

Recommendations for meetings, seminars or other mass gatherings

On February 11, 2020

Recommendations on prevention and control of COVID-19 for meetings, seminars or other mass gatherings

- Meetings, seminars or other mass gatherings involve many people coming together in limited spaces. Crowded places pose risks for spread of the virus that causes COVID-19 and other infective agents of the respiratory system. Close contacts with infected people and patients can lead to spread of diseases.
- If the event organizer considers that some participants of the event may be infected or may have history of travel from infected areas, and that it is not absolutely necessary to hold the event; it is recommended that the event be postponed.
- If the organizer considers that it is absolutely necessary to hold the event, the organizer should prepare and ensure that strict and sufficient measures are put in place for screening and safeguarding the participants, to ensure effective disease prevention and control.

Recommendations for the organizer of meetings, seminars or mass gatherings.

1. Establish screening of participants for fever and respiratory symptoms. Screening should be conducted for all participants every day before participation in activities at the event. The participants who have fever and respiratory symptoms such as cough, runny nose, sore throat, and sneezing are advised to refrain from participation and to seek medical attention. Participants without symptoms should be provided with a marker or indicator such as a sticker that is easily visible, before entry to the event.
2. Provide hand washing facilities or alcohol hand sanitizer, especially in areas that have a lot of shared contact such as toilets, meeting rooms, registration points, food distribution points, etc.
3. Provide face masks to participants with recommendations on proper use of the mask to reduce risk of transmission of respiratory diseases.
4. Recommend participants to wash hands with water and soap or use alcohol hand sanitizer before and after participation in activities, and before leaving the venue of the event.
5. Establish first-aid stations with attendance of nurses at the event to provide advice, first aid and emergency medical services for participants who need medical attention. The sick should be aided to leave the event for proper medical attention. The ones who meet the criteria for investigation of COVID-19 must be referred for further investigation at a designated health care facility.

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6. Maintain regular cleaning of the equipment, facilities and service areas, especially for objects frequently touched and used by people; such as handrails, door knobs, and toilets; at least twice per day. Detergent and 70% alcohol solutions are recommended for cleaning.
7. Provide communication to the public on disease prevention and control including proper use of face masks and hand washing. People are encouraged to obtain regular updates on news and information through trustworthy sources.
8. Arrange the facilities to minimize congestion of people by providing sufficient space for all activities, especially in meeting rooms and food courts.

Recommendations for participants to meetings, seminars or other events of mass gathering

1. Before joining an activity, you should prepare face masks and hand sanitizer for personal use, and use them properly while attending meetings or joining activities.
2. If you feel you are sick, or have fever or respiratory symptoms; refrain from joining meetings, seminars or other mass gatherings; and promptly seek medical attention.
3. If you observe that other participants have symptoms like fever, cough and runny nose, advise them to seek attention and care at a first-aid station.
4. Avoid contact with people who are sick, especially patients with respiratory diseases who are not wearing face masks.