

**EPIDEMIC SAFETY INSTRUCTIONS APPLICABLE AT THE MTP POZNAŃ EXPO**  
**Consolidated text pursuant to the legal status in force as of 10 September 2020**

**§ 1. GENERAL PROVISIONS**

1. These instructions are applicable at the MTP Poznań Expo, owned by Międzynarodowe Targi Poznańskie sp. z o.o. with its registered office in Poznań, ul. Głogowska 14, 60-734 Poznań, entered into the register of entrepreneurs of the National Court Register by the District Court Poznań-Nowe Miasto and Wilda in Poznań, under KRS No: 0000202703. Address for correspondence: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań.  
The MTP Poznań Expo is considered to be facilities and open areas belonging to the headquarters of Międzynarodowe Targi Poznańskie sp. z o.o. (hereinafter: Grupa MTP).
2. The instructions are valid for all persons staying at the MTP Poznań Expo in connection with the organisation of fairs, exhibitions, conferences and other events, especially:
  - a. entities that are Event Organisers (area tenants), their employees and subcontractors,
  - b. stands and other space arrangement contractors, their employees and subcontractors,
  - c. participants in events organised by the Organisers,
  - d. participants in fairs and other events organised by Grupa MTP or co-organised by Grupa MTP together with other entities.
3. The procedures set out in the Instructions are divided according to the nature of a given event, applicable regulations and recommendations of the Chief Sanitary Inspectorate. All persons staying at the MTP Poznań Expo to organise and carry out a given event are obliged to comply with the requirements indicated in the individual sections of these Instructions relevant to the nature of a particular event.
4. The Organiser of a given event is obliged to notify all persons involved in the implementation of the event of the obligation to observe these instructions and to obtain their consent to carry out safety procedures (including temperature measurements, conducting and documenting epidemiological interviews).
5. These Instructions are divided into the following sections (depending on the nature of the events):
  - 5.1. Fairs (§ 2 of the Instructions),
  - 5.2. Business meetings, training courses, conferences, congresses (§ 3 of the Instructions),
  - 5.3. Cultural and entertainment events (§ 4 of the Instructions),
  - 5.4. Outdoors events (§ 5 of the Instructions),
  - 5.5. Other events (§ 6 of the Instructions).

**§ 2. FAIR IN THE FACILITIES**

**1. GENERAL PRINCIPLES**

- 1.1. **Persons suffering from COVID-19, infected with SARS-CoV-2 virus, in quarantine, isolation as well as persons with symptoms of infectious disease are not allowed to stay at the MTP Poznań Expo.**
- 1.2. The maximum number of people present during a fair event is calculated by applying the conversion factor of 1 person to 2.5 m<sup>2</sup>.

## 2. EVENT ORGANISATION (ASSEMBLY AND DISASSEMBLY PERIOD)

- 2.1. Persons performing any activities related to the event at the MTP Poznań Expo are subject to a body temperature measurement when entering the MTP Poznań Expo. The Organiser is obliged to inform its employees and co-workers about the temperature measurements and to obtain consent for such measurements.
- 2.2. The Organiser is obliged to introduce daily procedures for conducting and documenting the epidemiological interview, in particular the absence of disease symptoms and the lack of contact with a person who had visible symptoms or was exposed to contact with an infected person, with all persons involved by the Organiser in organising and conducting the event.
- 2.3. The Organiser is obliged to provide solutions enabling to handle all matters online (registration systems for exhibitors, media, visitors, service of participants - as much as possible).
- 2.4. The sale of entrance tickets is allowed only online, with a division into individual days of the event, and the Organiser is obliged to introduce registration of all fair participants in order to obtain the data of persons present at the fair. The registration form should contain a mandatory epidemiological declaration - that a person is not in quarantine or isolation.
- 2.5. The Organiser is obliged to ensure that during assembly and disassembly the safety rules applicable to installer companies and suppliers are observed in accordance with current regulations and the Chief Sanitary Inspectorate recommendations.
- 2.6. Communication routes between the exhibition stands should be at least 3 m wide.
- 2.7. Persons performing any activities related to the event at the MTP Poznań Expo are obliged to comply with the principles of preventive medicine, applicable hygiene rules and Chief Sanitary Inspectorate guidelines and recommendations. In particular, these persons are obliged to:
  - a. **disinfect hands** when entering/exiting the event area, in toilets,
  - b. **cover their mouth and nose, use disposable gloves** if required by current legislation and the Chief Sanitary Inspectorate guidelines,
  - c. equip themselves with personal protective equipment (masks/face shields/face masks, disposable gloves),
  - d. observe hygiene rules, including covering their mouth and nose with a bent elbow or tissue (which should be immediately disposed of into a closed bin) while coughing and sneezing, avoid touching the face - especially mouth, nose, eyes, make every effort to keep the workplace clean and hygienic,
  - e. hold meetings and internal conferences with a safe distance between persons.
- 2.8. Ventilating closed facilities before, during and after each day of the event is carried out in accordance with the guidelines of the National Institute of Public Health – National Institute of Hygiene.
- 2.9. Meetings and internal conferences, if necessary, should be held with windows or doors open and at least 1.5 m between persons.
- 2.10. In case of organising a mass event, the Organiser is obliged to include in the documentation additional solutions to eliminate epidemiological risks.

### 3. EVENT COURSE

- 3.1. Only authorised persons with admission documents, i.e. registered exhibitors, registered visitors, service and maintenance staff, are allowed to enter the event area; however, a larger number of entrances should be opened in order to avoid congestion, and entrances dedicated to particular zones should be organised. In the entrance areas:
- the verification of the entrance documents is carried out without physical contact,
  - verification is carried out whether entrants wear face masks / face shields (with their nose and mouth covered) and gloves (if required by the regulations applicable on the day of the event),
  - a non-contact body temperature measurement is made (if recommended by the Chief Sanitary Inspectorate),
  - the queue areas should be separated by lines and stickers indicating the direction, so that the distance between persons is at least 1.5 m,
  - a system of counting persons is used to verify the number of persons present in the event area and possible entry blockades are applied, if the allowed number of persons is exceeded, further persons are admitted after an appropriate number of persons leaves the event area.

Grupa MTP (at the request of the Organiser) provides support for the implementation and execution of personalised sales of tickets and identity checks - at the entrance or in any other way to identify participants of events, after the Organiser obtains their consent, of which the Organiser is obliged to notify the participants in advance.

- 3.2. In order to improve security controls, the Organiser is obliged to provide additional storage places (if needed), outside the event area and not in the immediate vicinity of the event for people with larger luggage and to limit the size of luggage allowed on the event area. If such a place is provided, the Organiser is obliged to notify all participants of the event.
- 3.3. It is obligatory to cover mouth and nose (with a mask, face shield or other material) and to wear gloves by each person in the exhibition space (if required by the law applicable on the day of the event).
- 3.4. There is a prohibition on distributing leaflets and other activities on the event premises that could encourage the formation of clusters of people.
- 3.5. The seats on the fair premises must be adapted by introducing solutions that allow a distance of at least 1.5 m (according to the Chief Sanitary Inspectorate guidelines).
- 3.6. All persons present at the event area are obliged to maintain safe distances (minimum 1.5 m) between persons queuing to the entrances, catering facilities, cloakrooms, lifts, toilets.
- 3.7. Exhibitors are obliged to equip their stands with appropriate personal protective equipment for staff and with disinfectants.
- 3.8. The materials for trade fair visitors should - if possible - only be available online, the Organiser is obliged to issue the above recommendation to the exhibitors.
- 3.9. Obligatory designation of separate communication routes for the participants of the event (entry/exit).
- 3.10. The Organiser is obliged to undertake intensified information campaigns concerning the safety rules applicable to the participants of the event, including the following:

- a. introduction of provisions on safety rules to the event regulations,
  - b. communicating (via sound or audiovisual systems, as well as posters, pictograms) about the limitations of the number of people who may simultaneously be present in the event area, keeping the distance between the successive participants, the obligation to avoid gatherings of people and observe hygiene rules,
  - c. activation of an emergency telephone number, available during the event,
  - d. placing information about the emergency number and rules of use in visible places.
- 3.11. Grupa MTP (at the request of the Organiser) provides support for the implementation and execution of personalised sales of tickets and identity checks - at the entrance or in any other way to identify participants of the events, after the Organiser has obtained their consent, of which the Organiser is obliged to inform the participants in advance.

#### **4. CLEANLINESS AND SAFETY ON THE EVENT PREMISES**

- 4.1. The Organiser is obliged to provide a medical team available on the fair premises during the Event and to extend the tasks of medical operators with the scope of OSH and epidemiological risks (or to appoint a person responsible for OSH and epidemiological risks).**
- 4.2. The Organiser provides cleaning staff equipped with appropriate protective measures (masks, gloves, washing and disinfecting liquids), carrying out cleaning service according to a detailed hygiene plan. The staff should be trained in the principles of the sanitary and safety regime during the participants' presence on the fair premises, including the obligations indicated in these Instructions.  
In the case of commissioning cleaning services to Grupa MTP, Grupa MTP provides properly trained cleaning staff equipped with appropriate protective measures and performing cleaning service according to a detailed hygiene plan.
- 4.3. The Organiser is obliged to provide an adequate number of dispensers with alcohol-based hand disinfectant in the places where the participants of the event are present, in particular at the entrances, in the public spaces, in the toilets, at the reception desk (if any), lifts, in front of the catering spaces. The dispensers are available also for people with disabilities.
- 4.4. There are instructions on how to wash hands, take off and put on gloves, take off and put on a mask, properly disinfect hands, behave when sneezing or coughing and instructions on the obligation to keep an appropriate distance from other people and avoid handshakes. These instructions can be found in particular in toilets, customer service points, entrance areas.
- 4.5. Cleaning and disinfection of frequently touched infrastructure elements (especially handles, railings, balustrades, tops) during the event takes place no less frequently than every 2 hours.
- 4.6. Grupa MTP provides liquid soap, hand disinfectant and disposable paper towels in toilets. The cleaning staff is obliged to regularly check product quantities in toilets as well as the condition of the toilets and to complete the control cards (with the frequency of service every hour). The use of hand dryers is prohibited. If possible, the entrances to public toilets will be contactless.
- 4.7. After each Event, the Organiser provides disinfection of the backstage and production zones.

- 4.8. Grupa MTP provides closed containers for disposal, taking into account individual waste categories. The containers are regularly cleaned and disinfected. All persons present on the premises of MTP Poznań Expo should dispose of waste in appropriate containers.
- 4.9. It is recommended that only people who have difficulties in moving between floors should use the lifts. The maximum number of people allowed in a lift is calculated by dividing the maximum number of people by 3 (except for families).
- 4.10. Separate access routes shall be provided for contractors and technical teams. Other participants of the event have no access to such designated roads or areas.
- 4.11. Regular ventilation of the rooms and areas where participants are staying is obligatory.
- 4.12. The Organiser is obliged to provide at least several protective suits for the indicated personnel in case there is a need to take action using such equipment and to train the personnel operating the event in the correct use and application of disinfectants and protective clothing.
- 4.13. Grupa MTP provides the possibility of purchasing a protective mask in a vending machine located at the MTP Poznań Expo.

## **5. SERVING PARTICIPANTS OF THE EVENT**

- 5.1. The number of service points should be limited to the minimum.
- 5.2. If it is not possible to keep a safe distance of 1.5 m, service points should be equipped with plexiglass covers.
- 5.3. Persons directly serving the participants of the Event are subject to body temperature control (with their permission) before being allowed to work. These persons should be equipped with protective masks / face shields and gloves (if required by law or the Chief Sanitary Inspectorate recommendations).
- 5.4. Queuing areas for customer service should be separated so as to keep a minimum distance of 1.5 m between waiting persons and the area designated for waiting persons should be marked with lines/tapes/posts/stickers on the floor so as to keep a minimum distance of 1.5 m between waiting persons and the staff.
- 5.5. The Organiser undertakes to oblige exhibitors to provide appropriate personal protective equipment for staff and disinfectants at their stands.
- 5.6. The Organiser is obliged to ensure that the Event is operated with the use of personal protective equipment and hand disinfectants.
- 5.7. Settlement should be non-cash, and payment terminals should be secured with plastic film.
- 5.8. The staff is obliged to disinfect counters and card readers with increased frequency (at least once per hour).
- 5.9. The distance between the workstations at the service points / cash desk stands is at least 1.5 m.
- 5.10. In case of selling clothing at the stands, it is forbidden to try it on.

## **6. CATERING**

- 6.1. All persons involved in catering services are obliged to wear disposable gloves or use hand disinfectants (the obligation to provide equipment is borne by the catering service provider on the event premises).

- 6.2. The entity providing catering services on the event site is obliged to ensure cleaning and disinfection of the preparation and serving areas.
- 6.3. In the case of waiters and other staff (e.g. cashiers), it is recommended to wear masks and gloves or to disinfect hands after the service is performed.
- 6.4. It is recommended to:
- a. ensure a distance of at least 1.5 m between workstations, unless this is not possible due to the nature of the activity. However, the catering service provider on the event premises must provide personal protective equipment,
  - b. arrange the tasks and processes that usually require close interaction and determine the methods of their modification in order to increase the physical distance between employees, where it is practical and safe to do so; it is advisable to set up workstations so that employees are as far apart from each other as possible and, as far as possible, do not work closely opposite each other,
  - c. establish permanent and as few as possible work shifts, if this is consistent with working time standards,
  - d. limit the interaction of staff working in different shifts and to provide cleaning and washing of rooms between shifts,
  - e. use remote communication methods, such as mobile phone or radio, where possible,
  - f. reduce the number of employees using common areas at the same time (e.g. by spreading meal breaks and work start hours over time),
  - g. strictly follow the rules of hygiene and good hygienic practices,
  - h. maintain a high level of personal hygiene, including the care of appropriate, clean and, if necessary, protective clothing,
  - i. apply good hygienic practices on a regular basis (washing hands regularly, refraining from unhygienic behaviour such as sneezing or coughing when producing or handling food, special care for the cleanliness of toilets, etc.),
  - j. it should be ensured that employees are reminded of the rules of personal hygiene, washing and disinfecting hands and of the obligation to inform about poor health. This applies not only to employees who have direct contact with the plant and food, but also to office workers, drivers, suppliers, service technicians, etc.
- 6.5. In order to ensure the safety of customers (event participants), special attention should be paid to:
- a. the rule to maintain a 1.5 m distance between people standing in line, by using visible markings (e.g. stickers on the floor or standing signs),
  - b. mandatory disinfection of hands by customers at the entrance to the premises,
  - c. making dispensers with hand disinfectant available to the guests in the dining room area (at the ordering/checkout points) and at the exit from the toilets,
  - d. marking out zones on the floor to ensure that appropriate distances between guests are maintained (keeping the distance does not apply to families or persons in the common household), taking into account the outdoor areas,
  - e. the distance between the table tops (from their edges) should be min. 1.5 m, and 1 m if the tables are separated by partitions at least 1 m high (above the table top),
  - f. the principle that a family or persons in the same household can stay at one table. Otherwise, in order to increase safety and distance between guests, it is proposed to reduce the number of people at the table by 20% compared to the standard seating

- arrangement; it is recommended that guests are seated on both sides of the table so that they do not sit facing each other,
- g. clear, hard-to-remove marking of the excluded tables and the development of a room plan for the time of the epidemic,
  - h. designating safe outdoor areas for guests waiting to enter; directing guests to a specific free table,
  - i. wearing of mouth and nose protection and gloves is not required for guests of the gastronomic premises during consumption,
  - j. after serving the guests of the gastronomic premises, each table must be disinfected; after disinfection, the table should be marked with a "Disinfected" sign,
  - k. common surfaces with which customers have contact (excluding the floor) should be disinfected at least every 15 minutes,
  - l. it is recommended to ensure that the restaurant premises are ventilated as much as possible,
  - m. self-service spaces (salad bars, cake tables, buffet tables with regional cuisine, beverage dispensers, buffets, bars, coffee bars, ice-cream freezers, live cooking tables) can be organised provided that a person is appointed to serve these places,
  - n. for on-site service:
    - a. bringing orders on trays (bringing meals to the table does not apply if the restaurant does not provide the tables),
    - b. washing and disinfecting trays after each use,
  - o. for take-away services:
    - a. orders ready to collect are packed in bags and placed on the counter,
    - b. contactless serving of orders,
    - c. ensuring safety when using screens for placing orders (so called self-ordering kiosks) through e.g. dispenser with hand disinfectant or disposable gloves and regular (several times a day) wiping of screen surfaces,
    - d. removal of accessories (e.g. sugar, disposable cutlery, vases, napkin holders) from the dining room area and serving meals directly by the staff.

## **7. CONSEQUENCES OF NON-COMPLIANCE WITH PROCEDURES**

- 7.1. In the event of non-compliance with the procedures listed in these Instructions, the Organiser or Grupa MTP reserves the right to:
- a. not to admit to the MTP Poznań Expo any persons who refuse to comply with the safety procedures or who during the course of the procedures are regarded as possibly infected (e.g. with coronavirus),
  - b. immediately remove from the MTP Poznań Expo and prevent re-entry and, in justified cases, call the appropriate services if a person fails to follow the security procedures.

## **8. PROCEDURES FOR DEALING WITH A PERSON WITH SYMPTOMS OF INFECTION**

- 8.1. On the premises of MTP Poznań Expo there is a closed, isolated and properly disinfected room for people with symptoms of infection.
- 8.2. **In case of any disturbing symptoms, the participants, employees and service providers at the MTP Poznań Expo should not come to work. They should stay at home and contact the sanitary and epidemiological station, isolation ward, and in**

**case of deterioration of their health, call 999 or 112 and inform the medical staff that they may be infected with coronavirus.**

- 8.3. Each person present at the MTP Poznań Expo, who experiences symptoms of disease or notices any other person with such symptoms, is obliged to report this fact to the Organiser or service staff.
- 8.4. The Organiser is obliged to maintain constant contact and immediately report if any of the persons present at the MTP Poznań Expo are suspected to have any symptoms of disease, and to report any noticed symptoms of such persons.
- 8.5. In case of any disturbing symptoms suggesting a coronavirus infection in an employee performing his/her tasks at a given workstation / person providing services at the MTP Poznań Expo, the Organiser should immediately remove such a person from work and send him/her home by individual transport. The Organiser should immediately notify the locally competent powiat sanitary and epidemiological station and follow strictly the instructions and orders issued.
- 8.6. The Organiser is obliged to immediately inform the Poviats Sanitary and Epidemiological Station about a person with suspected infection and follow the guidelines of the Poviats Sanitary and Epidemiological Station.
- 8.7. The Organiser is obliged to:
  - a. establish a list of persons (if possible) present at the same time and place at the MTP Poznań Expo,
  - b. make the list of participants and employees available to the relevant employees of the Poviats Sanitary and Epidemiological Station.
- 8.8. Persons with alarming symptoms suggesting a coronavirus infection should wait for transport in a designated room where it is possible to temporarily isolate them from other people, in accordance with the guidelines of the medical team (if any) / person responsible for occupational health and safety (if appointed) / Organiser / Grupa MTP.
- 8.9. It is recommended to determine the area where the employee has moved, carry out routine cleaning in accordance with procedures, and to disinfect touch surfaces.
- 8.10. The area where the infected customer has been present must be thoroughly disinfected and the tools that were used during the service provision must be disinfected.
- 8.11. The telephone numbers of the Poviats Sanitary and Epidemiological Station as well as medical services are displayed in a visible place at the MTP Poznań Expo.
- 8.12. The room referred to in point 8.1. shall be disinfected each time a person with symptoms of infection is isolated there.

### **§ 3. BUSINESS MEETINGS, TRAINING, CONFERENCES, CONGRESSES IN THE FACILITIES**

#### **1. GENERAL PRINCIPLES**

- 1.1. **Persons suffering from COVID-19, infected with SARS-CoV-2 virus, in quarantine, isolation as well as persons with symptoms of infectious disease are not allowed to stay at the MTP Poznań Expo.**
- 1.2. The maximum number of people who may stay during the event is calculated by applying the conversion factor of 1 person per 2.5 m<sup>2</sup>, provided that in the conference rooms the distance between the participants is min. 1.5 m.

1.3. In order to reduce people-to-people contacts, it is recommended (where possible) to use, among others, telephones and e-mail for communication.

## 2. EVENT ORGANISATION (ASSEMBLY AND DISASSEMBLY PERIOD)

2.1. Persons performing any activities related to the event at the MTP Poznań Expo are subjected to measurement of body temperature at the entrance/entry to the MTP Poznań Expo by means of a non-contact thermometer. The Organiser is obliged to inform its employees and co-workers about the temperature measurements and to obtain consent for such measurements.

2.2. The Organiser is obliged to:

- a. provide the necessary personal and contact details of all participants in the event (with their consent) in case of a coronavirus infection in one of the participants or service team member,
- b. prepare a new or supplement the existing regulations of the event with procedures related to preventing COVID-19, taking into account the GDPR clause on providing the organiser with the most important data of the event participants,
- c. inform the participants of the event, before and at the very beginning of the event, about the procedures used to prevent coronavirus infection,
- d. instruct the participants of the event that in case of disturbing symptoms on the day of the event, they should not take part in the event, should stay at home, follow the recommendations of the Chief Sanitary Inspectorate / Ministry of Health and immediately contact a doctor or a poviatsanitary and epidemiological station, an isolation ward, and in case of deterioration of health, call 999 or 112 and report their symptoms,
- e. ensure that there is enough personal protective equipment on the event premises if the service team, participants or suppliers are not equipped with any personal protective equipment,
- f. conduct a training course for the event's staff and suppliers on the COVID-19 prevention procedures applied when organising of the event, especially taking into account the contact-free service of the event participants,
- g. limit the number of event staff to the necessary minimum.

2.3. It is recommended that the event Organiser cooperates only with suppliers holding appropriate security protocols concerning COVID-19.

2.4. The Organiser is obliged to ensure that during assembly and disassembly the safety rules applicable to installer companies and suppliers are observed in accordance with current regulations and the Chief Sanitary Inspectorate recommendations.

2.5. The event area should be arranged in the following manner:

- a. to increase the physical distance between the participants - min. 1.5 m,
- b. not allowing the participant to choose his/her own place (places/chairs should be specially marked and assigned to individual persons).

2.6. Persons performing any activities related to the event at the MTP Poznań Expo are obliged to comply with the principles of preventive medicine, applicable hygiene rules and Chief Sanitary Inspectorate guidelines and recommendations. In particular, these persons are obliged to:

- a. **disinfect hands** before entering the event area, in toilets,

- b. **cover their mouth and nose, use disposable gloves,**
  - c. equip themselves with personal protective equipment (masks/face shields/face masks, disposable gloves),
  - d. observe hygiene rules, including covering their mouth and nose with a bent elbow or tissue (which should be immediately disposed of into a closed bin) while coughing and sneezing, avoid touching the face - especially mouth, nose, eyes, make every effort to keep the workplace clean and hygienic,
  - e. hold meetings and internal conferences with a safe distance between persons (at least 1.5 m between persons),
  - f. maintain physical distances and work safety in accordance with the applicable regulations (a minimum distance of 1.5 m is recommended).
- 2.7. Ventilating closed facilities before, during and after each day of the event is carried out in accordance with the guidelines of the National Institute of Public Health – National Institute of Hygiene.
- 2.8. The Organiser is obliged to introduce rules limiting the use of common areas by the event's staff, including the introduction of different break times, reducing the number of employees using common areas at the same time.
- 2.9. In case of organising a mass event, the Organiser is obliged to include in the documentation additional solutions to eliminate epidemiological risks.

### **3. EVENT COURSE**

- 3.1. Only authorised persons with admission documents, i.e. speakers, registered visitors, service and maintenance staff, are allowed to enter the event area; however, a larger number of entrances should be opened in order to avoid congestion and entrances dedicated to particular zones should be organised. In the entrance areas:
- a. a non-contact body temperature measurement is made (with a consent) by means of a non-contact thermometer,
  - b. during queueing to enter the event area there should be a minimum distance of 1.5 m between the participants,
  - c. contact-free access to the event premises is ensured (e.g. opening and locking the door permanently),
  - d. a system of counting persons is used to verify the number of persons present in the event area and possible entry blockages are applied, if the allowed number of persons is exceeded (the tickets can be numbered).

Grupa MTP (at the request of the Organiser) provides support for the implementation and execution of personalised sales of tickets and identity checks - at the entrance or in any other way to identify participants of events, after the Organiser obtains their consent, of which the Organiser is obliged to notify the participants in advance.

- 3.2. In order to improve security controls, the Organiser is obliged to provide additional storage places (if needed), outside the event area and not in the immediate vicinity of the event for people with larger luggage and to limit the size of luggage allowed on the event area. If such a place is provided, the Organiser is obliged to notify all participants of the event.
- 3.3. The cloakroom/luggage storage facility should be organised as follows:

- a. the Organiser is obliged to increase the number of staff working in the cloakroom as much as possible or ensure that the event participants can hang their outerwear on their own,
- b. the cloakroom staff shall be provided with personal protective equipment, including masks or face shields, gloves and hand disinfectants, as well as waterproof long-sleeve aprons for use when necessary,
- c. Wherever possible, outerwear should be hung on every other hook and the numbers assigned to the outerwear should be for single use only.

In case of providing service in cloakroom/ baggage storage facility by Grupa MTP, the aforementioned organisational rules are provided by Grupa MTP.

- 3.4. It is obligatory to cover mouth and nose (with a mask or face shield) and to wear gloves by each person on the event premises.
- 3.5. All persons present at the event premises are obliged to:
  - a. maintain safe distances (minimum 1.5 m) between interlocutors, persons queuing to the entrances, catering facilities, cloakrooms, lifts, toilets,
  - b. disinfect hands before entering the event area,
  - c. cover their nose and mouth,
  - d. use protective gloves when performing their duties,
  - e. wash hands frequently and thoroughly with soap and water in accordance with the instructions at the washbasin and to disinfect dried hands with an alcohol-based agent,
  - f. cover their mouth and nose with a bent elbow or tissue (which should be immediately disposed of into a closed bin) while coughing and sneezing, avoid touching the face - especially mouth, nose, eyes, make every effort to keep the workplace clean and hygienic after a day's work (remember to disinfect touch surfaces such as phone receiver, keyboard and mouse, light switches, desks).
- 3.6. Obligatory designation of separate communication routes for participants in the event (entry/exit), with a clear indication that it is forbidden to exit using entrance door.
- 3.7. The Organiser is obliged to provide in an easily accessible place the necessary telephone numbers to the poviatsanitary and epidemiological station and medical services.
- 3.8. The Organiser is obliged to take information actions concerning preventive medicine and observe hygiene rules (by means of posters, pictograms, audiovisual systems, sound systems), including the following:
  - a. activation of an emergency telephone number, available during the event,
  - b. placing information about the emergency number and rules of use in visible places.
- 3.9. Grupa MTP (at the request of the Organiser) provides support for the implementation and execution of personalised sales of tickets and identity checks - at the entrance or in any other way to identify participants of the events, after the Organiser has obtained their consent, of which the Organiser is obliged to inform the participants in advance.

#### **4. CLEANLINESS AND SAFETY ON THE EVENT PREMISES**

- 4.1. **The Organiser is obliged to appoint a person responsible for preventing COVID-19, whose task is to prepare and implement all necessary procedures concerning COVID-19 at a given event, and to extend the tasks of medical operators with the**

**scope of OSH and epidemiological risks, or to appoint a person responsible for OSH and epidemiological risks.**

- 4.2. The Organiser provides cleaning staff equipped with appropriate protective measures (masks, gloves, washing and disinfecting liquids).
- 4.3. Cleaning and disinfection of public toilets is carried out with increased frequency. Cleaning and disinfection of frequently touched infrastructure elements (especially handles, railings, balustrades, tops, reception desks in customer service points) during the event takes place no less frequently than every hour.  
In the case of commissioning cleaning services to Grupa MTP, Grupa MTP provides properly trained cleaning staff equipped with appropriate protective measures and performing cleaning service according to a detailed hygiene plan.
- 4.4. The Organiser is obliged to provide an adequate number of dispensers with alcohol-based hand disinfectant in the places where the participants of the event are present, in particular at the entrances, in the public spaces, in the toilets, at the reception desk (if any), lifts, in front of the catering spaces. The dispensers are available also for people with disabilities.
- 4.5. There are instructions on how to wash hands, take off and put on gloves, take off and put on a mask, properly disinfect hands, behave when sneezing or coughing and instructions on the obligation to keep an appropriate distance from other people and avoid handshakes. These instructions can be found in particular in toilets, customer service points, entrance areas.
- 4.6. Grupa MTP provides liquid soap, hand disinfectant and disposable paper towels in toilets. The use of hand dryers is prohibited. If possible, the entrances to public toilets will be contactless. There are markings on the floor in the bathrooms to remind people waiting to use the public toilets about the rule of 1.5 m distance between them.  
Mandatory access control for persons wishing to use the public toilets (the maximum number of persons who can be in a public toilet at the same time is equal to the number of available cabins/urinals).
- 4.7. After each Event, the Organiser ensures disinfection of the equipment elements made available to the participants of the event, as well as the backstage and production zones.
- 4.8. Grupa MTP provides closed containers for disposal, taking into account individual waste categories. The containers are regularly cleaned and disinfected. All persons present on the premises of MTP Poznań Expo should dispose of waste in appropriate containers.
- 4.9. It is recommended that only people who have difficulties in moving between floors should use the lifts. The maximum number of people allowed in a lift is calculated by dividing the maximum number of people by 3 (except for families).
- 4.10. Separate access routes shall be provided for contractors and technical teams. Other participants of the event have no access to such designated roads or areas.
- 4.11. Regular ventilation of the rooms and areas where participants are staying is obligatory.
- 4.12. Before and immediately after each event, Grupa MTP provides comprehensive cleaning of the event premises.
- 4.13. The Organiser is obliged to provide at least several protective suits for the indicated personnel in case there is a need to take action using such equipment and to train the personnel operating the event in the correct use and application of disinfectants and protective clothing.

4.14. Grupa MTP provides the possibility of purchasing a protective mask in a vending machine located at the MTP Poznań Expo.

## **5. SERVING EVENT PARTICIPANTS**

5.1. The reception desk / registration point for participants should be arranged in the following manner:

- a. It is recommended to refrain from using the reception desk/registration point for event participants in favour of prior online registration and prior issue/transfer by the event Organiser of the relevant identifiers/digital codes allowing for efficient and contactless confirmation of the participant identity by an increased number of staff without the need to direct participants to a special point in this respect (stage I),
- b. If the reception desk is used on the event premises, the time spent on the reception area should be limited to a minimum. It is recommended to register online in advance and to limit the operational activities of the event reception staff as much as possible,
- c. a minimum distance of 1.5 m between participants awaiting registration should be observed (e.g. messages, special markings),
- d. all activities of the reception desk staff towards the participants of the event should be carried out in a contact-free manner.

5.2. The Organiser is obliged to ensure that the Event is operated with the use of personal protective equipment and hand disinfectants.

5.3. Payment terminals should be secured with plastic film.

5.4. The staff is obliged to disinfect counters and card readers with increased frequency (at least once per hour).

5.5. The distance between the workstations at the service points / cash desk stands is at least 1.5 m.

## **6. CATERING**

6.1. In case of providing meals and drinks to the participants of the event, the Organiser is obliged to observe the following rules:

- a. Serving meals and drinks directly by the staff (no so-called buffets),
- b. participants of the event may only eat on the event premises with a suitable distance (min. 1.5 m distance between the seats/tables/cocktail tables),
- c. In the case of a shift system when serving meals and beverages, the staff should immediately disinfect the furniture (chair / table / tea table) used by the person(s) concerned with appropriate products.

6.2. In the case of preparing the food on the event premises, the rules set out in points 6.3 to 6.8 below apply.

6.3. All persons involved in catering services are obliged to wear disposable gloves or use hand disinfectants (the obligation to provide equipment is borne by the catering service provider on the event premises).

6.4. The entity providing catering services on the event site is obliged to ensure cleaning and disinfection of the preparation and serving areas.

6.5. In the case of waiters and other staff (e.g. cashiers), it is recommended to wear masks and gloves or to disinfect hands after the service is performed.

6.6. It is recommended to:

- a. ensure a distance of at least 1.5 m between workstations, unless this is not possible due to the nature of the activity. However, the catering service provider on the event premises must provide personal protective equipment,
  - b. arrange the tasks and processes that usually require close interaction and determine the methods of their modification in order to increase the physical distance between employees where it is practical and safe to do so. It is advisable to set up workstations so that employees are as far apart from each other as possible and, as far as possible, do not work closely opposite each other,
  - c. establish permanent and as few as possible work shifts, if this is consistent with working time standards,
  - d. limit the interaction of staff working in different shifts and to provide cleaning and washing of rooms between shifts,
  - e. use remote communication methods, such as mobile phone or radio, where possible,
  - f. reduce the number of employees using common areas at the same time (e.g. by spreading meal breaks and work start hours over time),
  - g. strictly follow the rules of hygiene and good hygienic practices,
  - h. maintain a high level of personal hygiene, including the care of appropriate, clean and, if necessary, protective clothing,
  - i. apply good hygienic practices on a regular basis (washing hands regularly, refraining from unhygienic behaviour such as sneezing or coughing when producing or handling food, special care for the cleanliness of toilets, etc.).
- 6.7. It should be ensured that employees are reminded of the rules of personal hygiene, washing and disinfecting hands and of the obligation to inform about poor health. This applies not only to employees who have direct contact with the plant and food, but also to office workers, drivers, suppliers, service technicians, etc.
- 6.8. In order to ensure the safety of customers (event participants), special attention should be paid to:
- a. the rule to maintain a 1.5 m distance between people standing in line, by using visible markings (e.g. stickers on the floor or standing signs),
  - b. mandatory disinfection of hands by customers at the entrance to the premises,
  - c. making dispensers with hand disinfectant available to the guests in the dining room area (at the ordering/checkout points) and at the exit from the toilets,
  - d. marking out zones on the floor to ensure that appropriate distances between guests are maintained (keeping the distance does not apply to families or persons in the common household), taking into account the outdoor areas,
  - e. the distance between the table tops (from their edges) should be min. 1.5 m, and 1 m if the tables are separated by partitions at least 1 m high (above the table top),
  - f. the principle that a family or persons in the same household can stay at one table. Otherwise, in order to increase safety and distance between guests, it is proposed to reduce the number of people at the table by 20% compared to the standard seating arrangement; it is recommended that guests are seated on both sides of the table so that they do not sit facing each other,
  - g. clear, hard-to-remove marking of the excluded tables and the development of a room plan for the time of the epidemic,

- h. designating safe outdoor areas for guests waiting to enter. Directing guests to a specific free table,
- i. Wearing of mouth and nose protection and gloves is not required for guests of the gastronomic premises during consumption,
- j. After serving the guests of the gastronomic premises, each table must be disinfected. After disinfection, the table should be marked with a "Disinfected" sign,
- k. common surfaces with which customers have contact (excluding the floor) should be disinfected at least every 15 minutes,
- l. It is recommended to ensure that the restaurant premises are ventilated as much as possible,
- m. self-service spaces (salad bars, cake tables, buffet tables with regional cuisine, beverage dispensers, buffets, bars, coffee bars, ice-cream freezers, live cooking tables) can be organised provided that a person is appointed to serve these places,
- n. for on-site service:
  - i. bringing orders on trays (bringing meals to the table does not apply if the restaurant does not provide the tables),
  - ii. washing and disinfecting trays after each use,
- o. for take-away services:
  - i. orders ready to collect are packed in bags and placed on the counter,
  - ii. contactless serving of orders,
  - iii. ensuring safety when using screens for placing orders (so called self-ordering kiosks) through e.g. dispenser with hand disinfectant or disposable gloves and regular (several times a day) wiping of screen surfaces,
  - iv. removal of accessories (e.g. sugar, disposable cutlery, vases, napkin holders) from the dining room area and serving meals directly by the staff.

## **7. CONSEQUENCES OF NON-COMPLIANCE WITH PROCEDURES**

- 7.1. In the event of non-compliance with the procedures listed in these Instructions, the Organiser or Grupa MTP reserves the right to:
- a. not to admit to the MTP Poznań Expo any persons who refuse to comply with the safety procedures or who during the course of the procedures are regarded as possibly infected (e.g. with coronavirus),
  - b. immediately remove from the MTP Poznań Expo and prevent re-entry and, in justified cases, call the appropriate services if a person fails to follow the security procedures.

## **8. PROCEDURES FOR DEALING WITH A PERSON WITH SYMPTOMS OF INFECTION**

- 8.1. On the premises of MTP Poznań Expo there is a closed, isolated and properly disinfected room for people with symptoms of infection.
- 8.2. **In case of any disturbing symptoms, the participants, employees and service providers at the MTP Poznań Expo should not come to work. They should stay at home and contact the sanitary and epidemiological station, isolation ward, and in case of deterioration of their health, call 999 or 112 and inform the medical staff that they may be infected with coronavirus.**

- 8.3. Each person present at the MTP Poznań Expo, who experiences symptoms of disease or notices any other person with such symptoms, is obliged to report this fact to the Organiser or service staff.
- 8.4. The Organiser is obliged to maintain constant contact and immediately report if any of the persons present at the MTP Poznań Expo are suspected to have any symptoms of disease, and to report any noticed symptoms of such persons.
- 8.5. In case of any disturbing symptoms suggesting a coronavirus infection in an employee performing his/her tasks at a given workstation / person providing services at the MTP Poznań Expo, the Organiser should immediately remove such a person from work and send him/her home by individual transport. The Organiser should immediately notify the locally competent powiat sanitary and epidemiological station and follow strictly the instructions and orders issued.
- 8.6. The Organiser is obliged to immediately inform the Powiat Sanitary and Epidemiological Station about a person with suspected infection and follow the guidelines of the Powiat Sanitary and Epidemiological Station.
- 8.7. The Organiser is obliged to:
  - a. establish a list of persons (if possible) present at the same time and place at the MTP Poznań Expo,
  - b. make the list of participants and employees available to the relevant employees of the Powiat Sanitary and Epidemiological Station.
- 8.8. Persons with alarming symptoms suggesting a coronavirus infection should wait for transport in a designated room where it is possible to temporarily isolate them from other people, in accordance with the guidelines of the medical team (if any) / person responsible for occupational health and safety (if appointed) / Organiser / Grupa MTP.
- 8.9. It is recommended to determine the area where the employee has moved, carry out routine cleaning in accordance with procedures, and to disinfect touch surfaces.
- 8.10. The area where the infected customer has been present must be thoroughly disinfected and the tools that were used during the service provision must be disinfected.
- 8.11. The telephone numbers of the Powiat Sanitary and Epidemiological Station as well as medical services are displayed in a visible place at the MTP Poznań Expo.
- 8.12. The room referred to in point 8.1. shall be disinfected each time a person with symptoms of infection is isolated there.

#### **§ 4 CULTURAL AND ENTERTAINMENT EVENTS IN THE FACILITIES**

##### **1. GENERAL PRINCIPLES**

- 1.1. **Persons suffering from COVID-19, infected with SARS-CoV-2 virus, in quarantine, isolation as well as persons with symptoms of infectious disease are not allowed to stay at the MTP Poznań Expo.**
- 1.2. The maximum number of participants in the event is calculated as half the number of seats available to the audience.

##### **2. EVENT ORGANISATION (ASSEMBLY AND DISASSEMBLY PERIOD)**

- 2.1. Persons performing any activities related to the event at the MTP Poznań Expo are subject to a body temperature measurement when entering the MTP Poznań Expo. The Organiser

is obliged to inform its employees and co-workers about the temperature measurements and to obtain consent for such measurements.

2.2. Artists are required to complete a declaration of health when they start work.

2.3. The Organiser is obliged to:

- a. provide contact details for the event staff (employee tracking; obligatory) and participants (recommended),
- b. conduct training of employees in non-contact handling of the audience and procedures used during the event,
- c. plan the schedule of the event so that as few people as possible work in one place at the same time - including office workers,
- d. develop appropriate provisions for agreements with contractors and employees under a mandate contract / contract for performance of a specific task (e.g. GDPR's clause concerning the provision of the Chief Sanitary Inspectorate data, health declaration),
- e. develop appropriate records to the OHS instructions taking into account the Chief Sanitary Inspectorate guidelines,
- f. allow for the possibility to conduct individual artistic activities with the distance of 1.5 metres between the performers (if possible),
- g. limit the number of seats for the full orchestra in the orchestra section,
- h. regularly disinfect the surfaces used by the artists, including decorations and props with which they have direct contact (if any),
- i. apply the following rules:
  - a. the costumes: dressing and undressing without wardrobe assistant, where possible; after removing the costume, it should be put into a plastic bag, marked with the name of the artist, and then given to the laundry,
  - b. microports: individual for each actor, signed, for the duration of the whole performance cycle,
  - c. orchestras: containers with disinfectant for cleaning wind instruments from liquid air,
- j. supplement the regulations of the event with additional provisions concerning epidemic safety and taking into account:
  - a. the GDPR clause concerning making the data of the event participants available to the Chief Sanitary Inspectorate and the security services,
  - b. The obligation of the participants to equip themselves with personal protective equipment,
  - c. Submitting by the participant an obligatory written statement at the entrance to the event or earlier by online means that the participant, to the best of his/her knowledge, is not an infected person and is not in quarantine or under epidemiological supervision,
- k. informing the participants of the event (using all available information channels) in advance about the fact that participation in the event is tantamount to acceptance of the event regulations, the provisions of which the participant is obliged to comply with, and about the rules of participation in the given event in terms of logistics and safety on the event premises.

- 2.4. The Organiser is obliged to ensure that during assembly and disassembly the safety rules applicable to installer companies and suppliers are observed in accordance with current regulations and the Chief Sanitary Inspectorate recommendations.
- 2.5. No more than half of the seats are available to the public. The rows are occupied alternately, with one free space between the spectators. The obligation to maintain one free seat between spectators shall not apply to the viewer who:
  - a. participates in the show with a child under 13 years old,
  - b. is a person holding a disability certificate, a person with a disability degree certificate, a person holding special educational needs statement or a person who, due to his/her state of health, cannot move around independently.
- 2.6. The following solutions are recommended for audience location at the event:
  - a. An audience zone with seats:
    - a. in the case of large facilities, division into zones is possible (each zone has - if possible - dedicated toilets, catering points to limit the movement of people around the facility),
    - b. every second seat occupied in accordance with point 2.5 above,
  - b. Standing audience zone - introduction of horizontal markings, separating appropriate zones to maintain social distance, min. 1.5 m
  - c. The audience is located at least 1.5 m from the stage/artists, and in the case of vocal performances - 6 m – if it is possible.
- 2.7. Persons performing any activities related to the event at the MTP Poznań Expo are obliged to comply with the principles of preventive medicine, applicable hygiene rules and Chief Sanitary Inspectorate guidelines and recommendations. In particular, these persons are obliged to:
  - a. **disinfect hands** when entering and exiting the event area, in toilets,
  - b. **cover their mouth and nose (masks / face shields), use disposable gloves,**
  - c. equip themselves with personal protective equipment (masks/face shields/face masks, disposable gloves),
  - d. observe hygiene rules, including covering their mouth and nose with a bent elbow or tissue (which should be immediately disposed of into a closed bin) while coughing and sneezing, avoid touching the face - especially mouth, nose, eyes, make every effort to keep the workplace clean and hygienic,
  - e. hold meetings and internal conferences with a safe distance between persons.
- 2.8. Ventilating closed facilities before, during and after each day of the event is carried out in accordance with the guidelines of the National Institute of Public Health – National Institute of Hygiene.
- 2.9. The clothing of the event service team members and the towels should be washed at 60 degrees or properly disinfected.
- 2.10. Storage places and smoking rooms are excluded from use.
- 2.11. The facility has as many rooms as possible and separate bathrooms for staff and service team members.
- 2.12. In case of organising a mass event, the Organiser is obliged to include in the documentation additional solutions to eliminate epidemiological risks and to inform the relevant poviats sanitary inspectorate about the applied security measures together with a request for verification from an epidemiological point of view.

### 3. EVENT COURSE

3.1. Only authorised persons with admission documents, i.e. speakers, registered visitors, service and maintenance staff, are allowed to enter the event area; however, a larger number of entrances should be opened in order to avoid congestion and entrances dedicated to particular zones should be organised. The following rules apply to the entry and exit zones:

- a. a non-contact body temperature measurement is made (with a consent) by means of a non-contact thermometer,
- b. security staff and ticket-collectors are equipped with appropriate personal protective equipment (masks, face shields, hand disinfectants),
- c. during events where a search procedure is applied, security should regularly disinfect hands,
- d. mandatory hand disinfection by participants at the entrance to the facility or event area,
- e. queueing while keeping a distance of 1.5 m from each other,
- f. division of the public into sections entering to the facility at appropriate intervals (if possible),
- g. in the case of facilities with one entrance - determining separate hours of entry for individual groups of people,
- h. in the case of facilities with more than one entrance - division of people into as many entrances as possible,
- i. preferred e-tickets on mobile phones,
- j. leaving the facility:
  - i. smooth exit of groups/sections of people, if possible, letting elderly people out first,
  - ii. making as many exits as possible available,
  - iii. controlling the flow of the audience by the event service team,
- k. contact-free access to the event premises is recommended,
- l. a system of counting persons is used to verify the number of persons present in the event area and possible entry blockages are applied, if the allowed number of persons is exceeded (the tickets can be numbered).

Grupa MTP (at the request of the Organiser) provides support for the implementation and execution of personalised sales of tickets and identity checks - at the entrance or in any other way to identify participants of events, after the Organiser obtains their consent, of which the Organiser is obliged to notify the participants in advance.

3.2. In order to improve security controls, the Organiser is obliged to provide additional storage places (if needed), outside the event area and not in the immediate vicinity of the event for people with larger luggage and to limit the size of luggage allowed on the event area. If such a place is provided, the Organiser is obliged to notify all participants of the event.

3.3. All persons present at the event premises are obliged to:

- a. maintain safe distances (minimum 1.5 m) between persons queuing to the entrances, catering facilities, cloakrooms, lifts, toilets,
- b. disinfect hands before entering the event area,

- c. cover their nose and mouth.
- 3.4. Service providers / employees are obliged to provide appropriate personal protective equipment for staff and to provide disinfectant.
- 3.5. The Organiser is obliged to take information actions concerning preventive medicine and observe hygiene rules (by means of posters, pictograms, audiovisual systems, sound systems), including placing in the area of the event information boards reminding about the obligation to wear masks and keeping the distance of min. 1.5 m.
- 3.6. Grupa MTP (at the request of the Organiser) provides support for the implementation and execution of personalised sales of tickets and identity checks - at the entrance or in any other way to identify participants of the events, after the Organiser has obtained their consent, of which the Organiser is obliged to inform the participants in advance.

#### **4. CLEANLINESS AND SAFETY ON THE EVENT PREMISES**

- 4.1. **The Organiser is obliged to appoint a health coordinator or delegate a specific employee to the tasks related to taking care of all established procedures and constant contact with a designated person from the relevant poviatsanitary and epidemiological station, and to extend the tasks of medical operators with the scope of OSH and epidemiological risks (or to appoint a person responsible for OSH and epidemiological risks).**
- 4.2. The Organiser provides cleaning staff equipped with appropriate protective measures (masks, gloves, washing and disinfecting liquids). Cleaning and disinfection of public toilets is carried out with increased frequency, at least once an hour.  
In the case of commissioning cleaning services to Grupa MTP, Grupa MTP provides cleaning staff equipped with appropriate protective measures.
- 4.3. The Organiser is obliged to provide an adequate number of dispensers with alcohol-based hand disinfectant in the places used by event participants, in particular at the entrances and exits, in the public spaces, in the toilets, lifts, in front of catering points, in consumption areas and next to the sales points. The dispensers are available also for people with disabilities.
- 4.4. As many toilets as possible are made available on the event premises and the event is organised in such a way as to maintain the required distance. It is recommended to exclude every second urinal from use if the distance between them is not safe, and to organise the use of toilets in such a way as to facilitate keeping a safe distance.
- 4.5. On the event premises there are instructions on how to wash hands, taking into account the needs of people with disabilities and children (appropriate height), take off and put on gloves, take off and put on a mask, properly disinfect hands, behave when sneezing or coughing and the obligation to keep an appropriate distance from other people and avoid handshakes. These instructions can be found in particular in toilets and customer service points.
- 4.6. Grupa MTP provides only touchless paper towel dispensers in toilets. The cleaning staff is obliged to regularly check product quantities in toilets as well as the condition of the toilets and to complete the control cards (with the frequency of service every hour). The use of hand dryers is prohibited. If possible, the entrances to public toilets will be contactless.

- 4.7. After each Event, the Organiser provides disinfection of the backstage and production zones.
- 4.8. Grupa MTP provides closed containers for disposal, taking into account individual waste categories and including personal protective equipment. The containers are regularly cleaned and disinfected. All persons present on the premises of MTP Poznań Expo should dispose of waste in appropriate containers.
- 4.9. It is recommended that only persons who have difficulties in moving between floors, families with small children, people with disabilities, the elderly and pregnant women should use lifts. The maximum number of people allowed in the lift is calculated by dividing the maximum number of people by 3.
- 4.10. Separate access routes shall be provided for contractors and technical teams. Other participants of the event have no access to such designated roads or areas.
- 4.11. Regular ventilation of the rooms and areas where participants are staying is obligatory.
- 4.12. The Organiser is obliged to provide at least several protective suits for the indicated personnel in case there is a need to take action using such equipment and to train the personnel operating the event in the correct use and application of disinfectants and protective clothing.
- 4.13. **The Organiser** is obliged to clean the preparation and serving areas taking into account the following rules:
  - a. Using special disinfectants,
  - b. Obligation and increased frequency of disinfection or ozonisation of such premises with particular regard to the infrastructure contacted,
  - c. Rules for disinfection of payment systems devices.If Grupa MTP provides catering services, it ensures compliance with the above rules.
- 4.14. Grupa MTP provides the possibility of purchasing a protective mask in a vending machine located at the MTP Poznań Expo.

## 5. SERVING EVENT PARTICIPANTS

- 5.1. **Employees** providing direct service to customers or clients are obliged to cover their nose and mouth. It is recommended to use a mask or face shield.
- 5.2. The employer must provide its employees with hand disinfectants.
- 5.3. The Organiser is obliged to ensure that the Event is operated with the use of personal protective equipment and hand disinfectants.
- 5.4. The Organiser is obliged to ensure a distance between workstations, including sales stands, of at least 1.5 m.
- 5.5. It is recommended to equip the service points with a transparent cover, e.g. made of plexiglas, separating the staff from the participants.
- 5.6. The staff is obliged to cover the payment terminals with plastic film, disinfect the counters and card readers with increased frequency (at least once an hour) and to perform disinfection of the cash desk or service point at least once an hour.
- 5.7. It is recommended that staff disinfect PIN pads and scanners each time before/after use.
- 5.8. The staff is obliged to systematically disinfect hands.
- 5.9. In case of selling clothing at the stands, it is forbidden to try it on.

## **6. CATERING; COMMERCIAL ACTIVITY**

- 6.1. Organisation of meals by particular groups and in the "take away" form.
- 6.2. Meals for artists and staff are served according to the rules described in this point.
- 6.3. All persons involved in catering services are obliged to wear disposable gloves or use hand disinfectants (the obligation to provide equipment is borne by the catering service provider on the event premises).
- 6.4. The entity providing catering services on the event site is obliged to ensure cleaning and disinfection of the preparation and serving areas.
- 6.5. In the case of waiters and other staff (e.g. cashiers), it is recommended to wear masks and gloves or to disinfect hands after the service is performed.
- 6.6. It is recommended to:
  - a. ensure a distance of at least 1.5 metres between workstations, unless this is not possible due to the nature of the activity. However, the catering service provider on the event premises must provide personal protective equipment,
  - b. arrange the tasks and processes that usually require close interaction and determine the methods of their modification in order to increase the physical distance between employees where it is practical and safe to do so. It is advisable to set up workstations so that employees are as far apart from each other as possible and, as far as possible, do not work closely opposite each other,
  - c. establish permanent and as few as possible work shifts, if this is consistent with working time standards,
  - d. limit the interaction of staff working in different shifts and to provide cleaning and washing of rooms between shifts,
  - e. use remote communication methods, such as mobile phone or radio, where possible,
  - f. reduce the number of employees using common areas at the same time (e.g. by spreading meal breaks and work start hours over time),
  - g. strictly follow the rules of hygiene and good hygienic practices,
  - h. maintain a high level of personal hygiene, including the care of appropriate, clean and, if necessary, protective clothing,
  - i. apply good hygienic practices on a regular basis (washing hands regularly, refraining from unhygienic behaviour such as sneezing or coughing when producing or handling food, special care for the cleanliness of toilets, etc.),
  - j. It should be ensured that employees are reminded of the rules of personal hygiene, washing and disinfecting hands and of the obligation to inform about poor health. This applies not only to employees who have direct contact with the plant and food, but also to office workers, drivers, suppliers, service technicians, etc.
- 6.7. In order to ensure the safety of customers (event participants), special attention should be paid to:
  - a. the rule to maintain a 1.5 m distance between people standing in line, by using visible markings (e.g. stickers on the floor or standing signs),
  - b. mandatory disinfection of hands by customers at the entrance to the premises,
  - c. making dispensers with hand disinfectant available to the guests in the dining room area (at the ordering/checkout points) and at the exit from the toilets,

- d. marking out zones on the floor to ensure that appropriate distances between guests are maintained (keeping the distance does not apply to families or persons in the common household), taking into account the outdoor areas,
- e. the distance between the table tops (from their edges) should be min. 1.5 m, and 1 m if the tables are separated by partitions at least 1 m high (above the table top),
- f. the principle that a family or persons in the same household can stay at one table. Otherwise, in order to increase safety and distance between guests, it is proposed to reduce the number of people at the table by 20% compared to the standard seating arrangement; it is recommended that guests are seated on both sides of the table so that they do not sit facing each other,
- g. clear, hard-to-remove marking of the excluded tables and the development of a room plan for the time of the epidemic,
- h. designating safe outdoor areas for guests waiting to enter, directing guests to a specific free table,
- i. wearing of mouth and nose protection and gloves is not required for guests of the gastronomic premises during consumption,
- j. after serving the guests of the gastronomic premises, each table must be disinfected. After disinfection, the table should be marked with a "Disinfected" sign,
- k. common surfaces with which customers have contact (excluding the floor) should be disinfected at least every 15 minutes,
- l. It is recommended to ensure that the restaurant premises are ventilated as much as possible,
- m. self-service spaces (salad bars, cake tables, buffet tables with regional cuisine, beverage dispensers, buffets, bars, coffee bars, ice-cream freezers, live cooking tables) can be organised provided that a person is appointed to serve these places,
- n. for on-site service:
  - i. bringing orders on trays (bringing meals to the table does not apply if the restaurant does not provide the tables),
  - ii. washing and disinfecting trays after each use,
- o. for take-away services:
  - i. orders ready to collect are packed in bags and placed on the counter,
  - ii. contactless serving of orders,
  - iii. ensuring safety when using screens for placing orders (so called self-ordering kiosks) through e.g. dispenser with hand disinfectant or disposable gloves and regular (several times a day) wiping of screen surfaces,
  - iv. removal of accessories (e.g. sugar, disposable cutlery, vases, napkin holders) from the dining room area and serving meals directly by the staff.

## **7. CONSEQUENCES OF NON-COMPLIANCE WITH PROCEDURES**

- 7.1. In the event of non-compliance with the procedures listed in § 2 of the Regulations, the Organiser or Grupa MTP reserves the right to:
- a. not to admit to the MTP Poznań Expo any persons who refuse to comply with the safety procedures or who during the course of the procedures are regarded as possibly infected (e.g. with coronavirus),

- b. immediately remove from the Facility and MTP Poznań Expo and prevent re-entry and, in justified cases, call the appropriate services if a person fails to follow the security procedures.

## **8. PROCEDURES FOR DEALING WITH A PERSON WITH SYMPTOMS OF INFECTION**

- 8.1. On the premises of MTP Poznań Expo there is a closed, isolated and properly disinfected room for people with symptoms of infection.
- 8.2. **In case of any disturbing symptoms, the participants, employees and service providers at the MTP Poznań Expo should not come to work. They should stay at home and contact the sanitary and epidemiological station, isolation ward, and in case of deterioration of their health, call 999 or 112 and inform the medical staff that they may be infected with coronavirus.**
- 8.3. Each person present at the MTP Poznań Expo, who experiences symptoms of disease or notices any other person with such symptoms, is obliged to report this fact to the Organiser or service staff.
- 8.4. The Organiser is obliged to maintain constant contact and immediately report if any of the persons present at the MTP Poznań Expo are suspected to have any symptoms of disease, and to report any noticed symptoms of such persons.
- 8.5. In case of any disturbing symptoms suggesting a coronavirus infection in an employee performing his/her tasks at a given workstation / person providing services at the MTP Poznań Expo, the Organiser should immediately remove such a person from work and send him/her home by individual transport. The Organiser should immediately notify the locally competent powiat sanitary and epidemiological station and follow strictly the instructions and orders issued.
- 8.6. The Organiser is obliged to immediately inform the Powiat Sanitary and Epidemiological Station about a person with suspected infection and follow the guidelines of the Powiat Sanitary and Epidemiological Station.
- 8.7. The Organiser is obliged to:
  - a. establish a list of persons (if possible) present at the same time and place at the MTP Poznań Expo,
  - b. make the list of participants and employees available to the relevant employees of the Powiat Sanitary and Epidemiological Station.
- 8.8. Persons with alarming symptoms suggesting a coronavirus infection should wait for transport in a designated room where it is possible to temporarily isolate them from other people, in accordance with the guidelines of the medical team (if any) / person responsible for occupational health and safety (if appointed) / Organiser / Grupa MTP.
- 8.9. It is recommended to determine the area where the employee has moved, carry out routine cleaning in accordance with procedures, and to disinfect touch surfaces.
- 8.10. The area where the infected customer has been present must be thoroughly disinfected and the tools that were used during the service provision must be disinfected.
- 8.11. The telephone numbers of the Powiat Sanitary and Epidemiological Station as well as medical services are displayed in a visible place at the MTP Poznań Expo.
- 8.12. The room referred to in point 8.1. shall be disinfected each time a person with symptoms of infection is isolated there.

## **§ 5. OUTDOOR EVENTS**

### **1. GENERAL PRINCIPLES**

**1.1. Persons suffering from COVID-19, infected with SARS-CoV-2 virus, in quarantine, isolation as well as persons with symptoms of infectious disease are not allowed to stay at the MTP Poznań Expo.**

### **2. OUTDOOR FAIRS**

2.1. In the case of the organisation of fair in the open area (open air), the provisions of § 2 of the Instructions apply, except for the following provisions of § 2:

- a. § 2 point 2.8 (ventilating closed facilities),
- b. § 2 point 4.7 (disinfection of the backstage and production zones),
- c. § 2 point 4.9 (using the lifts),
- d. § 2 point 4.11 (ventilating rooms),
- e. § 2 point 4.12 (providing protective suits)

### **3. OUTDOOR BUSINESS MEETINGS, TRAINING, CONFERENCES AND CONGRESSES**

3.1. In the case of the organisation of business meetings, training, conferences and congresses in the open area (open air), the provisions of § 3 of the Instructions apply, except for the following provisions of § 3:

- a. 0 point 2.7 (ventilating closed facilities),
- b. 0 point 4.7 (disinfection of the backstage and production zones),
- c. 0 point 4.8 (using the lifts),
- d. 0 point 4.11 (ventilating rooms),
- e. 0 point 4.13 (providing protective suits)

### **4. OUTDOOR CULTURAL AND ENTERTAINMENT EVENTS**

4.1. All persons participating in the event are required to maintain a 1.5 m distance between them.

4.2. The number of available portable toilets and washbasins with access to water, soap and disinfectants, regularly cleaned and disinfected by the staff, is increased.

4.3. The Organiser is obliged to ensure that the staff clean the room and toilet door handles as often as possible.

4.4. Clear separation and marking of the area for the audience is mandatory (to prevent the public from mixing with outsiders, e.g. strollers).

4.5. In case of organisation by an entrepreneur conducting creative activity related to all collective forms of culture and entertainment (PKD 90.0) and activity related to projection of films or video recordings in cinemas, in the open air or in other places and activities of film clubs (PKD 59.14.Z), the Organiser is obliged to:

- a. ensure that at the same time the number of spectators, listeners, visitors or participants is no more than 1 person per 5 m<sup>2</sup>,
- b. ensure that a distance of at least 1.5 m from other persons is maintained by marking the public places with horizontal signs,

- c. ensure that the spectators, listeners, visitors or participants fulfil the obligation to cover their mouths and noses, unless a distance of not less than 1.5 m from other persons is kept, excluding:
    - i. the spectator or listener who participates in the event with a child under 13 years old,
    - ii. the spectator or listener who participates in the event with a person holding a disability certificate, a person with a disability degree certificate, a person holding special educational needs statement or a person who, due to his/her state of health, cannot move around independently,
    - iii. co-residents or persons jointly running a household.
- 4.6. In case of organisation of the event referred to in point 4.6 above, the limit of 150 persons does not apply.
- 4.7. In matters not regulated by this point (§ 5 point 4), the provisions of § 4 of the Instructions apply, except for the following provisions of § 4 of the Instructions:
- a. 0 point 2.8 (ventilating closed facilities),
  - b. 0 point 2.11 (sharing rooms),
  - c. 0 point 4.7 (disinfection of the backstage and production zones),
  - d. 0 point 4.9(using the lifts),
  - e. 0 point 4.11 (ventilating rooms),
  - f. 0 point 4.12 (providing protective suits).

## **5. SPORTS ACTIVITIES, OUTDOORS SPORT EVENTS**

- 5.1. In case of organisation of an outdoor event by an entrepreneur conducting sport, entertainment and recreation activities (PKD 93.0), the Organiser is obliged to:
- a. verify the number of persons participating in sports activities, sports event or using sports equipment,
  - b. disinfect cloakrooms and sanitary facilities,
  - c. provide persons participating in sports activities, a sports event or using sports equipment with hand and sports equipment disinfectants,
  - d. disinfect sports facilities and equipment after each use and each group of users,
  - e. ensure 15-minute intervals between entering and leaving participants in sports activities, sports events or between persons using sports equipment, or otherwise limit contact between these persons.
- 5.2. Persons participating in sports activities or sports events and using sports equipment are obliged to disinfect their hands when entering and leaving a sports event or activity areas.
- 5.3. The maximum number of participants of such sports activities or events at the same time is 250 persons, excluding the personnel providing services to the event, however, in the open space outside sports facilities - the event takes place without participation of the audience.

## **§ 6. OTHER EVENTS**

1. Organisation of events other than those specified in § 2- 5 above (i.e. other than fair, business meetings, training courses, conferences, congresses, cultural and entertainment events, outdoor events) is subject to consultations with Grupa MTP with respect to applicable limitations, restrictions, guidelines, hygiene rules and health prevention.

## 2. SPORTS ACTIVITIES, SPORTS EVENTS IN THE FACILITY

- 2.1. In the case of an event organised by an economic operator conducting activities related to sport, entertainment and recreation (PKD 93.0) events on a sports facility, the maximum number of participants in the activities or events at the same time is 250, not including the personnel providing services to the event, however, the organisation of the audience should be arranged in such a way that every second place in the audience is made available to the public, in alternate rows, if there are no designated seats in the audience while maintaining a distance of 1.5 m, but not more than 50% of the number of seats provided for the public.
- 2.2 The obligation to provide every second place referred to in point 2.1 above shall not apply to:
- a spectator who participates in the event with a child under the age of 13,
  - a spectator who participates in an event with a person with a disability certificate, a person with a certificate of disability degree, a person with a certificate of special education needs, or a person who, due to his/her health condition, cannot move around independently,
  - persons residing together or sharing a household.
- 2.3 On the premises of the facility referred to in point 2.1 the spectator shall be obliged to:
- fulfil the obligation to cover their mouth and nose until they take their place and while moving around the premises of the facility,
  - keep a distance of 1.5 m from another viewer - for objects without a marked location.
- 2.4 Sales of tickets to the public participating in the event referred to in this point shall be carried out exclusively by electronic means.

## § 7. FINAL PROVISIONS

- The instructions are valid until the end of the epidemic.
- This consolidated text of the Instructions has been drawn up on the basis of the legal status in force on 10 September 2020 and on the basis of guidelines issued by the Ministry of Development and the Chief Sanitary Inspectorate and by the Ministry of Culture and National Heritage and the Chief Sanitary Inspectorate, available on the website:
  - <https://www.gov.pl/web/rozwoj/targi> (guideline for fair),
  - <https://www.gov.pl/web/rozwoj/obiekty-wielofunkcyjne> (guidelines for multifunctional facilities),
  - <https://www.gov.pl/web/rozwoj/spotkania-biznesowe-szkolenia-konferencje-i-kongresy> (guidelines for business meetings, training, conferences and congresses),
  - <https://www.gov.pl/web/kultura/wytyczne-dla-organizatorow-impres-kulturalnych-i-rozrywkowych-w-trakcie-epidemii-wirusa-sars-cov-2-w-polsce> (guidelines for organisers of cultural and entertainment events).
- Any possible further changes regarding epidemic safety resulting from the regulations and recommendations of the Chief Sanitary Inspectorate will be taken into account, and the consolidated text of the Instructions will be published on the Internet by Grupa MTP at [www.mtp.pl](http://www.mtp.pl) and on the websites of individual fair or other events.
- The Organiser is obliged to publish the updated Instructions on the website of the event organised by it, immediately after receiving them from Grupa MTP.
- This consolidated text shall apply as of 10 September 2020.