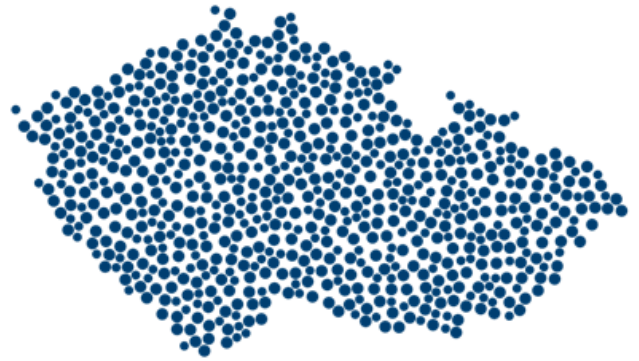


# Czech Republic

## Your ideal meeting destination



## Security guidelines

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# ORGANIZING CONGRESSES, CONFERENCES AND EVENTS IN THE CZECH REPUBLIC

**This document provides recommendations for organizing different types of events in the Czech Republic. It's based on the NOCOVID initiative guidelines created by the Czech Event Association in cooperation with CzechTourism and Prague Convention Bureau.**

**All the recommendations have been created in close cooperation with leading representatives of Czech epidemiology and hygiene authorities.**

- **BASIC ORGANIZATION RECOMMENDATIONS**
- **BASIC HYGIENE RECOMMENDATIONS**
- **BASIC CATERING RECOMMENDATIONS**
- **TEN PERSONAL RECOMMENDATIONS**

# BASIC ORGANIZATION RECOMMENDATIONS

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## TICKET SALES AND DISTRIBUTION

### **Ticket sales at the venue with guest lists and guest information.**

In the event that tickets are sold directly at the venue, it is necessary to ensure the transfer of information about the event to the guests and input the guest's personal data in the guest list before entering the event (see "GUEST LIST AND STAFF LIST").

It is necessary to deal with GDPR.

When selling tickets, it is necessary to follow the current rules ordered by the Ministry of Health (distances, staff protection, etc.)

## GUEST LIST AND STAFF LIST

### **A list of persons present at the event or during the installation and de-installation of the event.**

The aim is to provide a complete list of all persons that appeared in the event area. In case of an outbreak, it will be possible to pass on the contact details to the public health authorities.

**GUEST LIST:** It contains a list of all guests/visitors who were actually present at the event (name and surname, contact phone, date or time of presence at the venue).

**STAFF LIST:** It contains a list of all persons ensuring the implementation of the event: suppliers, local technicians, external technicians, hostesses, catering and other staff (company, name and surname, contact phone, date or time of presence at the venue). The list is managed by the NoCovid Manager or another person authorised by them. It is necessary to deal with GDPR.

## COMMUNICATION BEFORE AND AFTER THE EVENT

### **Information on the rules applicable to the event and the Ten Personal Rules.**

The rules applicable to the event and the Ten Personal Rules at the event must be communicated to guests before purchasing a ticket and entering the event (website, social media, posters, information panels at the sale points and venue entrance, ..)

## REGISTRATION AND ENTRY

### **Distances in the registration area.**

### **Minimise contact of guests with staff.**

Only a reasonable number of guests will be admitted to the registration area with regard to the size of the area and compliance with distances / avoidance of crowds. The rest of the guests will wait outside in

a sufficiently large area that will be delimited by corridors or marks with regard to the type of the event (e.g., marks every 2 m on the ground for distances in the queue, or several rows defined by fences/posts) so that a distance between guests is provided.

The security agency only checks the entrance visually.

The reading device staff tries not to touch the tickets.

## **VENUE SETUP**

### **Simple, easily disinfected furniture.**

#### **Use the outdoor area.**

Use solutions and venue equipment to ensure easy disinfection (washable materials, simple furniture that is easy to wipe, etc.).

The audience shall be distanced at least 1 metre (2 metres recommended) from the stage. Management with sufficient distance at least 1 metre (2 metres recommended) from the audience.

If the location allows it, separate the event's entrance and exit. If the venue allows it, make maximum use of outdoor areas.

In the case of larger events, zoning of the area is possible.

## **CRISIS SCENARIO**

### **What to do when there is someone with symptoms among the guests.**

### **What to do when the organiser finds out after/during the event that there was a guest with a positive test at the event.**

If the staff have a suspicion that one of the guests is infected with COVID 19 = has symptoms or says they have it, the staff will contact the regional public health authority or the integrated rescue system to arrange how to proceed.

Staff who are in contact with the guest must be equipped with suitable protective equipment (FFP3 respirator, disposable gloves, goggles / face shield) and pay maximum attention to hygiene and disinfection.

If the organiser finds out (through the questionnaire after the event, direct contact with the guest, etc.) that a guest had symptoms, had a positive test and had been ordered into quarantine by a public health authority within the subsequent 14 days following the event, the organiser shall immediately contact the regional public health authority and provide maximum cooperation (especially submitting the list of guests and staff).

## **COMMUNICATING THE EVENT RECOMMENDATIONS**

### **Information panel in the event area.**

There are information panels about the observance of the currently necessary rules on the premises, the ten personal rules, correct disinfection procedures, observance of distances, etc. The rules may also be communicated on TVs, projections, during moderation or in another suitable manner.

## **PROGRAMME**

### **Performers are separated from guests.**

Separate the space for performers so that there is no direct contact with guests.

## **RECOMMENDATIONS FOR SUPPLIERS**

### **Communication, list and worker health.**

The supplier shall only send healthy workers (without symptoms) to the event.

Prior to installation, the supplier shall send a list of people coming to the event and it will be checked at the venue and input on the staff list.

The supplier's staff ensures increased hygiene and hand disinfection. They only move at the venue in the areas and for a period strictly necessary for carrying out their work.

Every worker shall sign an affidavit that they have not been in an outbreak, have not been quarantined and have not been in contact with a quarantined person in the past 14 days before the date of the event and that they feel healthy /have no clinical symptoms of a respiratory illness.

The supplier shall pass these instructions on to their employees.

## **NOCOVID TEAM**

### **NoCovid Manager + team ensuring the observance of the rules.**

#### **Detailed instructions for the NoCovid Manager.**

The NoCovid Manager ensures the application and observance of the rules at the event, during the installation and de-installation. They coordinate and oversee the communication with guests and suppliers. They provide staff lists, etc. When needed, they contact the regional public health authority.

The NoCovid team includes other persons who ensure the required measures at the event (disinfection, installation of the required equipment, supervision over observance of the rules, etc.)

The NoCovid team is visibly identified.

The NoCovid team has FFP3 respirators, disposable gloves and protective goggles available in case it is required to secure a person with suspected COVID19 infection.

## **STAFF**

### **Regular hygiene, minimal contact with guests.**

### **Optimise the number and movement of staff.**

The staff ensures increased hygiene and hand disinfection. Minimise contact with guests and maintain an appropriate distance from guests.

Only the most necessary staff remains on site during the event.

Every staff member shall sign an affidavit that they have not been in an outbreak, have not been quarantined and have not been in contact with a quarantined person in the past 14 days before the date of the event and that they feel healthy / have no clinical symptoms of a respiratory illness.

Move only in the necessary area, do not create clusters during the break.

## **BASIC HYGIENE RECOMMENDATIONS**

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### **CLEANING AND DISINFECTION OF THE AREA**

**To be carried out before and after the event or between individual performances.**

**Wash surfaces with warm water and detergent.**

**Disinfect all contact areas.**

Cleaning and disinfecting the area must be carried out before the event, after the installation (i.e. immediately before the guests arrive) and after the event (completion of the uninstallation). In the period between the completion of the uninstallation and the beginning of the next event's installation, it is advisable to minimise the presence of people in the area.

The surfaces must be wet cleaned (impurities removed) with 60°C water and detergents.

Disinfection of contact surfaces (handles, handrails, tables, chairs, taps, toilet flushers, door edges, railings, turnstiles, etc.) must then be carried out with a disinfectant with a demonstrably 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 in a plastic bag and hermetically seal the bag before disposing.

### **SURFACE DISINFECTION DURING THE EVENT**

## **Disinfection of areas with which guests come into direct contact.**

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 in a plastic bag and hermetically seal the bag before disposing.

It is especially necessary to disinfect handles, handrails, tables, chairs, railings, turnstiles, taps, toilets/flushers, soap/disinfectant/towel dispensers (if they are not contactless), etc.

Disinfect toilets, handles, handrails, etc., ideally every 30 minutes. Disinfect tables/coffee tables/chairs after each guest exchange / use.

## **HAND DISINFECTION**

### **Dispensers with hand disinfection.**

Provide disinfection for guests. Dispenser with hand disinfection with a demonstrable virucidal effect on COVID 19.

Locate the instructions/guidelines for proper hand disinfection at each disinfection site.

Suitable locations: entrance to the event, each entrance to the toilets, each catering outlet, entrance to each lecture space / hall, etc.

The number of disinfection dispensers must take into account the number of people per event so that queues and crowds of people do not form at the disinfection site.

## **TOILET EQUIPMENT AND OPERATION**

### **Regular cleaning and disinfection.**

#### **Disposable towels.**

#### **Disinfection in the toilet area.**

More frequent cleaning and disinfection of toilets (see ""CLEANING AND DISINFECTION OF THE AREA"" and ""SURFACE DISINFECTION DURING THE EVENT""). Place liquid soap and disinfectant within reach of each handwashing area (on the washbasin or on the wall).

Use only disposable paper towels, closed waste bins with foot opening and inserted waste bag for disposal.

Remove waste bins frequently, seal the bag before disposal.

Locate the instructions/guidelines for proper hand washing at each washbasin.

## **CLEAN AIR**

### **Intensive ventilation, increased air exchange – air-conditioning setting, opening windows.**

## **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 CO<sub>2</sub> concentration controlled systems).

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

Use natural window ventilation, 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 the hall, in the bathrooms and in kitchen areas.

Turn off / 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 a HEPA filter.

## **BASIC CATERING RECOMMENDATIONS**

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### **FOOD DISTRIBUTION AND SERVICE**

#### **Served menu.**

#### **Serving behind the Plexiglass wall.**

Meals will be served directly to the table in front of the guest. The tables are not set, the staff brings all cutlery/napkins together with the food.

Buffets will be placed behind Plexiglass, the cook serves according to the instructions of the guest, then passes the plate through the serving opening to the guest. The cook shall hand all cutlery, napkins and seasonings together with the food. The Plexiglass is at least 180 cm high and it must form a perfect barrier between the guest and the food.

Customers' access to food is prevented at the sale point. Ideally, place the Plexiglass between the customer and the serving counter or locate the serving place out of the customer's reach.

### **SERVING DRINKS**

#### **Drink serving and preparation by staff.**

Drink serving and preparation by staff (it is therefore not possible to use self-service). Drinks are poured just before serving (it is not possible to set up a table with beverages). All

of the above requires proper staff capacity planning!

Straws/Stirrers, etc. are individually packaged or handed over individually by staff together with the drink.

## **PAYMENT UPON SALE**

**Separate the issuing place and the payment place.**

**Contactless cashless payment is recommended.**

Separate space for serving snacks and drinks from the payment place. Receipt of payment and its issue are provided by different persons.

## **CATERING – STAFF**

**Regular hygiene, minimise contact with the guests, use disposable gloves when working with food.**

The staff ensures increased hygiene and hand disinfection. Minimise contact with guests and maintain an appropriate distance from guests.

Food staff uses disposable gloves.

Emphasis on the staff's conduct: only touch disinfected objects with gloves, donot touch your face (use a disposable tissue and then disinfect hands).

## **TEN PERSONAL RECOMMENDATIONS**

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1. **AWARENESS** - I am actively interested in the rules and information on the event. I follow them before and after the event. When addressed, I communicate with the organiser.
2. **I AM FIT** - I am not attending an event when my temperature is increased above 37 degrees Celsius, while I am experiencing COVID 19 symptoms (headache, breathing difficulties, cold, cough, fatigue, loss of smell, etc.)
3. **CLOTHING** - I changed into clean clothes before the event.
4. **GREETING** - I do not shake hands with strangers, I greet with my elbow, foot or



with a gesture.

5. **DISTANCING** - I follow the currently ordered distancing. I respect personal space.
6. **FACE MASKS** - If the use of face masks is ordered for a given area or type of event, I respect the regulations and wear a mask or respirator, I regularly change the mask (at least every 3 hours).
7. **HYGIENE** - I wash my hands often and thoroughly. If it is not possible to wash my hands, I disinfect them. I minimise contact with objects.
8. **RESPONSIBILITY** - I follow the rules and organisational instructions.
9. **CONSIDERATION** - I am considerate of others. "I protect you, you protect me."
10. **FEEDBACK** - One week after the event I will fill out a questionnaire – how I liked the event, how I am feeling and whether or not I feel healthy and without symptoms after the event. If I experience any symptoms, have a positive test and have been ordered into self-quarantine by a public health authority in the subsequent 14 days after the event, I shall immediately inform the event organiser.

