

# XPO COVID-19 ONSITE SAFETY PLAN



25th May 2020

## XPO COMPANY PROFILE

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XPO Exhibitions (XPO) is the nation's largest B2B and B2C exhibitions organiser operating a portfolio of 18 exhibitions across a wide array of New Zealand industry sectors.

With more than 30 years of history running iconic exhibitions such as the Engineering, Machinery and Electronics Expo, Foodtech Packtech, BuildNZ, The National Safety Show, NZ Gift & Homeware Fairs, The Food Shows, Baby Shows, Fine Food NZ, Waikato Home & Garden show and many more. XPO has developed our own market leading event technology and smartphone event registration solutions and we manage 18 industry websites, publishing 10 industry show magazines and platform manage online sector based sales sites.

XPO proudly hosts more than 3,300 exhibiting suppliers per annum (majority of which are local NZ SMEs) and welcomes over 150,000 visitors annually to its shows. Our Auckland events alone deliver more than \$1.8B in visitor buying power onsite. We estimate that our exhibitions contribute around \$200m to the NZ economy per annum.

Our experienced team, combined with some of the most sophisticated event technology available, and importantly with the professional collaboration of our major exhibition venues positions us well to safely plan and host our exhibitions in the new COVID-19 environment; playing a critical yet safe role in the ultimate recovery of NZ SME business.

## OBJECTIVE OF THE PROPOSAL

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XPO have established the below new strict structured framework and protocol with the intention to safely deliver trade show exhibitions scheduled to commence from mid-August 2020. XPO trade shows provide the safest low-risk event type within the general events sector that is vital for the recovery of New Zealand SMEs.

We now seek from the New Zealand Government confirmation to follow the German Government's lead by formally separating 'Exhibitions' from 'Mass Gatherings' with a strict adherence to the below exhibition safety plan. Our exhibiting and visiting SMEs now require surety in terms of a timeline to recommence trade shows and exhibitions.

We seek a maximum cap of 200 persons per 1000sqm of hall space under Level 2 restrictions in Q4 2020 in order to recommence the running of these exhibitions and the recovery of SME trade. This lift in restrictions would be implemented in conjunction with the rigorous health and safety measures detailed below.

Note: Level 1 currently states no restrictions for Mass Gatherings. We require assurity that this will not change.

To exceed safety expectations from government departments, venues, exhibitors, staff, delegates and members of the public we remain steadfast that an XPO run exhibition can be delivered successfully and safely in a Level 2 COVID-19 environment. Of particular significance is our current robust ability to 'contact trace' precisely each and every one of our visitors, exhibitors and supplier staff.

MODULE	CURRENT DEPLOYMENT	ENHANCEMENTS POST COVID-19	RESULT
<b>Contact Tracing</b>	<p>Exhibitors and delegates register personal information for accreditation and secure data storage.</p> <p>Full name, company, address, email and mobile phone contact details are collected within this personal profile information – and translated to a QR barcode enabled visitor and exhibitor badge – that must be worn at all times onsite.</p> <p>XPO systems electronically time stamp when individual visitor and exhibitor badges are printed and distributed onsite.</p> <p>XPO currently scans the badge of visitors to time and date entry to all halls onsite at our exhibition.</p>	<p>Scanning of visitor and exhibitor badges at hall entry and at hall exit, will provide us a live tally of onsite hall attendees at any one time, and an accurate record of hall attendance time and duration.</p> <p>Increase registration mandatory information fields required from exhibitors and visitors, such as a check box to agree that person complies with XPO's COVID-19 safety policy, including staying away from the event if they are ill, reporting immediately to onsite EMT ambulance staff at the COVID-19 XPO / venue quarantine room if they feel ill onsite, allowing XPO and venue staff to randomly check temperature via organiser deployed temperature gun devices, social distancing adherence onsite, frequenting hand sanitiser stations, mandatory safe wearing of organiser issued (free of charge) face masks.</p>	<p>This will ensure that all person's attendance records at the event are both entirely traceable and contactable onsite or offsite.</p> <p>This will allow us to stage the entry of visitors so that hall limit numbers are not exceeded.</p>
<b>Show floorplan and crowd density standards</b>	<p>Exhibition stands as per individual contracts built with exhibition partitions separating booths, 3m aisle width minimums.</p>	<p>Generous increase of exhibition venue space allowances to separate stands and blocks of stands.</p> <p>Increase aisle widths to 4m minimum and mandate one way directional traffic down aisles.</p> <p>Floor markings for physical distancing as suggested by government/MoH.</p> <p>Social distancing policy to be implemented with exhibitors to limit the number of people in a booth and a 2m distance between exhibitor and visitor.</p>	<p>More space for visitors to safely walk the venue with minimum 2m distance from others.</p> <p>Orderly distance and minimization of queues and clusters of people. Adequate space to support physical distancing.</p>

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<b>PPE</b>	<p>Safety equipment for buildup of shows includes mandatory badging of exhibitors, closed toe shoes, high-vis vests.</p> <p>We have currently no less than 12 hand sanitising stations onsite at our exhibitions.</p> <p>N/A in relation to COVID-19 health equipment at present.</p>	<p>XPO will provide complimentary PPE for all persons to wear.</p> <p>Daily distribution of face masks upon entry to the event.</p> <p>Hand sanitizing stations accessible and mandatorily used.</p> <p>Add partitions, perspex counter screens and bollards safely distancing visitors from registration and information counters.</p>	<p>Reduced risk of transmission.</p>
<b>Registration of exhibitors</b>	<p>Each exhibitor is sent a link to self-register their full contact details via our website for all individual staff onsite – which translates to a printed badge that must be worn at all times. This information is securely stored in a highly secured cloud based server. All information is available at the click of a button by the Organiser team.</p>	<p>Extend this venue staff personnel and every onsite contractor (prior and post event) strictly enforced by onsite Organiser and venue appointed security team.</p>	<p>This will capture the contractor and venue staff within the same system.</p> <p>Ability to contact trace every person in contact with our event, and trace, including time stamping their arrival into the carpark and maintaining a time stamp of their entire journey in and out of exhibition halls.</p>
<b>Accreditation for exhibitors</b>	<p>Each exhibitor must collect their badge during build up.</p> <p>Each exhibitor must go through a OSH safety induction process and sign the declaration and wear safety PPE.</p>	<p>On-site self printing badge kiosks on arrival.</p> <p>Include a specific COVID-19 safety briefing and screening process and acknowledge this by way of declaration.</p>	<p>This will minimise queues and physical contact with XPO staff.</p>

MODULE	CURRENT DEPLOYMENT	ENHANCEMENTS POST COVID-19	RESULT
<b>Health and safety inductions for exhibitors, staff and contractors</b>	Criteria is sent prior to show and a check point is administered during all pack in days where each individual person completes an OSH registration and visual check for compliance.	Online compliance and registration. Visual checks can be done on arrival and to include Infrared & Thermal Imaging Temperature Screening.  Additional EMT staff onsite during build up.	Minimize the physical interaction of staff and exhibitors.  Temperature checks prior to entrance, must be under 38 degrees.
<b>Registration of visitors/delegates</b>	Self registration is free and available via the event website. Example: <a href="https://www.emex.co.nz/visitor-information/register/">https://www.emex.co.nz/visitor-information/register/</a>	Add a declaration to stay home if feeling unwell or if in isolation at time of event.  Add session times to attend event. (This may mean extending opening time duration of the event and/or extending number of show days to accommodate)  Read and formally acknowledge (including the electronic acknowledgement record) that they have read, understood and will abide by XPO's COVID-19 safety procedures before entry.	Alert visitors to the requirements of our event.  Manage number of visitors at each session with new capacity limit.  Structured planned admittance for attendees to the event.
<b>Event days - outer perimeter</b>	Existing gate and security staff on vehicle and pedestrian gate entry points.  No outer perimeter fencing from carpark currently in place.	Fencing to create an outer perimeter. Each person entering is screened using Infrared & Thermal Imaging Temperature Screening.	To ensure that only healthy people enter the event site and restrict multiple entry points into the building structure.
<b>Accreditation for visitors/delegates</b>	Badge collection on-site within foyer	Self printing kiosks in numerous locations throughout entrance area. Staff to assist standing by for questions and to sanitize kiosk after each use. Add COVID-19 screening declaration.	Minimize queues and clusters of people standing together. Minimize interaction of staff and visitors.

MODULE	CURRENT DEPLOYMENT	ENHANCEMENTS POST COVID-19	RESULT
<b>Scanning at each hall entrance and exit</b>	Guards scan visitors on entry only. This scan collects individual data, date, time and location of scan.	<p>Extend scanning to exhibitors, staff, contractors and all personnel entering the event.</p> <p>Scan on exit to obtain hall location and duration of attendance within hall of all persons at any given time, and to provide a live hall tally within capacity limits.</p>	<p>Provide live information on capacity in each hall at any given time. Record of all persons movements throughout event for contact tracing if required.</p> <p>Ability to cease entry to a hall if capacity is reached and implement a one in/ one out system.</p>
<b>Queue management</b>	All hall doors with security and Organiser staff with qualified attendee and exhibitor entry and exit, to prevent queue formation.	<p>Dedicated main building entry and exit points, partitions, signage and staff to manage security, distancing and flow of queues at each hall.</p> <p>Barriers to create queues with physical distancing floor markings every 1m or as recommended by MoH.</p> <p>Additional hall monitors and security team onsite to ensure visitor and exhibitor compliance.</p>	<p>Greater control of people moving in/out of each hall. 100% accuracy in scanning.</p> <p>Physical distancing both in main foyer and all halls maintained.</p>
<b>Public Address</b>	Used to promote feature activities and in case of emergency.	Add repeat messaging to remind attendees of physical distancing requirements and hygiene best practices.	Enforce messaging throughout all stages of the exhibition.
<b>Seating</b>	<p>Provided in rest areas, seminars, workshops and catering features.</p> <p>Occasional cleaning of furniture by onsite staff and professional cleaners.</p>	Seating to be spread out to create greater physical distancing. Sanitized and cleaned regularly.	To provide hygienic seating and strengthened physical distancing of those electing to rest on seats within the exhibition.

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AV and equipment	Provided for speakers and presenters in seminars and workshops	<p>Sanitized and changed over microphone equipment after each individual use. Lecturns and other equipment to be cleaned regularly.</p> <p>Live streaming of seminars for delegates to follow on their personal devices.</p>	<p>To provide hygienic equipment and a sanitary environment.</p> <p>Limited capacity in physical seminar/unlimited capacity of live stream.</p>
Signage	Show signage prepared by internal Creative Manager	<p>Include all government resources for generic Covid-19 declarations and compliance related information.</p> <p>Specific signage in bathrooms and at entry points.</p> <p>Digital messaging to reinforce safety measures.</p>	To inform and visually remind all persons of warnings and guidelines regarding Covid-19
Cleaning	Provided by venue supplier and additional professional cleaners United Cleaning.	<p>Increased cleaners with targeted areas.</p> <p>Highest quality of products and practices and increased frequency of cleaning of all surfaces, equipment and toilet facilities.</p> <p>Supervisor onsite during event hours. Hand sanitizing stations regularly checked and functional at all entry points and key show locations.</p> <p>Best practice ventilation.</p> <p>Deep clean of venue halls and equipment each evening.</p> <p>Specific waste bins for mask disposal to be provided and clearly identified, with a proposed schedule to regularly disinfect the waste receptacles themselves.</p>	To provide a hygienic event space and infection prevention.

MODULE	CURRENT DEPLOYMENT	ENHANCEMENTS POST COVID-19	RESULT
<b>No contact &amp; eliminating handshakes policy</b>	n/a	Implement a no contact/no touch policy – no hand shaking. A contactless payment. Alternative means of greetings offered. On-site signage and announcements will reinforce the recommendation in effort to prioritise everyone's health and safety.	Minimise the spread and transmission of any germs.
<b>Catering</b>	Provided by venue, internal division.	Physical distancing seating. Contactless payment options extended.  Single use serveware.  PPE for all catering staff.  Individually packaged food items only, no smorgasbord style serve.	Robust hygiene standards and infection prevention.
<b>First Aid</b>	2 X EMT on-site responders.	Increase number of EMT to 3. Increased visibility and number of treatment rooms.  Isolation (quarantine area) room made available for any participants feeling unwell or displaying symptoms during the event.	Give greater confidence to attendees. Capacity to treat more people at any given time.  Ability to isolate anyone feeling unwell.

To visualise the above operational parameters we will have a similar look and feel to the attached industry supplier model here:

<https://www.youtube.com/watch?v=RnschH4hZ9Ys>



Figure 1: Scanning and printing badges at each hall entrance and exit



Figure 2: Self Registration is available prior to event via website or onsite at entrance



Figure 3: Badge collection on-site after registration and prior to hall entry, all badges scanned prior to entry



Figure 4: Guards scan visitors on entry and exit. This scan collects individual data, date, time and location of scan



Figure 5: XPO will provide complimentary PPE for all persons to wear



Figure 6: Visual checks can be done on arrival and to include temperature scanning