

## EXHIBITIONS AND CONFERENCE ACTIVITIES

### PROTOCOL FOR CONTAINMENT OF THE DIFFUSION OF THE NEW CORONAVIRUS

[ENGLISH VERSION - COURTESY TRANSLATION  
IF FOR ANY REASON AN INTERPRETATION IS NEEDED, REFERENCE MUST BE MADE TO THE ITALIAN TEXT ONLY]

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## 1. INTRODUCTION

This document has been drawn up in compliance with the requirements governed by the protocols in force concerning prevention and protection actions in the context of the development of the health emergency related to the Covid-19 pandemic.

The format of a trade fair event allows organizers to structure and guide the public in all phases of their stay within the fairgrounds: from pre-registration, to on-site arrival and afterwards entrance, the way in which they pass through the various exhibition halls, the meeting spaces and the auditorium, as well as when they use the catering and health services dedicated to them.

The exhibition venues are specifically designed to host this type of demonstration/event and to manage visitors according to the strict security policies of national and local authorities and international security standards.

Compliance with national legislation on health and hygiene indications aimed at preventing the spread of the COVID-19 virus is an essential premise of this document.

The recommendations of the World Health Organization, the Ministry of Health and the individual Regions are and will be considered a point of reference in the application of this Protocol.

The rules reserved for these events must be promptly placed to the knowledge of the organizers of the events themselves.

## 2. TARGET

The objective of this regulatory protocol is to provide organizational and operational guidelines aimed at increasing the effectiveness of the precautionary containment measures adopted to combat the COVID-19 epidemic at trade fairs. From a preventive perspective, this protocol therefore contains measures that follow the precautionary principle and fully implement the prescriptions of the legislator and the indications of the Health Authority.

The document therefore has the purpose of identifying and defining all the measures deemed necessary in order to allow the safe conduct of trade fairs and congress events.

The application scenarios include the exhibition and congressional activity as a whole, divided into the phases explained below:

- organizational and management activities of the exhibition center and the Congress Center;
- phases of preparation and dismantling of exhibitions/events;
- running of the show/event: opening to visitors.

The shared perspective is to illustrate a framework of measures that defines and guarantees a consolidated safety perimeter, each for their own responsibilities, for all the actors involved (Manager, Organizer, Exhibitor, Fitter, Visitor) and which can therefore guarantee protection designed, implemented, verified and shared.

All the arrangements, in terms of technologies and services, have been made coherent and fully defined in specific operating procedures which are an integral part of all the technical-commercial documents that characterize their own and hosted exhibitions/events.

## 3. INFORMATION NOTICES: contents and methods of communication

The Manager of the exhibition center/congress center informs all employees and anyone who has the right to access about the instructions given by the Authorities, posting appropriate information brochures at the entrance and in the places of greater walkability and exploiting, where possible, the digital signage tools and Reference app by appropriately adapting the regulations of the individual exhibitions/events.

The implementation of the digital system also makes it possible to promptly provide information regarding the external environment (public transport, info-traffic etc.)

The main information concerns:

- the obligation to remain at home and to call your doctor and/or health authority:
  - ❖ in the presence of body temperature over 37.5 °;
  - ❖ in the presence of other flu symptoms;
- develop the awareness of the fact of not being able to enter if the conditions referred to in the previous point exist or of not being able to continue to stay if the symptoms appear later;
- the commitment to comply with all the provisions issued by the Authorities and their Employer when accessing in the exhibition center / congress center (in particular constantly observe the correct hand hygiene practices and more);
- the commitment to promptly inform their Employer of the presence of any flu symptoms during the performance of work, taking care to remain at an adequate distance from other people present.

#### 4. EMPLOYEE PROTOCOL

A specific Protocol has been drawn up for all employees and all suppliers/maintenance workers aimed at regulating the specific prevention and protection actions in the Covid-19 area.

#### 5. METHOD OF ENTRY AND GREEN PASS VERIFICATION ACTIVITIES

Dedicated pedestrian and vehicular access gates have been defined, dividing the flows and ensuring, during the planned phases of the qualification enabling access, aimed at preventing possible situations of gathering

For access to the fairgrounds / congress center, the following guidelines apply:

From 1 May 2022

- It will no longer be necessary to present the Green Pass, be it Basic or Reinforced

#### 6. SUPPLIERS/MAINTENANCE WORKERS

For the access of all external suppliers, contingent entry, transit and exit procedures are applied, using predefined methods, routes and timing.

The main actions are listed below:

- access to occasional visitors is allowed only for proven and mandatory business needs. The provisions of the previous par. 4 and 5;
- each Contractor is required to promptly inform the company if one of its operators, present within the neighborhoods or the conference center, tests positive for the Covid-19 swab, in order to take the related prevention and protection actions;
- the rules of this Protocol, appropriately disclosed to all operators involved in the supply chain, also extend to contracted companies that will need to organize locations and construction sites within the fairgrounds/conference center;

#### 7. EXIBITHORS, FITTERS and VISITORS

Each Exhibitor, in the context of his own leased exhibition space, as the subject who has the legal availability of the area and therefore the holder of the primary guarantee position towards the subjects who are inside the aforementioned space, must enforce the rules of regulation for the contrast and containment of the spread of Covid-19, as established by current legislation.

In particular, the Exhibitor must ensure that both workers and third parties who, for whatever reason, are within the perimeter of their exhibition space fully comply with the provisions set out.

The access of visitors and exhibitors takes place with entry, transit, exit procedures, predefined and differentiated methods, routes and timing, in order to reduce the opportunities for gathering.

Assistance from control staff is provided in the access spaces and in all areas of greater walkability.

## 8. EVENTS

### 8.1. Preparation and demobilization

In order to correctly regulate access and monitor the level of crowding in the pavilions, it is indicated that the access of fitters must be carried out by carefully following what is reported in the assembly and disassembly circulars. The guiding criteria must be:

- topographical (pay attention to the work in adjacent stands and use different accesses identified in relation to the areas being set up; the activities, where possible, must begin with the assembly of the boundary walls with the other stands, creating in fact and right from the I initiate a physical barrier aimed at eliminating and / or further reducing interference while avoiding the creation of possible situations of gathering);
- related to the complexity of the projects 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 exhibition center must provide: logistics, hangings, connections, testing, etc.

It is necessary to define, in agreement with the Organizers of the Events and on the basis of the numerical feedback provided by them, the aspects highlighted below:

- the width of the corridors and the structure of the exhibition meshes, preferring a unified modular mesh (when possible) that takes into due consideration the entrance and exit modules from the exhibition stands, the access routes to the toilets and the areas of refreshment and the corridors of exodus;
- exhibitors and fitters, will have to carry out a detailed planning of the activities, in order to respect the assigned times and minimize the need for entry and exit movements of vehicles and people, which can be estimated in advance;

### 8.2. Conduct of the event

Visitor access takes place with entry, transit and exit procedures and with the definition of methods, routes and timing aimed at preventing the formation of possible gathering situations.

With the aid of fixed signs and digital support (Digital Signage), access and exit gates for visitors are identified and appropriately marked, whose transit flows are regulated by identifying differentiated routes both on a temporal basis (considering the entry and exit times) and/or physical. The management of transit flows within the exhibition center is then conveyed and remodeled through personnel adequately trained for the purpose.

The current legislation, regarding the crowding of a space used for trade fairs, is now based on the flow capacity guaranteed by the system of escape routes and emergency exits; the ban on gathering is favored with the adoption of supplementary initiatives functional to contain crowding by facilitating the management of flows.

In light of the above, the measures specified below are evaluated with the individual Organizers.

- spatial-temporal extension of the duration of the event, proceeding, if necessary, with an increase in both the exhibition spaces and the opening times. To prevent the arrival of visitors from coinciding with the times of greatest use of local public transport, the times may be redefined and/or extended (eg. 10.30 a.m.- 08.30 pm);
- the homogeneous distribution of the presence of visitors over the entire period of the event also through the daily booking of the visit with the obligation of implementation of the use of the online ticket office;
- limit physical ticketing activity. The desks intended for registration and reception of participants are equipped with protections in plexiglass material towards the public and there are stations are provided for event assistants positioned in such a way as to reduce possible contact opportunities. The delivery of any information material to the participants must take place through a window or

through a “self- service” distribution point set up in an adequately organized space. In the case of on-site payments, Fiera Milano is equipped with devices for payment by credit card or contactless debit card. The keypads for entering the code will be sanitized frequently and the disinfectant gel dispenser is available in the immediate vicinity;

- the poles of attraction (leading companies, collateral events, conferences etc.), distributed throughout the area occupied by the event, must be appropriately designed with the aim of encouraging turnout and avoiding concentrations;
- eliminate possible queues at the refreshment points through electronic payment systems and renewed/fast distribution of products. Increase the opening of the refreshment points in compliance with the social distancing required and in compliance with the measures introduced for the consumption of meals. Encourage the practice of takeaways (especially for exhibitors/fitters) with the delivery of the meal directly to one’s stand.

### 8.3. Catering services

The administration of food and drinks during the event is regulated in accordance with the provisions of the specific rules issued for the purpose. The catering areas should be manned by control personnel. By way of example, it is reported that:

- any dedicated sessions must be arranged in such a way as to ensure the necessary social distancing of at least 1 meter, this distance can possibly be reduced only by resorting to the installation of physical barriers between the different tables adequate to prevent contagion via droplets;
- consumption at the counter is allowed in compliance with the ban on gathering;
- it is possible to organize a buffet mode, even self-service, providing, in any case, for customers and staff, to keep the distance.

## 9. CONGRESS EVENTS

### 9.1. Preparation and demobilization

As regards the preparation and dismantling of congress events, the same considerations as in paragraph 8.1 apply.

### 9.2. Conduct of Congress Event

Net of the indications already reported in this protocol, further operational measures are reported below for the areas considered most sensitive in terms of possible crowding.

#### 9.2.1. Secretariat and reception area

Automated IT procedures have been introduced for event registration, such as printing systems for personal access badges with QR codes in order to automate checks and limit the possibility of queuing.

The desks intended for the registration and reception of participants should be equipped with protections in transparent material to the public and there are stations are provided for event assistants positioned in such a way as to reduce possible contact opportunities.

The delivery of any information material to the participants takes place through a window or space under transparent protection or through a “self-service” distribution point set up in an adequately organized space.

#### 9.2.2. Exhibition area

All the general health and hygiene rules already mentioned are applied in the exhibition spaces, both for the staff of the exhibiting companies and for visitors.

Each Exhibitor, in the context of his own leased exhibition space, as the subject who has the legal availability of the area and therefore the holder of the primary guarantee position towards the subjects who are inside

the aforementioned space, must enforce the rules of regulation to combat and contain the spread of Covid-19.

In particular, the Exhibitor must ensure that both workers and third parties who, for whatever reason, are within the perimeter of their exhibition space fully comply with the provisions of this protocol.

Commercial, promotional materials and gadgets will be distributed through the use of special containers and displays in "self-service" mode.

The exhibition area should always be manned by control personnel.

#### 9.2.3. Catering area

The administration of food and drinks during the event is regulated in accordance with the specific rules issued for the purpose. The catering areas must always be manned by control personnel. For further specifications, please refer to paragraph 8.3 of this Protocol.

#### 9.2.4. Conference rooms

In the conference rooms (meeting rooms, congresses, etc.) it is possible to return to providing for the maximum capacity.

By way of example, some general indications are provided:

- the number of seats must be adequate for the number of participants limiting the possibility of participating in the event while standing
- Access and outflow from the hall must be organized with diversified entrances and exits, identified by appropriate signs;
- if a direction or a "slides center" is set up, a reception room for speakers and moderators will be provided and the space dedicated to the delivery of teaching aids must be set up in such a way as to avoid gathering situations
- . If PCs or other commonly used devices are provided, cleaning with disinfectant will be provided between one use and another; in such a way as to avoid crowding situations

### 10. CLEANING AND SANITIZATION

The Organizer of the event guarantees, in coordination with the Manager, both the daily cleaning and the sanitation of the premises, environments, fixed workstations and common and leisure areas; in particular:

- before the start of each event, the cleaning and sanitization of the exhibition hall pavilions used by the event and the ancillary rooms is guaranteed;
- the Organizer guarantees the installation of disinfectant gel dispensers for hand cleaning at entrances, passageways, bathrooms and refreshment points;
- at all the toilets of the exhibition areas, during the moments of the event, the continuous presence of personnel dedicated to the sanitation of the same is guaranteed;

If the presence of a person manifesting the symptoms of Covid-19 is ascertained within the neighborhoods, the spaces are cleaned and sanitized in compliance with the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health as well as their ventilation.

#### 10.1. Areas for office use, congress halls, auditoriums and service areas

For office areas, the activities are carried out at the end of the work shift or in any case at times when there is no staff in the areas subject to treatment.

For the exhibition areas and areas of greater walkability, dedicated teams will be foreseen for the continuous cleaning of the surfaces of greatest contact such as, by way of example, handles, handrails, push-button panels etc.

## 10.2. Products used and method of application

Cleaning must include the use of disinfectant products suitable for different types of environments and surfaces. The application can be done manually or with the aid of sweeping motorbikes and / or nebulizers.

## 11. PERSONAL HYGENIC PRECAUTIONS

It is mandatory for those who access the exhibition and congress center for various reasons to take all necessary hygiene precautions, in particular frequent cleaning and sanitizing of the hands.

Disinfectant gel dispensers are made available and supplied daily, appropriately distributed in the exhibition areas. The location of the same is adequately communicated to users with the use of suitable signage.

## 12. USE OF MASK

Considering the fact that the main transmission channels of the virus are eyes, nose, mouth and hands, it is recommended, in indoor spaces (such as, but not limited to, exhibition halls) and, outdoors, in the presence of gathering, the use of masks as a hygienic protective measure useful for reducing the spread of the virus. They can be disposable surgical masks (which are medical devices used to protect others) or washable masks (the so-called "community masks"), even self-produced, in multilayer materials suitable for providing an adequate barrier and, at the same time, which guarantee comfort and breathability, shape and adherence adequate to cover from the chin to above the nose.

The use of the mask helps to limit the spread of the virus, but is recommended in addition to other protective measures aimed at reducing the infection (how to avoid gathering situations and constant and careful hygiene of the hands), which remain unchanged and priority .

## 13. TREATMENT OF A SYMPTOMATIC PERSON

The procedure provided by the institutions, of a general nature, requires that the individual citizen who presents symptoms or who has been exposed to possible contagion, must notify his family doctor or the National Health Service. These, based on the procedures applied, will decide whether to subject the person to a swab or not and/or to adopt the precautionary quarantine measure.

You do not have to go to the emergency room or medical offices but you must contact your family doctor, pediatrician or medical guard by phone.

### 13.1. Identification of symptomatic person.

In the event that a person present at the Exhibition Center/Congress Center develops fever and symptoms of respiratory infection, he must immediately report this to the personnel office (in the case of an employee), to his/her company contact person (in the case of third-party personnel) or to the staff in charge in the case of a visitor/conference participant.

For the stages of the event (including preparation and demobilization), a specific action plan and a health plan are drawn up that contains the indications relating to the management of symptomatic people:

- medical and paramedical teams dedicated to health surveillance and the implementation of first aid in the event of suspicious cases;
- specific health protocol for the management of Covid-19 emergencies;

## 14. MEDICAL DEVICE

Based on the sizing of the event, the constant presence of an active medical facility and at least n. 1 ambulance, during all phases of the exhibition/event (including preparation and demobilization), with the presence of a doctor and nurses equipped with the appropriate "Covid-19" PPE and the necessary equipment and spaces.

## 15. PROTOCOL UPDATE

This protocol will be subject to appropriate revision if there are reasons for it induced by new regulatory provisions or if the trend of the Covid-19 pandemic requires it.

## 16. DOCUMENTAL REFERENCES

- National legislation and recommendations on the Covid-19 pandemic emergency.
- Provisions of the individual Regions and Autonomous Provinces in the field of hygienic-sanitary indications aimed at preventing the spread of the Covid-19.
- Recommendations of the World Health Organization with respect to the Covid-19.