IOTE2020 第十四届物联网展·深圳站

关于新型冠状病毒感染的肺炎疫情防控及应急处置工作方案

为进一步做好 IOTE2020 第十四届物联网展·深圳站开展期间的新冠病毒疫情的防控工作，有效提高应急处置能力，保障不因举办展览活动发生疫情事故，保障展览活动正常秩序和参会人员的健康，本届物联网展组委会针对疫情作出如下防控及应急处置工作方案。

工作原则：展会期间疫情防控遵循"六必"总原则：身份必问，信息必录，体温必测，口罩必戴，消毒必做，突发必处。坚持预防为主的方针，落实各项防范措施，做好人员、技术、物资和设备的应急储备工作。加强展会举办前和举办期间检测，对各类可能引发疫情的事件情况进行及时分析、预警，做到早发现、早报告、早处理。

防控及应急处置工作方案：

一、 入场人员管理

1、由主办负责成立展会疫情防控工作组，明确各级责任人，制定展览会现场疫情防控及应急处置预案（包括：展商/观众注册、人流疏导、测温口罩消毒等措施、现场发现疑似人员的处置预案等）。统筹协调各部门、各合作商的防疫工作，汇总情况，统筹协调处置以及事后评估等工作。

2、提前向参会人员宣传新型冠状病毒感染的肺炎防控知识，按疾控部门要求，提醒有疑似新冠症状和其他传染性疾病的人员不得参会。

3、完善展商报到和观众登记手续，做好展会现场人员的姓名、身份证、单位、手机号等信息登记，包括对境外参展人员的信息进行针对性的收集和分类。参会人员来深前需做好个人健康申报，并生成绿色行程卡（微信-国务院客户端-疫情防控行程证明-疫情防控行程卡），由现场工作人员确认为绿码、测体温后方可通行，健康码为红码和黄码者不得参加展会活动。境外参会人员登记拟通过查验护照相关入境记录及旅居史。

4、对进入现场的人员加强健康监测和排查，如有出现发热（37.3℃以上）、咳嗽等不适症状的立即停止展会工作，即时隔离就医。

5、进入展会现场人员必须佩戴口罩，保持勤洗手、勤消毒等，充分配备一次性医用外科口罩、酒精消毒剂或免洗手消毒剂等防护物资。

6、与展馆清洁服务机构达成一致，将增加清洁的频率，特别是在卫生区域。除了采用严格的卫生标准之外，针对频繁进入的区域（例如入口、门把手、电梯、自动扶梯等）的清洁措施将加倍增强。

7、一旦发现疑似情况，立即隔离并拨打 120 就近送往定点医院，配合相关部门排查和确认与疑似病例密切接触过的人员和场所，对相关人员进行隔离观察，对相关场所进行封闭消毒。若涉及外籍人员或港澳台人员，同时报告市外办、市港澳台事务主管部门和市出入境管理局。

8、展会期间，做好入场前的口罩佩戴检查、体温检测、实名验证、门禁管理、安全检查、秩序维护、巡视、督查等疫情防控工作。如遇观众密集，将采取相应限流措施。对于大流量聚

集的展位及时进行引导分流。协调展馆，尽可能按主办单位公布的展商和观众入场时间提前30分钟放行入馆，最大限度缓冲人员聚集。

9、如发现有疑似病例，参展商和观众要及时与主办单位服务台的工作人员联系。

二、 展商管理

1、展商需收集审核本展位参与活动人员的健康信息，并按要求向主办方如实申报。做好本展位工作人员配合疫情防控的宣传工作，对所有参展人员实施健康告知。

2、做好本展位现场的日常消毒和人员防护工作。参展商必须在展位配备足量的一次性手套、一次性医用口罩、含醇快速手消毒剂等防疫消毒物品。

3、进馆后个人防护：所有参展工作人员进入场馆需全程正确佩戴口罩。用餐需到会展中心餐饮专区，所有外卖不能入场。自觉保持人与人之间一米间距，不扎堆不聚集。展位安排专人负责对本展位工作人员、观展人员佩戴口罩情况进行巡查和引导，发现不符合防控工作要求的，及时整改。

4、闭馆后参展方需对会展期间人员的健康状况随访 14 天，并将随访情况汇总后报主办方。若参展工作人员出现发热、干咳入院诊断为新型冠状病毒肺炎疑似、确诊以及无症状感染者病例，请及时告知主办方，以便主办方尽快配合疾控中心早期排查相关接触人员。

三、 活动管理

1、 营销活动。提醒参展单位减少营销活动的规模，做好人员密集时的分流限流措施。要求参展单位定时对各自展位、展品及宣传资料等进行消毒，建议宣传资料电子化。

2、 客户交流尽量保持适当距离，社交时候避免握手等直接肢体接触。

3、 尽量减少各类宴请活动，如有则应尽量使用分餐制。

4、 展会结束后，现场做好口罩销毁和消毒工作。

四、 信息报送

建立展会防疫每日工作台帐和报告机制。加强内部管理，发现风险，及时报告。

五、善后处理

1、配合相关部门调查了解疑似病例发病前的行踪，找出发病原因和轨迹。

2、跟踪事情进展，适时发布事情进展最新消息，禁止散布谣言。

3、整理事件记录，形成书面报告。

深圳是中国最安全的大城市之一，我们的展览场地也符合相应的安全标准。我们将与公安和卫健局等相关单位密切配合，为您的安全提供全面的保障。在展会期间，我们会加派相关人员在现场提供帮助和支援，并时刻与您保持密切联系。

IOTE 2020 The 14th International Internet of Things Exhibition • Shenzhen

Security Measures and Emergency Response for COVID-19 Prevention and Control

In order to implement prevention and control of COVID-19 during the exhibitions period of IOTE 2020 The 14th International Internet of Things Exhibition, the organizing committee of IOTE will take the following measures to ensure no epidemic accidents occur during all kinds of exhibition activities, and to ensure the health of participants are in good order.

Working Principle:

Prevention is the priority. Adhere to the principle of prevention first, implement various preventive measures, and to prepare emergency reservation of personnel, technology, materials and equipment. Enhance detection prior to and during the show. Analyze and pre-alert promptly for all kinds of the potential suspected COVID-19 cases and epidemic. To discover, report and conduct at the first stage.

Prevention and Control Emergency Measures:

I. Personnel Management

1. Responsible for the establishment of exhibition epidemic prevention and control working group, clarify responsible persons at all levels, and formulate on-site exhibition epidemic prevention and control and emergency disposal plans (including: exhibitor, visitor registration, crowd flow guidance, temperature test, mask wearing, disinfection and other measures, disposal of suspected personnel found on-site, etc.). To coordinate the epidemic prevention work of various departments and partners, summarize and report the situation, coordinate the disposal and post-evaluation work.

2. To promote the knowledge of prevention and control of COVID-19 infection to the participants in advance, and remind the personnel with suspected symptoms and other infectious diseases not to attend the exhibition according to the requirements of the disease control department.

3. To improve the procedures for exhibitor and visitor registration, and register the name, ID card company name, and mobile phone of on-site personnel, including targeted collection and classification of information from overseas exhibitors and visitors. Participant registration advocates the use of health QR code (WeChat-State Council client-epidemic prevention and control itinerary certification-epidemic prevention and control itinerary card). After confirmed by the on-site staff as green health QR code and body temperature measurement, then the person can enter the hall. Those with red code and yellow code are not allowed to participate in the exhibition activities. Overseas participant registration intends to verify passport-related immigration records and travelling and lived in history.

4. To strengthen the health monitoring and investigation of the personnel entering the exhibition site. If any discomfort such as fever (above 37.3 ℃), cough, etc., stop the exhibition work immediately and seek medical treatment immediately.

5. Personnel entering the exhibition site must wear masks, keep hands washed and disinfected frequently. The protective materials such as disposable medical surgical masks, alcohol disinfectants or hands-free disinfectants will be fully equipped onsite.

6. In Coordination with the cleaning service agency of the exhibition hall, the frequency of cleaning intervals, particularly in the sanitation, will be increased. In addition to adopting strict hygiene standards, cleaning measures for frequently accessed areas (such as entrances, door handles, elevators, escalators, etc.) will be doubled.

7. Once a suspected case, to isolate and call 120 immediately rushed to the nearby designated hospital. To cooperate with relevant departments to investigate and confirm the personnel and places in close contact with the suspected case, isolate and observe the related personnel, close and disinfect the related places. If foreign personnel or Hong Kong, Macao and Taiwan personnel are involved, the report will be made to the Shenzhen Foreign Affairs Office, the Municipal Hong Kong, Macao and Taiwan Affairs Department and the Shenzhen Exit-Entry Administration.

8. During the exhibition, temperature test, wearing mask, real name verification, access control management, security inspection, order maintenance, and supervision is required before entering the venue. In case of crowded audiences, corresponding current-limiting measures will be taken. Guidance and shunting will be conducted for booths with large traffic gathering in time. In Coordination with the exhibition hall, the exhibitors and visitors will be released 30 minutes prior to the admission time announced by the organizer, to maximize the buffering of personnel gathering.

9. If suspected cases are found, exhibitors and visitors should contact the staff in the organizer service desk in time.

Ⅱ Exhibitor Management

1. Exhibitors are required to collect and review the health status of the participants in their booth and report to the organizer as required. Promote the health-conscious of the staff in the booth, cooperate with the organizer complete the epidemic prevention and control measures, and implement health notification to all participants.

2. Do a good job in daily disinfection and personnel protection at the booth. Exhibitors must be equipped with sufficient disposable gloves, disposable medical masks, alcohol disinfectants or hands-free disinfectants and other epidemic prevention disinfection items in the booth.

3. Personal protection after entering the hall: All exhibitors must wear masks correctly throughout the venue. Dining is required to go to the catering area of the Shenzhen Convention and Exhibition Center, and all takeaways cannot be admitted. Consciously maintain a one-meter distance between people, do not get together and

do not gather. The person in charge of booth arrangement is responsible for inspecting and guiding the situation of wearing masks of the staff and the visitors in the booth. Timely correct when finding any behaviors that do not meet the requirements of prevention and control policy.

4. After closing the exhibition, the exhibitor must follow up the health status of the personnel in the exhibition for 14 days, and report the follow-up to the organizer. If the exhibitors have fever, dry cough and are admitted to the hospital with suspected, confirmed, and asymptomatic cases of COVID-19, please inform the organizer in time so that the organizer can cooperate with the CDC to investigate relevant contacts as soon as possible.

Ⅲ Onsite Event Management

1、Marketing activities.Reminder to the exhibitors to reduce all kinds of marketing activities, meanwhile, to prepare measures of diversion or traffic limit when people are intensive. Exhibitors are required to regularly disinfect their booths, exhibits and promotional materials. It is recommended that the promotional materials be electronic.

2、Reminder to keep an appropriate distance during customer communications and to avoid direct physical contact such as handshaking when socializing.

3、To reduce all kinds of entertainment or feast as less as possible, if have, meal division is strongly recommended.

4、All used mask should be properly destroyed and on-site disinfection be arranged after the exhibition closes.

Ⅳ Information Submission

Establishment of exhibition daily log and reporting mechanism. To strengthen internal management for prompt information submission responding to the evolving situation.

Ⅴ Aftercare Measures

1、In cooperation with relevant department, to investigate cause, trajectory and whereabouts of suspected COVID-19 cases.

2、To keep tracking update and announce the latest development and prohibit spreading rumors.

3、To organize case records and submit report in written.

Shenzhen is one of the safest big cities in China. Also the exhibition grounds we use meet relevant security standards. In close cooperation with the police and authorities, we provide for your safety with comprehensive security measures. During the exhibitions, assistance and reinforcement is provided by relevant personnel directly on site and always close to you.