

SAFETY GUIDELINES

on preventing the spread of SARS-CoV-2 during
events organized by PTWP S.A.

In accordance with current laws and recommendations of the Ministry of Culture and National Heritage, the Ministry of Development and the Chief Sanitary Inspectorate as of October 26 2020.

The guidelines regulate the activity allowed by applicable laws and might be changed according to changes in laws and recommendations of the Chief Sanitary Inspectorate. Changes will be announced in the usual form: electronically on the event's website or in the form of announcements.

Polskie Towarzystwo Wspierania Przedsiębiorczości S.A. reserves the right to tighten/release safety rules depending on the situation.

1. Guidelines for persons participating in events

- 1.1. In case a participant has disturbing symptoms of COVID-19 such as dyspnea, low-grade fever (body temperature between 37°C and 38°C), symptoms of a cold or in case a participant had direct contact with a person infected with SARS-CoV-2 within 14 days before the event, they should not come to the venue of the event, stay at home and contact the nearest sanitary and epidemiological station or call their GP.
- 1.2. In order to protect against COVID-19, it is recommended that people over 70 and suffering from chronic diseases do not take part in public events.
- 1.3. In order to participate in the event it is necessary to:
 - a. make an obligatory written declaration, before entering the venue or earlier on the Internet, that the participant, according to their best knowledge, is not infected with coronavirus and that they have not been neither in quarantine nor under epidemiological surveillance;
 - b. disinfect hands before entering the venue or the premises on which the event is being held;
 - c. cover one's nose and mouth in the venue or on the premises as well as in waiting lines;
 - d. obtain, on one's own, personal protective equipment such as a mask, protective visor, disposable gloves;
 - e. take seats assigned to a particular person; it is not possible for participants to choose their seats;
 - f. occupying every second place or - depending on the event - every fourth, if there are no designated seats in the audience, maintaining a distance of 1,5 m between the participants; the above does not apply to a person who:
 - i. has come with a child under the age of 13;
 - ii. is a person with a certificate of disability, a person with a degree of disability, a person with a certificate of need for special education or a person who cannot move on their own due to their health condition;
 - g. maintain a distance of 1,5 metres from other participants and staff (except for persons mentioned in the above f. and their company), also when consuming food on the premises of the event;
 - h. cover one's nose and mouth with an elbow or tissue while sneezing or

- coughing and to dispose of the tissue in a closed rubbish bin as well as to wash one's hands immediately;
- i. move exclusively in the designated area;
 - j. maintain a distance of 1,5 metres in all kinds of queues (before the entrance, exit, toilets, cloakroom, reception, in the food court);
 - k. limit the amount of time spent in the reception – if possible it is recommended to register for the event and contact the organiser on the Internet;
 - l. comply with the safety guidelines and follow the instructions of the staff and if necessary, the insulation referred to in point 1.5 below;
 - m. enabling the body temperature to be measured with a non-contact thermometer or thermal imaging camera at the entrance to the event - if such a procedure is introduced.
- 1.4. Procedures for entering/leaving the venue:
- a. maintaining a distance of 1,5 metres in waiting lines;
 - b. waiting in sections to be allowed into the venue at regular intervals, if the organiser has provided for such a procedure;
 - c. using electronic tickets stored in smart phones is highly recommended; it is recommended that participants do not obstruct the entry/exit and let the elderly through.
- 1.5. If the participant shows clear signs of illness such as nagging cough, malaise, breathing difficulties – they will be temporarily isolated in a dedicated room and the event organiser will notify an emergency medical dispatcher of the suspected infection and report the incident to the management of the venue where the event is being held, allowing the staff to determine the area where the person has moved and stayed, carry out routine cleaning in accordance with the procedures of the venue and disinfect touch surfaces (door knobs, handrails, handles, etc.).
2. Guidelines for the staff contractors working on the premises
- 2.1. **Staff and contractors**
- a. an employee with symptoms of SARS-CoV-2 infection should not use public places, including coming to work, and if the employee has been diagnosed with the infection, they must immediately inform the employer;
 - b. whenever possible employees should avoid commuting on public transport;
 - c. before starting work, immediately after arrival, an employee is obliged to wash their hands with soap and water or to disinfect their hands using disinfectants available in the venue; disinfectants are available at the reception desk at the entrances to the venue;
 - d. an employee is obliged to cover their nose and mouth or to wear a protective visor when serving customers and stakeholders; if an employee forgets the masks, they can collect a replacement mask at the above mentioned receptions;
 - e. an employee is obliged to maintain a safe distance from the interlocutor and colleagues (1,5 meters is recommended);
 - f. an employee should regularly and thoroughly wash their hands with soap and water in accordance with the instructions displayed at the washbasin and/or disinfect dried hands with an alcohol-based agent (min. 60% solution);
 - g. when coughing and sneezing, an employee should cover their mouth and nose with an elbow or tissue and immediately dispose of the tissue in a closed rubbish bin and wash their hands afterwards;
 - h. an employee should avoid touching the face, especially the mouth, nose and eyes with their hands; they should disinfect their telephone, keyboard and mouse at least once a day using the means available in the kitchenettes; the disinfectants in the kitchenettes are intended for use by all employees; taking them from the kitchenettes and leaving on desks is forbidden;
 - i. an employee is required to sign their attendance list as soon as they arrive at work

- for the purpose of keeping the record of all people who were present in the venue, should there be cases of the coronavirus among the staff or participants;
- j. an employee is obliged to comply with current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/.

The above-mentioned rules for the staff apply also to subcontractors working at the event.

2.2. **Preparing the venue for the event:**

- a. disinfecting/ventilating the venue before it is open to the public;
- b. hand disinfectants at entrances, in toilets, at cash desks, at the reception and in the food court;
- c. marked containers for used personal protective equipment
- d. determining the maximum number of people allowed in an elevator (1 person, except for families);
- e. determining the maximum number of people allowed to be in the toilet at the same time (the maximum number of people equals the number of urinals / cabins);
- f. organising the schedule of the event in such a way that the least possible number of people work together in the same place and in the same time – including white-collars;
- g. frequent ventilation of the venue;
- h. training employees in the principles of contact-less cooperation with the audience and following the procedures during events;
- i. making sure that the audience enter the venue in a contact-less manner;
- j. instructing the cleaning service employed by the client to more frequently clean and disinfect the venue;
 - every hour: toilets, handrails, handles, buttons, elevators, escalators, tabletops, back rests, etc.;
- k. displaying at the entrance to the venue and toilets instructions: to clean and disinfect hands, how to remove and put on gloves, how to remove and put on a mask;
- l. drying hands only by means of using contact-less paper towel dispensers (hand-dryers will be turned off);
- m. decommissioning deposits;

3. Guidelines on the provision of catering services

3.1. **Catering (coffee breaks, lunches, dinners, banquets)**

- a. All meals and/or equipment must be delivered by means of ventilated and/or disinfected and/or ozonised cars;
- b. Equipment and dinnerware must be frequently disinfected;
- c. meals can be served in a few ways;
 - i. delivered or take-away resealable biodegradable lunchboxes ;
 - ii. contact-less coffee stations;
- d. disinfectants available for guests and staff in catering areas;
- e. disinfecting tabletops and terminals, disinfecting the cash desk and service points at least every hour. Disinfecting pin pads and scanners is highly recommended – every time after/before use;
- f. frequent disinfection of hands;
- g. disinfecting common surfaces used by clients (except for floors) at least every 15 minutes;
- h. seasonings and sugar in disposable sachets;
- i. staff must wear gloves as well as masks/protective visors covering the nose and mouth;

- j. clients are obliged to cover their mouth and nose;
- k. the catering operator is obliged to comply with current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/.

3.2. Temporary points of sale

- a. biodegradable cups for beer/beverages;
- b. it is recommended to equip points of sale with a transparent cover, e.g. made of plexiglass, separating customers from staff (in accordance with guidelines of the Chief Sanitary Inspector);
- c. staff must cover their noses and mouths; using masks or protective visors is recommended;
- d. cashless payments are recommended;
- e. disinfection of tabletops and payment terminals, disinfection of the cash desk and service points at least every hour; disinfection of pin pads and scanners – every time before/after use;
- f. frequent disinfection of hands;
- g. marking the distance of 1,5 metres in waiting lines;
- h. disinfecting common surfaces used by clients (except for floors) at least every 15 minutes;
- i. seasonings and sugar in disposable sachets;
- j. the catering operator is obliged to comply with current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/.

4. Guidelines for events organisation

Conferences/congresses/concerts

- a. events such as conferences, congresses, fairs are held using means of direct distance communication;
- b. communicating with participants before and during the event and informing them of the new rules regulating protection against SARS-CoV-2 on social media, at ticket counters, on websites, in the rules of the event, on posters, banners, the PA system, etc.;
- c. contacting and dealing with subtenants, participants, and exhibitors online, through dedicated platforms and registration systems;
- d. providing for the possibility of purchasing masks – in a designated area;
- e. preparing a room (equipped with personal protective equipment and a disinfectant) in case there is a need to isolate a person with symptoms of an infection;
- f. displaying, in an easily accessible place, phone numbers to the Poviats Sanitary and Epidemiological Station and Medical Services;
- g. as long as borders remain closed only domestic meetings / events are organised;
- h. a distance of at least 1,5 metres must be maintained between participants;
- i. every person in the venue/on the premises must cover their nose and mouth (with a mask or another material);
- j. complying with laws regulating the maximum number of people occupying the same space;
 - i. the audience must take every fourth place in the audience, except that no more than 25% of the number of seats; in the absence of designated seats in the public, a distance of 1,5 m between spectators or listeners
- k. disinfecting personal belongings, furniture, multimedia equipment of people entering the venue;
 - i. disinfecting the microphone and the projector during intervals;

- ii. disinfecting the interpreting booths – after every 4-hour block;
 - iii. disinfecting the headsets for the audience – at the end of every day as during the day each set is used only by one person;
 - iv. disinfecting the platform for speakers during intervals;
- I. organising the cloakroom / luggage storage in the following way:
 - i. maximising the number of staff working in the cloakroom or allowing participants to hang their overclothes on their own;
 - ii. while waiting in lines participants must maintain a distance of 1,5 metres;
 - iii. staff working in the cloakroom must be equipped with personal protective equipment, including masks or protective visors, gloves and hand disinfectants (in accordance with applicable laws) as well as waterproof long-sleeved aprons to be used when necessary;
 - iv. when possible overclothes should be hanged on every second hanger and disposable coat numbers should be used;
 - v. cashless payments are recommended;
- m. the tabletop in the cloakroom must be disinfected at least every hour;
- n. cashless payments are recommended;
- o. mandatory presence of a team of paramedics competent in dealing with cases of COVID-19, equipped with full personal protective equipment at events/meetings for minimum 50 people;
- p. organising the space, including arranging the space in accordance with current provisions on maintaining a safe distance (separating 1,5 metre zones in waiting lines);
- q. following current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/, observing, in particular, safety rules of participants/employees/suppliers of the event/meeting published on the gov.pl website;
- r. keeping a list of phone numbers to people present in the venue during the event (including assembly and disassembly) in case a participant is diagnosed with coronavirus;
- s. appointing a health care coordinator or delegating a specific employee to fulfil tasks related to maintaining all established procedures and constant contact with a designated person from the competent powiat sanitary and epidemiological station; activating the organiser's hotline, operating during the event, displaying the phone number and rules of its use in a visible place;
- t. maintaining a distance of at least 1,5 metres between the audience and the stage/performers; in the case of concerts – at least 6 metres;
- u. the space (chairs, tables, stage, etc.) must be arranged in such a way that:
 - i. a distance of at least 1,5 metres is maintained between participants of a meeting / event;
 - ii. participants must not have the possibility to choose their seats (seats / tables, etc. must be marked and assigned to a particular person);
- v. a system allowing for the counting of participants must be implemented in order to verify the number of people occupying the venue and deny entry, if the maximum occupancy rate has been reached;
- w. the contact between the entering and leaving should be reduced to the minimum, the possibility of obstructing passageways should be limited; the exit from the venue should be located in a place other than the entrance and clearly marked with an entry ban;
- x. during assembly and disassembly, compliance with safety rules applicable to building companies and suppliers in accordance with current regulations and recommendations of the Chief Sanitary Inspectorate – development of epidemic safety instructions for the venue before and during events; applying for an

- opinion of the relevant sanitary and epidemiological station 14 days before the event (applies to large events in closed facilities);
- y. the organiser must make sure that people waiting in lines to enter the venue must maintain a distance of at least 1,5 metres.