



INTERIM COVID-19 SAFETY PROTOCOL FOR TRADESHOWS, EXHIBITIONS, CONFERENCES AND CULTURAL EVENTS

CONTENTS

Aim and Scope	3
COVID-19 Vaccination, Testing and Quarantine	3
International Delegates	3
Local Delegates	3
Event Management	4
Risk Assessment	4
General Requirements (all areas)	4
Registration Desks and Ticketing	5
Reception Area	5
Exhibition Halls	5
Conference and Meeting Rooms	6
Food and Beverage Stations	6
Elevators	6
Restrooms	6
Education and Awareness	7
Employees, Contractors and Suppliers	7
Measures for Participants and Delegates	8
General Infection, Prevention, and Control Measures	9
General requirements (all areas):	9
Restrooms	10
Event Setup and Activities	10
Pre-event	10
During event	11
Post-event	11
Food Outlets	11
Important Notes:	12
Management Of Suspected and Confirmed Covid-19	
Cases During the Event	13
Vulnerable Groups	13

AIM AND SCOPE

This Interim COVID-19 Safety Protocol aims to provide guidance on the best ways to facilitate safe event organization of tradeshows, exhibitions, conferences and cultural events in the State of Qatar.

The document provides in-depth protocols for the following:

- Taking effective precautionary measures to protect the health of participants, organizers, and staff by reducing the risk of transmission of COVID-19 virus during events.
- Guidance for all healthcare workers, event managers, and other support personnel on managing a tradeshow, exhibition, conference, or cultural event in the context of COVID-19.

This document is developed in line with Ministry of Public Health (MOPH) COVID-19 public health measures, including testing protocols and delegates/participants/ visitors' arrangements.

The measures and restrictions mentioned in this document may change during the varying stages of the pandemic. Therefore, it's the responsibility of the event organizers and venue management to monitor and implement the relevant measures when applicable accordingly.

COVID-19 VACCINATION, TESTING AND QUARANTINE

The event organizers must conform to the latest MOPH COVID-19 vaccination, testing, and quarantine guidelines available at the MOPH website (Precautions for lifting COVID-19 restrictions "moph.gov.qa").

Necessity and frequency of testing may vary depending on the status of disease occurrence or spread of infection among participants throughout the event and as deemed necessary by the MOPH.

International Delegates

- All international participants are required to follow the MOPH Qatar Travel and Return Policy available at MOPH website. [Qatar Travel and Return Policy Qatar Travel and Return Policy \(moph.gov.qa\)](https://moph.gov.qa)
- Participants will be required to download the Ehteraz mobile application
- Participants will be required to adhere to all quarantine guidelines issued by MOPH and MOI where applicable.

Local Delegates

- The event organizers must conform to the latest MOPH COVID-19 vaccination, testing, and quarantine guidelines available at the MOPH website.

EVENT MANAGEMENT

The event organizers must assign a dedicated Event Manager and Crisis Management team responsible for ensuring compliance with guidelines, suggesting improvement areas, and communicating effectively with employees, contractors, suppliers, and guests.

The roles and responsibilities of the Event Manager are including, but are not limited to the following:

- Ensure that organizers, employees, contractors, suppliers, and guests are familiar and comply with COVID-19 protocol requirements.
- Manage the venue Crisis Management team.
- Ensure effective communication with organizers, employees, contractors, suppliers, and guests.

Event organizers are expected to undertake suitable and a comprehensive risk assessment, ensure venue readiness and follow crowd management protocols and provide their reports to relevant entities before event start.

Risk Assessment

Risk assessments are required to be completed, and reports to be shared with official entities prior to the start of the event. Events organizers' risk management evaluation should cover:

- Detailed floor plan with internal zoning, and capacity restrictions, foot traffic and flow density management.
- Major aspects of the show including access/ exit, planning, set up times and order of the show.
- Evaluation of travel history, age groups and special medical needs of guests, exhibitors, organizers, and other related parties.
- Provide details about the category of the event and if it's with kids' activities, music festivals, food and other details that can increase the risk.
- Outline venue readiness and safety infrastructure.
- Proof of compliance from employee, contractor, supplier, and guests.
- Outline the suggested COVID-19 Business Management Plan.

General Requirements (all areas)

- Capacity of the venue must not exceed the allowed capacity as per MOPH restrictions
- Recommendation to allow for a minimum distance of 1-meter between individuals especially if individuals are not wearing masks

- Fire exits, shutter doors, corridors and access zones must always remain clear.
- All individuals should wear masks at all times in all indoor events, it's no longer mandatory to wear a face mask in outdoor events
- Wearing face mask is mandatory for people whose nature of work requires working in open spaces and dealing with the public, such as hospitality and security staff.
- Ensure queues are fast-moving and monitored by employees.
- Ensure availability of handwashing facilities and/or hand sanitizers at multiple locations in the venue.

Registration Desks and Ticketing

- Encourage tickets purchase online prior to the event to reduce entrance queue.
- Staggered and timed arrival for delegates and public to avoid queuing and crowding.
- Ensure a minimum of 2-meters between registration or ticketing desks.
- Implement technology-driven contactless registration, when applicable.
- Install plexiglass separations between registration staff and registrants.
- Minimize the use of cash payments.

Reception Area

- Ehteraz application is required to be shown at the entrance. Entry is permitted only for those with a Green status. When checking Ehteraz, ensure that the application is running by checking the progressing time stamp.
- Limit number of entrances and exits of the venue.
- Dedicate separate doors for entry and exit.
- Gates should open early to avoid crowding.

Exhibition Halls

The floor plan design should ensure the allowed capacity restriction and should account for:

- Safe access and exit
- Booth density numbers
- Visitor flow management
- Sanitization points

- Installation of transparent dividers
- Temporary isolation rooms or dedicated isolation locations/areas and dedicated areas for COVID-19 tests (preferably to be available especially for the big events)
- Fire exits
- Electrical distribution boxes
- Service and storage areas
- Temporary structures, barriers, partitions, and drapes

Conference and Meeting Rooms

- Allocate meeting rooms to ensure safe distancing between groups.
- Ensure group capacity is restricted as per the official allowed capacity.
- Coordinate booking schedule of the meeting rooms to allow for sanitization in between each meeting.

Food and Beverage Stations

- When applicable, it is highly recommended that meals should be served while maintaining a safe distance of one meter between 2 occupied dining seats and as per the MOPH guidance.
- Food outlets at the venue are preferably to be readymade take-away food in disposable packaging. Meals preferably to be pre-prepared, grab-and-go, foods and beverages to shorten waiting time for customers.
- All outlets must mark floors and provide staff or volunteers to ensure public compliance.
- Preferably No shared platters or utensils.
- Water is only served in bottles or single use disposable cups.

Elevators

- Ensure allowed capacity is restricted.

Restrooms

- Ensure frequent toilet cleaning and disinfection between customers.

EDUCATION AND AWARENESS

- Circulate digital pamphlets, digital leaflets, banners, and digital brochures in advance of the event with employees, contractors, guests, and relevant stakeholders.
- Post signs at highly visible locations (e.g., entrances, restrooms) that promote standard protective measures and describe methods to stop the spread of germs and viruses (such as proper hand washing, wearing face masks, and maintaining safe distance, etc.). Signs should be suitable for all literacy levels and should include visual cues such as clear, easy-to-understand pictures demonstrating healthy behaviors.
- Consider making announcements during the event about safety measures and protocols.
- Develop and ensure the availability of educational material on the following topics:
 - The importance and description of COVID-19 preventive measures.
 - Good hygiene signage across all venues, changing rooms, training facilities, etc.
 - Information on preventive measures to be safe from COVID-19 transmission.
 - Awareness material of clinical symptoms of COVID-19 and preventive measures, especially respiratory etiquette, and hand-hygiene practices.
 - The criteria for asking individuals with symptoms to leave the venue or retreat to a designated area.
 - Information on the use of face masks.
 - The meaning and practical implications of quarantine, self-isolation, and self-monitoring in the context of the event, e.g., not attending.

EMPLOYEES, CONTRACTORS AND SUPPLIERS

- Ensure that employees, contractors, and suppliers seek immediate medical attention if they feel unwell or develop respiratory symptoms while on duty.
- Ensure employees, contractors and suppliers who have recently entered Qatar and not cleared as per the Travel Policy or are under a home quarantine order are not at the venue. The process that will be followed to track employees, contractors and suppliers' sickness should be recorded in the COVID Business management plan.
- Transport employees and contractors to and from accommodations in batches. Vehicles must operate according to the capacity allowed as per MOI and MOPH guidelines with all employees, contractors, and suppliers wearing masks. Vehicles must be equipped with hand sanitizers. Furthermore, all vehicles must be cleaned and disinfected after each trip.
- Meeting must be limited to the maximum number of people as per latest MOPH directions and ensuring that protective measures are in place.

- Employees, contractors, and suppliers must be trained on and must abide by personal hygiene guidelines:
 - Report to their supervisors, see a doctor, and stay away from colleagues if they are unwell.
 - Follow cough etiquette: Cover mouths with tissue paper when coughing or sneezing and dispose of the soiled tissue paper into the rubbish bin immediately. Wash hands thoroughly with soap and water.
 - Practice good restroom habits (e.g., wash hands after visiting the restroom). Practice good personal hygiene (e.g., wash hands with soap and water before and after meals, after clean-up is carried out, after handling refuse or other dirty items,).
 - Use gloves when carrying out cleaning works and when handling waste. Wash hands frequently.
 - Do not disinfect gloves, remove if dirty, and discard after use.
- Refrain from touching eyes, nose, face and arms with soiled gloves or unwashed hands.
- It is the responsibility of the organizer to appoint staff or volunteers to monitor the compliance of all participants and delegates with the preventive measures.

MEASURES FOR PARTICIPANTS AND DELEGATES

Event organizers must check for:

- Any respiratory symptoms.
- Green status on Ehteraz application.
- Vaccination status for participants and delegates entering the venue where applicable.
- All guests must abide by public health guidelines on safe distancing and personal hygiene etiquette while on-premises. Furthermore, implement additional testing and further measures as per latest MOPH guidance for guests arriving from overseas. Ensure that participants and delegates seek immediate medical attention if they develop any respiratory symptoms.
- Participants and delegates should not share any items such as pens, documents, etc.
- If background music is provided within a venue, the volume should be kept to a minimum in order to facilitate conversations. Loud music may increase the need for participants to lean in closer to each other or raise their voices.
- Ensure that all participants and delegates follow personal hygiene etiquette:
 - Follow cough etiquette: Cover mouth with tissue paper when coughing or sneezing and dispose of the used tissue paper in a rubbish bin immediately. Wash hands thoroughly with soap and water.

- Practice good personal hygiene (e.g., wash hands with soap and water before and after meals, and after visiting the restroom, use hand sanitizers frequently).
- It's recommended to maintain a safe distance of 1-meter from other guests and employees
- Refrain from touching eyes, nose, face, and arms with soiled gloves or unwashed hands.
- Isolate in case of observed symptoms and contact the crisis management team immediately.

GENERAL INFECTION, PREVENTION, AND CONTROL MEASURES

- Ensure availability of handwashing facilities and/or hand sanitizers at multiple locations in the event facility and accommodation. Provide disposable hand towels/tissues and ensure no air dryers. Alcohol based sanitizers should be easily accessible and should be spread throughout the venue.
- All individuals should wear masks at all times in all indoor events. it's no longer mandatory to wear a face mask in outdoor events.
- Follow respiratory etiquette.
- Ensure 'good hygiene' signage across all venues, changing rooms, training facilities, etc.
- Ensure adequate ventilation allowing fresh air to circulate throughout the venue. Refer to MOPH Heating, Ventilation, and Air Conditioning (HVAC) Guidance.
- It is recommended to dedicate an isolation room or space to hold any symptomatic person found at the venue while awaiting patient transport to a medical facility.
- Arrange staggered loading schedules during setup and cleanup to enable distancing of staff, volunteers, and vendors at loading docks and entryways.
- Barriers, signs, and verbal announcements can be used to support physical distancing.
- Doors should be kept open to prevent the need to touch door handles.
- Cleaning and Disinfection Measures
- Event organizers must ensure frequent cleaning and disinfection of all common facilities. To learn more, follow MOPH guidelines "Environmental Cleaning Guidance in non-Healthcare Facilities".

General requirements (all areas):

- Clean and disinfect frequently touched areas at a minimum frequency of 2 hours including, but not limited to, all doors including entry and exit doors, door handles, registration desks, equipment used at registration, payment terminals, flooring, tables, chairs, trash cans, and switches.

- Maintain cleaning log for cleaning and inspection
- Use approved cleaning chemicals only.
- All trash should be removed at a minimum frequency of 2 hours.
- Set up hand sanitizer stations across the reception areas & lobbies.

Restrooms:

- Clean and disinfect frequently touched areas at a minimum frequency of 2 hours including, but not limited to, water taps, doors/ cistern handles, seats, cover flaps, washbasins, doorknobs, buttons, and switches.
- Use approved cleaning chemicals only.
- Provide an adequate supply of toilet paper, liquid soap, paper towels, and hand sanitizer always.
- Remove trash from toilets at a minimum of 2 hours.
- Ensure toilet-flushing apparatus is functioning at all times.
- Ensure all sanitary pipes and fittings are in good working condition.

EVENT SETUP AND ACTIVITIES

Pre-event

- Prepare and inspect all aspects of the venue for readiness as part of the risk assessment.
- Maintain a dedicated point(s) of entry and exit and restrict access to the venue.
- Check for respiratory symptoms across all employees, contractors and suppliers supporting the move in.
- Arrange staggered process for set up by allocating time slots to individual exhibitors.
- Set up hand sanitizer stations.
- Place signage on public health information across premises.
- Disinfect approved equipment for use during the event.
- Conduct thorough cleaning and disinfection of all common areas in the venue including entry and exit ways, reception and lobbies, registration kiosks, exhibition halls, conference and meeting rooms, food and beverage stations, restrooms, and elevators.
- HEPA vacuum all carpets.

• **During event**

- Execute cleaning and disinfection of all common facilities in line with the recommended frequency.
- Refill hand sanitizer stations with the recommended frequency.
- All trash should be removed at a minimum frequency of 2 hours.
- Conduct thorough disinfection of all common areas in the venue including entry and exit ways, reception and lobbies, registration kiosks, exhibition halls, conference and meeting rooms, food and beverage stations, restrooms, and elevators.
- HEPA vacuum all carpets.

Post-event

- Maintain dedicated point(s) of entry and exit and restrict access to the venue.
- Arrange exhibitor move out process by allocating time slots for individual exhibitors.
- Conduct thorough cleaning and disinfection of all common areas in the venue including entry and exit ways, reception and lobbies, registration kiosks, exhibition halls, conference and meeting rooms, food and beverage stations, restrooms, and elevators.
- HEPA vacuum all carpets.
- Protect employees and/or contractors performing disinfection
- The safety and protection of employees and/or contractors performing disinfections must be maintained, including but not limited to the following:
- Provide high-quality masks, gloves, and sanitizer kits to all employees and contractors performing disinfection and cleaning work.
- Maintain a log of common facilities cleaning and disinfection activities.
- Ensure the availability of disinfecting wipes & hand sanitizers at points of entry and key high traffic areas.

FOOD OUTLETS

- Follow latest decisions and MOPH guidance
- Pre-prepared, grab and go foods are preferred to shorten waiting time for customers.
- Assisted buffets are allowed in the event venues following MOPH guidelines for assisted buffets present on the MOPH [website](#).

- Bottled water only.
- Compliance with other MOPH Restaurants Guidelines is mandatory.
- Clean and disinfect frequently touched areas at a minimum frequency of 2 hours including, but not limited to, doors, door handles, tables, chairs, countertops, food preparation and service areas.
- Use approved cleaning chemicals only.
- When applicable, it is highly recommended that meals should be served while maintaining a safe distance of one meter between 2 occupied dining seats and as per the MOPH guidance.
- Ensure all food products are obtained from licensed food sources delivered by approved suppliers.
- All food handlers must be provided with masks and gloves.
- Ensure tables are not covered with cloth and are sanitized twice daily.
- Cover food properly to prevent contamination.
- Use clean disposable gloves when handling food.

Important Notes:

- Visitors are allowed food tasting following a predefined procedure monitored by the vender.
- When food-tasting, no self-service is allowed, and food samples should not be accessible for self-service to anyone other than the vender.
- Tooth sticks, single use spoons or any other disposable utensils should be used to offer food samples to the potential customer.
- The vender should not allow multiple customers to taste at the same time.
- The vender should provide a pedal activated garbage bin for customers.
- Emphasize on hand hygiene (hand washing, use of hand sanitizer) and proper use and changing of gloves after each use.

MANAGEMENT OF SUSPECTED AND CONFIRMED COVID-19 CASES DURING THE EVENT

Event organizers and venue management must ensure procedures are in-place to manage COVID-19 suspected and/ or confirmed cases as per latest MOPH guidelines.

Identify and manage unwell personnel, delegates, guests, employees, contractors, and suppliers:

- It's recommended to arrange dedicated isolation areas for suspected or confirmed cases.
- Designate a clear route to the isolation/ quarantine areas and transport pickup area.
- Arrange communication with and transport to designated medical facilities or hospitals, with support from MOPH.
- Assist the MOPH with contact testing/ tracing initiatives post-discovery of COVID-19 confirmed cases.
- Thoroughly clean and disinfect the premises exposed to suspected cases of the COVID-19.

VULNERABLE GROUPS

Vulnerable groups, regardless of vaccine or immune status, are strongly advised not to attend tradeshows, exhibitions, conferences, and cultural events. Vulnerable groups may include, but is not limited to, the elderly or those who have pre-existing health conditions such as diabetes, hypertension, COPD, cancer, dementia, stroke, liver cirrhosis, cardiovascular diseases, chronic kidney disease, immunodeficiency, and children under 3 years old.



www.moph.gov.qa



[/MOPHQatar](https://www.facebook.com/MOPHQatar)



[/MOPHQatar](https://twitter.com/MOPHQatar)



[/MOPHQatar](https://www.instagram.com/MOPHQatar)