



澳門貿易投資促進局  
Instituto de Promoção do Comércio e do Investimento de Macau  
Macao Trade and Investment Promotion Institute

## **Preventing novel coronavirus pneumonia – Advice to the convention and exhibition industry**

26.01.2020 (updated by 12.02.2019)

It is confirmed that the outbreak of pneumonia in Wuhan in December 2019 is caused by a new corona virus. According to the data provided by relevant health departments, symptoms of this illness include fever, cough, and occasionally, dyspnea or pneumonia. The gravity of this illness varies from people to people, since there are already deaths from this disease and there are also people who managed to be cured and discharged. In view of the density of people during MICE activities, the Macao Trade and Investment Promotion Institute (IPIM) is deeply concerned about the spread of disease and it now calls on the MICE industry, event organisers and MICE visitors who come to Macao to pay attention to both personal and environmental hygiene, stay alert and take the following measures:

### **Coordination management**

1. Pay close attention to the physical condition of the MICE visitors, and set up fever-screening equipment at all entrances and exits. Once any people are found to have fever and respiratory symptoms, they should be advised to wear masks and seek medical treatment as soon as possible, and avoid close contact with other people at the venue. If necessary, please contact the Fire Services Bureau (Tel: 119, 120 or 2857-2222) for an ambulance to send the possibly infected patients to the C.S.J Central Hospital for further tests, and call the IPIM's 24-hour hotline (Tel: 6210-6655) to report the case and assist in the follow-up.
2. The number of entrances and exits of each MICE activities should be minimised in order to make full use of monitoring measures.



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3. Reserve space for isolation of people who might have been infected.
4. Avoid holding any sightseeing and other activities in local communities.
5. Collect the real names and contact information of all MICE visitors and staff. If you find any MICE visitors or staff from Hubei, please track their traveling routes in the past 14 days.
6. Pay close attention to the epidemic information released by the Macao SAR government, and implement all recommended preventive measures to release and update the information about disease prevention to the MICE visitors timely.
7. If a large number of MICE visitors and staff are unable to attend the convention and exhibition due to illness, please report the case to the Centre for Disease Control and Prevention of the Health Bureau (Tel: 2870-0800) and call IPIM's 24-hour hotline (Tel: 6210-6655) to assist in case follow-up.

### **Environmental Hygiene**

1. Before every event commences, disinfect all places where event participants may have physical contact with, especially seats, railings and handrails, with 1:99 diluted household bleach. The venue should be disinfected at least once before the event starts.
2. Indoor convention and exhibition venues must be equipped with appropriate ventilation equipment.



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3. Keep all venues clean throughout events. Clean the venues and facilities regularly depending on actual condition during the activities. If the hygiene of environment and facilities is substandard, the frequency of disinfection should be increased.
4. Provide adequate hygiene facilities (e.g. alcohol based hand sanitiser and masks) throughout event.
5. There must be sufficient hand sanitiser and toilet paper / masks in washrooms.
6. A small health station (with a small table and two chairs) managed by staff should be set near each queuing area of the washroom to offer disinfectant and masks.
7. Every washroom should be cleaned and disinfected every 15 minutes.
8. Sufficient covered trash cans should be placed in event venues, and the cans should be cleaned frequently.
9. If any object or surface is contaminated by vomitus, saliva, blood or other body fluids, it should be cleaned with 1:49 diluted household bleach.
10. Smoking is strictly prohibited to prevent fire and reduce environmental pollution.



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### **Assistance of IPIM**

1. IPIM has set up a 24-hour hotline (Tel: 6210-6655) to provide instant inquiry services and assistance to the convention and exhibition industry, event organisers and MICE visitors.
2. IPIM can assist the convention and exhibition industry to coordinate with the Health Bureau and exhibition venues, and arrange the monitoring facilities which are needed in MICE activities.
3. For events subsidised by the “Convention and Exhibition Financial Support Programme” that need to be postponed due to this epidemic, the subsidised entities only have to declare and explain the cause in the report. For those need to be cancelled or adjusted in other ways, the organising entities should directly contact IPIM for follow-up arrangements at 6210-6655.