

Recommendations for change to Business Exhibitions, Meetings and Events Restrictions

Tourism and events, including business events, are inextricably linked. It is critically important that the events industry has more certainty in its pathway to full recovery. Most events have long lead times, some years in advance, and there needs to be a clearer pathway through the steps for operators to understand what is possible.

The conduct of business events and other forms of gathering are vastly different. Delegates to business exhibitions and events are all registered and their movements through areas within venues are strictly and closely monitored and controlled¹.

Event and exhibition organisers are all accustomed to complex risk management plans which are routinely produced for every event. These plans will now include the risk mitigation steps outlines below. Other practices that are regular and routine within business events include the use of multiple rooms, record keeping of delegate movement and separation and zoning of delegates within venues.

Draft Step Two/Three Capacity Measures and Risk Mitigation

	Business Meetings in BE Venues	Large Business Events	Exhibitions
Proposed Capacity	<p>Seated Meetings up to half normal capacity with attendees from non-household groups seated in a socially distanced way.</p> <p>Eg a room with a normal capacity of 20 board room style can only have up to 10, and even then they have to be set up for social distancing.</p>	<p>Seated Meetings up to half normal capacity with delegates from non-household groups seated in a socially distanced way.</p> <p>Stand up events – bar/club hospitality rules apply</p>	<p>Exhibition attendees up to half normal capacity with delegates from non-household groups to move through venues in a socially distanced way (separated at all times in venues by 1.5m).</p>
Risk Mitigation – Infection Best practice guidelines	<ul style="list-style-type: none"> • Ensure 1.5m distancing in all areas. • Distancing Markers and Flow Control at Entry and Exits • Handwashing and Hand Sanitiser available in public and staff areas 	<ul style="list-style-type: none"> • Ensure 1.5m distancing in all areas. • Distancing Markers and Flow Control at Entry and Exits • Handwashing and Hand Sanitiser available in public and staff areas 	<ul style="list-style-type: none"> • Ensure 1.5m distancing in all areas. • Pulsed and metered flow control of delegates to ensure consistent spacing in exhibition venues². • Distancing markers and one-directional flow control at entry

¹ Products such as e-lanyard now allows delegates to be notified when they come within 1.5m from another delegate – Figure (v).

² Figure (iii)

	<ul style="list-style-type: none"> • Commitment to greatly enhanced systemic cleaning process that are COVID Safe (incl. Bathrooms*) • One directional flow where possible 	<ul style="list-style-type: none"> • Commitment to greatly enhanced systemic cleaning process that are COVID Safe (incl. Bathrooms*) • One directional flow where possible 	<p>and exits and also around the stands and internal exhibitions³.</p> <ul style="list-style-type: none"> • Managing the flow throughout the exhibition by staff, markers and barricades. • Digital / contactless screens at Registration points and physical separation of delegates and staff⁴. • Handwashing and Hand Sanitiser available in public and staff areas⁵. • Capacity management at entry • Commitment to greatly enhanced systemic cleaning process that are COVID Safe (incl. Bathrooms*)
<p>Risk Mitigation – Delegate movement Best practice guidelines</p>		<p>Limitations on numbers of delegates applied to groupings within rooms, as follows:</p> <ul style="list-style-type: none"> • Limitation can apply to the number of people in a room or the number of people in a designated area separated by a COVID safe zone (eg. in a large room there may be physical dividers between groups); • Break and dining areas to be set for individual groups – service to be seated and without buffet service; individual food containers can be provided respecting social distancing for collection • Groups leave the venue at different times, after sanitation, using different 	<p>Limitations on numbers of <u>groupings</u> within rooms, as follows:</p> <ul style="list-style-type: none"> • Limitation can apply to the number of people in a designated area separated by a COVID safe zone (either additionally spaced or physical dividers); • Any bar areas (where offered) to be set for individual groups – service to be seated and served; <p>Groups leave the venue at different times, after sanitation, using different doors / pathways⁶. See example attached.</p>

³ Figure (iv)

⁴ Figure (ii)

⁵ Figure (ii)

⁶ figure (i)

		doors / pathways, (eg: see example below)	
Risk Mitigation – Tracing – Best practice guidelines	<ul style="list-style-type: none"> Promote COVID Safe App Customer Tracing/Record keeping through Registrations Eliminate non-guest areas (reception areas / bars). 	<ul style="list-style-type: none"> Promote COVID Safe App Customer Tracing/Record keeping through Registrations Record keeping of all speakers on site (including arrival and departure times) Eliminate non-guest areas (reception areas / bars) 	<ul style="list-style-type: none"> Promote COVID Safe App Customer Tracing/record keeping through Tickets. Record keeping of all exhibitors and speakers on site. Eliminate non-guest areas (reception areas / bars)
Risk Mitigation – Staff Awareness – best practice guidelines	<ul style="list-style-type: none"> Require training of all staff in COVID Safety. Require staff to stay at home if symptomatic in any way. Have all staff aware of the plan to react to a positive case among staff, customers or suppliers / contractors. 	<ul style="list-style-type: none"> Require training of all staff in COVID Safety. Require staff to stay at home if symptomatic in any way. Have all staff aware of the plan to react to a positive case among staff, customers or suppliers / contractors. 	<ul style="list-style-type: none"> Require training of all staff, including suppliers and contractors on site in COVID Safety. Require staff to stay at home if symptomatic in any way. Have all staff aware of the plan to react to a positive case among staff, customers or suppliers / contractors.

Best Practice Bathroom Guidelines across all hospitality:

- * Public bathroom measures include where possible touchless soap, taps and hand dryers or otherwise ensuring the soap dispenser is replenished regularly.
- * Hand towel bins next to doors and hourly cleaning of all surfaces;
- * Hand sanitiser available on exit.
- * Handwashing and COVID Safety signage, and
- * Clear social distancing signage to be placed in bathrooms, specifically around urinals and basins.

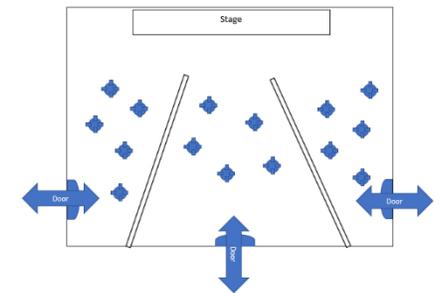


Figure (i)



Figure (ii)



Figure (iii)



Figure (iv)

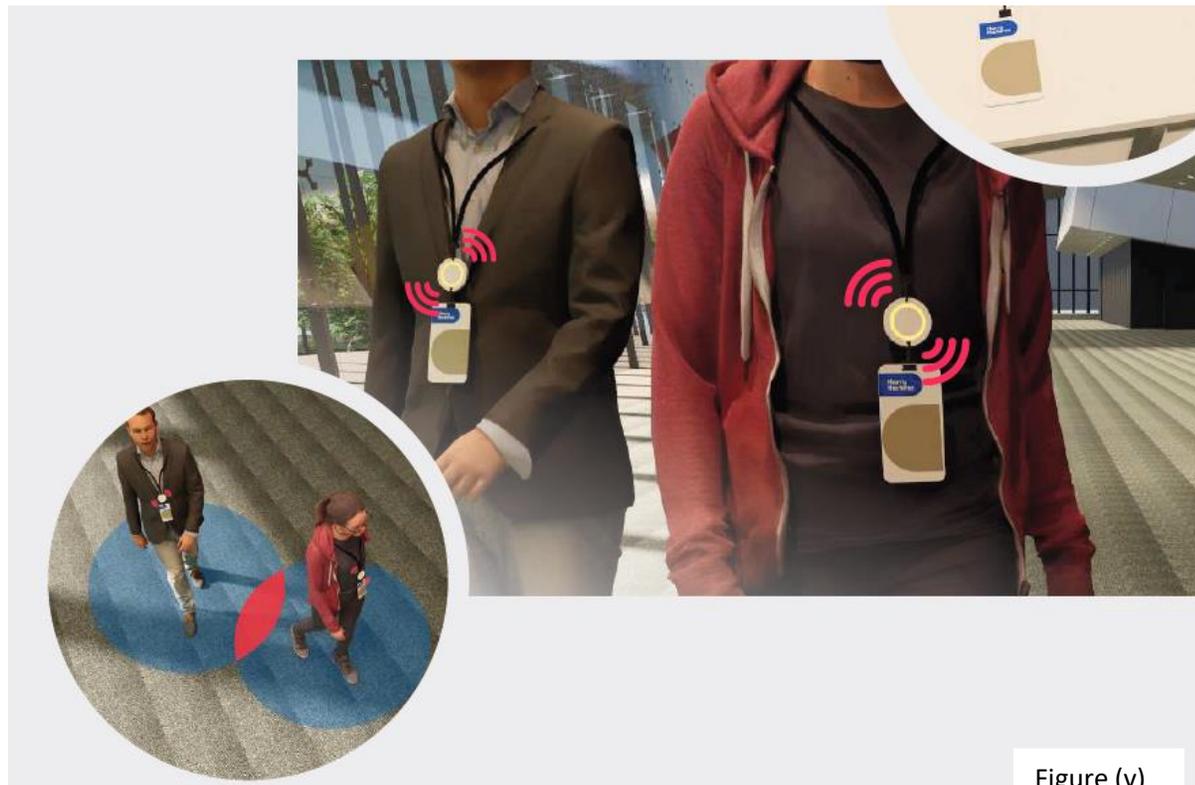


Figure (v)