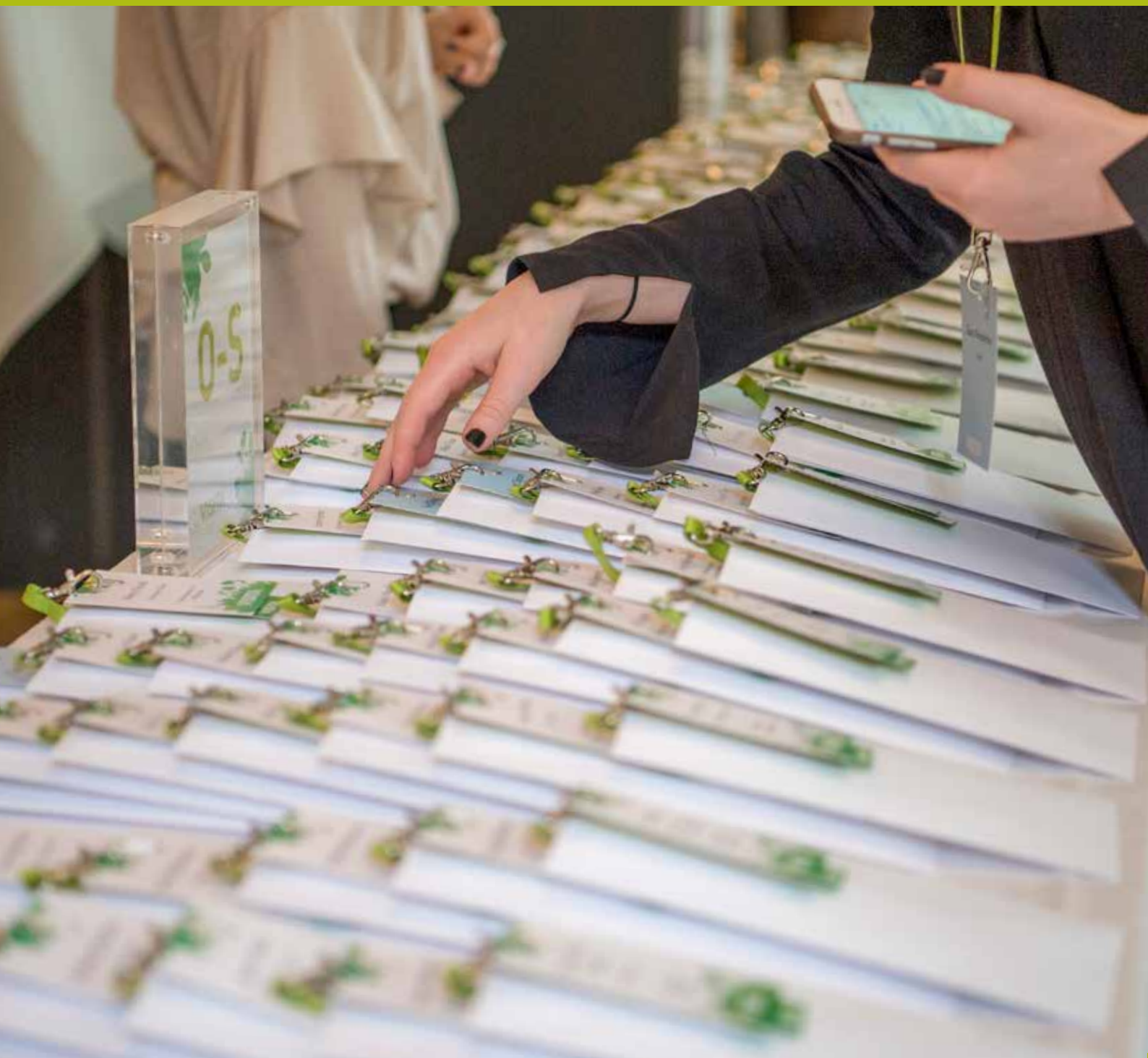


Safe conferences

Measures to counteract the spread of infection at conferences



✓ **Safe conferences**





The aim of these recommendations for conferences is to make it easier for the conference facilities to stay open while taking responsibility for reducing the spread of infection and creating safe conditions for staff and guests by following the Public Health Agency of Sweden's regulations, general advice and general recommendations. This is in turn intended to prevent the spread of COVID-19 and above all to protect the most vulnerable in society and risk groups.

Private conferences are not limited to a maximum of 50 people as they are not classed as a public gathering or a public event. Depending primarily on the size and layout of the venue, a conference can thus host significantly more people than this. Based on the Public Health Agency of Sweden's regulations, general advice and recommendations, it is important that every company makes its own assessment and takes the measures that it considers to be necessary, taking into account aspects such as the design of the venue, the size of the business, the guest base and practical considerations. In this brochure you can read more about the Swedish Public Health Agency's risk assessment tool, which can facilitate this task. Note that the regions and municipalities may have their own recommendations that specify particular requirements for the hospitality industry. To minimise the risk of spreading infection, a risk assessment should also be carried out based on the Swedish Work Environment Authority's regulations and in collaboration with the company and workplace safety organisations. See more under the heading "Occupational health and safety risk assessment".

Measures to counteract the spread of infection at conferences

General

- Keep up to date with and follow the advice and instructions issued by the Public Health Agency of Sweden, other authorities, the region and the municipality.
- Draw up procedures for dealing with guests who fall sick on site.

Information

- Inform staff and guests that anyone who knows they have COVID-19 or symptoms of the virus must stay at home and avoid social contact.
- Display information about preventing COVID-19 infection for staff, guests and other visitors.
- The information should be in the requisite languages.

Measures to reduce crowding and facilitate good hygiene

- Mark distances on the floor, for example for queuing.
- Re-furnish or otherwise create space in the conference rooms in order to avoid crowding and people sitting too close to each other. Depending on the size and layout of the venue, it may be necessary to limit the number of guests in the venue at any one time.
- Offer guests the opportunity to wash their hands with soap and water, and provide hand sanitiser.
- Make sure that, if possible, staff keep their distance from each other and can regularly wash their hands with soap and water, or if this is not possible that they can use hand sanitiser.
- Extend your cleaning procedures in both public spaces and hotel rooms. Be particularly thorough with toilets and contact surfaces such as handles, knobs, switches, remote controls etc.

Arranging public gatherings or events

When arranging public gatherings or events, the number of participants must be limited to a maximum of 50, or the maximum number of participants currently applicable according to authority recommendations. This follows from an ordinance in accordance with the Swedish Public Order Act.

Public gatherings include:

- theatre performances, cinema performances, concerts
- lectures and talks
- gatherings held for religious purposes
- gatherings that constitute demonstrations or which are otherwise held for deliberations or to express opinions
- other gatherings at which freedom of assembly is exercised.

Public events include:

- dances
- fairgrounds and processions
- markets and fairs
- sports and aviation competitions and demonstrations
- other events which cannot be considered as public gatherings or circus performances.

For dance events, the 50 person limit only applies to those guests who are on the dance floor. In other words, it is possible to have more guests in the restaurant in addition to those on the dance floor. But the rules on limiting crowding etc. must be followed.

Private events are not covered by the 50 participant limit. Whether or not the event is aimed at the general public is the decisive factor here. In other words, private parties, company events and similar arrangements are not affected by this rule. However, the other measures to counteract the spread of infection in hotels described in this brochure also apply to such private arrangements in hotels.

Organising events of different types

- Inform people in advance that those with COVID-19 symptoms should not attend the event.
- Ensure there is good capacity for satisfactory hand hygiene, either by providing hand washing with soap and running water or, if this is not possible, access to hand sanitiser. This is particularly important in toilet areas and where people are eating.
- Provide information about general hygiene (for example posters).
- Carry out a risk assessment using the Public Health Agency of Sweden’s risk assessment tool: If the answer to many of the questions below is “Yes”, consider cancelling or postponing the event or gathering. If the answer to all questions is “No”, the event or gathering can be held without additional risk assessment. For each question where the answer is “Yes”, risk reduction measures should be identified and an action plan created for these.

Risk factors	Yes	No	Risk reduction measures
International participants			
Key worker participants (e.g. healthcare and social services staff)			
Indoor event			
The conditions for the event lead to close contact between the participants (size of venue, type of activity etc.)			
Hygiene measures are not sufficient (access to hand washing, hand disinfection and cleaning)			
The number of toilets is not sufficient			
Prolonged event (more than a few hours)			

Risk factor	Risk assessment	Risk reduction measures
Large number of participants	Greater risk of spread of infection when many people assemble, and the infection is spread when the participants return home	<ul style="list-style-type: none"> - Limit the number of participants - Review the conditions for the event, e.g. size of venue and opportunities for good hand hygiene
International participants	International participants increase the risk of spread of infection	Limit the number of international participants
Key worker participants	For courses, seminars and other events that involve the health and medical care sector or other key worker participants, special precautions should be observed	Inform the participants about the conditions for the event
Risk groups	Older people have a higher risk of contracting a serious case of COVID-19	Hygiene measures such as access to hand washing, hand sanitiser
Type of activity	Close contact increases the risk of spread of infection. There is a greater risk of spread of infection during indoor events than outdoor ones	<ul style="list-style-type: none"> - Replace or modify the planned activities - Reduce the number of participants and increase the number of toilets - Change the venue for the activity
Length of event	Prolonged (more than a couple of hours) events can increase the risk of spread of infection	<ul style="list-style-type: none"> - Shorten the event - Provide information about what participants should do if they develop symptoms during the event

For recommendations regarding the hotel and restaurant facilities see the Visita's brochures "Safe restaurants" and "Safe hotels".

Occupational health and safety risk assessment

As the risk of spreading an infection is also a risk for employees in their workplace, it is important to comply with the Swedish Work Environment Act and the Swedish Work Environment Authority's regulations.

Each workplace must carry out a risk assessment based on the activities being carried out. This means that the employer must plan how to manage an outbreak of an infectious disease in the

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workplace, identify the tasks that must be carried out and ensure that the staff carrying out these tasks are working under conditions that are as safe as possible. The risk assessment should state the risks that are present and whether they are serious. An assessment of serious risks should result in suggested measures to remove or minimise the risks. The employer is responsible for taking these measures. Risk assessments and action plans, regarding both guests and staff, must be drawn up in collaboration with the company and workplace safety organisation, with participation from the employer, staff and the Swedish Hotel and Restaurant Workers' Union (HRF) safety representative. Where applicable, HRF's regional safety representative should also participate. If there is no safety representative appointed at the workplace, collaboration should take place directly between the employer and the staff.

Visita's "Safe to visit" sticker

Display the sticker clearly on windows or entrance doors to show guests that you are complying with authority guidelines and Visita's scheme for reducing the spread of COVID-19.



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