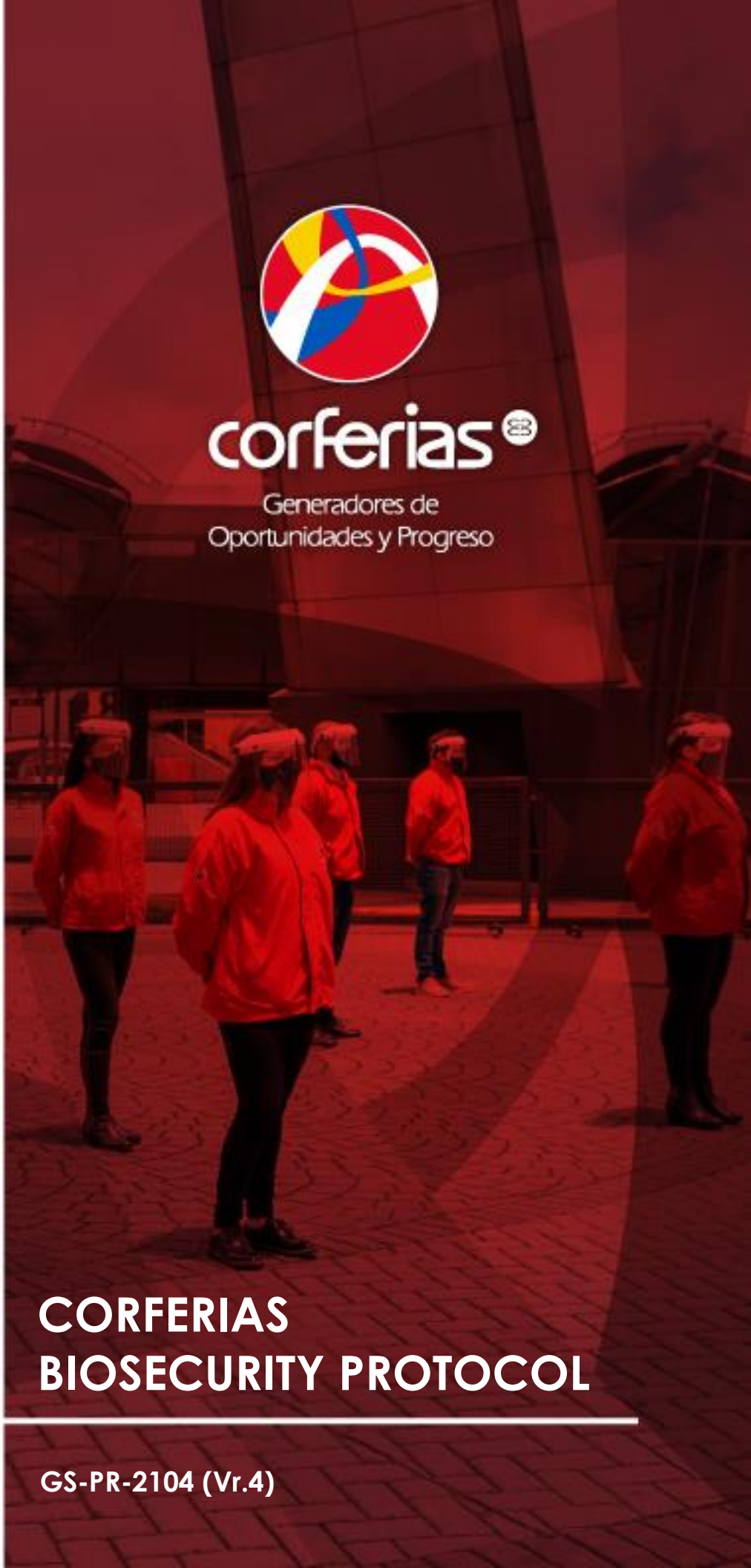




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Generadores de  
Oportunidades y Progreso



# CORFERIAS BIOSECURITY PROTOCOL

GS-PR-2104 (Vr.4)

## Contents

<b>1. INTRODUCTION - SECTOR CHARACTERIZATION .....</b>	<b>4</b>
<b>2. OBJECTIVE.....</b>	<b>4</b>
<b>3. REACH .....</b>	<b>5</b>
<b>4. GLOSSARY OF TERMS AND DEFINITIONS .....</b>	<b>5</b>
<b>5. NORMATIVITY.....</b>	<b>11</b>
<b>7. BIOSECURITY MEASURES DEFINED BY CORFERIAS .....</b>	<b>13</b>
7.1 LOCATIVE MEASURES.....	13
7.2 HANDWASHING .....	14
7.3 SOCIAL DISTANCING .....	16
7.4 PERSONAL PROTECTION ITEMS FOR PREVENTION OF COVID-19 .....	17
7.5 CLEANING AND DISINFECTION.....	19
7.6 PEST CONTROL .....	21
7.7 WASTE MANAGEMENT.....	21
<b>8. BIOSECURITY PROTOCOL FOR THE DEVELOPMENT OF TRADE SHOWS AND EVENTS .....</b>	<b>22</b>
8.1 PLANNING.....	22
8.2 ASSEMBLY AND DISASSEMBLY .....	22
8.3 EXECUTION OF BUSINESS AND KNOWLEDGE TRADE SHOWS AND EVENTS .....	23
8.4 ACCESS AND CALL .....	23
8.5 REGISTER.....	24
8.6 DATABASES .....	24
8.7 PAYMENT METHODS .....	24
8.8 ACCESS TO THE FAIRGROUND .....	25

8.9 GENERAL GUIDELINES FOR THE RECEIPT OF GOODS AND HANDLING OF CORRESPONDENCE.....	26
8.10 GENERAL GUIDELINES FOR EVENTS .....	27
8.11 GENERAL GUIDELINES FOR THE HANDLING OF FOOD AND DRINKS ON THE FAIRGROUND .....	27
9.1 SCHEDULES AND WORKING SHIFTS.....	30
9.2 CONTROL MEASURES OF ENTRY AND EXIT FROM THE FAIRGROUND .....	31
9.3 REMOTE WORKING OR TELEWORKING.....	31
9.4 PRESENTIAL WORKING .....	31
9.5 INTERACTION AT FEEDING TIMES. ....	32
9.6 TRIP FROM AND TO THE WORKPLACE .....	32
9.7 BIOSAFETY RECOMMENDATIONS WHEN LEAVING OR ARRIVING HOME .....	33
9.8 RECOMMENDATIONS FOR PEOPLE WHO LIVE WITH HIGH-RISK PEOPLE .....	34
9.9 TRAINING .....	35
<b>10. SUSPECTED CASES PROTOCOL .....</b>	<b>35</b>
<b>11. COMMUNICATIONS PLAN .....</b>	<b>36</b>

## 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.

The physical spaces to which this document reach are all the areas available for the development of trade shows, exhibitions, congresses, conventions, and other platforms that seek the generation of commercial contacts between supply and demand and access to knowledge; as well as service areas, such as: halls, auditoriums, conference rooms, parking lots, sanitary units of the fairground, first aid unit, areas of operation for the service of food and beverages and other spaces of use of the fairground. This document is applicable for economic activities (ISIC codes).

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.

**Agenda:** Topics to be discussed in a meeting.

**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.

**Assembly:** Meeting of the members of an association, organization, union, society, corporation or other kind of group organized to discuss or deliberate on certain issues and / or topics. The conclusions are put to a vote, becoming a recommendation of the assembly. Only official delegations have the right to vote, which does not prevent the acceptance of accreditations from observers interested in the subject but who only have the status of listeners.

**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:** It has several meanings:

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

**Banquet:** It has two meanings:

- Formal dinner in which speeches are delivered by the authorities present.
- 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.

**Attraction:** Activities related to the attraction of an event to a specific space (fairground attraction, events attraction). This effort is carried out in a coordinated way between associations, organizations and convention offices of a country or city to ensure that an event that rotates in each edition is held in the aspiring country. It requires systematic research, presentation, promotion and lobbying.

**Convention Center:** A facility specially designed to hold different types of business events. It must have essential facilities to receive participants, both national and foreign, and respect current international construction standards. It must also offer the appropriate services for the organization, security and efficiency of the events held there. For this, it has specialized personnel with experience in the different services it offers.

**End Customer:** Participant in a business event. End user (see).

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

**Conference as an Event:** Meeting for purposes of discussion and research. Compared to a congress, the conference is generally smaller and more select in character.

**Patient cohort:** Grouping of patients who are colonized or infected with the same microorganism, to limit their care to a single area and avoid contact with other patients. Cohorts are created according to the diagnostic confirmation (clinical or microbiological), epidemiological criteria, and the mode of transmission of the infectious agent. It is preferred to avoid placing severely immunosuppressed patients in rooms with other patients. Mathematical modeling studies support the strength of the cohorts in outbreak control.

**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.

**Destiny:** Locality hosting a business event. It can also refer to some property outside of a city.

**Distance:** Free area between the rows of chairs in an auditorium.

**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.

**Space:** Free area between the sides of the chairs in an auditorium

**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:** It has two meanings:

- Popular celebration that generally includes commercial exhibitions, entertainment activities and civic or religious festivals.
- Exhibition of products or services that concur in a specific area in order to promote business. Specialized fairs are public displays or exhibitions that are professionally organized by companies, associations or individuals and whose purpose is the sale of products or services in a specific sector of the economy. They are also called trade shows and can have a regional, state or national dimension. A fair can be called international if it has at least 5 exhibiting companies domiciled outside the country.

**Hypochlorite:** It is a group of disinfectants that is among the most used. This group of disinfectants have a quick effect on a wide variety of microorganisms. They are most suitable for general disinfection. As this group of disinfectants corrodes metals and produces discoloration effects, it is necessary to rinse surfaces disinfected with this product as soon as possible.

**Lodging:** Service offered by hotels and specialized establishments to create the appropriate conditions of stay for one night or more for the participants of an event.

**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:** It has two meanings:

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

- Way of distributing the seats in a room where it is held. There are different alternatives: - Auditorium type assembly: Assembly of living room where rows of chairs follow one another without any other type of element. - Banquet type assembly: Assembly of room where the assistants are in round tables. - Conference or school type assembly: Assembly of living room where each row of chairs is preceded by one of tables. - U-shaped assembly: Room assembly in which a circle is formed with the planks that remains open at one end. It is used for meetings and small meetings. - Cocktail assembly: Assembly of a room in which tables are arranged without chairs and the latter are placed in rows aligned with the walls to allow free movement of people.

**Food operators:** They are understood as the interested parties who carry out activities related to the handling of food within the fairground and correspond to: Corferias Food and Beverage Unit, concessionaires, exhibitors, catering services and other related.

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

**Health service providers:** Refers to health service provider institutions - IPS, independent health professionals, patient care transport and entities with a different corporate purpose that provide health services.

**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.

**Hazardous Waste:** is any object, material, substance, element or product that is in solid or semi-solid state, or is a liquid or gas contained in containers or tanks, the generator of which discards, rejects or delivers because its properties do not allow it to be used again in the activity that generated it or because current legislation or regulations stipulate it.

**SARS:** Severe acute respiratory syndrome.

**SARS-Cov-2:** Shortened version of the name of the new coronavirus "Severe Acute Respiratory Syndrome Coronavirus 2" (first identified in Wuhan, China) assigned by the International Committee on Taxonomy of Viruses, in charge of assigning names to new viruses.

**Catering Service:** Catering is the institutional food service or collective food service that provides a certain amount of food and beverages at trade shows, events and presentations of various kinds, on request or specific need of the client.

**Food and Beverage Unit:** The area of Corferias, which offers food service in different lines of business associated with coffee bars, fast food restaurants and catering services for attending events in the different venues.

## 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 666 of 2020 and Resolution 1681 of 2020 and by the Ministry of Commerce, Industry and Tourism through Resolution 576 of 2020, necessary for the safe development of trade shows and events.

## 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

- Approval 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.

## **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.
- Attend the socializations and / or training (virtual or face-to-face) on Biosafety, which are scheduled by Corferias.

## **Exhibitor Responsibilities**

- Comply with the measures stipulated by Corferias regarding to Biosafety.
- Verify that the transport conditions comply with current legal regulations on biosecurity.
- 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.
- Verify that the conditions of transport of merchandise and assembly elements, as well as the conditions of delivery of the marketed products, comply with the current biosafety protocols.
- Carry out the hand washing protocol with a minimum frequency of every 3 hours with a minimum duration of 20 to 30 seconds.
- Have at your stand glycerinated alcohol minimum of 60%, disposable towels and face masks.
- Attend the socializations and / or training (virtual or face-to-face) on Biosafety, which are scheduled by Corferias.

## **Enablers Responsibilities**

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

## **7. BIOSECURITY MEASURES DEFINED BY CORFERIAS**

The Biosecurity measures contained in this document are based on current legal requirements, applicable to 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 Guidelines for Handwashing of Enablers**

The enablers, both in remote and face-to-face work, must carry out the hand washing protocol with a minimum frequency of every 3 hours with a minimum duration of 20 to 30 seconds (after coming into contact with surfaces that may have been contaminated by another person such as handles, handrails, locks, transportation, before and after using the bathroom, before and after eating, after sneezing or coughing, before and after wearing a mask, or before touching your face or handling money) according to defined by Corferias. The Corferias Health and Safety at Work coordinator and the Human Resources area are the ones who must carry out the follow-up and monitoring of this activity.

### **7.2.2 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 at a recommended frequency of at least every 3 hours. 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.



## 7.2.4 Handwashing for Food and Beverage Operation

### Concessionaires, food exhibitors and external catering services:

For the adequate development of this operation by third parties, Corferias guarantees the infrastructure conditions described above, in the same way, they are requested to include within their protocols, what refers to handwashing and guarantee its compliance in the development of their activities inside the fairground. For this, Corferias assign spaces and communication channels for the disclosure of the mandatory requirements within the facilities.

The validation of compliance with this requirement is carried out randomly through the Corferias Operations and Risks team and Food and Beverage Quality.

### Food and Beverage Business Unit

To guarantee compliance with this process, there is an exclusive point for handwashing at the different Food and Beverage points of operation, equipped with disinfectant soap, antibacterial gel and disposable hand towels.

The products used in this activity are described in the Annexes of the Protocol for Cleaning and Disinfection Activities of the Food and Beverages Business Unit.

- Frequency of Hand Washing:

It is established for the operation that each change of activity requires hand washing, or, at a minimum, the execution of this activity must be guaranteed every hour. This information and its technique are communicated in the training sessions, in addition to being found more specifically in the support material given to the staff "Primer 12 Golden Rules in Food and Beverages."

In order to guarantee that the hand washing process is properly carried out, in addition to the training activities, graphic material is available located in a point with the hand washing and disinfection procedures, information that can be consulted in the "Booklet 12 Rules of Gold in Food and Drinks" and on the signs posted at the washing points.

## 7.3 SOCIAL DISTANCING

To guarantee social distancing, Corferias has established the following guidelines:

- The minimum space between people (other than the family group) interacting in the same place should be approximately 2 meters in holding areas, rest areas, bathrooms, payment points, areas where products are delivered to customers, exhibition areas, information points, lockers, registration areas, offices and other points of operation, which must be signaled.
- Corferias must take defined actions for people who do not comply with the social distancing guidelines.

### 7.3.1 Capacity Control

Corferias has a control mechanism for managing capacity in real time, enabled in each fairground.

Working together with the organizer of the trade show or event, the capacity is defined according to the nature and characteristics of these and during its development the Security and Operations team validates its compliance and does not allow the entry of visitors to the fairground, once the mechanism of control indicates that the maximum allowed capacity has been exceeded.

In the definition of capacity, the following variables must be considered, in order to avoid agglomerations:

- Net and total area of the place where the event or activity will take place.
- Nature of the trade show, event or meeting.
- Identify the type of assembly and characteristics proposed by the organizer.
- Maximum number of people participating in the event at the same time.
- Identify the areas of greater influx, flows and movements.
- Local or national guidelines regarding the management of Capacity for Trade Shows and Events and in accordance with the agglomeration allowed to Corferias.

- Corferias establishes a projection per trade show that is shared with the exhibitors, in order that the necessary self-controls are implemented, to comply with the capacity.

## Distancing in the food and beverage business unit

The placement of personnel on the place must be carried out in such a way that the food production processes are prioritized safely, guaranteeing the distance of 2 meters between people, for this the following strategies are used depending on the type of assembly required and the trade shows and / or event held:

- There is capacity for each point of operation and the number of people per area, both operations and customers, is established.
- For points in which the operating space is reduced, the space for food production must be prioritized and the billing must be located externally with checkout points and online shopping should be promoted.
- The personnel of the Food and Beverages operation is not allowed to socialize if implies approaching during the working day.
- The use of personal protection elements throughout the working day is mandatory.
- For shift change or point closure activities, those responsible must coordinate schedules and spaces in order to have the least number of people and allow the required distances to be managed.
- During the interaction of the interested parties with the Food and Beverages Business Unit, the possibility of contact with customers must be avoided, the delivery of orders must be made in an area established for this purpose.














## **7.4 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.

- Select the PPI and assign them based on the risk of contagion for the enabler, required and necessary according to the task to be carried out, record their delivery in the "PPI Delivery Control - COVID" form, being responsible for the verification and final disposal.
- Train enablers who need to wear clothing, on how to put it on, use it and take it off correctly, as well as disclose and communicate the correct way to use masks.

- Enablers must make use of PPI during all stages (assembly, fair and disassembly) of the trade show or event.
- These elements are for personal use, and for use inside the fairground. If it is necessary to share the PPI, the respective disinfection must be carried out prior to use. The use of PPI does not exempt the facilitators from practicing correct hand hygiene, before and after using them.
- The Risks and Operations team must randomly monitor the use and proper removal of PPE.
- Once the work schedule is finished, the personal protection elements for COVID-19 must be removed and arranged. And in the cases where it is possible to carry out the respective washing and disinfection (At home these must be washed at the end of the day and not be combined or mixed with the family's clothes).

## Matrix of Personal Protection Items (PPI)

Matrix of Personal Protection Items (PPI) - COVID-19													
PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION		FOOTWEAR			HAND PROTECTION			BODY PROTECTION		CLEANING AND DISINFECTION It is not considered PPI	
AREA	High efficiency face mask N95-FFP2	Conventional or surgical mask	Safety glasses against impact and splash	Mask	Slip footwear	Rubber boots	Disposable gaiter	Household gloves	Nitrile gloves	Surgical gowns	tyveg	Antiseptic soap (Hand washing)	Hand sanitization (Antibacterial Gel)
PPI													
Cleaning staff		★	★		★	★		★				★	★
Infrastructure staff		★	★						★			★	★
Administrative staff		★										★	★
Nurses and Brigade Members	★		★	★ Nurses	★ Nurses		★ Nurses		★	★ Nurses	★	★	★
Contractors and subcontractors		★	★									★	★
Logistics and security staff		★		★					★			★	★
Exhibitor-Exhibition-Speaker Staff		★										★	★
Visitors, attendees and the general public		★										★	★

\* The logistics and security staff, depending on the risk activity, can use nitrile gloves, this definition is made with the support of the person in charge of Safety and Health at Work

Key	Identificación
Hand washing every 2 hours	★
Dispose every 8 hours	★
Dispose every 4 hours	★
All day and cleaning and disinfection	★

RECOMMENDATION	
Protection of equipment from heights, hot, etc.	It is recommended to carry out the cleaning and disinfection process at least 3-4 times a day
Hand and power tools	
Computer, desktop, corporate cell phone	

## Personal Protection Items (PPI) for the Operation of the Food and Beverage Business Unit

Regarding the description of the PPE required for the operation, as well as the way of use and storage, is described in the document Instructions for Safe Operation in A&B.

These elements will be of mandatory use during the working day by all personnel, according to what is defined to their position.

### 7.5 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.

## **7.5.1 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 PPE 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.

## **7.5.2 Guidelines for cleaning and sanitizing routines for food operations**

All areas of the fairground destined for the commercialization and consumption of food and beverages (concessionaires of the food court and points of sale of the food and beverages business unit), in addition to being subject to the cleaning activities established by the Recovery Plan, must be subjected to disinfection of the environment with a nebulizer, which must be carried out periodically, according to a schedule defined with an authorized provider for this activity.

On the other hand, for the Food and Beverages Business Unit, Cleaning and Disinfection activities are carried out in accordance with the provisions of the Protocol for Cleaning and Disinfection Activities and the Instructions for Safe Operation in A&B.



### **7.5.3 Guidelines for cleaning and disinfecting areas with suspected or confirmed COVID-19 cases**

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.

### **7.6 PEST CONTROL**

Corferias has defined a program for the integrated control of pests, which has a preventive orientation and is executed through an authorized supplier for the performance of said activities, who has documented the operation and biosafety protocols determined for this purpose, where the PPI, safety recommendations, technical sheets of the pesticides used are specified. The performance of these activities is defined in accordance with the schedule established in conjunction with the supplier.

### **7.7 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 numerals 7.3 social distancing and 7.4 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 paragraphs 7.3 Social Distance and 9.2 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 guidelines and 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 of section 7.2 hand washing of this document.
- Contractors, suppliers and exhibitors are responsible for the cleaning and disinfection of their goods, elements and work materials.
- Comply with the guidelines of paragraph 7.5 cleaning and disinfection for equipment and rental material.
- Every time the assembly personnel enter or leave the fairground, they must carry out and apply the process of disinfection of hands, surfaces and work tools.
- It is recommended not to wear jewelry and to keep hair up.

### **8.3 Execution of Business and Knowledge Trade Shows and Events**

- The organizer must 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 permanent 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: Entrance tickets to the trade show, event or academic activity are acquired, in such a way that the visitor enters with greater agility.

- In person: The Visitor acquires their tickets directly at the entrances to the fairground, where they must comply with the guidelines of numeral 9.2 control measures for entry and exit from the fairground, of this document.

#### 8.4.1 Delivery of Invitations and credentials:

- The delivery of virtual invitations and the use of virtual pre-registration by the organizers should be promoted.
- The event organizer must adapt ephemeral architectural elements in the places of user service, which guarantee social distance and security between the participants.

#### **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 is guaranteed in the accreditation process.

#### **8.6 Databases**

Corferias collects personal data for exhibitors and suppliers virtually, considering information such as: name, identification document, address, telephone. The foregoing in order to serve as a reference for health authorities, in case any of them test positive for COVID-19. Likewise, there is authorization for the use of personal data and compliance with the other applicable regulations on the matter.

#### **8.7 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 7.5 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.

## 8.8 Access to the fairground

### 8.8.1 Parking lots

- In the provision of the parking service, the rules of social distancing 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.

### 8.8.2 Fairground

- Comply with the biosafety protocol to access the fairground described in section 9.2 Control Measures for Entry and Exit from the fairground.
- Everyone who enters the fairground must use a mask.
- The logistics personnel must record the temperature taking of the enablers, contractors and suppliers prior to entering in the form "Control of Health Status and Entry to the Fairground" and "Control of Health Status and Entry to the Fairground - Suppliers" (as applicable). For cases in which a temperature greater than or equal to 38 °C occurs, the temperature measurement must be taken again and in the cases that apply, proceed as defined in paragraph 10 of this document: "Suspected cases protocol".
- Lockers with a QR code reader are enabled at the entrances in order to avoid visitor interaction with the entrances staff.
- Cargo vehicles entering the fairgrounds (parking spaces do not apply) must be subjected to a spray process that allows disinfection of these.

### 8.8.3 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 distancing and the respective capacity management.

### 8.8.4 Academic activities

- For access to academic activities, you must comply with what is described in section 7.3 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 such as microphones and pointers, 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: knobs, tables, railings, elevators, bathrooms.

## **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 events

### Use of dressing rooms

- 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.
- The artists must be distributed in each dressing room as defined in section 7.3 Social Distance of this document.
- In each dressing room, the cleaning and disinfection guidelines must be met for each artist replacement and said processes must be carried out in accordance with the provisions of section 7.5 Cleaning and Disinfection of this document.
- The fairground can have or adapt walk-in dressing rooms, if required, which must guarantee ventilation and adequate cleaning and disinfection.

## 8.11 General Guidelines for the Handling of Food and Drinks on the Fairground

In accordance with the provisions of the health regulations for the prevention of contagion of COVID-19 in operation with food and beverages, Corferias has defined the following guidelines:

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 according to the risk analysis. To deliver this information, a "circular of biosecurity requirements for food and beverage operators" has been structured, which is delivered prior to the execution of trade shows and / or events; likewise, the communication channel with the interdisciplinary work team made up of enablers belonging to the Risk and Operations and Quality Management areas, who are responsible for clarifying doubts and participating in the activities carried out with the interested parties to articulate their protocols to the operation of the fairground.

The following are the requirements contained in the circular delivered to interested parties:

- Describe the control of personnel documentation, entry to operation points, access areas, temperature measurement, social distancing, definition of spaces and capacity for interactions between personnel, suppliers - clients and the pertinent control records.

- Describe the type, proper use, storage and change frequencies of PPI, for the operation and according to the position; guaranteeing the delivery of these to the staff.
- Describe the cleaning and disinfection protocols that apply within the fairground, relating frequencies, type of substances (with technical sheets endorsed by the health authority), concentrations used and application methods.
- Guarantee Separation at the source of waste and include what refers to special waste (face masks, gloves and disposable towels).
- Describe the biosafety controls that apply to suppliers, reception, sale, take-away delivery and / or service provision processes. In addition, guarantee the supply of glycerinated alcohol minimum of 60% available to all interested parties.
- Promote the payment process virtually, promoting always take away delivery.
- Keep a database of suppliers and domiciliary and, as far as possible, of clients, detailed according to the requirements of the standard. And, in addition, have available the monitoring records of the daily health status of the employees. As well as, the protocol for managing COVID-19 detection situations has been established.
- Define a schedule with hours that do not interfere with the operation and avoid the agglomeration and spread of the virus.
- Tasting practices, delivery of souvenirs or advertising of food and beverages are not allowed at the points of operation.
- Install the necessary signaling at the points of operation, in accordance with the provisions of their protocols.
- Provide training to staff on biosafety protocols and on-site operation.
- Do not prepare food in the service area (understood as preparations in the same spaces where customers are located, where there is no physical separation to isolate the process).

Once table service is allowed by the health authority, it is necessary to ensure in addition to the above:

- Control of the location of tables and customers according to the capacity of the service area.

- Promote reservation practices, order planning and service attention, avoiding contact with the customer and the elements that interact with him.
- Guarantee cleaning and disinfection of the tables whenever possible in each customer replacement or at least every 3 hours.
- Implement measures that guarantee the proper handling of utensils for service, avoiding contamination or contact before being delivered to the customer.
- Guarantee the other sanitary measures contemplated in the current regulations, which prevent the virus spread.

In addition to the implementation of biosafety protocols, food and beverage 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.

Corferias also implements the activities described and carried out according to the Recovery Plan of the fairground, the following actions:

- It informs the capacity of the food court for premises, service corridors, common areas and customer service areas and the logistical recommendations for taking and delivering orders.
- Establishes schedules for the entry and reception of suppliers, evacuation of waste and entry of personnel to the areas of operation of the plaza.
- Install necessary signage to demarcate areas, promote self-care measures and control capacity.
- It has hand sanitizing stations with glycerinated alcohol minimum of 60% available for users of the food court.
- Identify critical areas for risk of contagion and increase the frequency of cleaning and disinfection of surfaces and environments. Leaving record of this activity.
- Structure within the solid waste management program, regarding the handling and final disposal of face masks, gloves and disposable towels.
- It includes disinfection of environments, in common areas and service areas of food courts, with an authorized service provider aligned to the requirements of current regulations.

- It informs the zones and authorized hours for the consumption of food by workers of concessionaires and the operation of food and beverages of the fairground.

### **8.11.1 Biosafety Guidelines for the Stages of the Operation of the Food and Beverage Business Unit**

For the Food and Beverages Business Unit, the operating conditions to prevent contagion by COVID-19 have been described in the Instructions for Safe Operation in A&B for the processes that are part of the service provision chain, associated with:

- Purchase and Receipt of Food
- Food processing
- Retail sale
- Restaurant-to-Table Services
- Catering Services
- Home Service

Said document complements the guidelines to ensure safety described in the Manual of Good Manufacturing Practices.

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

### **9.1 Schedules and working shifts**

In order to reduce the volumes of personnel both in the transport systems and in all areas of the fairground, the area managers together with the Human Resources area must establish work shifts that allow guaranteeing social distancing, avoiding agglomerations.

At the end of each shift, cleaning and disinfection of work areas and of all surfaces, equipment and tools with which the enablers have interacted must be carried out in accordance with the provisions of section 7.5 Cleaning and Disinfection of this document.

At all times, work teams must prioritize virtual meeting spaces, avoiding face-to-face meetings, when necessary, these must be held in large, ventilated spaces where a minimum distance of 2 meters between each person is guaranteed.

## 9.2 Control measures of entry and exit from the fairground

Corferias has established the following measures to prevent contagion during the entry and exit of the enablers and contractors:

- Mandatory use of face masks permanently.
- Footwear disinfection mats.
- Disinfectant gel points for incoming personnel, as well as communication of the appropriate hand disinfection protocol at these points.
- Taking the temperature of visitors through the mechanism established for this purpose.
- Registration of the temperature upon entry and exit in the form "Control of Health Status and Entry to the Fairground" of enablers and contractors.
- Filling of the "Self-testing of health conditions" for enablers, this information must be managed and monitored by the Human Resources and Safety and Health at Work area who, in the event of Risk situations, must initiate the respective monitoring.
- Enablers, contractors and suppliers with flu symptoms and / or a temperature greater than or equal to 38 ° C are not allowed to enter.
- Jewelry removal is recommended to enablers. Likewise, in cases where the use of a uniform or endowment applies, it must be used only inside the fairground.
- Invitation to download the CoronApp Application.

## 9.3 Remote working or teleworking

Corferias has established work at home for enablers, ensuring the dissemination of good practices in Biosafety.

## 9.4 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. For this, the Risk and Operations Department and the Human Resources area must identify the risk factors associated with:

- General information related to the places in the company where there may be a risk of exposure.

- Home and community risk factors.
- Individual risk factors.

A distribution of workstations was defined that guarantees social distancing.

If an enabler has respiratory symptoms at work, the provisions defined in paragraph 10 Attention to possible COVID cases of this document must be executed.

Active breaks are made, in accordance with the provisions of the company's Occupational Health and Safety Management System. To carry out these pauses, it is not necessary to remove the personal protection elements such as face masks, it is necessary to guarantee a minimum distance of 2 meters between each of the enablers. At the end of the active pauses, it is necessary to carry out the hand washing protocol before returning to work activities.

## **9.5 Interaction at feeding times.**

- Corferias has food areas, which must be used at the established times, ensuring a minimum distance of 2 meters 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.
- Upon entering and leaving the feeding areas, the enabler must carry out the hand cleaning and disinfection process.

## **9.6 Trip from and to the workplace**

Corferias has arranged and communicates to the enablers the following recommendations regarding transportation to and from the work site:

### **9.6.1 Public transport:**

- You should always wear your mask.
- Avoid traveling during peak hours, to avoid agglomerations.
- Avoid manipulating the cell phone during the trips.



- Use the sinks, glycerinated alcohol, and other cleaning systems that have been provided by the transportation companies.
- Keep as far as possible a distance greater than one meter from other users of the system.
- Avoid acquiring and / or receiving food and other items during the trip.
- Open the windows to promote internal ventilation of the vehicle.

#### 9.6.2 Transport by bicycle or motorcycle:

- Wear the gloves throughout the trip and disinfect them when arriving at the home / office.
- Clean the vehicle daily.
- Keep the helmet, glasses and protective equipment clean and do not allow other people to use them.

#### 9.6.3 In private car transport:

- Avoid traveling together with people who have virus symptoms, if necessary, request the use of face masks and keep the vehicle ventilated during the trip.
- Clean the surfaces of the vehicle with which it is in contact, such as: seat belt, steering wheel, among others.
- Avoid using air conditioning inside the vehicle.

### **9.7 Biosafety recommendations when leaving or arriving home**

- Remove the shoes at the entry and wash the sole with soap and water.
- Wash your hands before approaching people and / or family members.
- Avoid contact before hand washing, keeping the distance of 2 meters.
- Keep the spaces of the house ventilated
- Disinfect with alcohol or wash items that have been handled outside the home with soap and water.
- Try to use the mask constantly at home.

- Be attentive to the indications of the local authority on restrictions to mobility and access to public places.
- Visit only those places strictly necessary and avoid agglomeration of people.
- Assign an adult to do the shopping, who does not belong to any high-risk group.
- Restrict visits to family and friends if any of them have respiratory symptoms.
- Do not greet with kisses, or hugs, or shake hands and maintain isolation.
- Before having contact with family members, change clothes.
- Do not reuse clothing and do not shake clothing before washing to minimize the risk of virus spread through the air.
- If there is someone with flu symptoms in the home, both the person with flu symptoms and those who care for them should wear masks constantly at home.

## **9.8 Recommendations for people who live with high-risk people**

If the enablers or the people with whom you live are people over 60 years old, people with pre-existing diseases of high risk for COVID-19, smokers, or health services personnel, the following precautionary measures should be taken:

- Wear a mask at home.
- Increase the ventilation of the home.
- If possible, assign a bathroom and single room for the person at risk. If not possible, increase ventilation and cleaning and disinfection of surfaces in all areas of the home.
- Comply with the recommendations for hand washing and respiratory hygiene issued by the Ministry of Health and Social Protection.
- Regularly wash and disinfect the different environments of the home.
- Cleaning and disinfection must be carried out trying to follow steps 'i) dust removal, ii) washing with soap and water, iii) rinsing with clean water and iv) disinfection with household products.
- Clean and disinfect everything that has been outside the home or that is handled daily, such as: computers, cell phones and other frequently used electronic equipment.

## 9.9 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 is published and disclosed to all enablers in order to:

- Publicize its location and content in the Tool that manages the Quality Management System.
- Identify communication channels (to consult doubts and action in cases of risk).

The trainings are carried out mainly virtually.

## 10. SUSPECTED CASES PROTOCOL

Corferias has defined a process for monitoring the alarm signs that may indicate the possible existence of a positive case of contagion with COVID-19 as follows:

- Corferias has established the mechanism for the daily survey of " Self-testing of health conditions " to identify possible suspected cases in enablers.
- The enablers must report to the immediate boss when they present symptoms and if they are in the fairground, go to the isolation area defined for that purpose.
- 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 EPS / 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. The cases that are identified as suspects must be isolated at their homes for 14 days as stipulated by the Ministry of Health and Social Protection.
- In case of confirming positive for COVID-19, all the people who came into contact must be isolated and notify the EPS / ARL, who determine the respective management.

- For the interested parties, if they have a temperature greater than or equal to 38 ° C upon entering the fairground, the temperature must be taken again. For cases in which the same result is presented in a second intake, the entrance to the fairground is not allowed and it is communicated that you must notify your EPS, who must determine the respective handling. Likewise, 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 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.