

# **COVID-19 SAFETY GUIDELINE FOR CONFERENCES AND EVENTS IN NIGERIA BY NCDC**



## PRE-EVENT

Requirements	Purpose	Activities
<p>Assessment of outbreak situation and response in-country</p>	<p>To understand context for:</p> <ol style="list-style-type: none"> <li>1. The risk of spread at the event</li> <li>2. The potential impact of the event on community spread</li> <li>3. States' ability to respond to possible incidents and consequences</li> </ol>	<p>The multi-criteria risk assessment should be undertaken by the event organisers and State Department of Public Health with support from the Nigeria Centre for Disease Control (NCDC) and input from other relevant authorities. The following should be assessed:</p> <ol style="list-style-type: none"> <li>a. Transmission of COVID-19 in the city or area where the event is scheduled to take place</li> <li>b. Existing public health and social measures to prevent and control transmission</li> <li>c. Low likelihood that the event may contribute to the spread of COVID-19</li> <li>d. The capacity of the host country's health system to detect and manage cases of COVID-19 in terms of policies, resources, and capacities</li> <li>e. The ability of organisers to implement actions that can reduce the risks associated with the event</li> </ol>

<p>Venue, accommodation, and transportation requirements</p>	<ol style="list-style-type: none"> <li>1. To modify the event characteristics for minimizing risk of transmission during the event</li> </ol>	<ol style="list-style-type: none"> <li>2. A virtual or hybrid event is preferable.</li> <li>3. Inspection and preparation of the event venue and other facilities:             <ol style="list-style-type: none"> <li>a. Outdoor activities are highly recommended but indoor activities can be held in line with the existing national regulations on gatherings and strict adherence to public health and social measures</li> <li>b. The venue should not accommodate more than 50% of its normal capacity.</li> <li>c. There should be adequate and cross ventilation or functional air conditioning system.</li> <li>d. The sitting arrangement should ensure seats are separated with a minimum of two metres from each other.</li> <li>e. The duration of the event should be short ( based on the context of the event, number of attendees and actual time of commencement).</li> <li>f. Adequate and functional hand hygiene facilities such as handwashing facilities and alcohol-based hand sanitizer should be in place.</li> <li>g. Adequate and functional waste management facilities should be in place.</li> <li>h. A designated holding bay for temporary isolation of suspected cases should be in place.</li> <li>i. A designated ambulance for transportation of suspected or positive cases to treatment centre should be in place.</li> <li>j. The place of accommodation should take responsibility for implementation of safety protocols.</li> <li>k. Arrangement for transportation of participants should be taken into consideration, as well as COVID-19 safety protocols during transportation (i.e., dedicated vehicles that are regularly disinfected, physical distancing).</li> </ol> </li> </ol>
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<p>Coordination Requirements</p>	<p>1. To facilitate development, testing, revision, and implementation of integrated plans</p>	<p>4. Prevention and control measures applicable during this phase include:</p> <ul style="list-style-type: none"> <li>a. Establish collaboration, communication, and coordination mechanisms among all stakeholders, partners, and constituencies involved in the event</li> <li>b. Develop a preparedness and response plan             <ul style="list-style-type: none"> <li>i. Develop provisions for infection prevention and control</li> <li>ii. Develop provisions for screening, detecting, testing, and monitoring event-related cases of COVID-19</li> <li>iii. Develop provisions for treatment of identified cases</li> <li>iv. Develop a risk communication strategy and a community engagement plan for the event</li> </ul> </li> <li>c. Assess capacities and resources</li> <li>d. Conduct training for all personnel and provide all resources required</li> </ul>
<p>Participation Requirements <b>:Local Participants</b></p>	<p>1. To prevent vulnerable and high-risk participants from entering the venue</p>	<p>5. All participants with comorbidities (i.e., hypertension, diabetes) are advised to participate virtually.</p>

	2. To prime eligible participants for compliance with protocols	6. All participants are to physically present a negative PCR result performed not earlier than three days prior to the conference.
		7. Any individual registered to participate in the event but with COVID-19 presenting symptoms (i.e., fever, headache, fatigue not associated with a known cause, a new/continuous cough, shortness of breath, loss of sense of smell and loss of sense of taste) or other symptoms should stay away from the venue, seek medical care, and get tested for COVID-19.
		8. The event organisers should ensure that their teams and volunteers are aware of and well-informed on the protocols for management of suspect and confirmed cases, infection prevention and control measures, and where to find more information.
		9. All participants are required to comply with COVID-19 safety protocols.

		<p>10. All participants coming into the venue shall be screened with a digital thermometer and an antigen rapid diagnostic test kit (Ag-RDT) before gaining access. Anyone who is tested positive for COVID-19 by RDT will be isolated in a designated place while reconfirmation with PCR is done within 24 hours. The result of PCR will be the final result.</p>
<p>Participation Requirements <b>:International Participants</b></p>	<p>1. To reduce the risk of importing new cases and variants of concern into the country</p>	<p>11. All international participants shall visit the Port Health Services (PHS) of the Federal Ministry of Health (FMOH) Nigeria International Travel Portal (NITP) SaferPort to present a negative PCR result on arrival, observe the post-arrival quarantine, practice self-isolation, and adhere to testing protocols and all other Nigerian travel protocols.</p> <p>12. Diplomats should refer to designated travel protocols for diplomats.</p> <p>13. Travelers from red flagged countries are encouraged to participate virtually or must undergo institutionalised quarantine in any government designated quarantine facility.</p> <p>14. Diplomats from red flagged countries shall undergo institutionalised quarantine in any government designated quarantine facility.</p> <p>15. Ambassadors from red flagged countries, their deputies, spouses, and children are taken to their respective homes to self-isolate.</p>

		16. All international participants, irrespective of their vaccination status, must observe the mandatory 7-days post arrival self-isolation or institutionalised quarantine in any government designated facility if coming from a red flagged country.
<b>During Events</b>		
<b>General Requirements</b>		17. Daily health checks of participants shall be conducted at the entrance of the venue and any temperature of or above 37.5°C should be reported to the event medical lead or chief medical officer.
		18. Physical distancing (of at least 2-metres) between participants, officials, and support staff shall be observed at all times.
		19. Thorough disinfection and cleaning of surfaces shall be carried out twice daily.
		20. Event organisers shall ensure regular cleaning of frequently touched items (i.e., door handles, elevators, gym equipment, etc.) with soap/disinfectant.

		21. Registers, keypads, and client cards shall receive regular cleaning and disinfecting.
		22. Personal items, such as water bottles and cups, shall not be shared.
		23. All waste materials (i.e., tissues, disposable towels, etc.) must be carefully disposed of in closed containers before it is collected for final disposal.
		24. Physical distancing and wearing of facemask among participants and organizers must be observed.
		25. Temperature monitoring at entrances shall be executed and any temperature of or above 37.5°C shall be reported to the event medical lead or chief medical officer.
		26. Visual reminders for COVID-19 promotion (i.e., stickers, posters, or wrist stamps) shall be provided to promote compliance.
Organising Committee and COVID-19 Task Team Roles	1. To ensure functionality of facilities and adequate supplies	27. All facilities must be functional and adequate supplies must be made available. All executed tasks must be monitored as planned and compliant with protocols.

	2. To ensure compliance with protocols during events	28. Detection and management of event related COVID-19 cases must be conducted in accordance with national policies and regulations within the framework of national health systems.
		29. Dedicated vehicles for the movement of participants and officials from accommodation location to the venue must be provided. The vehicles must be disinfected regularly after each trip by trained hygienists or designated persons using chlorine and other standard cleaning/disinfecting solutions in line with standard operating procedure for cleaning and disinfection.
		30. Arrangements should be made with the Department of Public Health at the State Ministry of Health regarding diagnosis and treatment of COVID-19 cases identified during the event.
		31. Hand hygiene stations should be set up at the venue to ensure a high degree of compliance with handwashing. Hand sanitizers should be made readily available.

		<p>32. Distance of 2-meters in between seats should be enforced with marking on the seats</p>
		<p>33. There shall be display of signages/posters/reminders of COVID-19 preventive measures at the venues and accommodation locations</p>
		<p>34. There shall be arrangement to regularly sensitise or educate the participants and officials on NCDC protocols through playing of jingles on public address system (PAS) and health talk by communication team.</p>
		<p>35. All food offered at any event should have pre-packaged boxes, bags, condiments and utensils for each attendee whenever possible.</p>
<p>Officials, volunteers and participants responsibilities</p>	<p>To facilitate compliance with protocols by all attendees and officials of the event</p>	<p>36. Participants, officials and other personnel should be aware of and cooperate with medical team at venues, during screening process of taking temperature and other medical procedures as may be required</p>

		<p>37. Wash hands often with soap and water. Use an alcohol-based hand sanitizer if soap and water are not available. Hand sanitizing stations should be available throughout the event venue, the accommodation, and on team buses.</p>
		<p>38. Observe cough and respiratory etiquette of covering of mouth and nose with a tissue, sleeve or bent elbow rather than hands when coughing or sneezing. If coughing persists, isolate and seek medical advice.</p>
		<p>39. Avoid contact with sick people, including anyone having signs and symptoms of acute respiratory infections. Avoid contact with anyone if you are ill.</p>
		<p>40. Gloves should be worn by team and event staff handling towels or laundry in the team environment.</p>
		<p>41. Participants are advised not to touch their own mouths or nose.</p>
		<p>42. Avoid shaking hands or hugging.</p>

		<p>43. All officiating officials, volunteers, medical personnel, security and logistic staff MUST have their face mask on always, especially during event for the entire duration of the event.</p>
		<p>44. All volunteers involved in the handling of water, refreshments and food MUST wear facemasks properly, covering nose and mouth at all times.</p>
<p>During lunch and tea break</p>	<p>Maintain protocol and minimize interaction during tea breaks and lunch</p>	<p>45. There shall be adequate serving locations at the venue to maintain physical distancing during tea breaks/lunch</p>
		<p>46. There shall be minimum number of people on a queue to maintain physical distancing during serving of food</p>
		<p>47. Minimum of 2-meters in between people must be maintained and facemasks must be on while on queue</p>
		<p>48. Sitting arrangement must maintain minimum of 2 meters between people</p>
		<p>49. Table etiquette must be strictly observed when eating</p>

		50. Utensils should not be shared on the table
		51. Clean and disinfect tables after every use.
When there is a suspected case	To promptly isolate and safely transport suspected or positive cases to designated treatment centres	52. Any participant or official who feels ill should stay in the provided accommodation and contact the medical personnel for assessment and care.; which includes a quick COVID-19 RDT test
		53. There shall be a holding bay at the venue with trained staff on COVID-19 prevention protocol
		54. Medical stations at all points must be manned and clearly marked with staff donning appropriate personal protective equipment (PPE)
		55. Any athlete that develops symptoms of COVID-19 (fever, cough, headache) while on the event venue, shall report to designated surveillance person/ biosecurity officer in their state team or visit the medical team for further assessment and care. Which includes a quick COVID-19 RDT test

		<p>56. If and when the medical team suspect COVID-19, such person shall have his sample collected and tested and be evacuated to designated holding/isolation centre until confirmation of his or her result.</p>
		<p>57. There shall be standing ambulances with trained drivers at the sporting centre, accommodation/games village locations for evacuating suspected cases to designated isolation centre</p>
		<p>58. The ambulances shall be cleaned regularly or decontaminated after each use</p>
		<p>59. Any confirmed case of COVID-19 among the participants/ officials shall be isolated for a period of 14 days or when he has negative results before the end of 14 days</p>
		<p>60. All wastes generated (both medical and general waste) should be properly segregated and disposed of appropriately, in a manner that poses no risk to the environment and other persons</p>

		61. The COVID-19 safety protocol officer for the State should be empowered to enforce compliance to safety protocols in the course of the event.
<b>Post Event</b>		
Information sharing and follow up	<ol style="list-style-type: none"> <li>To monitor cases in the host state and destination of participants</li> <li>To prevent the spread of the disease resulting from the event</li> </ol>	62. Information of participants or official that develop symptoms during the event should be shared with NCDC, Department of Public Health of the State Ministry of Health and participant's home state or country health authority
		63. Individuals who develop symptoms upon returning to their home state or country should be advised to self-isolate and contact public health authorities about their potential exposure
		64. Arrangement should be in place for detecting cases arising in the local population as a consequence of the event
	<ol style="list-style-type: none"> <li>To improve conduct of future events</li> </ol>	65. Write report of the event activities with recommendations

Evaluation and documentation	2. To incorporate best practices into routine work	66. Conduct evaluation of the event and document findings
		67. Disseminate findings to various stakeholders including participating countries