



86<sup>th</sup> Florence International Crafts Fair  
23<sup>rd</sup> April • 1<sup>st</sup> May – Fortezza da Basso, Florence

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## COVID-19 APPENDIX

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### PURPOSE AND OBJECTIVES OF THE PRESENT APPENDIX

FIRENZE FIERA S.p.A is committed to implement all the essential procedures and guarantee compliance with the regulations in force governing the COVID-19 emergency, also in relation to exhibition venues, in full respect of the containment measures in place at the national and regional levels and in accordance with the AEFI guidelines drawn up for the industry.

For this purpose, it is important that, along with adhering to all applicable laws and regulations, everyone involved in the organization of the event does anything in their power to respect the rules and recommendations laid down in this document.

#### ART. 1 PREMISE

#### ART. 2 RULES FOR ACCESS TO PREMISES

#### ART. 3 MANAGEMENT OF COMMON AREAS

#### ART. 4 CLEANING, CLEANSING, DISINFECTION AND SANITATION

#### ART. 5 PERSONAL PROTECTIVE EQUIPMENT

#### ART. 6 MEDICAL SERVICES AND MANAGEMENT OF PEOPLE WITH COVID-19 SYMPTOMS

#### ART. 1 – PREMISE

Like the majority of respiratory viruses, SARS-CoV-2 spreads through respiratory droplets. These are relatively *large* droplets of saliva and mucus that can transmit the infection from person to person during close contact without wearing protective equipment or can contaminate surfaces by falling on them.

However, transmission of COVID-19 may also occur via airborne particles if spending prolonged time in a closed environment where the virus is present. It is considered possible that, given the right combination of airflow, humidity and temperature, some of the droplets remain suspended in the air instead of falling onto the ground, allowing the virus to travel longer distances and remain viable in the environment. Non-direct transmission can occur when a person touches a surface or an object contaminated with the virus and then touches their face, nose, eyes and mouth.

The measures outlined here follow the precautionary principle and must be activated and made operational, as and when necessary, adopting the principle of proportionality in relation to the size and type of events and the number of expected event/trade show operators. The present Appendix

serves as an addition to the existing exhibition center/exhibition regulations in place.

#### ART. 2 RULES FOR ACCESS TO PREMISES

In accordance with applicable laws and regulations, all personnel must undergo temperature checks before entering FIRENZE FIERA headquarters and/or exhibition Center in order to identify possible signs of fever (a body *temperature* higher than 37.5 °C) also through remote fever screening systems. If the temperature exceeds 37.5 C, entry will be denied. Entry is allowed only to personnel properly wearing coronavirus masks and other mandatory PPE prescribed by the regulations governing the COVID-19 emergency.

During access control an interpersonal distance of at least 1 meter must be guaranteed. Crowding and line ups that do not allow physical distancing must be avoided. If necessary, the minimum distance required to be kept can be extended to 1.8 meters, depending on the situation.

With regards to the entry, movement and exit of third-party suppliers, a set of procedures including predesignated routes and time slots has been defined to minimize interactions between individuals.

If possible, drivers should remain in their vehicles. To perform loading and unloading operations, logistics staff must keep a distance of 1.8 meters at all times.

#### ART. 3 – MANAGEMENT OF COMMON AREAS

The current legislation establishes that the crowding percentage of a space hosting a Trade Fair is determined by the outflow capacity of the emergency exits and routes. To ensure compliance with the interpersonal safety distance of at least 1 meter established by the COVID-19 emergency regulations, the guidelines for managing the events and the stands have been rethought.

Here are the main measures required to prevent crowding and guarantee physical distancing inside the exhibition center:

- In common areas access must be controlled and the recommended distance of 1.8 meters or at least one meter must be maintained, as required by law.
- Prevent crowding and line ups inside the stand through the use of video materials for introducing products and services.
- Respect the maximum capacity of the stand by using an imaginary circle of at least 1 meter in diameter around each

person as reference to calculate the exhibition space capacity on the basis of the amount of gross floor area occupied by the stand.

- Any informative and promotional materials and gadgets can be made available, for preference in self-service display stands or using digital systems.
- Inside the stand, ensure that the preventive measures are followed and provide information on them both through signage, posters or screens, and through possible designated staff, making sure that all of the information can be understood also by foreign visitors.

Among the responsibilities of the exhibitors is to inform everyone entering the stand on the regulations in force. This has to be done through printed material and led displays placed at the entrance and in prominent places inside the stand, or using other appropriate communication tools in line with the exhibition's rules and regulations.

The Exhibitor is the sole responsible for setting up and managing the stand and must therefore implement all the necessary risk mitigation measures required by law, including, for example, wearing masks inside the stand; cleaning and sanitising of the stand and recording of these operations; providing hand sanitizing stations; and carrying out all the essential procedures to manage the stand safely and in accordance with all applicable laws and regulations, with the guidelines outlined in this Appendix, and with COVID-19 best practices. Please note that the above list of preventive measures is by no means exhaustive.

#### **ART. 4 – CLEANING, CLEANSING, DISINFECTING AND SANITATION**

The Exhibitor must provide daily cleaning and periodical sanitation of the stand. In case someone with COVID-19 has been in the premises, cleaning and sanitation with adequate medical equipment as well as ventilation of the spaces must be carried out in accordance with the guidelines drawn up by the Ministry of Health.

Exhibitors are required to place sanitizing and handwashing stations in sensitive locations that are under their responsibility.

#### **ART. 5 – PERSONAL PROTECTIVE EQUIPMENT**

Face masks must be worn in all premises: a) while inside indoor locations, a person may remove their mask to consume food and beverages, but must maintain strict interpersonal distancing and put a face mask back on as soon as they finish b) in outdoor areas, when people can't maintain the interpersonal distance of at least 1 meter, as required by law (the recommended minimum distance is 1.8 meters).

Please refer to the regulations in force and be sure to fully comply with them, also in respect of the use of masks for children.

Face masks with valves are not allowed except for medical personnel and emergency teams under prior, specific authorization.

We remind that mask-wearing can help slow the spread of the virus when combined with handwashing. It is important to wear and dispose of masks correctly, otherwise they can become a source of infection.

##### **How to wear a mask:**

- Wash your hands with water or use an alcohol-based hand sanitizer before touching the mask
- Put on the mask, holding it by the sides
- Cover your nose and mouth with the mask and make sure it fits snugly on your face
- Do not touch the mask while you are wearing it. If you touch it, wash your hands

##### **How to remove a mask:**

- Remove the mask handling by the sides and *pulling it forward* off the face
- Do not touch the front of the mask
- Wash your hands or use an alcohol-based hand sanitizer after removing the mask

**ART. 6 – MEDICAL SERVICES AND MANAGEMENT OF PEOPLE WITH COVID-19 SYMPTOMS**

Medical services are guaranteed for the entire event.

Qualified medical experts provided with proper PPE used in the context of COVID-19 and adequate medical devices and spaces will be present.

In case someone becomes ill with fever and/or respiratory symptoms like cough while they are inside the Firenze Fiera exhibition center, the emergency response procedures must be activated. These include placing the person in safe isolation and informing the public health authorities using the COVID-19 hotlines:

- National information line 1500 from the Ministry of Health, open 24/7
- Regional line +39 055 4385850, open Monday through Friday, from 9 am to 1 pm, for help, orientation and information from qualified Regional Counselling Centre operators on the actions and initiatives promoted by the Region of Tuscany in response to the COVID-19 emergency
- Regional toll-free information line 800556060 operated by the Region of Tuscany, open Monday through Friday, from 9 am to 3 pm.

The emergency contacts contained in the emergency plan of Firenze Fiera are still active and available, also for COVID-19 related matters. For contact information, see the emergency plan.