



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

26.1.2020 (updated by 20.8.2020)

In view of the transmission of the Novel Coronavirus Pneumonia (COVID-19), the Macao Trade and Investment Promotion Institute (IPIM) calls on the local MICE (Meetings, Incentives, Conventions and Exhibitions) industry, event organisers and participants to pay attention to both personal and environmental hygiene, stay alert and adapt to the latest changes, and recommends the following measures:

1. Management of exhibitors, buyers, staff and non-local participants

Collect detailed information of travel history (including border crossing) of all exhibitors, buyers, staff and non-local participants during the past 14 days.

2. Management of exhibitors and staffs on site

- 2.1** Measure the body temperature of all individuals entering the event venue and require them to present the Macao Health Code. Decline admission of any person with fever or respiratory symptoms.
- 2.2** All exhibitors and staffs are advised to wear a mask at all times. The mask should not be removed unless absolutely necessary, such as eating. When not wearing a mask, a minimum distance of 1 metre should be maintained from others.
- 2.3** Stagger the times of event preparations to minimise crowd gathering at different time slots and different spaces.
- 2.4** Keep large preparation gatherings to a minimum. If such gatherings are absolutely necessary, always wear a mask or keep a distance of at least 1 metre from others.
- 2.5** Gathering together for meals is not recommended. People should eat in the allocated spaces if possible. Keep a minimum distance of 1 metre from each other while eating or set up a waterproof partition with at least half a metre high on the tables to prevent the spread of droplets. Disinfect all waterproof partitions with 1:100 diluted bleach solution after each meal.



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3. Management of visitors and participants

- 3.1 Perform crowd management by limiting the capacity of the venue (including visitors and participants) to 50% of the normal capacity or below. Suspend admission to the venue when there are too many people, and line up visitors or participants waiting for admission in an open space with an arm's length distance apart from each other.
- 3.2 Maintain sufficient physical distance between booths and corridors. Control the density of people on-site and keep all passages clean and unblocked. Maintain at least one-metre physical distance between people walking on corridors.
- 3.3 Reroute or arrange different time slots for visitors and participants to enter the venue with the help of pre-event information update, in order to minimise physical contact between them.
- 3.4 Measure body temperature of all individuals entering the venue and require them to present the Macao Health Code. Decline admission of any person presenting with fever or respiratory symptoms.
- 3.5 Require all visitors and participants to wear a mask in the venue at all times. The mask should not be removed unless absolutely necessary. When not wearing a mask, a minimum distance of 1 metre should be maintained from others.
- 3.6 Visitors and participants should be seated at least 1 metre apart, while the seats should be cleaned and disinfected regularly and more frequently with 1:100 diluted bleach solution.
- 3.7 A signage should be put up in the venue to remind people to observe personal hygiene and not to assemble.
- 3.8 For exhibition booths and business matching areas, avoid sharing equipment and tools, or clean and disinfect them with 1:100 diluted bleach solution promptly after each usage.
- 3.9 Food stalls (if any) are recommended to offer only takeaway food. For food stalls with dining tables, maintain at least one metre of distance between each table set. Set up partition with sufficient height and width on table to minimise the risk of infection.
- 3.10 Reserve space at the venue for isolation of suspected cases.

4. Other management measures

- 4.1 Prepare in advance an appropriate amount of anti-epidemic supplies such as spare masks, thermometers, liquid soap, cleaning & disinfection materials, etc.



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- 4.2 Increase the frequency of cleaning and disinfection of equipment and articles in the venue, particularly frequently touched surfaces and washrooms.
- 4.3 Washrooms should be furnished with adequate liquid soap, as well as disposable paper towels or a functioning hand dryer. A small hygiene station (one table and two chairs) providing disinfectants and masks and managed by staff should be set up near the queuing area of each washroom.
- 4.4 Clean and disinfect washrooms every 15 minutes.
- 4.5 An appropriate supply of alcohol-based sanitisers should be made available to the public at suitable locations at the venue, particularly at those where toilet or hand wash facilities are inadequate.
- 4.6 When arranging MICE events, the number of entrances and exits should be minimised to ensure effective control measures.
- 4.7 Sufficient trash cans with lids should be provided and emptied frequently.
- 4.8 If any object or surface is contaminated with vomitus, sputum, blood or other body fluids, it should be cleaned and disinfected with 1:49 diluted household bleach.
- 4.9 Pay close attention to the epidemic information released by the Macao SAR Government, take precautionary measures, and promptly release and update information on disease prevention to MICE participants and staff.

5. Assistance from IPIM

- 5.1 IPIM has set up a 24-hour hotline to provide instant inquiry service and assistance to the MICE industry, event organisers and participants. Please inform the Centre for Disease Control and Prevention (CDC) of the Health Bureau (Tel: 2870-0800) and IPIM's 24-hour hotline (Tel: 6210-6655) if a large number of MICE participants and staffs are unable to attend the event due to illness.
- 5.2 If an MICE event that has applied for the "Convention and Exhibition Financial Support Programme" under IPIM has to be postponed due to the epidemic, the applicant needs to declare the postponement and state the reason when submitting the report. For any adjustment or cancellation of subsidised MICE events due to the epidemic, please contact IPIM.

For further guidelines, please refer to Special Webpage Against Epidemics of the Health Bureau: <https://www.ssm.gov.mo/apps1/PreventCOVID-19/en.aspx#clg17458>