



COVID-19 SANITARY PROTOCOLE

3AF, as the organizer of the SPACE PROPULSION 2020 Conference, is taking all measures to make the event safe.

The venues and partners we have chosen to work with on this event (Estoril Congress Center, catering services, transportation, evening event venues), are currently in the process of obtaining the “Clean & Safe” label issued by Turismo de Portugal, the official association promoting tourism in Portugal.

This stamp of approval distinguishes tourist and MICE activities which are compliant with hygiene and cleaning requirements issued by Portuguese authorities for the prevention and control of COVID-19 and other possible infections.



TRAINING OF EMPLOYEES (Congress Center, evening venues, sub-contractors)

All employees will receive information and/or specific training on:

- How to take basic precautions to prevent and control infection relating to the COVID-19 coronavirus outbreak, including the following procedures:
 - Hand disinfection: wash hands frequently with soap and water for at least 20 seconds, or use hand disinfectant containing at least 70° alcohol, covering all surfaces of the hands and rubbing them until dry.
 - Breath etiquette: cough or sneeze into your bent forearm or use a tissue, which must then be binned immediately; always disinfect your hands every time you cough or sneeze and after blowing your nose; avoid touching your eyes, nose and mouth with your hands.
 - Social behavior: change the frequency and form of contact between employees and between employees and customers, avoiding (where possible) close contact, handshakes, kisses, shared workstations, physical meetings and shared meals, utensils, cups and towels.
- How to self-check daily for fever (take body temperature twice a day and record the reading and time of check), check for coughing or difficulty in breathing;
- How to comply with Ministry of Health guidelines for cleaning surfaces and dealing with clothing at work premises.

CONFERENCE CENTER AND EVENING VENUES WILL MAKE AVAILABLE

- Personal protective equipment in sufficient numbers for all employees;
- Personal protective equipment will be available to participants (maximum capacity of the establishment);
- Stock of single-use cleaning materials proportional to their dimensions, including single-use cleaning wipes moistened with disinfectant, bleach and alcohol at 70°;
- Dispensers of alcohol-based antiseptic solution or alcohol-based solution near the entry / exit points and common sanitary facilities;
- Waste container with non-manual opening and plastic bag;
- Place to isolate people that can be detected as suspected or confirmed cases of COVID-19,
- In the sanitary facilities equipment for washing hands with liquid soap and paper towels;

CONFERENCE CENTER AND EVENING VENUES WILL ENSURE

- Observance of the maximum permitted occupation per m2 recommended by the Ministry of Health, if business is conducted in enclosed spaces;
- Cleaning or disinfection of equipment used after every activity, in accordance with the rules that apply to each type of equipment.
- Washing and disinfection, in accordance with the internal protocol, of the surfaces where employees and customers circulate, ensuring control and prevention of infections and resistance to antimicrobials;
- Cleaning, surfaces and objects of common use, several times a day (including counters, light and elevator switches, door handles, cabinet handles);
- Air renewal of rooms and closed spaces is done regularly;
- In the areas of catering and beverages, the reinforcement of the hygiene of utensils, equipment and surfaces. The direct handling of food by customers and employees is avoided as much as possible;
- Decontamination of the isolation area whenever there are positive cases of infection and reinforcement of cleaning and disinfection whenever there are patients suspected of being infected;
- Storage of waste produced by patients suspected of infection in a plastic bag that, after being closed (eg with a clamp), must be segregated and sent to a licensed operator for the management of hospital waste with biological risk;
- High temperature washing of cloakrooms (around 60° C);

NB: there is always a responsible employee on duty to activate the procedures in the event of suspected infection (taking the person with symptoms to the isolation area, providing him/her with the necessary assistance and contacting the national health service).

PARTICIPANT INFORMATION

The following information is available to all conference participants:

- How to comply with basic precautions for prevention and infection control in relation to the coronavirus outbreak COVID-19;
- What our internal protocol is, related to the COVID-19 coronavirus outbreak;

The information will be made available to participants:

- By email prior to the event;
- Through signage on the event
- Oral announcements will also be made during the event plenaries and sessions;
- A dedicated event smartphone application will also be made available to access all practical information.

PARTICIPANT ETIQUETTE

The organizer recommends the following code of conducts for all conference participants.

- Wear personal protection mask in conference venue, Evening social event venues, all group transportation. Each participant shall be equipped with his/her own mask;
- Respect social distancing measures in all circumstances (in queues, in transportation, around catering buffets, when walking in corridors, when seating in the conference rooms);
- Wash hands upon entrance of conference premises with the alcohol-based antiseptic solution or alcohol-based solution dispensers made available by the venue;
- Avoid hand shaking, hugging;
- Refrain from coming to the conference in case of fever over 38°;
- In group transportation, wear a sanitary mask (will be handed out by organizer);
- Arrive with e-badge printed out on A4 paper;
- Respect the maximum capacity of each room and not attempt to enter when full capacity has been reached;
- Leave unnecessary personal belongings at their hotel to avoid using cloakroom.

This etiquette will be reminded in all conference communication. Any participant repeatedly failing to respect these recommendations may be asked to leave conference premises.

SPECIAL ADJUSTMENTS MADE BY ORGANIZER

In order to adapt to the new circumstances linked with these sanitary measures, the organizer will implement new protocols:

- One person in the organization team will be assigned to “sanitary security” and ensure the procedures are respected by all throughout the conference. He/she will check the installations before conference opening, make the necessary adjustments before/during conference, and call to order any person failing to respect the sanitary recommendations.
- Registration times will be adjusted to avoid large queues on opening day (early registration time slot on the previous day, larger time slots on opening day)
- The organizer will favor digital documents over paper hand-outs.
- When group transportation is organized, the organizer will ensure observance of the maximum permitted occupation by adapting the number of vehicles used. Organizer will request that all participants wear their own personal protection mask before boarding the vehicle.
- Hostesses will be present at the entrance of each room to ensure maximum capacity is respected. They will be responsible for counting participants and refraining those who are over capacity to enter rooms.