

Reference No : QBEC/SO/015/08102020

UNDERTAKING LETTER FOR ORGANIZER

I the undersigned, acknowledge that I have read the guidelines, laws , procedures and requirement to adhere the preventive and precautionary measures to combat COVID-19 to protect workers, exhibitors, visitors and society.

Thus, we pledge our full commitment to the following:

- 1- Providing what is necessary to activate EHTERAZ application for all workers, organizer/exhibitors, visitors at the exhibition and to check the health status for all people entering the exhibition and preventing anyone from entering the exhibition with a color other than green.
- 2- Medical Masks to be worn by all staff, organizer/exhibitors, and visitors at all times, preventing violators from entering, and alerting all people to wear masks throughout their stay inside the exhibition.
- 3- Thermal screening for employees, exhibitors and public, entry only allowed for those of 37.8 degrees or less without causing any congestion at the entrances.
- 4- Provide hand sanitizer containing at least 60% alcohol at entrances/exists, aisles, stands and throughout the exhibition floor and other areas with commonly touched surfaces within the exhibition.
- 5- Employees, exhibitors, and public are not allowed to smoke near the entrance/exit of the venue.
- 6- Remind all visitors to keep the safe distance in case they wait for public transportation (taxi/ limousine).
- 7- Use floor marking stickers to ensure 1.5m physical distancing in queuing areas where participants are standing including (but not limited to) entrance/exit, registration counter, exhibition aisles and stands.
- 8- Foot traffic flow/density should not exceed the capacity of 30% as per government announcement and where 9m² per participant is maintained.
- 9- Staff and volunteers should be briefed on the protocols for suspect and confirmed patients, infection prevention and control measures and where to find more information.
- 10- An equipped medical team (including female staff) with Ambulance must be available at all the times during the buildup/ break down / live days.

- 11- It is the responsibility of the organizer to provide relevant technology equipment to identify the venue/exhibition hall/foyer capacity (total number of persons) inside the exhibition/event area (including common areas used for the exhibition) at any given time.
- 12-It is the responsibility of the organizer to appoint/assign staff/volunteers (including female staff) to monitor the compliance of participants with the preventive measures.
- 13-It is the responsibility of the organizer to coordinate with the Establishments and Authorities Security Department to guarantee their presence during live days.
- 14-The organizer has to obtain the approval from MOPH for the event by sending a letter detailing the event, and including the dates, duration, number of participants, the venue, whether it is an outdoor or indoor event, any international participation, and any other information related to the event to the Minister of Public Health Office Manager
- 15-The organizer must complete and sign a MOPH form that has a check list of key preventive measures and an undertaking statement to adhere to the rules and guidelines
- 16-Final decision or change of the decision of public attendance is at the sole discretion of the MOPH and relevant authorities, based on the local epidemic status. The health authorities might decide based on the level of spread of infection in the community, to implement further restrictions on entry to the event.
- 17-Aisles should be wide enough to allow room for people to maintain physical distancing. Consider using one-way traffic flow of participants/visitors to help maintain distancing and to prevent people from running into each other.
- 18-Product demo must be limited inside the Exhibitor Booth's perimeter only and It is prohibited to place chair/s in front of each exhibitor booth.
- 19-All materials and equipment's entering the halls at any time must be disinfected using approved system and disinfectants.
- 20-On the end of each live day the organiser must disinfect using approved systems such as electrostatic sprayers or other suitable delivery systems with approved disinfectant(s). Disinfection will include but is not limited to stands, exhibits, aisles, lobbies, loading areas, elevators, Registration area, restrooms and meeting rooms.
- 21-Exhibitor booth counter tops and tables must be sanitized thoroughly after visitors or customers leave, to maintain proper hygiene.

- 22-Directing traffic flow using signs, ropes, floor decals, greeters, etc.
- 23-No food concessions inside the event building including conference halls, exhibition halls and stadia is allowed (masks to be worn at all times).
- 24-Ask exhibitors to avoid handling samples, promotional items, or brochures to attendees.
- 25-Use contactless payment and avoid cash payments where possible. Practice hand hygiene between tasks if required to handle cash.
- 26-Availability of a medical post and designated personnel on site is mandatory to help assess cases and potential other illness and injuries.
- 27-Post signs in highly visible locations (e.g. entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering and keeping safe distance). Signs should include visual cues (such as clear, easy-to-understand pictures demonstrating the healthy behaviors) at the appropriate reading and literacy level.
- 28-Consider making public announcements during the event about safety measures and protocols.
- 29- No more than 3 people (including Exhibitor) are allowed to stay inside the stand.
- 30-Vulnerable groups including people over 60 years, children under the age of 12, pregnant women, and those suffering from chronic diseases are advised to avoid social gatherings.
- 31-Follow the directive guidelines and policies related to the prevention and the outbreak of the spread of Covid-19 virus, which includes:
 - Commitment to the gradual lifting/re-imposing of restrictions announced by the Supreme Committee of Crisis.
 - The guidelines related to the responsibilities of employers to prevent the spread of virus within the workplace and public places issued by the Ministry of Public Health.
 - The guidelines related to the commitment of employees to act cautiously and follow the health and safety rules issued by the Ministry of Public Health.

- The policy of The Ministry of Administrative Development, Labor and Social Affairs regarding precautionary measures to prevent the spread of the virus.
- Adherence to the policies and circulars issued by the Ministry of Commerce and Industry.

We also acknowledge our awareness that any violation of the above pledge is an explicit violation of the provisions of Decree-Law No. (17) of 1990 regarding the prevention of infectious diseases, and amended by Law No. (9) of 2020.

Thanking you,

Company Name	CR Number	Contact Number	Signature/Stamp