



ODENSE CONGRESS  
CENTER

## Clean & Safe at Odense Congress Center - a common responsibility

A large blue rounded rectangle containing the text 'Clean & Safe'. 'Clean' is in a white sans-serif font, '&' is a small white symbol, and 'Safe' is in a white cursive font. To the right of the text are two overlapping green leaves.

Clean  
&  
Safe

At Odense Congress Center our priority is to keep our guests, exhibitors and employees safe during COVID-19. Therefore we have developed **"OCC Clean & Safe"**, which will ensure that we can continue to run events with greater attendance under safe conditions.

In the following pages, you can read the fundamental elements of Clean & Safe, which contains what you can expect of us when it comes to creating a safe environment for your events, as well as what we expect of organizers, exhibitors and guests.

Crucial to our common success is that we all, both we and you as organizers/exhibitors, comply with the guidelines that are part of the government's set of rules to combat COVID-19. In this connection, we must mention that conference centers and fairs now follow the same rules as shopping centers in relation to number of square meters per person.

We, OCC and you, are responsible for a safe and secure execution of events, and OCC Clean & Safe is the way to reach this goal - together.



ODENSE CONGRESS  
CENTER

# Clean & Safe at Odense Congress Center

At Odense Congress Center, we guarantee that everyone, at all times, comply with the set of guidelines for execution of fairs.

In addition, we have introduced several concrete and specific initiatives based on the fundamental elements **DISTANCE and HYGIENE**, which together raise the precautions against COVID-19 to the next level and guarantee a safe fair for everyone. You can read more about the specific initiatives below.

## KEEP YOUR DISTANCE

We, at OCC, will make sure to comply with the rules regarding the number of participants and distance by:

- Several separate entrances
- Stickers on the floor in all public areas to show the recommended distance
- Posters in large and small areas to encourage to keep 1 meter distance
- Electronic guest counters at all entrances
- Roll-ups with COVID-19 rules at all entrances and exits in guest areas
- Plexiglass at the registration desk
- Marking of your fair stand that clearly shows the maximum number of guests

## GOOD HYGIENE

We will make sure to keep a good hygiene by:

- Large number of dispensers with hand sanitizer
- Gloves for staff who will be in contact with guests
- Gloves for guests at buffets
- Extended cleaning, including extra toilet guards
- Staff who will help our guests to keep the distance and good hygiene
- Masks and gloves will be available for guests upon request

## SAFE INDOOR ENVIRONMENT

We will create a safe indoor environment by:

- Regular replacements of tablecloths
- Waiters will be wearing masks/face shield/gloves at all guest servings
- Possibility of portion serving
- Manned buffets
- Serving of water in climate-friendly plastic bottles instead of jugs of ice water
- Handing out of masks/face shields by guests' request
- One-way for buffet servings and bar sales





ODENSE CONGRESS  
CENTER

# Clean & Safe

## for organizers, exhibitors and guests

We expect exhibitors to comply with all guidelines for execution of fairs.

If you or anyone among your employees (both build-up and fair staff) has any symptoms of COVID-19, it is very important to stay at home.

You can read more about our expectations for you and your employees, as well as good advices before, under and after the fair below.

### PREPARATION **BEFORE THE FAIR**

A few good advices to ensure both you and your guests the best experience during the fair.

- Make sure to count the maximum number of people (exhibitors/employees plus guests) at your stand - this depends on how many square meters you have at your disposal:

You are allowed to host one person for every 4 square meters at your stand - e.g. 16 square meters stand area allows you to host 4 people.

The responsibility for complying with this rule lies solely with the exhibitor, and any fines or penalties will fall on the exhibitor if they don't follow this rule.

- Based on the above, it is a good idea to have an overview of how many employees is appropriate to be at the fair stand at a time, and if possible, make a schedule. It is encouraged to have as few employees at the fair as possible due to the maximum number of people at your stand.
- If you have chairs and/or tables at your stand, there must be a distance of at least one meter between both seated and standing people (measured from tip of the nose to tip of the nose)
- Please purchase and bring plenty of protective equipment (sanitizer, gloves, masks and/or face shields) for both build-up and stand staff as well as guests at your stand

### PRECAUTION **DURING BUILD UP AND DISMANTLING**

During the build-up and dismantling of your stand, it is the government's rules for construction sites that apply - [you will find those here](#)

- Plan out the work so you can keep the distance:
  - 1 meter during normal work
  - 2 meters during hard physical work
- Easy access to hand sanitizer during work
- Minimize the physical contact between workers/employees
- Wash tools and contact surfaces regularly with sanitizers



ODENSE CONGRESS  
CENTER

# Clean & Safe

## for organizers, exhibitors and guests

### PRECAUTION DURING THE FAIR

During the fair it is important to notice:

- Exhibitors are free to choose which parking area they desire
- It is the exhibitor's responsibility to comply with the rule of maximum number of guests at the stand (see previous section)
- Guests at your stand are welcome to stay at the corridor area around your stand - however, they are not allowed to block the corridor area or cover the surrounding stands.
- Access to protective equipment (sanitizer, gloves, masks and/or face shields) for staff and guests at your stand is the exhibitor's responsibility.
- Regularly cleaning/washing contact surfaces with sanitizers within the exhibitors responsibility
- Garbage cans will be emptied daily and always before they are completely filled
- Tools and equipment should be cleaned between different users, etc., or personally tools or disposable equipment can be used.
- Avoid sharing tools that are difficult to clean, such as tablets
- Avoid handshakes
- Activities that creates queues or crowds at the stand are not allowed - this applies to handouts of samples, competitions or similar activities. However, it is allowed to hand out samples at the stand as long as the maximum number of guests is observed.

### CLEAN & SAFE FOR GUESTS

We expect our guests to always comply with the COVID-19 guidelines.

The most important include:

- Wash your hands or use hand sanitizer frequently
- Cough or sneeze into your sleeve
- Avoid handshakes, cheek kisses and hugs - limit the physical contact
- Keep your distance and ask others to show consideration
- Comply with the guidelines and signage regarding the maximum amount of people at stands, conference rooms etc.
- If you have symptoms of COVID-19 - **please stay at home**