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# **ROTA S.A. EXHIBITIONS OPERATION PLAN TO PREVENT THE SPREAD OF COVID-19**

29.07.2020  
VERSION 3.0

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## 1 PREFACE

**ROTA S.A.** is the largest exhibition organisation company in Greece. It specialises in organising exhibitions, conferences and managing exhibition-conference venues such as the Athens Metropolitan Expo at the Athens National Airport "Eleftherios Venizelos". During the 36 years of its operation the company has organised more than 600 exhibitions.

As organisers of international exhibitions and conferences we consider the well-being of all involved -exhibitors, visitors, partners and staff- extremely important. This is why **ROTA** has developed hygiene protocols and has implemented safety measures in compliance with the standing healthcare legislation in order to ensure the holding of all exhibitions in total safety.

The exhibitions will take place at the contemporary Athens Metropolitan Expo exhibition centre, which has achieved Covid Shield certification by TÜV Austria.

As the organising company, **ROTA** is responsible for the application and the considered observance of the safety and hygiene regulations that are in effect inside the exhibition centre spaces.

## 2 SAFE CONDITIONS FOR EXHIBITORS AND VISITORS

The organisation and operation of the exhibition will take place according to the healthcare protocol (Greek Government Gazette 2767 – 07/07/2020) for trade fairs organisation and in compliance with the regulations for keeping distances in crowded public premises throughout the country to avoid the spread of COVID-19.

### **For Visitors:**

1. With regard to the visitors, 1 visitor per 15 square metres of exhibition space is allowed.
2. The width of the corridors between the stands will be extended by 20 percent (20%) in comparison to the applicable width of the previous years.
3. Before the entry of visitors, exhibitors and staff inside the exhibition centre areas temperature measurement will be deployed.
4. Visitors will enter by showing in printed form their electronic named invitation at the exhibition centre entrance, at which named list will be kept.
5. The use of non-medical protective mask for all visitors is compulsory.

**For Exhibitors:**

1. Exhibitors are responsible for the application and the observance of the safety and hygiene measures inside their stand.
2. Maximum capacity of individuals (staff and visitors) inside the exhibitors stand.
  - Up to 20 sq. m: . . . . . 4 individuals
  - From 20 up to 100 sq. m: . . . . 4 individuals + 1 individual per 10 sq. m.
  - Over 100 sq. m: . . . . . 12 individuals + 1 individual per 15 sq. m.
3. Inside the exhibitors stands the regulations for keeping distances in retail sales business are in effect.
4. It will be mandatory for exhibitors and their staff and partners alike to display their name on a worn and easily visible name badge throughout their stay at the exhibition area.
5. The use of non-medical protective mask for all exhibitors is compulsory.

**3 REQUIRED INFRASTRUCTURE, MATERIALS & SERVICES**

- Numerous points at the Reception for the service of visitors.
- Glass separators on Reception and Information desks between employees and the public.
- Notification signs, banners, and other means of promoting the planned hygiene and safety measures for the continuous information of the public.
- Special floor markings to observe the prescribed safety distances to avoid overcrowding.
- Regular bilingual message announcements for keeping distances.
- Materials for hand hygiene (hand soap, alcoholic sanitising lotion, etc.).
- Additional cleaning services for the continuous sanitisation of handles, sanitary facilities, etc.
- Additional security and parking services to avoid congestion.
- Temperature measurement and counting points for those entering the Exhibition Centre.
- Special ramps for immediate priority entry for People with Disabilities and vulnerable groups.
- Air conditioning / ventilation system with fresh air.

**4 HEALTH CRISIS MANAGEMENT TEAM**

ROTA is setting up a Health Crisis Management Team to monitor compliance with measures to avoid the spread of COVID-19 and to regularly review its action plan, in accordance with the instructions of the competent authorities.

The Health Crisis Management Team comprises:

- The Managing Director
- The Marketing Director
- Executive of the Project Management department
- Executive of the Technical department of the exhibition
- Executive of the Technical Department of Expowork

And is responsible for the following:

1. The organisation and monitoring of the procedures and the supervision of the facilities and the involved materials, as they are provided by the Action Plan and concern the hygiene and safety measures to avoid the spread of COVID-19 within the premises of the exhibition centre, where the exhibition takes place.
2. Providing assistance to the exhibition centre, when requested, for the observance of the prescribed rules of hygiene and safety.
3. The regular information and training of ROTA staff on the instructions issued by the competent authorities.
4. Maintaining an up-to-date file of information and contact details of NPHO (National Public Health Organisation), NEAC (National Emergency Aid Centre), reference Hospitals, the Fire Brigade, the Police and the official state health services.
5. The regular briefing of the Management of the company for any issue concerning the relevant actions.
6. Educating its staff on the health measures and procedures and practices adopted to prevent the transmission of the virus.
7. The observance of all regulations concerning hygiene and distancing between its employees and the avoidance of engaging elderly people or people with underlying diseases in places of direct contact with the general public.
8. To provide thoughtful instructions to ensure the psychological support of its employees and to prevent panic.
9. To maintain a permanently updated list with the contact details of the company staff and associates for direct communication in case of emergency.

## 5 MANAGEMENT OF SUSPECTED CASE OF COVID-19 INSIDE THE EXHIBITION CENTRE

- An incident reporting centre is designated, with a specific call number, where all the detected cases will be reported.
- The individual with suspicious symptoms is transferred to the health support area that has been created especially for these cases and if deemed necessary by the designated health manager of the event.
- Until the person is transported to a healthcare facility, always wearing a medical mask, is treated by the competent staff with the appropriate personal protection measures.
- Other individuals who had close contact with the aforementioned person, are recommended to monitor their health and implement all hygiene measures.
- On the occurrence of a confirmed case, the procedures set by the official authorities are followed.

All the measures mentioned above are based on the current update and can be adapted to future events and demands. If there will be any changes, our website notifications at [www.rota.gr](http://www.rota.gr) will be updated accordingly.

Throughout the crisis, the company's management closely monitors the situation and follows the instructions of the Competent Authorities in order to protect employees, exhibitors and visitors alike.