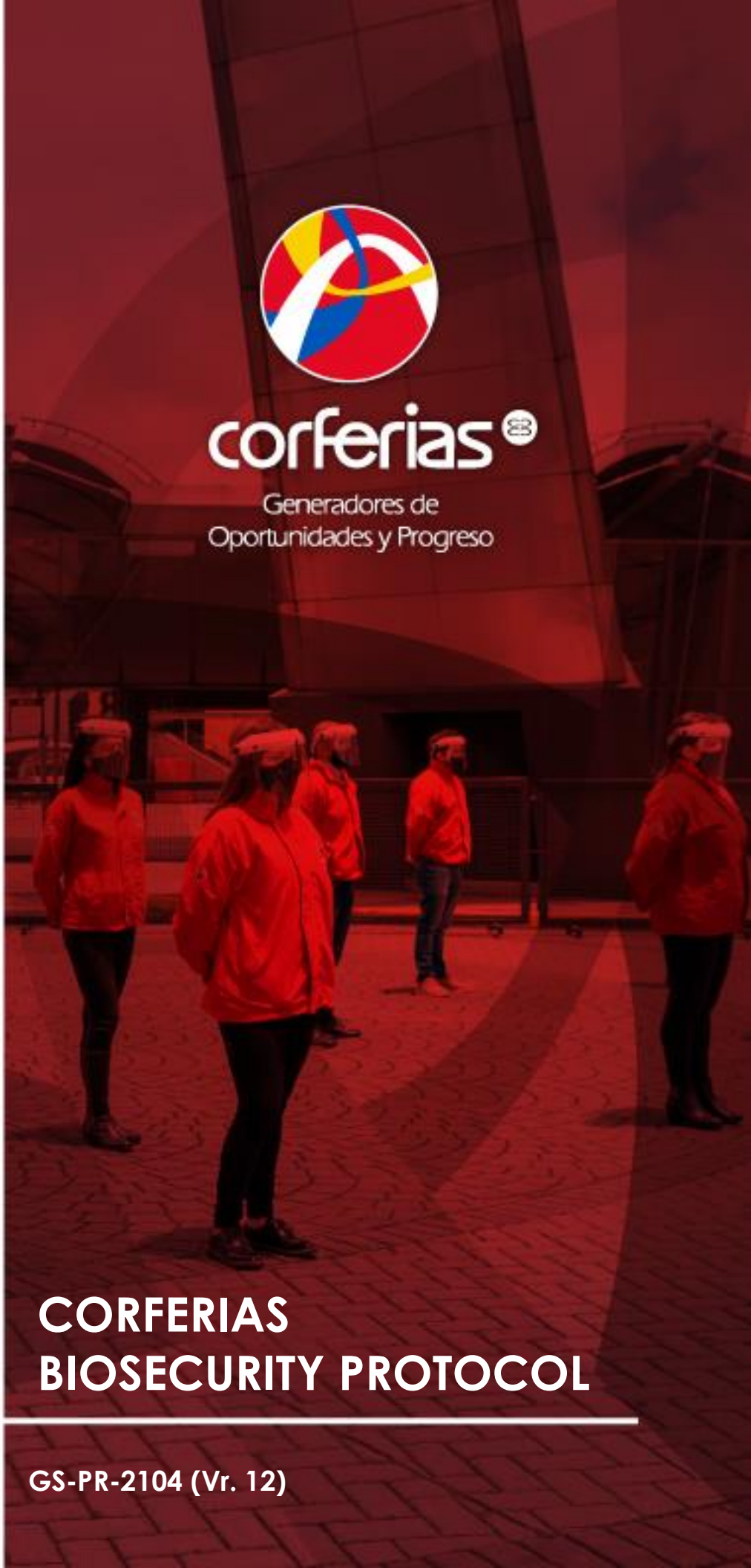




corferias®

Generadores de
Oportunidades y Progreso



CORFERIAS BIOSECURITY PROTOCOL

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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 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

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.

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.

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.

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.

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.

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 692 of 2022. So, the Ministry of Commerce, Industry and Tourism advices of Resolution 576 of 2020, and by the Interior Ministry through 655 Decree of 2022.

6. DEFINITION OF ROLES AND RESPONSIBILITIES

Legal Representative Responsibilities

- To assing 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

- Socialize this document to 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

- Comply with the measures stipulated by Corferias regarding to Biosafety and Inform to its workers the applicable Biosafety guidelines and ensure their compliance.
- Verify that the transport conditions comply with current legal regulations on biosecurity.
- 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.
- Manage strategies that promote social distancing and avoid the agglomeration of people in their stands.
- Carry out the hand washing protocol according to defined guidelines.
- Comply with the cleaning and disinfection protocols established in your stand, guaranteeing frequencies, products, processes, 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.

- Provide your employees with PPI and Biosafety according to the level of contact and relationship.
- 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 and any kind of agglomeration.

7.2 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.

7.3 HANDWASHING

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

7.4 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 TRADE SHOWS AND EVENTS DEVELOPMENT

8.1 Assembly and disassembly

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

- 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 frequently.
- Contractors, suppliers and exhibitors are responsible for the cleaning and disinfection of their goods, elements and work materials.

8.2 Execution of 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 must be subjected to a cleaning and disinfection protocol and replacement as necessary.
- The means of access such as ticket office and invitations can be purchased Online and in person. So the delivery of virtual invitations and the use of virtual pre-registration by the organizers should be promoted.

- Corferias encourages payment by card and other digital platforms, for all services with the aim of reducing the use of cash.

8.3 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).

8.4 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.

9. HUMAN CAPITAL SELF-CARE, SAFETY AND HEALTHINESS

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.

Has been implemented purification systems to the mechanical ventilation system and filtration systems with HEPA filter technology for air conditioners.

Corferias must supply and guarantee the PPI required for the activity, based in contagion risk for worker, depending of their activities, and must be registered in form "Control de Entrega de EPP – COVID-19".

The food areas are equipped with the elements that allow adequate hand washing, cleaning and disinfection of contact surfaces in accordance with the cleaning and disinfection protocol defined for this purpose.

Corferias must carry out training focused on promoting vaccination process, self-care both at home, in transport and at work sites, healthy lifestyle habits, handling risk situations and the adequate execution of preventive measures.

10. SUSPECTED CASES PROTOCOL

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

- 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 " 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 the information regarding biosafety guidelines and protocols adopted by the Corporation.