

SAFETY POLICY
DURING THE CYBERSEC CEE R&C 2021 EVENT
from 1 to 3 September 2021

1. Safety indoors

Taking measures to provide safety to and protect the health of all Event Participants, invited guests, and employees or suppliers who service the Event, we ensure in the objects where our Event is organised effective surface disinfection, take care of airing the rooms, and disinfect the equipment. All this is to let the people who participate in the Event, employees, and suppliers feel safe and comfortable in the properly prepared spaces.

The actions we take:

- the space where the Event will take place is prepared and arranged in accordance with the binding guidelines on distancing,
- we disinfect the surfaces prior to Participants' entry to the Event as well as during its course, take care of regularly cleaning and disinfecting equipment components which the Participants can make use of or touch (door handles, railings, etc.),
- we introduced new procedures for the cleaning service – an increased frequency of cleaning and disinfection is in effect (once an hour for toilets, handles, railings, door handles, buttons, lifts, countertops, backrests, worktops in participant registration points, etc.),
- we observe the rules on the number of event participants as set out by law,
- we recommend using the lifts only by people who experience difficulty moving between the floors, since we have reduced the number of people who can be present inside a lift at the same time (the maximum allowed number of people divided by three),
- we observe the prescribed rules as regards frequent air exchange on the premises – we ventilate the rooms,
- we have put disinfectants “at your fingertips” (at the building entrances, in the toilets, in participants registration spots, by the lifts, and in the food court),
- in high-visibility places, we put instructions on hand washing, hand disinfection, put on and taking off gloves, putting on and taking off face masks,
- we furnished all the toilets with liquid soap, hand disinfectant, and disposable paper towels,

- the maximum number of people allowed in a toilet at the same time is equal to the number of cabins/urinals available,
- we turned hand dryers off – use paper towel dispensers in the toilets,
- we marked dedicated closed containers for used-up personal protection equipment and arranged regular cleaning and disinfection of refuse bins and dustbins,
- we are planning the Event schedule so that the smallest possible number of people work at the same time in the same place – taking office staff into account, too,
- we kept the operative actions in participant registration points to a minimum,
- we do not use deposits,
- cloakrooms / luggage storage points are run in the following way:
 - to the extent possible we are increasing the number of staff servicing cloakrooms or ensure the possibility of hanging the outerwear by Event/meeting participants themselves,
 - we keep at least a 1.5-metre distance between Event/meeting participants in the cloakroom queue,
 - we furnish the cloakroom staff with personal protection equipment, including masks, gloves and hand disinfectants (following the binding regulations),
 - as far as possible we hang the outerwear every second hanger, with single-use number tags being handed out,
- the cloakroom worktop is regularly disinfected, no less often than once an hour,
- we recommend cashless payment,
- as regards IT/AV device, we pledge to, among others:
 - disinfect microphones and the laser pointer in the break between presentations,
 - disinfect the lectern in the break between presentations,
 - disinfect the interpreting booth – after every block,
 - disinfect the interpreting sets – at the end of each day; we remember not to hand over the same set to two different people on the same day.

2. Safe Participants

We are increasing the regulations for safety, yet your safe participation in the Event depends to a large extent on your behaving responsibly as Participants. Therefore, we communicate with guests and Event Participants on an ongoing basis and ask them to comply with the rules stated below.

The actions taken:

- we ask the Participants to disinfect and thoroughly wash their hands with water and soap before the events begin; disinfectant dispensers are easily available on the premises, and we have placed instructions on thorough hand washing in the toilets,
- wearing face masks is mandatory during the Event, in particular in walk-through spaces and in queues,
- we remind the Participants to maintain the recommended social distancing, so as to stay at the advised distance from one another even during a conversation, in queues to enter/leave, toilets, participant registration or cloakrooms (at least 1.5 m),
- we provide personal protection equipment in the event of Participants not having any,
- we recommend that the people over 70 and suffering from chronic medical conditions, for their safety, not take part in the event,
- we recommend sitting in a criss-cross pattern in adjacent rows, with one empty seat between two Participants; the obligation to keep an empty seat between them is not in force for a person who:
 - has a disability certificate, a certificate of the degree of disability, or who cannot move without assistance due to health condition,
- online registration and online contact with the Event staff is recommended,
- we only move about in the area designated for the Event Participants,
- we require observing the entrance and leave procedure to the premises or the Event area:
 - in the case of waiting in a queue – keeping the 1.5 metre distance,
 - compliance with dividing the Participants into groups let in at the appropriate intervals – if the organiser provided for such a procedure,
 - walking through entry/leave areas efficiently, if possible letting the older people go first,
- we require following the protection measures used in the building, guidelines and instructions issued by the staff in terms of observing the rules laid above,
- if a Participant develops alarming symptoms on the day of the Event that may suggest coronavirus infection or in the case of direct contact between a Participant and a person infected with the SARS-CoV-2 virus, sick or suspected of being infected, he/she should not come to the venue of the Event. We urge you to stay at home and follow the recommendations of the Chief Sanitary Inspector / Ministry of Health, i.e. contact a doctor or a district sanitary and epidemiological station, infectious disease

ward, and in case of deterioration of health call 999 or 112 and inform about your symptoms,

- cover your mouth and nose with a bent elbow or tissue when coughing or sneezing – dispose of the tissue in a closed bin as soon as possible and wash your hands with soap and water or disinfectant.

3. Safe catering guarantee

The Kosciuszko Institute cooperates with trusted and proven caterers who care about both quality and adherence to COVID-19 safety rules. For the safety of event participants, we have implemented even stricter rules.

The actions taken:

- when equipment and/or food have to be delivered, the vehicles used for transport are subjected to aeration and/or disinfection, and/or ozone treatment,
- equipment and crockery are disinfected on a regular basis,
- meals are served
 - in resealable biodegradable lunchboxes,
 - spices, sugar, and salt in disposable containers,
 - food and beverages will be served directly by staff,
- the Event Participants may eat in the catering area only with the appropriate distance (min. 1.5 m distance between seats / tables / cocktail tables),
- staff will immediately disinfect the chair / table / small table after a person / persons using it, using appropriate measures,
- staff wear gloves and masks covering their mouths and noses; they also systematically disinfect their hands,
- disinfectants for participants/guests and staff are available in catering areas,
- we disinfect common areas that Participants come into contact with, at least every 15 minutes (excluding the floor),
- we follow the current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/.

4. Safety during the events

a. Conferences, panels

We have developed these policies to apply during Events at various venues.

The actions taken:

- we conduct communication activities to participants – we inform them about the new guidelines and safety rules for protection against SARS-CoV-2 before and during the event; we use, among others: social media, websites, event regulations, boards, etc.,
- we contact participants online, through selected platforms and booking systems; we use new technologies, we limit direct contacts,
- should a person participating in the Event (guest, participant, staff member) develop alarming symptoms suggesting coronavirus infection, that person will be immediately isolated from the rest of the people and directed to a designated room (equipped with, among others, personal protective equipment and disinfectant fluid) until sanitary transport arrives. Routine cleaning will be carried out in the areas where the person has been, in accordance with sanitary procedures, including disinfection of touching surfaces. The organiser of the event will follow the internal procedure prepared by them, in accordance with the GIS guidelines,
- if a person participating in the Event (guest, participant, staff member) develops clear symptoms of illness such as persistent cough, malaise, difficulty in breathing, that person should not participate in the Event. The person should go to the nearest infectious disease unit as soon as possible to consult a doctor or call 999 or 112 and inform them of their symptoms. Routine cleaning in accordance with sanitary procedures will be carried out in the areas where the person has been, including disinfecting touching surfaces,
- personal protective equipment will be available at designated points on the premises,
- telephone numbers of the district sanitary-epidemiological station and medical services are placed in an easily accessible place,
- we take care to maintain a distance of at least 1.5 metres between guests/speakers/participants,
- we cover our mouths and noses (mask) – this applies to every person staying in the venue (organiser, sub-contractors, participant, staff, etc.),
- we comply with the legal regulations in force regarding the maximum number of persons allowed in a selected space (conferences, panels, meetings, catering area) and we control their number,
- we appoint a COVID-19 countermeasure person to carry out tasks related to the implementation of all the established procedures, as well as permanent contact with a designated person from the appropriate district sanitary-epidemiological station,

- we set up the organiser's emergency telephone number, available during the event, we place it in visible places together with information about the rules of use,
- Participants are positioned at a distance of at least 1.5 metres from the stage/speakers,
 - the spatial arrangement (the so-called set-up, i.e. the arrangement of chairs, tables, the stage, etc.) of the meeting/event is organised in such a way as to ensure that the physical distance between participants in the event is increased – min. 1.5 metres,
- we limit as far as possible the possibility of contact between people entering and leaving, and the possibility of participants gathering in passageways in such a way that it is not possible to maintain an appropriate distance; the exit from the event site is in a different place than the entrance to the site and clearly marked, with a ban on exiting through the entrance,
- we follow the current guidelines of the Chief Sanitary Inspector and the Minister of Health, available on the website www.gis.gov.pl or www.gov.pl/web/koronawirus/, in particular this applies to the principles of safety of participants/staff/suppliers of the event/meeting published on the website <https://www.gov.pl>.

b. Partner stands

Partners are bound by GIS guidelines, and additionally by rules related to the development and space of partner stands.

The measures taken:

- we create buffer zones at the stands so as to ensure the required distance between persons,
- we inform partners of the obligation to have hand disinfection facilities at the stand in a visible and accessible place,
- every person entering the stand is obliged to disinfect their hands,
- cleaning and disinfection of elements takes place at least every one hour,
- the space for partners is arranged so that it takes into account extending passageways between stands to the width of at least 3 metres,
- within the framework of the Event, only persons holding entry documents, i.e. registered exhibitors with whom the Organiser has concluded appropriate agreements, etc., are entitled to partner stands,
- we register all the Partners, obtain personal data of the employees of the Partners staying at the venue during the Event (e.g. by introducing personal tickets),

- it is recommended that, where possible, materials for participants are only available online (e.g. on screens, files transferred online),
- we post information about the limitations on the number of people who can be in the room at the same time, the distance between successive people, the obligation to avoid clusters of people and observe hygiene rules,
- the staff of partners/providers in case of alarming symptoms should stay at home and contact a doctor or a sanitary-epidemiological station, infectious disease unit and in case of worsening of the health condition call 999 or 112 and inform about their symptoms,
- we follow the current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/ and the guidelines of the Ministry of Development and Technology, available at <https://www.gov.pl/web/rozwoj-technologia>.

5. Our staff

In order to keep the Event Participants, guests, and our staff as well as our contractors' staff, we introduced the following guidance and obligations.

The actions taken:

- we monitor our employees' state of health on an ongoing basis; each employee has also been properly trained and instructed with regard to sanitary regime and safety rules,
- we cover our noses and mouths and wear masks when interacting with Event Participants, invited guests,
- we encourage event participants, guests and staff to smile broadly as a substitute for shaking hands,
- we keep a safe distance from people with talk to and work with (the recommended 1.5 metres),
- we regularly, frequently, and thoroughly wash hands with soap and water as instructed or disinfect dried hands with an alcohol-based hand disinfectant (min. 60%),
- when coughing or sneezing, cover the mouth and nose with a bent elbow or tissue,
- we try not to touch the facial area with your hands, especially the mouth, nose, and eyes,
- we wash our hands with soap and water or with disinfectants available at the facility before we start work,

- we ensure that workstations are clean and sanitary,
- we follow the current guidelines of the Chief Sanitary Inspector and the Minister of Health, available at www.gis.gov.pl or www.gov.pl/web/koronawirus/.

This policy has been developed on the basis of the Guidelines for organisers of business meetings, trainings, conferences and congresses during the SARS-CoV-2 outbreak. The version taking into account the current legal status on the date of preparation of this Policy and the guidelines issued by the Ministry of Development and Technology and the Chief Sanitary Inspector, available on such pages as <https://www.gov.pl/web/rozwoj-technologie/spotkania-biznesowe-szkolenia-konferencje-i-kongresy>, <https://www.gov.pl/web/koronawirus/aktualne-zasady-i-ograniczenia>.

The Kosciuszko Institute reserves the possibility to change the safety regulations set out in this documents in accordance with the epidemic situation and the binding law regulations and guidance in this regard from the Ministry of Health and Chief Sanitary Inspector. The changes will be posted in an electronic form on the Event website.