

HEALTH PROTECTION GUIDELINES

RECOMMENDATIONS FOR ORGANIZING CONFERENCES, CONGRESSES AND EVENTS

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1. ORGANISATIONAL RECOMMENDATIONS

COMMUNICATIONS BEFORE AND AFTER EVENT

The organizer ensures that each event participant receives all information about the event as such in written form well in advance, and communicates information on the event-related hygiene, organizational guidelines and personal recommendations at the same time.

Guidelines and personal recommendations for the event must be communicated to guests prior to purchasing their tickets and entering the event venue (using wide range of channels such as the event web, social media, posters, information boards in front of ticket sales areas and venue entrances, ...).

Participants Transport and Accommodation

It is recommended to inform the participants about specific health and safety guidelines and measures adopted by transport (whether public or individual) and accommodation service providers in the destination.

TICKETS

The organizer will ensure the online tickets sale as far as possible, and at the same time use tickets with a QR code, bar code or RFID (according to the technology used).

The tickets sale at the venue is possible, but only to those participants who provide a COVID-19 negative test. Furthermore, it is the duty of the organizer to provide participants with detailed information on the necessary safety and organizational standards for the purchase (separate space / plexiglass between the seller and the buyer, compliance with spacing regulations, nose and mouth protection check, etc.) in advance.

During the ordering and payment of the ticket, all participants will be asked to confirm their consent (e.g by checking the box) to the processing of personal data according to the GDPR. By doing so, they consciously confirm to the organizer their consent to the provision of their basic personal data for the guest list and possible future tracing.

GUEST LIST AND STAFF LIST

The organizer provides lists of persons present at the event or during the installation and deinstallation of the event. The aim is to gather a complete list of all persons who appeared in the event area.

In case of an infection outbreak, it will be possible to pass on the contact details to the public health authorities.

Guest List – Contains a list of all guests / visitors who were physically present at the event (name and surname, contact phone number, date, or time of presence at the event venue).

Staff List – Contains a list of all persons involved in the implementation of the event: suppliers, local technicians, external technicians, hostesses, catering, and other staff (company, name, surname, contact phone, date, or time of presence at the venue).

Both lists contain contact information necessary to identify the person and possible tracing in case of Covid-19 outbreak - name and surname, company, telephone, or e-mail, date, or time of presence at the venue.

TESTING

The organizer chooses the form and plans the testing in detail, about which event participants are informed by e-mail or via another communication platform well in advance.

The participant may provide an antigen or PCR test (not older than 48 hours) or undergo on-site testing before entering the event venue.

Professional testing supplier – The organizer can hire a professional company, with professional equipment and staff. The organizer may use A LIST OF COMPANIES that are available to offer on-site testing. The database arose from a selection of antigen testing companies listed on the Ministry of Health website.

Self-testing – The organizer ensures to purchase self-testing kits in the required volume and follow the instructions specified by the COMPANY TESTING GUIDE CZ on the website of the Ministry of Industry and Trade, available only in Czech (alternative links Covid.gov Self-testing/ List of antigen self-testing kits issued by the Ministry of Health).

Both forms of testing may only be conducted on condition that separate areas for the event / testing / guests with a positive test are available. It is recommended to work with time slots for smaller groups of test subjects. The specified form and conditions of testing depends on the agreement between the organizer and the supplier of testing, the selected location, the type of event and the number of participants and other factors.

In case of participant tested positive via antigen test, it is recommended that PCR testing is performed on site. The organizer shall immediately contact the local health authorities (regional hygienic station or hygienic station of the capital city of Prague) by telephone or other remote means.

REGISTRATION AND ENTRY

Registration and entry to the event will be possible only after the participant provides a negative test for Covid-19 (obtained as stated above in “ANTIGEN TESTING”).

The organizer schedules time slots for participants, i.e., only a limited number of guests will be allowed to enter the registration area corresponding to its dimensions and distancing measures.

The rest of the guests will wait outside in a sufficiently large area that will be delimited by corridors or marks regarding the type of event (e.g., marks placed on the ground with distance of 2 m within each other for queues, or in several rows outlined by fences/posts) so that a safe distance between guests is kept.

Ticket control is performed by contactless scanning of a QR code, bar code or RFID (according to the technology used) from the ticket.

If the given location allows it, the organizer will ensure one-way movement of people, ie. separate entrance for entry and exit for departure of participants during / after the event and thus minimizes the formation of queues.

Communicating the Event Guidelines

There are information panels presenting hygiene and safety guidelines, personal recommendations, correct disinfection procedures, observance of distances on the premises (such as at entrance, at disinfectant stands, marks on the floor, etc.). The guidelines may also be communicated on screens, projectors, in moderators' announcements or in another event appropriate manner.

CAPACITY

The number of participants complies with the up-to-date government regulations together with the location where the event takes place.

VENUE SET-UP

The organizer uses, as far as possible, furniture which enables easy disinfection (washable materials) and prefers outdoor spaces, if available. For larger events zoning of the space is possible.

The organizer plans in detail the management of queues and the staggered times for participants with regard to the number of entry contact points available to the premises. These are recommended to increase according to the number of participants, and to minimize the risk of contacts. If the number of entry contact points cannot be increased, the corridors will be extended for participants with marked 2m distances placed on the ground.

Distancing will be ensured on the whole premises according to the regulations. Also, the distance between the performers / presenters and spectators must be at least 2 meters.

If the location dispositions allow, separate the entrance and exit for the event. For larger events, spatial zoning is recommended.

RECOMMENDATIONS FOR SUPPLIERS AND STAFF

Only employees with negative test results for Covid-19 can be present at the event. The organizer informs all their suppliers and other staff about the procedures and testing options.

Prior to installation, supplier sends a list of persons participating in the event, and names on the list will be checked on the spot and added to the staff list.

Supplier's staff adhere to increased hygiene and hand disinfection. They move around the venue only in the spaces strictly necessary and in the time strictly necessary for their work.

The supplier ensures the transmission of the organizer's instructions to all their employees involved in the preparation of the event; other staff members receive all information from the organizer not only orally, but also in writing (e.g., by e-mail).

HEALTH & SAFETY TEAM

Health & Safety Manager is responsible for implementation and observance of the guidelines at the event, during the installation and deinstallation. They coordinate and supervise communication with guests. They provide staff lists, etc. When necessary, they contact the regional public health authority.

Health & Safety team members are professionally trained and can be easily visually identified.

CRISIS SCENARIO

The organizer shall provide a separate area in case any of the participants tests positive for Covid-19 and shall immediately inform the relevant regional public health authorities or the integrated rescue system and follow their instructions.

The same procedure applies if some participants announce they tested positive after the event (via a completed after-event questionnaire or by contacting the organizer by the participant). Organizer shall immediately contact the regional public health authority and provide maximum cooperation (especially submitting the list of guests and staff for tracing).

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A more expensive but recommended solution to increase security at the event is to use an application that provides:

1. records of the number of participants registered vs. present at the event
2. records and contact details for communication to the participants of the event present if covid-19 occurs at / after the event
3. electronic tickets on mobile devices
4. check-in via code readers (= reduction of personnel costs)
5. queue management - the participant will receive a time slot when there will be the smallest queue, and thus the least risk of the possibility of transmission of the disease
6. other functions according to the needs of the organizer and the type of event

2. HYGIENE GUIDELINES

CLEANING AND DISINFECTION OF PREMISES AND SURFACES

Contract organizer / operator – The organizer agrees with the location operator on the form of cleaning and disinfection of the premises and determines responsibilities. The contract will deal with the division of responsibilities and possible sanctions for non-compliance with hygiene measures.

Area cleaning and disinfection plan – Specifies the areas to be disinfected. It also takes into account the frequency of cleaning and specify which cleaning and disinfecting agents are to be used.

The premises are cleaned and disinfected before and after the event, after event installation (shortly before guests' arrival), at regular intervals during the event and after dismantling the equipment.

Clean the premises with 60 degrees Celsius water with the addition of detergents with virucidal effect.

All contact areas (such as handles, handrails, tables, chairs, taps, toilet flushing handles, door edges, turnstiles, etc.) must be then disinfected using a disinfectant with a verifiable virucidal effect.

Spray the disinfectant with a verifiable virucidal effect against COVID-19 on the contact area, disperse with a paper towel and leave to dry. Throw paper towels into a dedicated plastic garbage bag and carefully close the bag before disposing.

HAND DISINFECTION AND CONTACTLESS SOLUTIONS

The organizer provides non-contact or other purpose-dedicated dispensers with hand disinfection with a verifiable virucidal effect against COVID-19 and places them at suitable locations at the venue: entrance to the common areas, bathrooms, catering area, seminar rooms/halls, etc.).

Each disinfection site should include an information panel with instructions for proper hand disinfection next to the dispenser and should be regularly checked and disinfectants replenished. The number of disinfection dispensers must correspond with the number of people at the event so as to prevent lines and groups of people waiting by dispensers.

TOILET OPERATION AND EQUIPMENT WITH CONTACTLESS SOLUTIONS

Toilet areas require an increased frequency of cleaning and application of disinfectants. It is recommended to provide non-contact equipment as much as possible with regard to the possibilities of the selected location, such as contactless dispensers for soaps and disinfectants, waste bins, or taps, etc. Placing guidelines / instructions for proper hand washing in each handwashing area.

Use only disposable paper towels, closed waste bins with foot opening and inserted waste bag for disposal. Frequent disposal of waste from bins, sealing the bag before disposal.

CLEAN AIR

It is necessary to pay attention to intensive ventilation and increased air exchange – i.e., correct air-conditioning setting, frequent opening windows at the event premises.

The ventilation mechanics are based on the recommendations of the National Institute of Public Health.

It is recommended to increase air exchange in all spaces (increase air-conditioning output, decrease activation threshold to 400-600 ppm in CO₂ concentration-controlled systems).

Turn air-conditioning on about 2 hours prior to opening the venue.

Where ventilation is not available, natural window ventilation should be used as much as possible, even if it causes a slight temperature discomfort. Use a draught effect in window ventilation (cross ventilation).

Use all options of exhaust ventilation (fans) in hall, in bathrooms and in kitchen areas.

Turn off or do not use rotary heat exchangers (including enthalpy humidity exchangers), recirculation systems (that do not bring in fresh air) – such as split air-conditioning units. Do not use air purifiers without HEPA filters.

3. CATERING RECOMMENDATIONS

STAFF

The staff adhere to the increased hygiene and hand disinfection, using disposable gloves when working with food. They minimize their contact with guests and maintain a safe distance from guests.

Staff strictly follow the rules when working with food. They only touch disinfected objects when wearing gloves, and they do not touch their face (use a disposable tissue to wipe it, and then disinfect their hands).

Dishes, including glasses and cutlery, are recommended to be washed at higher dishwasher water temperatures (> 70 °C). Appropriate packaging must be used during transport and storage to avoid the possibility of contamination.

FOOD DISTRIBUTION AND SERVICE

Served menu – Food will be served directly at the guest's table by professionally trained staff and in strict compliance with increased hygienic conditions. Tables are not laid, all the cutlery/napkins are brought by the staff with the meal. Participants can consume food only seated on the spot, which was allocated to them for the entire event.

Food Dispensing – Distribution behind the plexiglass wall (transparent polycarbonate sheet).

Buffet is behind plexiglass, the cook serves meals as instructed by the guest, then hands the plate over to the guest through a serving window. The plexiglass is at least 180 cm high, and it must form a perfect barrier between the guest and the food. All cutlery, napkins, condiments and drinking straws are handed over by the chef or other staff together with the dish.

It is necessary to observe the ordered 2-meter spacings even when serving. In order to avoid queues and the grouping of participants in one place, decentralized catering dispenses are recommended according to the number of participants, using dividers or marked 2-meter distancing on the ground.

Serving Drinks

The same rules as to food apply to drinks. In the case of serving, it is necessary to provide additional staff behind the plexiglass, who, after the guests receive their food, will hand over the drink in a separate beverage section according to the guest's request. The drinks are only prepared by staff (it is not possible to let the guests operate a coffee machine, e.g., during a coffee break or use self-service). Drinks are poured just before serving (it is not possible to set up a table with beverages for self-service).

Serving and consumption of alcoholic beverages is in accordance with up-to-date government regulations. Drink straws / stirrers, etc. are individually packaged or handed over individually by the staff with the drink.

Set-Up / Preparation for Consumption

The set-up of the tables and the maximum number of guests at the table corresponds to the specified 2-meter distancing.

PAYMENT ON SALE

Payment transactions on the spot (in the case of the menu served) are carried out by the staff exclusively designated for this purpose (different from the staff who serve food and drinks). Safely separated are: spaces for serving refreshments and drinks from the places of payment, and spaces between the staff and the guests.

Contactless cashless payment is recommended.

7 PERSONAL RECOMMENDATIONS FOR PARTICIPANTS

1. AWARENESS

Each participant pays active attention to the rules and information regarding the event, which they receive from the organizer, primarily in the form of an e-mail communication. The participant adheres to them before and after the event. When addressed, participant communicates with the organizer and secures documents or other necessary actions required for participation at the event.

2. TESTING

The participant may access the event with a negative PCR / antigen test that is not older than 48 hours (with electronic or paper confirmation and personal ID).

For others, the organizer will provide other forms of on-site testing (antigen testing, self-testing). All participants are informed in advance about the form and exact procedure of testing chosen for the event by the organizer.

3. RESPIRATORS OR NANO FACE MASKS

Every person at the event is obliged to use a respiratory protection, a respirator of at least FFP2 / KN95 / N95 type or a nano face mask with certification. The organizer will delegate trained staff to check the mask type compliance and provide a sufficient number of protective masks in case of deficiencies detected.

Respirators or nano face masks are also obligatory for the performers / presenters and must be changed regularly.

4. PERSONAL HYGIENE

Frequent and thorough hand washing and use of disinfection. Efforts to minimize contact with surfaces and objects at the event.

5. CONSIDERATION AND PHYSICAL DISTANCING

Participants observe the safe distancing set by the organizer, respect personal space, do not shake hands. They are maximally considerate of others. "I protect you; you protect me."

6. RESPONSIBILITY

Already at the entrance, and throughout to the event, the rules and organizational instructions of the organizer are duly followed. Participants and presenters / performers respect any staff warning regarding observance of the rules and react with no delay to correct the deficiency.

7. FEEDBACK

Each participant completes a post-event questionnaire evaluating the event within the set deadline, sharing their perceptions and whether or not they feel healthy and manifest no symptoms of illness after the event. If they experience any symptoms, test positive for COVID-19, and have been prescribed to self-quarantine by a health authority in the subsequent 14 days, they shall immediately inform the event organizer, regardless of the form submitted.

CONCLUSION, SOURCES, AND CONTACT DETAILS

This document provides recommendations to all event organizers, service suppliers and venue operators, who strive to ensure enhanced health and safety standards for participants, employees, and other involved parties.

Prague Health Protection Guidelines are based on the NOCOVID 3.0 and 4.0 initiative guidelines created by the Czech Event Association z.s. in cooperation with Prague Convention Bureau, z.s. The recommendations are written in cooperation with leading representatives of four Czech epidemiology and hygiene authorities: Jitka Luňáčková, M.D.; Lilian Rumlová, M.D.; Věra Melicherčíková, M.D.; Lidmila Hamplová, M.D. in May 2020 and updated in March 2021.



Contact details:

Prague Convention Bureau, z.s.
Rytířská 26
110 00 Prague, Czech Republic
www.pragueconvention.cz
info@pragueconvention.cz