

Coronavirus Outbreaks Preventive Measures

Coex always put the safety of customers and staff on top priority. This guidance is intended for organizers responsible for planning events at Coex. Please review the following information for your reference.

Coex's Measures to Prevent Outbreaks

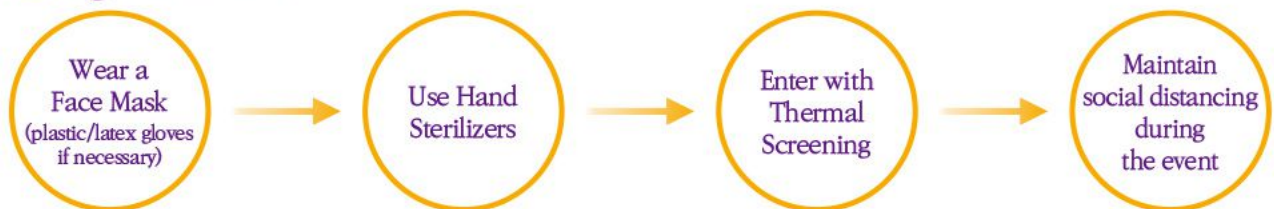
- Disinfection carried out within our meeting rooms, main entrance, restrooms, door handles, etc
- Thermal imaging cameras and hand sterilizers installed at the main entrance and exhibition halls.
- Air quality monitored every 2 hours with air purification done every 15 minutes
- Medical staff and police officers available on site
- Implementing a center-wide preventive system and its respective organizations (hotels, mall, etc)
- Strengthening preventive measures and cooperation between event organizers, participating organizations, and visitors
- Sanitary disposable microphone covers provided in the meeting rooms
- Require all staff to wear face masks at all times
- Create environment that emphasize "everyday life quarantine" by displaying general infection prevention tips like social distancing floor decal and hand washing signage.
- Quarantine room prepared near meeting rooms



Before the event

- Limit the total number of attendees to the size of the meeting rooms in consideration of the social distancing and secure the contact information of attendees through pre-registration.
- Pre-check seating arrangement based on social distancing (ex. distance of two arms' length between attendees)
- Secure the name and contact details of participants in advance (*Attachment 2: COVID-19 Screening Checklist)
- Share additional disinfection operation plan with Coex (*Attachment 3: Checklist for Organizers)

During the event



- Make sure all organizers, participants and visitors at the event provide contact details.
- Enhance the health authority's guidelines such as encouraging regular hand-washing and avoiding handshakes
- Require to wear a face mask indoors: attendee without a face mask may be restricted from entering the event. (dispensers of face masks and gloves should be displayed prominently around the meeting room)
- Constantly check attendees' temperature
- Visitors with symptoms (fever, cough, and shortness of breath) may be restricted from entering the event.
- Prepare sufficient supplies and materials, including face mask, hand sanitizer, non-contact thermometer, plastic gloves, thermal imaging camera, etc.
- Maintain social distancing while attending the event
- Conduct safety instruction to internal staff and develop a response plan in case someone at the meeting becomes ill with symptoms of COVID-19.

[Attachment 1]

Coex's Management of a suspected case of COVID-19 & Contact Information

Patient with Symptoms (Fever 37.5 degree or higher)	Report immediately to Coex On-Site Support Team ① On-Site Room Manager (Grand Ballroom, Conference Room(North), Auditorium: 02-6000-8194) (E-hall, Conference Room(South): 02-6000-7166) ② Convention Sales Team: 1661-9001 ③ Coex Security Desk: 02-6000-0112	Organizer
↓		
Immediately Transfer to the Quarantine room	Isolate the patient (and their belongings or waste) in the quarantine room with the door closed. (Guided by an internal staff) * Quarantine room - Auditorium Meeting Room on the 4 th floor - Back side of Conference room(South) 307-308	Organizer, Coex Room Manager
↓		
Check travel history and contract history with persons with symptoms	Please check basic personal information, purpose of visit, close contact with suspected patients within the last 2 weeks, travel history, etc	Organizer
↓		
Report Suspected COVID-19 Patient to KCDC	Suspected COVID-19 patient directly report to Korea Centers for Disease Control & Prevention Call Center(KCDC) :1339	WTC Seoul Safety Management Team
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Immediately transfer to a selected screening center	Suspected COVID-19 patient immediately transferred for a selected screening center. - WTC Seoul Safety Management Team must share the situation to Gangnamgu Community Health Center ※ Screening center at Gangnamgu: Gangnamgu Community Health Center, Gangnam Severance Hospital, Samsung Hospital	WTC Seoul Safety Management Team
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Conduct the sterilization	After suspected COVID-19 patient leave the building, conduct the sterilization of the isolation place and the entire moving line	WTC Seoul Safety Management Team

- Coex Information Desk : 02-6000-0114
- Coex Security Desk : 02-6000-0112/0113 (West Gate Entry on the 1stFloor)
- Coex First Aid Room : 02-6000-1119 (West Gate Entry on the 1stFloor)
- Korea Centers for Disease Control and Prevention (KCDC) : 1339
- Coex's infectious disease prevention and control team :
WTC Seoul Safety Management Team (02-6000-1181)
- Gangnam District's Disaster and Safety Countermeasures HQ : 02-3423-5555
- Screening center at Gangnamgu
 - Gangnamgu Community Health Center : 02-3423-7137(8 min by car, From Coex~2.1km)
 - Gangnam Severance Hospital : 02-2019-3114(14 min by car, From Coex~3.3km)
 - Samsung Hospital : 02-3410-2114(15 min by car, From Coex~3.9km)

[Attachment 2]

Checklist (For your reference)

COVID-19 Screening Checklist

In order to operate the event safely, we ask you to conduct a pre-registration survey of participants. We kindly ask your cooperation.

Participant Information

Name		Contact Number	
Address			
Name of the Event		Venue	

Checklist

1. In the past 14 days, have you had direct contact with someone that has tested positive for, or who is suspected of having COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. In the past 14 days, have you traveled to areas with known cases of COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have any of the following symptoms in the last 14 days? Fever(37.5 degrees or above) or respiratory symptoms (coughs, sputum production, chest pain, sore throat, etc), shortness of breath	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you been told to quarantine by the public health department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you or any household member come in close contact with confirmed or suspected case?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby confirm that the above information is true and correct

2020.
Signature:

[Attachment 3] Checklist for Organizers

1. Contact Information for Quarantine

Name of the Company			
Name		Contact Number	
E-mail			

2. Checklist

	List		Remark
Required	Pre-registration and confirmation of attendee contact information (Name, Contact number, ID check, etc)		
	Layout based on social distancing (venue, registration, enter/exit)		Submit the layout plan in advance
	Face Mask	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Hand Sterilizers ea	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(Non-contact) Thermometer ea	<input type="checkbox"/> Yes <input type="checkbox"/> No	COEX rental available (Limited quantity)
Optional	Thermal imaging camera	ea <input type="checkbox"/> Yes <input type="checkbox"/> No	*Must required for more than 500 people attending events *Coex equipment rental available (limited)
	Additional quarantine for the event	times <input type="checkbox"/> Yes <input type="checkbox"/> No	Must arrange quarantine time in advance
	*Name of the company: _____ (Person in charge: _____) (Contact number: _____)		
	Quarantine waste collection box	ea <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Plastic/latex gloves	ea <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Event-specific medical staff	pax <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Ambulance operation	ea <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Quarantine Operation Plan (Require attached form, free form)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Remark:		

I hereby confirm that the above information is true and correct

Date: 2020.

Company:

Organizer: (signature)