

NOVEL CORONAVIRUS OUTBREAK – UFI RECOMMENDATIONS

The World Health Organization has declared the Novel Coronavirus a global health emergency, and it is issuing advice on how to act to prevent infections. (see: www.who.int)

In certain countries preventive measures have been formulated, associated with penal or civil sanctions when these are available. Please check with the relevant competent local authorities for any measures applied in your country.

FOR ALL EMPLOYERS:

This document is meant for reference purposes only. Local employment legislation should be checked before implementing the measures detailed below.

The implementation of a **continuity of activity plan** is strongly recommended. The continuity of activity plan involves:

- Taking the necessary steps to protect those employees who are overexposed to risk through close contact with third parties or through overseas travel;
- Identifying a designated referent in each company or work unit (depending on the company's size) who acts as the third point of reference during the outbreak for all employees and management. It is also recommended to associate an employee representative in all procedures concerning the outbreak;
- Notifying all employees on information and training on hygiene and security regulations.

Collective recommendations

- Posters in communal areas and staff washrooms (cf. posters available from the competent authorities in each country) indicating the best daily practices and the adoption of responsible behavior (frequent hand-washing, use of disposable tissues).
UFI has provided a template for this purpose which you are free to translate and use (attached).
- Details on how to react in the case of symptoms at home or at work. If symptoms are identified whilst at home, to limit the propagation of the virus, the employee should not come to work. He should contact his/her doctor or inform his/her superior and the outbreak referent. If symptoms start at work, the employer should isolate the employee whilst taking the necessary precautions (e.g. wearing a mask), and ensure that he/she returns home in all safety (by calling a known relative or friend).

Individual recommendations:

- Distribution of an updated summary of the precautions to be taken with, if necessary, specific details such as the list of countries affected by the virus for persons who are required to travel, including any information or measures provided by Embassies. The procedure in the case of the illness being declared abroad should also be provided (e.g. repatriation). Insurance policies relating to all employees when travelling should be verified and reinforced if necessary. This information should be regularly updated according to the evolution of the coronavirus, and a follow-up of the absences should be kept by the coronavirus referent, for an overall view of the level of absenteeism.

Other Hygiene Measures

The following should be made available to all employees in case of a local outbreak:

- disinfectant wipes;
- hydroalcoholic solution;
- gloves;
- airtight pedal-bins in cloakrooms;
- masks designed to prevent contagion (other types of mask exist) and the circumstances wherein wearing masks becomes advisable or obligatory.

It is important to communicate with all employees and to involve employee representatives.

The cleaning of communal areas in the workplace should be reinforced to reduce the risks of contamination and if necessary, business trips and meetings should be limited.

Other Measures

It may be necessary to adapt more flexible work hours for the staff that are unaffected by the virus (whilst respecting the employment legislation of your country) including, if necessary:

1. the suspension of weekly time off,
2. reduction in daily breaks,
3. more overtime etc.

Check all measures taken for the continuation of activity by your service providers and consider the recourse to temporary staff or new service providers.

To anticipate all organisational difficulties, it is recommended to draw up a confidential table for all employees including:

- Name of each employee, job title and specific skills;
- Definition of employee polyvalence;
- Identification of the key members of the staff and those persons able to replace them;
- Childcare solutions if schools are closed;
- Identification of a person to be contacted in the case of symptoms at work for each employee.

Measures may be taken to enable staff to work from home including the provision of any necessary equipment and payment of any expenses incurred. The automatic transfer of phone calls may be implemented.

It may be useful to request that each employee provides a list of tasks on which they are currently working, on a regular basis, either online or offline. Most employees use an individual login and password. It may be necessary to consider access to information if the employee is absent.

All important administrative procedures should be identified and a contingency plan installed. This may cover for example, payment of salaries, payment of invoices, tax declarations etc.

FOR SITES THAT HOLD EVENTS:

Information on best practices should be posted in the communal areas, and the hygiene of the premises should be reinforced. **UFI has provided a template for this purpose which you are free to translate and use (attached).**

The various measures to be taken in the sector of the organisation of trade fairs and exhibitions **come under the responsibility of the organisers of the events.** The latter should therefore ensure that the adapted measures are taken to ensure the hygiene and security of the exhibition centre, and participants informed of these. The success of these measures depends on good collaboration between the organisers and venues. For example, an infirmary with doctor could be installed on-site to accommodate the persons with symptoms and if required, a specific plan implemented to isolate the possible cases noticed during the event in a separate zone. The cleaning and hygiene should be reinforced with particular attention to all communal, exposed areas.

Communications Plan

A Communications Plan should be introduced, and a designated point of contact established. This point of contact should ensure the interface with exhibitors, visitors, press etc. on the coronavirus. Communication channels may also include the website, the press, posters etc. A outbreak kit may be available depending on the level of risk and the recommendations of local authorities. The plan should include the necessary course of action in the case of the exhibition centre being closed by the competent authorities and all related communication.

All organizers and venues should check their insurance policy for the case of cancellation. A cancellation due to the outbreak may no longer be considered as "force majeure".

Make sure that you develop a Communications Plan which can evolve constantly depending on the development or regression of the outbreak.

