



## PROTOCOL TO PREVENT THE SPREAD OF COVID-19

### INTRODUCTION

Preventing the spread of Sars-Cov-2 virus is a priority for **OIC Group (including OIC S.r.l., OIC Travel S.r.l. and The Embassy S.r.l.)**, and for all those professionals and companies operating in the meeting industry.

In order to guarantee the safety of professors, moderators, speakers, students, sponsors, co-workers, visitors, suppliers, and also its employees' safety (globally defined here below as "participants"), **OIC Group** adopts for each organized event its own measures to prevent the spread of COVID-19 in accordance with Government's Acts in force during the event and "the Italian Guidelines for the reopening of the Economical, Manufacturing and Recreational Activities" enacted by the Italian State-Region Conference.

This Protocol, adopted in accordance with art.1, no.7, lett. d) as of 11 March 2020 and subsequent amendments and legal obligations, with the latest Guidelines for the resumption of economic and social activities of the Conference of Italian Regions and Autonomous Provinces, with three law-decrees no. 52 of 22 April 2021, no. 65 of 18 May 2021 and no. 105 of 23 July 2021 and ss. mm. and convv., adopted pursuant to article 1, paragraph 14, of decree-law no. 33 of 16 May 2020, the purpose of sensitizing all the participants to respect hygiene rules as required by health Authorities and to respect preventive measures to avoid the spread of COVID-19 as drawn up by **OIC Group** for each event.

If the event is held outside Italy, **OIC Group** ensures that this Protocol integrates with all regulations and dispositions of the country hosting the Event and does not intend to limit or extend in any way the rights and obligations of any natural and legal persons who will participate in any form at the event.

### MEASURES AND DOCUMENTS ADOPTED FOR EVENT'S ORGANIZATION

In order to guarantee a safe event, without prejudice to the obligation and liabilities of congress venue's representatives, **OIC Group** has adopted its own measures to prevent the spread of COVID-19:

#### MANDATORY MEASURES:

- ⇒ Verification of possession of Green Pass, verified exemption or other equivalent certification required by current regulations for entry to the event;
- ⇒ Vertical signs inside the congress venue displaying basic measures to prevent the spread of COVID-19;
- ⇒ Hand sanitizer (at the entrance);
- ⇒ Face masks in case participants need them;
- ⇒ Waterproof bags necessary to contain potential infected materials produced during the Contingency Plan activation will be disposed of;
- ⇒ Keeping doors and windows, unless the weather conditions or other situations of necessity do not allow it, in order to favor indoor natural air exchange;



- ⇒ Seats distancing in accordance with the event venue;
- ⇒ Cloakroom / Object storage equipped with bags for packing;
- ⇒ Space previously identified for the isolation of suspected cases of contagion.

OPTIONAL MEASURES:

- ⇒ Checkpoint at the entrance;
- ⇒ Coupon/sticker to detect participants who have already filled the self-certification (this measure could be mandatory if the Green Pass verification at the entrance is compulsory according the country regulations);
- ⇒ Plexiglas barriers at the secretariat desk;
- ⇒ Body temperature check;
- ⇒ Social Distancing Floor Markers.

**OIC Group's** employees and co-workers (hostesses and stewards) (defined here below as “**staff**”) have been informed and trained in order to collaborate properly and responsibly to carry out the event safely.

For this purpose, **OIC Group** has assigned the role of “COVID-19 Key Contact” to one of its employees -Mrs Giulia Franceschini. The COVID-19 Key contact, within the limits of its capacity and possibility, is in charge of coordinating co-workers' staff (staff, hostesses, stewards) and OIC Group's employees in order to guarantee compliance with preventive and mandatory measures and instructions (general and specific ones) as outlined in this Protocol.

In order to protect participants, prevent and monitor potential risks due to the spread of COVID-19, **OIC Group** has drawn up the following documents:

- **Protocol on preventing the spread of COVID-19 (this document)** available onsite, on the congress website, in the dedicated participants' registration platform and on all the official channels of the event;
- **Individual Self-certification** which should be filled and signed by all the people in the event venue as a proof of the Green Pass, or verified exemption and as acceptance of this Protocol and of the Contingency Plan;
- “**Supplier's self- certification**” which should be filled and signed by the Legal Representative (or those having the power of attorney) of OIC Group's supplier (including the congress venue) where it is demonstrated that safety measures against the spread of COVID-19 are followed. Without the self- certification supplier's staff and goods cannot enter the event.
- **No. 3 Checklists to verify and monitor the procedures (before the event, during the event and after the event), so that OIC Group** can take and apply all the measures to prevent the spread of COVID-19 in compliance with the current legislation and to detect potential issues as part of COVID-19 key contact's monitoring.
- **Contingency Plan** (included in this protocol) to be applied if there is someone suspected of having COVID-19.

The application of the above measures results in a code of conduct that should be adopted, and, if it is not, those people in the event venue will be asked to do so.



## MANDATORY AND GENERAL PREVENTIVE INSTRUCTIONS AND MEASURES FOR PARTICIPANTS

- a) **KEEPING SOCIAL DISTANCING:** any activity in the event venue should comply with the rule according to which people should keep 1-metre distance one each other avoiding close contact with those people affected by severe airborne diseases and avoiding, more in general, hugs and handshakes.
- b) **SNEEZING AND/OR COUGHING IN A TISSUE COVERING MOUTH AND NOSE,** avoiding hand contact with secretions, avoiding the use of others' bottles and glasses and, last but not least, avoiding touching eyes, nose and mouth with hands.
- c) **USING PPE (Personal Protective Equipment):** everyone in the event venue will be asked to wear their face mask in indoor spaces and while waiting in line properly.
- d) **WASHING HANDS:** everyone in the event venue should wash their hands frequently or should use hand sanitizers that can be found all around the event venue.
- e) **ACCESS CONTROL:** everyone entering the event venue will be identified and subject to health check as per the following letter f) or the specific procedure in force for the specific event.
- f) **HEALTH CHECK AT THE ENTRANCE:** everyone entering the event venue should necessarily exhibit the Green Pass or exemption (according to the Country regulations) and return the "Individual self-certification" they have received before the event. The form should be duly filled and signed. Access will be banned to those who do not have it or those who refuse to return it. Furthermore, if it is necessary for the specific event, body temperature could be measured as prescribed. Access to the event venue will be banned if temperature is higher than 37.5°C.
- g) **INFORMATION FOR PARTICIPANTS:** OIC Group's staff, also through the COVID-19 Key contact is at disposal for all those in the event venue to provide with any possible information about preventive measures, showing them signage and giving them necessary information.
- h) **CONSTANT MONITORING OF COMPLIANCE WITH MEASURES:** OIC Group's staff, also through the COVID-19 Key contact, should monitor constantly the compliance with adopted measures in the event venue.  
In case someone acts disrespectfully in the event venue, they will be asked by OIC Group's staff to respect the rules and in case the behaviour keeps being disrespectful, OIC Group's staff will communicate that to the COVID-19 key contact in order to take necessary actions accordingly.
- i) **ORGANIZATIONAL MEASURES FORESEEN BY SPECIFIC PROCEDURES:** it is compulsory that everyone in the event venue respects preventive measures to prevent the spread of COVID-19 in accordance with the activity carried out in the event venue (e.g.: set-up, food & beverage services, meeting room management, A/V management, etc.). OIC Group's staff, through their COVID-19 Key Contact as well, will be at disposal to provide with any detailed information accordingly.



## MANDATORY AND SPECIFIC PREVENTIVE INSTRUCTIONS AND MEASURES

### FOR STAFF – EMPLOYEES AND CO-WORKERS (HOSTESSES AND STEWARDS)

As outlined in the “Company Protocol containing measures to prevent the spread of COVID-19 in the workplace” in compliance with the Italian Protocol signed on March 14, 2020 and amended with the Protocol on April 24, 2020 by Italian trade unions (CGIL, CISL and UIL) with the purpose of preventing at best the spread of COVID-19, **OIC Group’s** employees and co-workers are asked to comply with the following instructions:

- They are required to stay at home and not to enter the Office nor the event venue in case of fever (higher than 37.5°C) or other fever symptoms. They are also required to call their general practitioner and Health Authorities;
- they must be aware and accept the fact that they cannot enter the office nor stay in the office nor in the event venue; they should declare promptly their health status, even after they have entered the premises if danger threatening conditions persist (e.g. fever symptoms, temperature, someone coming back from areas at risk or someone being in contact with people tested positive to COVID-19 within the last 14 days, etc). In these cases, according to Authorities’ measures, they will be forced to inform their General practitioner and health Authorities and stay home;
- It is compulsory to observe Authorities’ and Employer’s rules for their access to workplace or event venue (in particular: keeping social distancing, respecting hand hygiene rules and behave properly in terms of hygiene conditions);
- They must inform their employer promptly about their fever symptoms while being in the workplace. They also must keep proper social distancing from the other people.

### FOR PROFESSORS/SPEAKERS/MODERATORS

Professors’/speakers’/moderators’ table and lectern (if needed) will be set up 2 meters away from any other person on the stage and from the front row. Seats for speakers and moderators will be placed in order to guarantee social distancing and to avoid wearing the face mask. **Surfaces and common spaces used by speakers/moderators (Chairman’s table and lectern) will be sanitized at the end of each session while A/V equipment (microphones, remote controls, slide advancers, laptops’ keyboards, etc.) will be sanitized after each use and, if possible, equipment will be covered with cling film.** In case of slide center or control room setup, a welcome area will be created (if possible) together with a space dedicated to gather multimedia files in order to keep social distancing according with domestic and regional rules in force. Inside the slide center it is compulsory to wear a face mask and to wash/sanitize hands.



## FOR SPONSORS

If the sponsoring companies need to setup their exhibition area, they should follow the instructions given by **OIC Group** carefully. Exhibition areas will be set up in accordance with social distancing not only in terms of spaces but also for access points and points of interest in the exhibition area. If a sponsoring company has appoint an external supplier to set up their booth, it is mandatory to communicate to OIC Group, through its COVID-19 Key Contact, external supplier's data in order to get in contact with them and to activate the procedure to manage external suppliers in the event venue.

It is strongly recommended to sponsoring companies' staff to be onsite at the booth to encourage visitors to observe the rules and more in general to behave properly in the event venue.

## FOR SUPPLIERS

**OIC Group's** staff onsite, through the COVID-19 Key contact as well, is at disposal for suppliers, including for the event venue, to provide with any possible information on adopted preventive measures highlighting signage and information at disposal.

In order to create a fruitful and safe partnership, **OIC Group** will ask and must receive back by all the suppliers and partners in the event venue the "**supplier's self-certification**" which proves that all the safety and prevention measures against the spread of COVID-19 will be observed by suppliers' staff and goods entering the event venue in compliance with the current legislation.

In case the self-certification is not returned to OIC Group, suppliers' staff and goods cannot enter the event venue.

**OIC Group's** staff onsite, through the COVID-19 Key contact as well, will verify that seats in the meeting rooms are placed in compliance with the rules on social distancing as stated in this Protocol.

Furthermore, they will verify that the access to the catering area will be compliant with the number of people allowed by the rules in order to avoid gatherings, and that the service will be carried out properly complying with rules to prevent the risk.

For this purpose, OIC Group's staff and supplier's staff must verify and share, before the event, the compliance with protocols and/or with the measures adopted by the event venue and the F&B supplier to prevent the risk.

OIC Group's staff and supplier's staff should also verify hygiene rules and how they will manage their equipment during the event; as an example: sanitizing laptops in the slide center, sanitizing microphones and chairs at the Chairman's table, placing microphone stands in the hallways of the meeting room for those who might have questions, sanitizing toilets thanks to bathroom attendants, cleaning and sanitizing event spaces at the end of each event day.

In case of non-compliance by the supplier as detected by **OIC Group's** staff, the supplier must take all the necessary actions to recover the safety conditions according to the current legislation.

In case this obligation is not respected, **OIC Group's** staff will reserve the right to take all the necessary actions to recover the safety conditions in the event venue.

## CONTINGENCY PLAN

### GENERAL MEASURES

1. In case someone in the event venue (participant, staff, technical staff – see the list at the end of this document) has fever symptoms (body temperature higher than 37.5°C), airborne diseases (dyspnoea, dry cough, sore throat, respiratory distress) or has nausea, vomit and/or diarrhoea must inform the Organization promptly (**OIC Group** Secretariat Desk or medical aid if present onsite). This communication should be done via phone call or keeping social distancing (2 meters away from the staff and wearing a face mask).
2. If the person with symptoms is part of **OIC Group's** staff or someone from the supplier's, sponsors', venue's staff, it is necessary to stop working immediately.
3. After receiving the communication, **OIC Group** will inform the local Health Authority promptly by calling the emergency numbers for COVID-19 (Covid-19 Information Line 1500, other contacts that can be found on <https://www.salute.gov.it/portale/nuovocoronavirus/homeNuovoCoronavirus.jsp?lingua=english>, 112 emergency telephone number active in all around Europe).
4. While waiting for Health Authorities to arrive to the event venue, in order to prevent the spread of COVID-19, the following measures will be adopted:
  - ⇒ the person involved should wear a face mask;
  - ⇒ contacts with other people will be reduced significantly;
  - ⇒ the person suspected to be COVID-19 positive will be led exclusively to a specific area which is dedicated to those suspected to be tested positive to COVID-19 (indoor space or a space 3 meters away from other people, and if possible with its own entrance);
  - ⇒ Potential urgent care actions will be carried out only by health workers equipped with PPEs (gown, FFP2 face mask, gloves and face shield);
  - ⇒ whoever is in contact with a person suspected of having COVID-19 must wear a face mask and they will sanitize their hands with hydro alcoholic products before and after being in contact with the person involved or with this dedicated space;
  - ⇒ particular attention will be paid to body surfaces which have been potentially in contact with liquids (respiratory secretions, urine, faeces) of the suspected person;
  - ⇒ Waterproof bags containing potential infected materials produced during assistance activities will be disposed of.



## RISK OF INFECTION FOR CLOSE CONTACTS

Only health staff on the spot can evaluate properly if people have got in contact with the person suspected of having COVID-19, in particular:

- ⇒ those who have assisted directly a person suspected of having COVID-19 and that were not wearing PPEs nor were they wearing unsuitable PPEs;
- ⇒ those who have been in direct contact with secretions of a person suspected of having COVID-19 without using PPEs (e.g.: used tissues).
- ⇒ those who have been in direct physical contact with the person suspected of having COVID-19 (e.g. handshake);
- ⇒ those who have been in a closed space (e.g. car or closed room) with a person suspected of having COVID-19 for at least 15 minutes to a distance of less than 2 meters;
- ⇒ Those who stayed in the same room or home.

In accordance with the activation of the Contingency Plan, **OIC Group** will adopt all the necessary measures according to the instructions given by Health Authorities. Likewise, in compliance with Health Authorities' guidelines, **OIC Group** will evaluate the measures to be taken to potentially inform those people involved in compliance with privacy policy.

## GROUPS OF PEOPLE POTENTIALLY EXPOSED TO BIOLOGICAL HAZARD

- a) **EVERYONE**: anyone in the event venue
- b) **PARTICIPANTS**: including professors, delegates, speakers, moderators, committee members, guests, invited persons, clients, exhibitors, visitors, etc.
- c) **STAFF**: including **OIC Group's** staff, hostesses and stewards managed by **OIC Group**
- d) **THIRD-PARTY STAFF**: including event venue's staff, external suppliers (e.g. A/V technicians, stand builders, chefs and waiters, security guards, cleaning staff, carriers), sponsors' staff and staff of the event's promoting Association

Confident in your collaboration, we thank you for your attention.

**OIC Group**