

**SAFETY TECHNICAL REGULATIONS
COVID-19 APPENDIX**

PURPOSE AND GOALS OF THIS APPENDIX

FIRENZE FIERA is committed to implementing precautions and to enforce the current regulations concerning COVID-19 emergency, also in relation to the congress and exhibition venues, in full compliance with precautionary and containment measures adopted at national and regional level, and in line with AEFI guidelines operating in this sector.

It is thus essential that the Organiser, the Exhibitors, and more generally all those involved in the organisation of the fair/event, also implement what is prescribed/recommended below according to their respective competences and responsibility, in addition to what established by the Technical Regulations - to which this appendix is attached - and by the current regulations acting in this matter.

For any technical and procedural clarification concerning this appendix to the Technical Regulations, the final User and/or Organiser may apply directly to:

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ART. 1 – INTRODUCTION

As most of respiratory viruses, the SARS-CoV-2 coronavirus is transmitted by the expulsion of rather large mucosalivary fluid droplets, which can pass the infection from one to other when they are at close range and not wearing any protection, or which can precipitate and contaminate surfaces. However, it is also thought that the virus might be transmitted by aerosol when staying in a closed environment where the virus is in the air for a long time. This happens when, in case of a favourable temperature and humidity, and in the presence of air flow, the virus might be transmitted at far greater distances than those required for a transmission via droplets. In this case, some droplets can remain suspended in the ambient air flow, instead of falling to the ground. The virus can be indirectly transmitted by bringing your hands to your face, nose, eyes, and mouth after touching surfaces and objects contaminated by the virus.

The measures indicated follow the logic of protection and shall be activated by the Manager/Organiser/Exhibitors/Fitters and made operative from time to time, according to a criterion of proportionality, and dimensioned according to the type of events/fairs offered and to the expected attendance. This appendix shall be regarded as an integration of the Safety Technical Regulations elaborated by FIRENZE FIERA, which remain fully in force.

ART. 2 – ENTRY ARRANGEMENTS

Before accessing the headquarters and/or the Congress & Exhibition Centre of FIRENZE FIERA, without prejudice to compliance and application of the relevant regulatory requirements, all the staff might be subject to body temperature measurement to check for any feverish condition (temperature higher than 37.5° C), also through the use of remote instruments. In case of a temperature higher than 37.5° C, access shall not be allowed.

Access is only allowed to staff appropriately wearing face masks whose type and characteristics are indicated to contain the spread of COVID-19, as well as any other PPE prescribed by the applicable law for this emergency.

Admission procedures shall be organised guaranteeing a prescribed interpersonal distance of at least one metre, avoiding gatherings and queues which do not allow the respect of said interpersonal distance. Where appropriate, considering the specific situation, in some cases this minimum distance shall be increased to 1.8 metres.

Predefined modalities, routes and timings shall be identified for the access of external suppliers, and for admission, transit and exit procedures, in order to reduce potential interpersonal contact with other persons.

Where possible, drivers shall remain on board their vehicles. During the required loading and unloading operations, transporters shall rigorously keep a distance of at least 1.8 metres.

ART. 3 – PUBLIC AREAS MANAGEMENT

Nowadays, with the existing legislation, the crowd dynamics of a venue suitable for an exhibition is determined by the crowd flow capacity guaranteed by Emergency Exits and paths. With the standard now identifying a distance of at least 1 metre between persons related to "COVID-19" emergency, it is necessary to reconsider the management of events.

Without prejudice to any related decision by the Organiser of the event/fair, and by taking into account also the various stages - setting-up, running of the event and dismantling - the following indications for the maximum crowding allowed on the basis of any "precautionary distancing circle" are judged appropriate:

- 33 people every 100 m² (Gross Exhibition Area), considering a safety distance of at least 1 m;
- 25 people every 100 m² (Gross Exhibition Area), considering a safety distance of at least 1.8 m.

Such indications shall, however, be integrated/contextualised depending on the specific reference framework and on the characteristics of the events/activities.

Please, find below a list of the main activities meant to limit crowding and ensure distances inside the congress & exhibition areas.

- Access to common areas shall be limited, keeping the recommended and prescribed minimum safety distance of 1.8 metres - and in any case not less than one metre - between one person and another.
- Where possible, extend the duration of high-attendance events, both for opening times and number of days, to distribute the presence of visitors on longer timeframes and on all the days of the event, also by booking their visit through the online ticket office.
- Increase, where possible, spaces used for the event/fair with the purpose of distributing and diluting the visitors flow on the widest possible areas and avoiding gatherings.
- Avoid gatherings and queues through a massive use of online ticket systems, quick access systems, electronic payment systems, and developing videoconference solutions to present and show the use of services and products.
- Reduce the number of seats inside the convention rooms – both in case of fixed and moving chairs - to distance the audience, ensuring a minimum distance between the participants' heads of not less than 1 metre in each direction.
- Identify dedicated toilets – if any - for suppliers/transporters and/or other external staff, and, where appropriate, changing rooms for "dressing/undressing". For those operating inside the pavilions, provide for the use of specifically designated service bathrooms. Ensure an appropriate daily cleaning for all toilets and provide dispensers for hand disinfection.
- Consider a maximum capacity limit for each booth - always assuming a circle of at least 1 metre for each person - to calculate the capacity for the exhibiting area which, in turn, shall be calculated on the gross exhibition area occupied by the same booth.
- Consider making any information and promotional material and gadgets fully available by placing them preferably in self-service display cases, or by sharing them through digital systems.
- In order to guarantee interpersonal distancing, identify fixed routes, directions, and prohibitions through horizontal and vertical signs, for seats, common areas, entrance/exit, and toilets.
- Provide appropriate information on preventive measures – understandable also for international clients - using appropriate signs and posters and/or audio-video systems, or a dedicated staff.

According to their respective responsibility, the Manager, the Organiser and the Exhibitors shall inform all individuals accessing the exhibition spaces about the measures taken by Authorities, putting up specific information brochures, led walls at the entrance and in the most visible areas of the premises, and through further means of communication by adapting the area/event regulations.

Unless otherwise agreed in writing with the Manager/Organiser, the setting up and management of booths shall be the exclusive responsibility of the Exhibitor, who shall therefore implement any useful and appropriate measures to reduce the risk of infection, in full compliance with the applicable law, including, but not limited to, wearing face masks inside booths, duly recording the cleaning/sanitisation of the booth, making dispensers to disinfect hands available and implementing the necessary safe control/management activities according to applicable requirements, to what established by this appendix and to the best practices applicable for COVID-19 emergency.

The Organiser shall be responsible for the event/show, and shall therefore organize it, managing all the spaces involved, as well as the flow of people inside them. Instead, unless otherwise agreed with the Organiser in written form, the Exhibitor shall be responsible for the setting-up and management of each booth, and shall therefore implement any useful and appropriate measures to reduce the risk of infection, in full compliance with the applicable law, including, but not limited to, wearing face masks inside booths, duly recording the cleaning/sanitisation of the booth, making dispensers to disinfect hands available and implementing the necessary safe control/management activities of the booth according to applicable requirements, to what established by this appendix and to the best practices applicable for COVID-19 emergency.

ART. 4 - CLEANING, CLEANSING, DISINFECTING, SANITISING

Ensure a daily cleaning and a periodic sanitisation of premises, environments, including lifts, stairs and of common and leisure areas. In the presence of a person affected by COVID-19 inside the business premises, please proceed with the cleaning and sanitisation of the above, as indicated by the Italian Ministry of Health, using appropriate medical surgical devices, as well as ventilating the same premises.

Moreover, considering their respective competences and responsibility, the Organiser and the Exhibitor shall work constructively to guarantee the maximum exchange of air inside all the premises involved in the event.

The Manager/Organiser/Exhibitor shall guarantee the installation of hand sanitiser dispensers to clean hands at the entrance, in the passageways, inside toilets, and in the refreshment areas, and more generally in the specific areas, according to their respective competences.

ART. 5 - PERSONAL PROTECTION EQUIPMENT (PPE)

The use of face masks is compulsory inside all the premises: a) in closed spaces, in the presence of more people, you may not use them only when eating, but in this last case only for the amount of time needed, and however keeping a rigorous interpersonal distancing; b) in open spaces, in the presence of more people, when the prescribed interpersonal distance of at least 1 metre (1.8 metres is the minimum recommended distance) cannot be kept.

These provisions may vary in more or less restrictive terms according to the emergency development and to the related requirements operating at national and regional level, which shall always be applied and respected. For instance, at certain times the use of face masks may also be compulsory in open space.

The use of face masks with valves is forbidden. It is allowed only to health workers and emergency teams, and yet only after specific authorization.

According to their respective responsibilities, the Manager/Organiser shall check that all the staff inside the premises are equipped with and wear the PPE required by law, including masks, and everything else needed to minimise the risk of infection.

Please, remember that the use of masks helps limit the spread of the virus, but it must be necessarily associated with washing. It is important to wear and dispose of masks correctly, otherwise it could result in a source of hand infection.

How to wear your mask

- Before touching your mask, wash your hands with water and soap or with alcohol gel
- Wear your mask by holding it by the ear loops
- Cover your nose and mouth with the mask, and pull it to ensure a perfect fit
- Avoid touching your mask while you wear it. If you do, wash your hands

How to remove your mask

- Remove your mask by holding it by the ear loops or by taking it forward
- Do not touch the front part of the mask
- Wash your hands with water and soap, or use alcohol gel immediately after

ART. 6 - COVID-19 MEDICAL AND COORDINATION FACILITIES AND HOW TO HANDLE A SYMPTOMATIC PERSON

According to their respective responsibilities, the Manager/Organiser shall guarantee the presence of medical facilities during events with specialist staff, adequately trained and equipped with the appropriate COVID-19 PPE and with the necessary equipment and spaces.

In case someone develops fever and/or respiratory infection symptoms such as cough inside the offices or the Congress & Exhibition Centre of Firenze Fiera, the required emergency procedures shall be initiated, including isolation and reporting to the competent health authorities through COVID-19 emergency numbers:

- 1500 - Public utility telephone number, available 24/7, created by the Italian Ministry of Health to provide information;
- +39 055 4385850 - Regional number, available Mondays to Fridays, from 9:00 am to 1:00 pm, to provide information, guidelines and directions for paths and activities identified by the Region of Tuscany for COVID-19, managed by professionally trained operators from the Regional Listening Centre.

All the emergency contacts available on the FIRENZE FIERA emergency plans, to which reference is made, remain equally active and operating, also concerning the COVID-19 emergency.

¹ Concerning the use of masks for children, please refer to the current regulatory provisions, which shall be fully respected.