



BIOSECURITY
PROTOCOL
ÁGORA BOGOTÁ

ÁGORA
BOGOTÁ

CENTRO
DE CONVENCIONES



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1. INTRODUCTION - SECTOR CHARACTERIZATION

The global industry of trade shows and events will reconnect and rebuild companies, industries, and economies after a period of suspension of economic activities derived from the sanitary measures implemented by governments to mitigate the impacts of the Pandemic.

Recognizing the value that the industry of business and knowledge's trade shows and events has for development, since it is an important socio-economic driver that involves transformations in the city in aspects as relevant as infrastructure, connectivity and employment, since it is responsible of the second generation of foreign currency in the country and is an important generator of income, and considering that carrying out this type of activities involve the concentration of people in the same space, we have adopted the guidelines that both the health authorities worldwide and national have issued to guarantee a calm, gradual and intelligent return for the safe activation of the sector.

Therefore, this document describes the biosecurity actions adopted by Corferias in each of the scenarios related to the operation in the fairground, in response to the recovery phase of the sector and applicable to operational personnel, suppliers, clients, exhibitors, and other interested parties, in order to guarantee adequate sanitary conditions to prevent the risk of contagion by COVID-19.

2. OBJECTIVE

Guide the different stakeholders about the biosecurity standards adopted by Corferias, in order to mitigate the risk of COVID-19 contagion and promote the reactivation of the sector within the framework of a safe operation.

Specific Objectives

- Define the biosafety measures applicable to the different stages of the trade shows and/or events aimed to controlling the contagion.
- Establish action and security measures to the management of suspected cases inside the fairground.

3. REACH

This protocol is applicable to the organizers, shareholders, contractors, exhibitors, assembly companies, enablers, suppliers, visitors and other interested parties of the Corporation.

Note: The reach of this document applies to the following fairgrounds: Corporación de Ferias y Exposiciones Usuario Operador de Zona Franca, Corferias Inversiones S.A.S. y Centro de Convenciones Ágora.

4. GLOSSARY OF TERMS AND DEFINITIONS

Capacity: Capacity of a fairground, space, auditorium or room expressed in number of people.

Isolation: Isolation: Spacing of a person or group of people who are known or believed to be infected with a transmissible and potentially infectious disease from those who are not infected, to prevent the spread of COVID-19. Isolation for public health purposes may be voluntary or required by the health authority.

Respiratory isolation: It is applied when the presence of drops of respiratory origin with a low diffusion range (up to 1 meter) is expected.

Droplet isolation: Refers to measures to control infections by respiratory viruses and other agents transmitted by drops (> 5 microns) propelled a short distance through the air and which can enter through the eyes, nasal mucosa, mouth or non-intact skin of the person in contact with the patient.

Contact isolation: Refers to measures to control direct contact when it occurs in the transfer of blood or body fluids from a patient to another susceptible individual. Contact can be made on skin, mucosa or injuries; Likewise, by direct inoculum to the bloodstream and indirect: it occurs when the susceptible host comes into contact with the infecting microorganism through an inanimate intermediary (clothes, fomites, room surfaces) or animate (health personnel, another patient) that was initially in contact with that microorganism. In this case, a disposable anti-fluid gown or polyethylene suit is used, the latter for high biological risk.

Setting: Adaptation of units and spaces, from the functional and aesthetic perspectives, in order to guarantee the conditions that favor exchange and facilitate communication between event participants. The setting includes the activities of sound, lighting, assembly, arrangement, design, decoration, dress code and access control, among others.

Host: Association, corporate body, entity, city or country that hosts an event to be held under its jurisdiction.

Exhibition Area: Effective space in which the stands of an exhibition are distributed. The access or circulation areas of the fairground are not considered in this space.

Meeting Area: Effective room space for meetings, banquets, exhibitions, etc.

Services Area: Access, circulation, parking, food, toilets, storage, loading and unloading spaces that are located around the meeting and / or exhibition space.

Asepsis: Absence of microorganisms that can cause disease. This concept includes the preparation of the equipment, the instrumentation and the change of operations through the sterilization and disinfection mechanisms.

Auditorium: Meeting attendees. Public / Building or theater in which a meeting is held. / Seating arrangement plan in a room (see).

Database: Computer file that contains the data related to the participants in an event. It is structured in such a way that all the logical correlation between the records and the information they contain can be expressed. It is very useful for the organizing process of the event.

Biosafety: Set of preventive measures that aim to remove or minimize the biological risk factor that could affect the health, the environment or people's lives, ensuring that the development or end product of said procedures does not affect the health and safety of enablers.

Capacity: Number of people or stands that can fit in a room or fairground.

Concessionaire: Establishment for the sale of food, which is located within the fairground court and which are operated by third parties.

Close contact: It is the contact between people in a space of 2 meters or less, in a room or in the care area of a confirmed or probable COVID-19 case, for a time greater than 15 minutes, or direct contact with secretions from a probable or confirmed case while the patient is considered infectious.

Contractor: Agent responsible for providing the stands and the corresponding assembly scheme.

COVID-19: It is a new disease, caused by a new coronavirus that has not been seen before in humans. The name of the disease was chosen following the best practices

established by the World Health Organization (WHO) for naming new infectious diseases in humans.

Disinfection: It is the destruction of microorganisms from a surface by chemical or physical agents.

Disinfectant: It is a germicide that inactivates practically all recognized pathogenic microorganisms, but not necessarily all forms of microbial life, for example spores. This term applies only to inanimate objects.

Disassembly: Action and time required to remove the materials and the stand used during an exhibition from a room.

Social distancing: is the intentional increase of the physical space between people to avoid the spread of a communicable and potential infectious disease. This aspect for technical entities must be worked by respiratory isolation, isolation by drops and isolation by contact.

Seating distribution: Plan or document that shows where people should sit during an event. It is particularly applicable to banquets or the presidential table in a room.

Stand Equipment: Items that can be rented to set up the stands of an exhibition. The most common are rugs, shelves, lighting, flowerpots, tables, chairs, among others.

Exhibition space: Effective surface for the placement of stands in an exhibition. The area of access, circulation and complementary services are not included in this concept.

Equipped space: Space that has all the services and facilities necessary for an exhibition: electrical installation, signs, carpets, lighting, etc.

Event: Generic term that designates any type of meeting of a scientific, technical, cultural, sports, educational, political, social, economic, commercial, religious, promotional or other nature that facilitates the exchange of ideas or knowledge and experiences between the participants.

Exhibitor: Person, company or institution that shows its products or services in an exhibition.

Fair: Exhibition of products or services that concur in a specific area in order to promote business.

Surgical Mask: Personal respiratory protection element that helps block larger droplets of particles, spills, aerosols or splashes, which may contain microbes, viruses and bacteria, from reaching the nose or mouth.

Contaminated Material: It is one that has been in contact with microorganisms or is suspected of being contaminated.

Assembly: Time required to adapt an event area and / or place the stands and the setting.

Pre-production: Meeting in which relevant aspects of the content of an event are defined and which is held in advance of the event.

Bio-sanitary waste: These are all those elements or instruments used during the execution of a procedure that has contact with organic matter, blood or body fluids of the user.

5. NORMATIVITY

Corferias has identified and implemented the applicable standards for COVID-19 through the protocols and structured instructions to comply with the guidelines defined mainly by the Ministry of Health and Social Protection, in Resolution 777 and 1687 of 2021, by the Ministry of Commerce, Industry and Tourism through Resolution 576 of 2020 and 1408 Decree of 2021 by the Interior Ministry.

6. DEFINITION OF ROLES AND RESPONSIBILITIES

Legal Representative Responsibilities

- Designation of the necessary budget for the adequate implementation of prevention measures to reduce the spread of COVID-19.

Process Leader Responsibilities

- Ensure compliance with this protocol within their work teams.
- Keep all Enablers permanently informed of the recommended preventive measures to avoid contagion.
- Report any contagion event that occurs within the development of activities.

Risk and Operations Management Responsibilities

- Implement of this protocol.
- Socialize this document to all interested parties.
- Monitor, control and verify the implementation of this protocol.
- Follow up on suspected cases of possible contagion. As well as requesting the ARL advice and support to meet the needs of protocol implementation, mental health of the enablers and carry out the respective monitoring and follow-up.
- Fill out the form during fair "Checklist Verificación Requisitos Bioseguridad" and keep it.

Contractor Responsibilities

- Wear the mask permanently and appropriately.
- Comply with the measures stipulated by Corferias regarding to Biosafety.
- Verify that the transport conditions comply with current legal regulations on biosecurity.
- Comply with the measures stipulated by Corferias regarding to Biosafety. Deliver the required documentation to the Corferias Health and Safety at Work coordinator.
- Inform to its workers the applicable Biosafety guidelines for their activity on the fairground and ensure their compliance.
- Contractors must have PPI and ensure the required provision of their workers to ensure compliance with biosecurity protocols.
- Guarantee the daily cleaning of tools, equipment and all work elements before starting the working day, in accordance with the defined hygiene frequencies.

Exhibitor Responsibilities

- Comply with the measures stipulated by Corferias regarding to Biosafety.
- Determine and sign in a visible place the capacity of your stand and ensure compliance with the minimum distance of 2 meters between people, including both workers and visitors.

- Comply with the cleaning and disinfection protocols established in your stand, guaranteeing frequencies, products, processes, among others, always prioritizing the surfaces with closer contact.
- Have suitable containers for handling and waste management.
- Try to use credit or debit card for the sale of your products.
- Wear the mask permanently and appropriately.
- Provide your employees with PPI and Biosafety according to the level of contact and relationship.
- Carry out the hand washing protocol frequently with a minimum duration of 20 to 30 seconds.
- Have at your stand glycerinated alcohol minimum of 60%, disposable towels and face masks.

Enablers Responsibilities

- Strict compliance with the self-care and Biosafety measures defined by Corferias.

7. BIOSECURITY MEASURES DEFINED BY CORFERIAS

7.1 LOCATIVE MEASURES

Corferias has provided the economic, human, infrastructure and technical resources to ensure that the facilities comply with the Biosafety guidelines, such as; cleaning and disinfection of surfaces, adequate hand washing with the necessary equipment for the execution of protocols, equipment and ventilation systems, technological tools, among others, that reduce surface contact.

7.2 HANDWASHING

Corferias has the equipment and infrastructure required to guarantee adequate hand washing for enablers, exhibitors, visitors, contractors and other interested parties.

7.2.1 Spaces and infrastructure for hand washing

Corferias has hand washing and disinfection areas located in the different sanitary units, as well as hand disinfection stations strategically located inside the fairground, equipped with the respective supplies for proper hand washing and disinfection, as well as the respective signage communicating the hand washing protocol.

7.2.3 Location of itinerant handwashing points for trade shows or events

The fairground enables several handwashing points, considering the area of occupation of the event and the allowed capacity equipped with soap dispensers, antibacterial and disposable towels for adequate hand washing frequently. When it is necessary to install itinerant hand washing units, they must be distributed in such a way that coverage is provided in the different places that are enabled for the development of the activity, ensuring physical distancing.

7.3 SOCIAL DISTANCING

The minimum space between people (other than the family group) interacting in the same place should be at least 1-meter persons who are in the same place. Which must be signed.

7.3.1 Capacity Control

The management of capacity control at fair or events is made according to the actual normativity or applicable laws to the sector.

7.4 CLEANING AND DISINFECTION

Corferias has established a Cleaning, Disinfection and Maintenance program for the different areas and equipment of the fairground, the contact surfaces and areas with the highest risk of contamination, which are carried out through a supplier who has specified and documented protocols for each area and / or surface, personal protection elements required for each activity, as well as the chemical products that exert the bactericidal and viricidal action authorized for use in the fairground. These activities are verified and controlled through the Cleaning Logistics Supervisor.

7.4.1 Guidelines for the proper execution of Cleaning and Disinfection Routines

- Ensure the supply of potable water and hand soap, glycerinated alcohol minimum 60%, disposable towels, detergents, surface disinfectants and cleaning supplies in all workplaces and customer service areas.
- Carry out cleaning and disinfection activities on a daily basis before the start of activities and according to the frequency defined in common areas, floors, tables, corridors, doors, bathrooms, railings, tables and seats, among others, with disinfectants that have the viricidal activity of the lipid layer.
- Keep a record of the cleaning and disinfection of bathrooms and the different areas of the fairground.
- Ensure the delivery and use of PPI to enablers who carry out cleaning and disinfection activities.
- Guarantee compliance with the Occupational Health and Safety requirements associated with the handling of products and chemical substances.
- Ensure the hygienic maintenance of work equipment and tools commonly used by enablers.
- In the cleaning and disinfection protocol handled by each cleaning service provider, the protocol for areas with suspicion or confirmation of COVID-19 is established, which describes the specific activities and chemical products that are applied for this purpose. These activities are verified and controlled through the Services area.

7.5 WASTE MANAGEMENT

The Corporation has defined the mechanisms for the classification, storage and final disposal of waste, in order to prevent the risks of contamination with material of sanitary risk. There are waste collection stations and collection or temporary storage centers that are signed and equipped with cans with covers made of sanitary material, bags, and spaces that facilitate separation and sanitation, as well as the PPI for the personnel who perform these activities, in accordance with the cleaning protocols established within the Cleaning and Disinfection Program, thus avoiding the proliferation of vectors that may contaminate work areas.

8. BIOSECURITY PROTOCOL FOR THE DEVELOPMENT OF TRADE SHOWS AND EVENTS

8.1 Planning

At this stage, the responsible should promote the holding of pre-production meetings virtually. For cases in which it is necessary to do it personally, the social distancing and Personal protection items of this document must be complied with.

In the same way, everything related to the capacity for the event and the biosafety practices for accessing, staying and leaving the fairground must be governed by the provisions of Social Distance and Entry Control Measures of this document.

In addition to the above requirements, it is the responsibility of the organizer together with Corferias to define for the event:

- Minimum circulation areas.
- Minimum number of entry and exit doors.
- Permanent logistical resource for the management of flows, times and movements.
- Control of capacity at the event.
- Comply with the guidelines of the Biosafety protocol.
- Provide the establishment of an isolation area for the management of possible cases of COVID-19 contagion.

8.2 Assembly and disassembly

Assembly companies, contractors and organizers must comply with the following guidelines:

- Present the supports of the social security payment to enter the facilities.
- Comply with the social distancing of 1-meter person to person. In the case of not being able to comply due to the nature of the activity (assembly), must be used PPI and biosecurity to carry out the activities.
- Always stay in the assigned area for intervention, with the number of authorized assembly people and at the schedule established.

- During the assembly and disassembly process, all personnel inside the halls must carry out the hand washing protocol in accordance with the provisions hand washing of this document.
- Contractors, suppliers and exhibitors are responsible for the cleaning and disinfection of their goods, elements and work materials.

8.3 Execution of Business and Knowledge Trade Shows and Events

- Through the Fairground's webpage disclose to exhibitors and visitors the bio-sanitary protocols established by the Corporation.
- The exhibitor and / or organizer oversees carrying out the cleaning and disinfection processes of their goods. All technical production equipment (sound, audio, audio visual, among others) must be subjected to a cleaning and disinfection protocol and replacement as necessary.
- The consumption of food and beverages is not allowed in the stands. In cases where it is necessary, the food must be packaged, and it must be subjected to a cleaning and disinfection process.
- The organizer or operator of the fairground must promote the delivery of advertising material in digital media. If it is physically authorized, the execution of the respective cleaning and disinfection protocol must be guaranteed.

8.4 Access and Call

The means of access such as ticket office and invitations can be purchased in two ways: Via Online and in person, where people must comply with the guidelines of numeral control measures for entry and exit from the fairground, of this document. So the delivery of virtual invitations and the use of virtual pre-registration by the organizers should be promoted, guaranteeing social distancing of 1 meter between person to person and the participants safety.

8.5 Register

The event organizer or fairground operator must promote that the registration or accreditation of its participants is done through technological tools (preferably online pre-registration, virtual invitations, use of QR codes, among others). When for some reason the participants of the event have not made use of this type of technology, those in charge of the event must have the necessary logistics so that social distancing of 1 meter between person to person is guaranteed in the accreditation process.

8.6 Payment Methods

Corferias encourages payment by card and other digital platforms, for all services (PLUS, Parking, food court, among others) with the aim of reducing the use of cash. If cash must be handled, the cleaning and disinfection protocols described in section Cleaning and disinfection of this document must be carried out, as well as the adequate provision of PPI required for the execution of the activity.

8.7 Access to the fairground

Exhibitors, visitors, contractors, employees and all the interested parts have to present their COVID-19 vaccination card or digital vaccination certificate according to the current laws.

For foreigners, have to present the equivalent document in their country.

- Comply with the biosecurity protocol to enter to the fairground.
- Mandatory use of facemask

8.7.1 Parking lots

- In the provision of the parking service, the rules of social distancing of 1-meter person to person must be considered. Anyone entering the parking lot must wear a mask.
- Contact surfaces such as counters, transit areas, lockers, ticket dispensers, common areas must be disinfected according to the defined frequencies.
- Promote the payment of this service by card or through apps to reduce the exchange of physical money.

8.7.2 Fairground

- Comply with the biosafety protocol to access the fairground described in section Control Measures for Entry and Exit from the fairground of this protocol.
- Everyone who enters the fairground must use a mask.
- Lockers with a QR code reader are enabled at the entrances in order to avoid visitor interaction with the entrances staff.

8.7.3 Halls

- For access to rooms, halls, food court, auditorium and other areas of the fairground, you must comply with what is described in paragraph 7.3 Social Distance of this document.
- Inside the halls, mobility corridors must be guaranteed, safe spaces that facilitate social distancing of 1-meter person to person and the respective capacity management.

8.7.4 Academic activities

- For access to academic activities, you must comply with what is described in section Social Distance of this document.
- The consumption of food and beverages is not allowed inside the halls, rooms and auditoriums. In cases where it is necessary, the food must be packaged, and it must be subjected to a cleaning and disinfection process.
- Guarantee the protection, cleaning and disinfection of elements, used by speakers and / or event attendees and promote individual and exclusive use. Encourage the participation of attendees in debates or questions to be raised by technological means. (Chat, apps, virtual interaction tools).
- The events must take place within the allowed hours, by blocks of maximum duration, with pauses between each block to allow the disinfection processes of the fairground, with special emphasis on high contact surfaces.

8.8 General guidelines for events

Use of dressing rooms

- The artists must be distributed in each dressing room guaranteeing Social Distance of 1-meter person to person, the fairground can have or adapt walk-in dressing rooms, if required, which must guarantee ventilation and adequate cleaning and disinfection.
- Dressing rooms must be assigned according to the number of members and the length of stay in the fairground, according to the guidelines of the production area and apply the cleaning and disinfection guidelines.

8.9 General guidelines for the receipt of goods and handling of correspondence

8.9.1 Correspondence

Cleaning and disinfection processes must be carried out at the document reception points, as well as the applicable PPI should be used.

8.9.2 Goods handling

The owners of the goods, material or elements are responsible for their care, cleaning and disinfection before entering the fairground and during their stay in the facilities, as well as their proper transportation. Corferias establishes goods reception schedules in order to avoid agglomerations.

8.10 General Guidelines for the Handling of Food and Drinks on the Fairground

All food operators must document, implement and communicate to the interested parties, a biosafety protocol aligned with current sanitary regulations and the requirements established by Corferias. Also operators must guarantee compliance with the sanitary regulations applicable to food at all stages of the production chain (Resolution 2674/2013 and other applicable), guaranteeing the prevention of cross contamination, adequate locative conditions for operation, process control, personnel and other activities that allow guaranteeing food safety.

9. HUMAN CAPITAL: SELF-CARE, SAFETY AND HEALTHINESS

9.1 Personal Protection Items for prevention of Covid-19

Corferias must supply and guarantee the PPI required for the activity, as well as the enablers to make appropriate and responsible use of them, complying the following guidelines:

9.2 Remote or presential working

Corferias guarantees safe spaces under cleaning and disinfection protocols and other measures associated with the maintenance of the infrastructure that prevent contagion inside the fairground.

A distribution of workstations was defined that guarantees social distancing. So, has been implemented purification systems to the mechanical ventilation system and filtration systems with HEPA filter technology for air conditioners.

If an enabler has respiratory symptoms at work, the provisions defined in paragraph Attention to possible COVID cases of this document must be executed.

9.3 Interaction at feeding times.

- Corferias has food areas, which must be used at the established times, ensuring a minimum distance of 1-meter person to person in these areas.
- The food areas are equipped with the elements that allow adequate hand washing, cleaning and disinfection of contact surfaces (tables, microwaves, chairs, among others) in accordance with the cleaning and disinfection protocol defined for this purpose.

9.4 Biosecurity recommendations out of the workplace

Corferias has arranged and communicates to the enablers the recommendations regarding transportation to and from the work site in public transport, bicycle, motorcycle, In private car transport and recommendations for people who live with high-risk people.

9.5 Training

Corferias must carry out training focused on promoting self-care both at home, in transport and at work sites, healthy lifestyle habits, handling risk situations and the adequate execution of preventive measures. As well as the importance of completing the " Self-testing of health conditions ".

This document must be published and disclosed to all enablers at the Tool that manages the Quality Management System.

10. SUSPECTED CASES PROTOCOL

For surveillance of alarm signs that may indicate the possible existence of a positive case of contagion with COVID-19, Corferias has defined the following:

- The enablers who has any kind of comorbidity must to report daily survey of "Self-testing of health conditions " with the defined method.
- The enablers who present symptoms must report to the immediate boss, human resources or Health and Safety at Work coordinator who define its handling. In case of confirm positive of COVID-19, Corferias have to isolate all the people who were in close contact with and execute the respective protocol.
- Upon presentation of a suspected case, the Human Resources, Nursing and Occupational Health and Safety Coordination areas must follow up on suspicious cases and COVID-19 and make the corresponding report to the ARL. Likewise, remember the self-care measures associated with; not self-medicate, stay at home isolated from the people with whom you live while receiving medical care, in addition to wearing a mask.
- If suspicious cases occur during the day, they should be sent to the isolation area, where they should follow the recommendations of the Nurse on duty, who should leave a record of the case in the form "Attention Sheet for the Provision of First Aid ", communicate that you must notify your EPS (EAPB) and request ambulance service for cases considered within the regulations.
- For areas with suspicion or confirmation of COVID-19, the specific cleaning and disinfection protocol must be executed for this purpose. In the case of offices, the Head of Human Resources and the Coordination of Safety and Health at Work, must report these cases to the Services area. For the areas enabled for Trade Shows and Events, the Security Headquarters must report these cases to the services area, for the pertinent purposes.

11. COMMUNICATIONS PLAN

Corferias has a Communications Plan that aims to publish and disseminate to all interested parties all the information regarding biosafety guidelines and protocols adopted by the Corporation.