Guidelines for the establishment of a COVID-19 prevention plan for ICBR 2020 in Salzburg

INTRODUCTION

Wherever possible, the Salzburg Congress team intends to help organisers to develop a plan for the prevention of COVID-19 infections at events.

For this reason, Salzburg Congress and ICM have developed the following guidelines for the implementation of relevant measures at the venue.

Any easing of restrictions is based on the principle of reliance upon a sense of shared responsibility among all present in order to minimise the risk of infection.

All guests bear a personal responsibility to comply with the following measures:

- Keep your distance (minimum 1 metre)
- Adhere to hygiene rules to protect yourself
- Wear a mask covering nose and mouth to protect others, only when moving around, not when seated.
- Accept to respond to a questionnaire about recent contacts details and historic travel details

LEGAL FRAMEWORK

There will be a multi-step easing of the statutory restrictions on freedom of movement due to COVID-19 enabling events to take place. Limits to the number of visitors permitted are as follows:

From 01.08.2020: max. 500 people (indoor areas) or max. 750 people (outdoor areas)

ICM is obliged to state the expected number of participants prior to the event.

A minimum distance of one metre must be maintained between individuals who do not live in the same household, and to all individuals who are not part of a closed visitor group. One seat should be left unoccupied on either side of each participant if the seating plan does not enable the participant to maintain the minimum distance, and if the risk of infection cannot be minimised by any other means or method of protection.
COVID-19 PREVENTION PLAN

ICM will appoint a COVID-19 officer to develop a COVID-19 prevention plan and be responsible for its subsequent implementation.

The remit of the COVID-19 officer is the development, submission and implementation of a plan for preventing the spread of the infection – and to ensure every member of staff employed to work at the event by ICM is aware of what to do in every situation.

In particular, the COVID-19 prevention plan must include procedures for the training and instruction of staff, and measures to minimise the risk of infection on the basis of clearly-structured risk analysis.

Particular emphasis must be placed upon the following:

1. Means of regulating visitor flow
2. Specific hygienic measures
3. What to do in case of a SARS-CoV-2 infection
4. Rules on the use of sanitary facilities
5. Rules on serving food and beverages

IMPLEMENTATION OPTIONS AT SALZBURG CONGRESS

These measures are primarily intended to facilitate the staging of meetings and conferences at this venue.

1. Means of regulating visitor flow

Principally, only clinically healthy individuals can be permitted to attend ICBR 2020, and only when wearing a mask covering the mouth and nose (as per July 1, 2020).

All access routes must be kept free. Structures such as programme stands and book display tables etc. must not be situated in close proximity to these access routes.

Masks must also be worn during the entire existing process.

Registration

ICM guarantees a sufficient supply of masks for guests who do not bring their own masks at all times, and to make them available in the entrance area.

To ensure adherence to the minimum distancing requirement of 1 metre between people standing in a queue, physical dividers, cord or belt barriers and further floor marking enhancements will be installed in the spaces between the lines of demarcation at a minimum distance of 1.5 m to each another.
**Single-file queue**

In addition, in the case of parallel queues, the middle of each line will be positioned 1.5 m away – parallel to the next.

**Parallel queues**

ICM is required to manage the registration process in such a way as to ensure the minimum amount of time possible is spent queueing. Advance registration and online tools help to reduce queue sizes. Depending upon the number of participants needing to register, it will be prudent to extend the registration period, or to schedule two separate registration periods.

ICM must guarantee at all times that registration procedures are placed and configured in such a way as to ensure they in no way impede emergency escape procedures.

**Event halls**

Salzburg Congress has compiled a comprehensive portfolio of seating plans for the event halls in compliance with the current regulations.

At the entrances to the halls, signage will be used to instruct participants to adhere to physical distancing rules and appeal to their personal sense of responsibility in only using seating marked for use. Checks on the number of people in a room to be conducted by specially designated staff are not imperative. Blocked seating to be left unused must be marked accordingly.

Salzburg Congress technicians are protected from direct contact in each respective hall. Each is provided with his/her own disinfectant dispenser to facilitate hygienic practices during the receipt of items used for presentations.

The same precautions apply to the handover and receipt of media and data storage devices. Organisers are requested to encourage presentation content to be submitted online using existing digital infrastructure and options.

**General common gathering areas**

Common areas used for breaks, catering and special displays (etc.) must be configured in such a way as to enable every single person to maintain a minimum distance of 1 metre to every other person. An exception is made for people who live together within a single household. Salzburg Congress is unable to authorise the provision of standing tables in the corridors and hallways outside the display booth and exhibition rooms. The aim is to omit all opportunities to bunch in groups and spend prolonged periods of time together.

Exhibitors and participants must wear masks whenever an exhibitor is holding a conversation with a customer – or staging a demonstration.
The provision of catering services for participants within the facility is a complex and sensitive issue. Solutions will be adapted to the peculiarities and requirements of ICBR 2020 in cooperation with Sheraton Catering.

ICM is required to ensure all access routes to, and exits from, desks and counters, are generously positioned and plotted to allow adherence to minimum distancing at all events and at all times. Furthermore, enough space and surfaces (e.g. sideboards) will be provided for plates and trays to allow guests to adhere to distancing requirements while consuming food and drink.

ICM will coordinate and determine the set-up of these facilities and surfaces with Salzburg Congress and Sheraton Catering in advance.

Signs will be mounted on every floor outside each of the public lifts in the publicly accessible area. They will feature information on the maximum number of passengers allowed (small lift: max. 1 person, each of the large lifts: max. 2 people). Passengers are obliged to wear masks in all lifts.

**What to do in an emergency**

There are sufficient emergency escape doors around the facility to ensure rapid egress while adhering to minimum distancing stipulations.

Moreover, announcements can be made over the loudspeaker system to ensure those exiting the facility are reminded of their duty to wear a mask during the process of leaving the building.

**2. Specific hygienic measures:**

**General measures as per July 1, 2020:**

- Without exceptions, all participants and staff working at ICBR 2020 are obliged to wear masks in the entrance and exit areas, when moving around within the facility, and for all forms of personal interaction such as in the cloakrooms, interval areas, catering areas, exhibition spaces etc.
- Depending upon the number of participants attending the event, there will be plenty of disinfectant dispensers situated on all levels and in all areas of the Salzburg Congress venue.
- Furthermore, hygiene recommendations are to be communicated on all levels throughout the entire venue via kiosks and pillars, overhead monitors and sandwich boards.
- All toilet facilities will be equipped with contact-free disposable paper towel dispensers and disinfectant dispensers.
- According to the hygiene plan, all contact surfaces – such as handrails, bannisters, door handles, toilet seats, taps, other handles in toilet areas, and chairs, tables, registration desks etc. – will be cleaned and/or disinfected at least twice a day during the event to prevent cross-contamination.
- ICM will adapt its event set-ups and programmes so as to ensure contact with and between visitors is kept to a minimum, and to ensure minimum distancing is adhered to,
if necessary, by means such as staggering the start and finish times of speeches and presentations.

- Visitors are to dispose of used masks (and gloves) in a designated container and waste vessel.
- ICM will avoid cash payment situations, and focus on the use of contact-free registration devices and terminals.
- Salzburg Congress will ensure all kinds of accessible or touchable interactive exhibits and entertainment items, consoles, touchscreens, e-posters etc. are accompanied by disinfectant dispensers and can be used without restriction.

**Internal measures to prevent the spread of infection:**

- The Salzburg Congress ventilation system is being adapted to ensure 50% of the circulating air is fresh to achieve the intended goal of exchanging the entire volume of the air 12 times per hour in all rooms. This may mean that under certain circumstances there may be periods of higher noise emissions and more frequent drafts.
- Salzburg Congress is to install structural protection at all critical contact hubs, such as the registration desks, speaker’s lectern etc. either as immobile installations or mobile modules.
- All Salzburg Congress team members are trained and instructed in how to conduct hygienic practices, how to interact with visitors, and how to ensure these guidelines are adhered to.
- Salzburg Congress team members in contact with visitors are equipped with suitable protective devices (masks, visors) and practice hand hygiene by way of regular disinfection.
- Salzburg Congress is developing internal procedures to guarantee all technical infrastructure, such as microphones, laptops, lecterns etc. are disinfected regularly. Public access microphones can only be used on stands, by people wearing masks, and must not come into contact with hands or mouths.

**3. What to do in case of a SARS-CoV-2 infection**

ICM will appoint a Covid officer. The designated person will provide a pertinent questionnaire requesting contact details, symptoms, where the person has been at the event, accommodation, contacts...

If a person seems to be displaying symptoms associated with the Covid infection, he/she must be isolated in a ventilated room especially reserved for this purpose. The person in question must wash his/her hands and is obliged to wear a mask to cover his/her nose and mouth. Unless absolutely necessary, no other individuals shall be permitted access to this room.

Further procedures should be determined by calling the number 1450 for the hotline.

**ICM is obliged to inform participants if such an incident occurs. If required by the health authorities, the contact details of the participants must be provided.**
4. Rules on the use of sanitary facilities

All points listed in the sections on visitor flows and hygiene measures also apply here. The doors to toilet facilities will remain open to provide a clear view of how many people are using the toilet facilities, and ‘Please Keep Your Distance’ signs will be mounted outside the toilets. Since a visit to the toilet only takes a limited amount of time, no further restrictions should be necessary.

5. Rules on serving food and beverages

Rules on serving food and beverages at ICBR 2020 must be established in consultation with Sheraton Catering and Salzburg Congress.

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