

# Rules of behaviour in relation to COVID-19

## GUIDE FOR EXHIBITORS



### Introduction and general rules

Eicma S.p.A. (as the Organizer of the show) and Fiera Milano S.p.A. (as the Operator of the trade fair area), in order to guarantee a safe and responsible participation experience, have prepared a joint protocol aimed at containing the spread of the new coronavirus. The guidelines adopted by the government and the competent health authorities are expressed in the context of the fair. This protocol was drawn up on 05/05/2021 and revised on 25/10/2021 will be revised if reasons arise induced by new measures or if the trend of the pandemic so requires. This protocol of implementation requires:

- The Green Pass control at every entrance into the fair area;
- In order to avoid the formation of crowds and to facilitate entrance operations to the trade fair area ticket office which can be reached at [www.eicma.it](http://www.eicma.it);
- The preparation of suitable information for the participants, aimed at promoting responsible behaviour;
- The use of special bags at the wardrobe areas for clothes;
- The careful study of the distributive layout encouraging the even distribution of the poles of attraction, the identification of calm spaces in strategic areas, correct dimensions of the aisles and the separation of the flows entering and leaving the halls;
- The distribution of dispensers of disinfectant gel opportunely distributed in the areas of the event;
- The complete sanitization of the spaces at the end of setting up and continuous hygienization of the areas with greatest surface contact;
- The use of external air only with the exclusion of the functions of recirculation in the conditioning systems and the periodic replacement of the filters;
- The presence of at least one continuous first aid station throughout the event.

### IN-DEPTH INFORMATION ON ACCESS USING THE GREEN PASS AND USEFUL INFORMATION FOR BOOKING SWAB

In compliance with the D.L. n. 105 on "Urgent measures to deal with the epidemiological emergency from Covid-19 and for the safe exercise of social and economic activities", and in particular, art. 3 discipline that starting from August 6, 2021, access to trade fairs and congress events is allowed only to those in possession of one of the requirements of the COVID-19 green certification.

In this regard, it should be noted that green certification means a certification proving one of the following states:

- Successful vaccination against SARS-CoV-2 (vaccines recognized by the EMA). The green certification of vaccination against SARS-CoV-2 is issued in paper or digital format by the health facility or by the competent Health Service. At the moment, the validity is from the fifteenth day after the administration of the first dose until the date scheduled for the completion of the vaccination course (when 2 doses are planned) and nine months from the completion of the vaccination course;
- Recovery from SARS-CoV-2 infection (which corresponds to the date of end of isolation, prescribed following the finding of a positive swab). The green COVID-19 certification of successful recovery from COVID-19, is issued in paper or digital format, at the same time as the end of isolation, by the hospital where an admission was made, by the competent health facility, by general practitioners. At the moment, the validity is six months from the date of termination of isolation;
- The report of a rapid molecular or antigenic test for the detection of the SARS-CoV-2 virus and which reports a negative result, performed within the previous 48 hours. The green COVID-19 certification for carrying out a rapid or molecular antigen test for the search for the SARS-CoV-2 virus with negative results is issued by public, private authorized, accredited health facilities, pharmacies or general practitioners who provide these tests. The validity of the certification is 48 hours from the collection of the biological material.

► Recommended link for further information:

<https://www.salute.gov.it/nuovocoronavirus>

These measures do not apply to subjects excluded by age from the vaccination campaign and to subjects exempt on the basis of suitable certification. It should be noted that, following the display of the green certification, it will in no way be processed, retained, tracked, or stored, in accordance with the provisions of the Data Protection Authority.

Therefore, following the aforementioned provisions, we inform you that access to the Fiera Milano district, starting from 31 August, will take place only and exclusively in compliance with the application of the methods described above.

In order to ensure the correct application of the legislation in question and allow the obtaining of the so-called green certification necessary for the entry of staff and visitors to the exhibition center, Fiera Milano has set up special hubs in the Rho district (in the immediate vicinity of Porta Sud, Porta Est, Cargo 1 and Porta Ovest) where it will be possible to perform the swab quick antigenic or molecular.

Any requests for information/reservations can be sent to the email:

► [tamponirhofiera@hsr.it](mailto:tamponirhofiera@hsr.it)

► **H San Raffaele Resnati S.r.l.**

Via S. Croce, 10/A - 20122 Milano

## Assistance with the design of the stands

The Exhibitor, in its leased exhibition space and throughout the period of the event (including assembly and disassembly) as the subject with the juridical availability of the area and therefore the holder of the primary guarantee in relation to the subjects that are in the aforementioned space, must ensure that the regulations to fight the and limit the spread of COVID-19, according to what has been established by the regulations currently in force. Therefore Eicma S.p.A. shows purely by way of example and not exhaustively, some indications that must be opportunely evaluated and developed:

- Evaluation, at the design stage, of the maximum number of visitors who can access the stand, in the respect of the necessary interpersonal distancing of at least 1 metre;

### MAXIMUM EMPLOYMENT STANDS EVALUATION TABLE

The assessment of the maximum occupancy of the booth is the responsibility of the exhibitor. Eicma Spa transfers its legal control of the area to the Exhibitor. We report what is suggested in the Eicma protocol: that is, to provide for a minimum surface area of 2 sq.m per person.

Stand up to 200 sq.m		Stand up to 600 sq.m		Stand up to 1400 sq.m		Stand up to 3000 sq.m	
Net stand area	Maximum stand capacity	Net stand area	Maximum stand capacity	Net stand area	Maximum stand capacity	Net stand area	Maximum stand capacity
25 sq.m	12	250 sq.m	125	700 sq.m	350	1600 sq.m	800
50 sq.m	25	300 sq.m	150	800 sq.m	400	1800 sq.m	900
75 sq.m	37	350 sq.m	175	900 sq.m	450	2000 sq.m	1.000
100 sq.m	50	400 sq.m	200	1000 sq.m	500	2200 sq.m	1.100
125 sq.m	62	450 sq.m	225	1100 sq.m	550	2400 sq.m	1.200
150 sq.m	75	500 sq.m	250	1200 sq.m	600	2600 sq.m	1.300
175 sq.m	87	550 sq.m	275	1300 sq.m	650	2800 sq.m	1.400
200 sq.m	100	600 sq.m	300	1400 sq.m	700	3000 sq.m	1.500

- Evaluation of the possible points of distribution of masks and sanitizing gel at the strategic points of the stand;
- Evaluation on the frequency of sanitizing the surfaces, especially those of greatest contact or the elements that may be touched by visitors;
- Evaluation on the positioning of the informative notices on the measures to adopt and the promotion of virtuous behaviour;
- Design of the stand, taking care to separate, when possible, the entrances and exits;
- Rethink the flows of the routes in the exhibition space distributing the points of interest in order to avoid any gatherings;
- Management of any symptomatic people, referring to the emergency telephone number +39.02.4997.72.10;
- Management of any food and drink that is served using individual packaging;
- Management of any presence of work areas with seating or meeting/conference areas using distancing of the seats and sanitization at regular intervals.
- Distribution of gadgets and clothing and motorcycle testing: self-service dispensers are recommended, flanked by sanitizing columns. For the test of clothing (helmets, shoes, etc.) or motorcycles, it is recommended to sanitize the objects at the end of the test, or alternatively to prepare suitable disposable dpi for users (socks, knob covers, fabric elements for the head, etc.). It is suggested to provide staff to supervise the tests.

In the case of doubts or requests for clarification, Eicma S.p.A.'s safety department is at your disposal. It can be contacted at the email:

► [tecnico@studiopriolisi.com](mailto:tecnico@studiopriolisi.com)

## Management of the risk of infection from COVID-19 in relation to its employees

The Exhibitor is, in relation to its employees who operate in the exhibition space, the employer and, being responsible for the safety of its employees, must inform them and train them in relation to the risks of their activity, including the measures to be implemented in relation to COVID-19.

### CHECKS FOR THE STAND BUILDER'S SAFETY MANAGER:

- Check that each employee has received all the information on COVID-19;
- Check that each employee has available a suitable protective mask if the surgical type of FFP2 and that it is worn all the time;
- Check of the availability of sanitizing gel to hygienize hands;
- Check of the availability of products to sanitize the surfaces of greatest contact (70-75% hydroalcoholic solution or a sodium hypochlorite solution at 0.1%);
- Check of the availability of disposable gloves.

It must be checked that each employee has received from their employer the information on COVID-19 see pages 27-32 of the Duvri (Single document on the assessment of risk from interference of Eicma Spa, which can be downloaded at:

► [https://www.eicma.it/en/exhibitors/info\\_and\\_useful\\_documents/](https://www.eicma.it/en/exhibitors/info_and_useful_documents/)

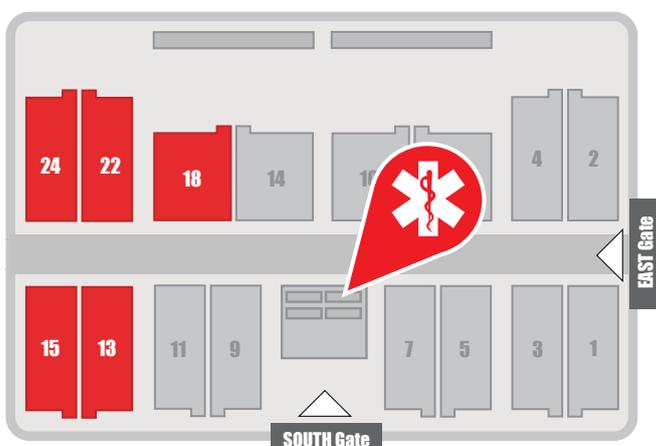
### BASIC HYGIENIC-HEALTH MEASURES FOR REDUCING THE PROBABILITY OF SPREADING THE VIRUS THAT EVERYONE MUST KNOW:

- Wash your hands frequently with soap and water for at least 40 seconds or use the alcoholic solution;
- Avoid close contact with people suffering from acute respiratory infections;
- Avoid hugging and shaking hands;
- In social contacts, keep a distance of one metre between people;
- Respiratory hygiene (sneezing and/or coughing in a handkerchief avoids contact of the hands with the respiratory secretions);
- Avoid the promiscuous use of bottle and glasses;
- Do not touch your eyes, nose and mouth with your hands;
- Cover your nose and mouth if you sneeze or cough;
- Do not take antiviral drugs or antibiotics unless they have been prescribed by your doctor;
- Always wear a face mask and in particular if you suspect you are ill or if as a first aid operator you are assisting a suspected ill person or you are doing work or travelling that does not guarantee keeping the interpersonal safety distance of one metre.

It must be checked that each employee has received from their employer the information on the management of the symptomatic person in the Fiera Milano fair area see page 24 of the Duvri (Single Document on the Assessment of risk from interference) of Eicma SpA, which can be downloaded at :

► [https://www.eicma.it/en/exhibitors/info\\_and\\_useful\\_documents/](https://www.eicma.it/en/exhibitors/info_and_useful_documents/)

In the event in which a person shows the symptoms, such as a temperature and respiratory infections (coughing etc.), when they are already in the trade fair area and the specific work area, the competent first aid operator for the area must:



Map of the exhibition center where is indicated the intended first aid point.

- Alert the operative switchboard at the number +39.02.4997.72.10;
- Immediately isolate the symptomatic person and, provided with all the necessary PPE, accompany them to an open and isolated area;
- Lastly, the first aid Red Cross ambulance will come. The red Cross is always present in all the phases of the event (set up and dismantling included); the symptomatic subject will be entrusted to their care.

Subsequently the staff in charge of Fiera Milano Spa will inform the health authority. If the infection were to be ascertained, the technicians of the stand building company or exhibitor and the colleagues of the symptomatic person belonging to the same company, must collaborate with the health authorities to define any "close contacts" of the person that was found positive to the COVID-19 test. This is in order to allow the authorities to apply the necessary and opportune quarantine measures.

In the period of the investigation, the employers of the stand building companies or the exhibitor must inform the safety managers of the organizers and of Fiera Milano SpA so that they can evaluate the implementation of limitation measures (such as, by way).