Actions

- **Wearing a mask is compulsory at the Kuk, 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 KuK 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 KuK 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 ;
- The KuK 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.
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3. General information

Meeting.com Sàrl and the KuK 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. 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 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.

3.2. Congress program / participants' folders

Measures/Actions

- We are renouncing the distribution of congress kits. Only the badge/lanyard will be distributed to the participants & exhibitors ;
- There will be separate areas, which is why the participants will receive a certain colour of lanyard **to be kept and not exchanged** for tracing reasons ;
- The program 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.

3.3. Cloakroom

Measures

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

4. Exhibition : prescriptions/measures

The KuK has approved the exhibition plan, with the following guidelines:

Measures

- 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 has been communicated to exhibitors in advance. The maximum number of staff allowed **simultaneously** on the stand is as follows

M2 floor space	Badges included	Maximum number allowed on booth
4m2/6m2	2	2
8m2	3	3
12m2	3	5
14m2	4	6

- 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 participants 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.

5. Catering

In order to comply with the protection plan and guarantee hygiene standards, the following measures have been put in place. The organisation follows the recommendations and the protection concept issued by the caterer/restaurant :

Breaks and lunches

- All catering is in the form of prepared snacks and/or pre-packed meals;
- Breaks and lunch are taken seated ;
- Participants will be served buffets by the catering staff, and will return to their seats to take their drinks;
- Standing lunch is not permitted;
- Exhibitors will be served directly at their booth.

6. Conference rooms

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 and during all the sessions;
- The plenary room (Saal 2) will be retransmitted in another room (Saal 4) throughout the whole congress, in order to allow enough space for the participants ;
- Participants are asked to respect as much as possible the distances when entering and leaving the rooms. Please, keep your right ;
- A hostess will pass the microphone to the assembly in case of questions, and clean it between questions.

7. Personal data

The organisation ask for 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 the Kuk'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.