

Safety Operation Guide against Infectious Diseases for MICE Events Held in Seoul



This guide may be revised or supplemented continually according to the trend of infectious disease outbreaks.

Safety Operation Guide against Infectious Diseases for MICE Events Held in Seoul



This guide provides safety operation guidelines for preventing and responding to infectious diseases when holding MICE events in Seoul. It can be applied flexibly considering the host institution planning and operating an international conference, exhibition, or another type of event; the duration, nature, and characteristics of the event; and the number of participants for the event.

The contents in this guide were drafted by referring to the government guidelines, recommendations from the World Health Organization(WHO), and domestic and overseas case studies released to date and shall not be the basis for judging legal liabilities of a specific event.

The guide was prepared by the Seoul Metropolitan Government and the Seoul Tourism Organization (STO) after consultation with and examination by experts from related fields, including tourism and MICE industries. We plan to continue supplementing matters that need to be managed and responded to when holding MICE events.

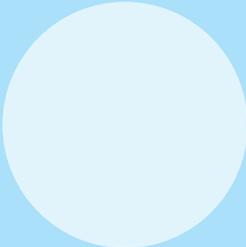
We hope that this guide will serve as a reference for the pre-event, event, and post-event stages of MICE events. Please make sure to check with the STO in advance if you plan to produce brochures or other promotional contents utilizing the texts herein.

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PART 1





Overview

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1. Background & Purpose

- As the number of confirmed COVID-19 cases continues to rise in Korea, this guide seeks to lay out how the host and parties concerned¹ should respond to the virus and what measures they should take before, during, and after a MICE event in Seoul.
- This guide also summarizes the guidelines the host, parties concerned, and participants should follow when holding a MICE event in Seoul.

2. General Direction

- Pursuant to the Central Disaster and Safety Countermeasures Headquarters (CDSCH) for COVID-19 (July 1, 2021), all gatherings and events attended by more than a specific number of people must be reported to and consulted with the corresponding local governments and must follow the key disease control rules (mandatory until canceled later) by level of restriction. If holding a MICE event is inevitable, the event must comply with the disease control rules set forth by major measures according to the level of social distancing and with the “Social Distancing Reform: Key Disease Control Rules per Facility” (July 1, 2021) and this guide for other unspecified details.
 - However, ① if the host of a MICE event has difficulty implementing disease control measures during the pre-event and event periods and ② seeks to gather a large number of vulnerable people² ③ in a closed and confined space, some adjustments may need to be made to the event, such as a postponement to a later date or reduction in the number of participants.
 - Parties are recommended to utilize the latest IT technologies, such as devices that are accessed in a contact-free manner, as well as virtual reality spaces (virtual platforms), to host a combination of online and offline events.
- * Leverage the QR code-based access control system (electronic check-in), non-contact and unmanned participant registration system, non-face-to-face online video conferencing platform, etc.
- As the risk that COVID-19 may spread still remains, parties are recommended to check the government’s response policies and management guidelines in real time, including those of the Korea Disease Control and Prevention Agency and the Central Disease Control Headquarters, to understand the situation of the virus in detail before planning and holding events.

1 Stakeholders preparing the event, such as venue operators (providers), service providers, international conference planners and operators (PCOs), exhibition planners and operators (PEOs), etc.

2 Infants, the elderly, pregnant women, the chronically ill (patients with diabetes, heart failure, chronic respiratory disease, chronic renal failure, or cancer), etc.

[Revised Social Distancing Plan & Key Disease Control Rules]

(Central Disaster Management Headquarters, Ministry of Health and Welfare, August 2021)

Category	Level-1 restrictions Contained and stable	Level-2 restrictions Local transmission/cap on gathering size	Level-3 restrictions Regional transmission/ban on gatherings	Level-4 restrictions Full-blown nationwide transmission/ban on going out
Concept	Confirmed cases are below normal disease control and medical response capacity	Local disease control and medical response capacity reaches limits; regional and central government cooperation is needed	Regional response capacity reaches limits; disease control and medical resources nationwide need to be mobilized	Disease control and medical systems nationwide reach limits
Area applied	City/county/district, city/province, or region	City/county/district, city/province, or region	City/county/district, city/province, or region	Region or nationwide
Decision-making/adjusting authorities	City/county/district, city/province, or CDSCH	City/county/district, city/province, or CDSCH	City/county/district, city/province, or CDSCH	CDSCH
Criteria	<1 case per 100,000 people (weekly average)	≥1 case per 100,000 people (3+ days over weekly average)	≥2 cases per 100,000 people (3+ days over weekly average) ≥70% of regional intensive care units in use	≥4 cases per 100,000 people (3+ days over weekly average) ≥70% of regional intensive care units in use
	<ul style="list-style-type: none"> ▶ Nationwide: <500 cases ▶ Greater Seoul: <250 cases ▶ Local governments with a population of 3 million: <30 cases 	<ul style="list-style-type: none"> ▶ Nationwide: ≥500 cases ▶ Greater Seoul: ≥250 cases ▶ Local governments with a population of 3 million: ≥30 cases 	<ul style="list-style-type: none"> ▶ Nationwide: ≥1,000 cases ▶ Greater Seoul: ≥500 cases ▶ Local governments with a population of 3 million: ≥60 cases 	<ul style="list-style-type: none"> ▶ Nationwide: ≥2,000 cases ▶ Greater Seoul: ≥1,000 cases ▶ Local governments with a population of 3 million: ≥120 cases
Summary of government response	Individual compliance with disease control rules per facility to prevent crowding, tight air, and physical closeness	Limit on the number of users	Ban on private gatherings	Ban on going out / recommendation to stay home
Key measures by level of restrictions				
Exhibitions & fairs	1 person per 4m ² of facility area * Excluding permanent staff in the booth	1 person per 6m ² of facility area * Excluding permanent staff in the booth	1 person per 6m ² of facility area * Excluding permanent staff in the booth	1 person per 6m ² of facility area * Excluding permanent staff in the booth
			<ul style="list-style-type: none"> ▶ Up to 2 permanent staff who have tested negative on a PCR test conducted within 3 days of the first day of work or have been fully vaccinated can be stationed in the booth. ▶ Operation of a pre-booking system is mandatory. 	
International conferences & academic events	If the seats are fixed, keep 1 seat empty between them. If the seats are not fixed, keep a 1m distance between them.	If the seats are fixed, keep 2 seats empty between them If the seats are not fixed, keep a 2m distance between them.	<ul style="list-style-type: none"> - If the seats are fixed, keep 2 seats empty between them. - If the seats are not fixed, keep a 2m distance between them. ▶ Academic events* that do not fall under "international conferences" as defined by the International Conference Industry Promotion Act shall also apply the rules below. 	
			Up to 49 people can participate in each divided space with a separate movement path	Up to 49 people can participate (dividing participants by space is prohibited)
Events & assemblies	Report events to be attended by ≥500 people in advance to the local government	Events of ≥100 people are prohibited	Events of ≥50 people are prohibited	All events are prohibited (except for 1-person protests)

* "International conferences" under the International Conference Industry Promotion Act: International conferences as defined in Article 2, Clause 1 of the International Conference Industry Promotion Act and Article 2 of the Enforcement Decree of the same Act
 * Academic events: Events (including symposiums, conferences, seminars, and workshops) hosted or organized by universities, research institutes, academic societies, etc., to present and discuss results of research on academic fields, such as academics and technologies
 ※ (Separate rules) Apply and operate different disease control rules for exhibitions/fairs, international conferences/academic events, and large-scale concerts from those for general events.
 - Operate an assigned seating system* for festivals that include music performances, large-scale concerts, etc., and apply the rules for performance theaters but allow a maximum capacity of 5,000 people from level-2 or higher restrictions.
 (E.g.) When holding an outdoor concert, apply the rules for performance theaters and control the virus with seating arrangements.
 ※ (Exceptions) If necessary for the essential business activities of a company and for public duties, allow the event to be held in compliance with the basic disease control rules and without restrictions on the number of participants.
 - If necessary for the essential business activities of a company and for public duties, allow the event to be held in compliance with the basic disease control rules and without restrictions on the number of participants.
 - Gatherings and events that are necessary for the essential business activities of a company and for the public duties of an administrative or public institution, such as activities where a certain number of people must meet in person based on legal grounds or activities that cannot be canceled or postponed due to a set deadline
 (E.g.) Regular general shareholders' meetings of a company, national assembly meetings to process budgets and bills, meetings for the production and transmission of broadcasting programs, etc.

3. Subject & Scope of Application

1) Subject of application

- ◎ International conferences that fall under Article 2 of the Enforcement Decree of the International Conference Industry Promotion Act and are hosted in Seoul by academic societies, groups, associations, institutions, or corporations

| Types & sizes of international conferences |

1. Conferences hosted by international organizations or institutions, corporations, or groups that joined an international organization; attended by foreign nationals from ≥ 5 countries; attended by ≥ 300 participants, among which ≥ 100 are foreign nationals; and lasting ≥ 3 days
2. Conferences hosted by institutions, corporations, or groups that did not join an international organization; where ≥ 150 participants are foreign nationals; and lasting ≥ 2 days

- ◎ Exhibitions that fall under Article 2 of the Enforcement Decree of the Act on the Development of Exhibition Industry and are hosted in Seoul by academic societies, groups, associations, institutions, or corporations

| Types & sizes of exhibitions |

1. Exhibitions registered on or approved by the General Assembly of the International Exhibition Bureau pursuant to the Convention Relating to International Exhibitions
2. Permanent or temporary exhibitions whose indoor and outdoor exhibition areas are $\geq 2,000$ m² or where ≥ 100 foreign buyers have registered for participation
3. Permanent or temporary exhibitions whose indoor and outdoor exhibition areas are $\geq 1,000$ m² or equipped with ≥ 10 exhibition booths, and at the same time recognized by the Minister of Trade, Industry and Energy as necessary for the development of the exhibition industry upon request by an exhibition host

- ◎ Other small- to medium-scale international conferences with ≥ 50 overseas participants and hosted by academic societies, groups, associations, institutions, or corporations
- ※ Exclude club, fan club, and religious group meetings, festivals, performances, etc.

2) Scope of application

- ◎ Apply until the COVID-19 situation is stabilized. Event hosts who need professional advice on establishing and implementing disease control plans shall inquire to the district public health center or the Korea Disease Control and Prevention Agency.

4. Safety Management & Response System

1) Preliminary measures against infectious diseases

■ Risk assessments & response plans against infectious diseases

- ③ Conduct detailed risk assessments of infectious disease outbreaks and establish response plans for public health and emergency situations.

— Risk assessment factors of infectious diseases during events —

("Guidelines for the Prevention and Control of the Novel Coronavirus Infections in Group Events,"
Central Disease Control Headquarters, February 2020)

- ① Event period and number of participants
 - ② Participant density, activities leading to participant contact (outdoors/indoors, etc.), pre-registration/ on-site registration of participants, and potential exposure of participants
 - ③ Event hosting venue and capacity of related institutions within the district to respond to infectious diseases (disease prevention and control, medical institutions and quarantine, treatment facilities, etc.)
- ③ Response plans must be established and examined jointly by all relevant institutions³.
 - ③ Appoint a person from each relevant institution to be in charge of disease control and establish an emergency contact network..
 - Designate an "infectious disease response and control officer" within the event organization and assign him/her the responsibility of receiving reports of suspected symptomatic cases among event staff, participants, visitors, etc., and of managing preliminary hygiene for facility access.
 - Provide information through appropriate communication channels, such as hotlines, and utilize them for tracing and reporting contacts.
 - ③ Monitor infectious disease outbreaks and establish a reporting system.
 - (Reporting system) Event host → district public health center → Seoul Metropolitan Government's Swift Response Team to Mass Infection
 - ③ Secure temporary quarantine spaces, medical facilities, and human and material resources in preparation for suspected cases.
 - Review the designation of temporary treatment centers in key venues and the surrounding area.
 - Secure items, such as personal protective equipment (medical masks, disposable gloves, etc.), thermometers, and hand sanitizers, in consideration of the size and nature of the event among other things.

³ Event officers of the host, venue operator (provider), district public health center, the Seoul Metropolitan Government or autonomous district, nearby screening centers, and other necessary institutions (plus medical institutions, accommodation facilities, etc., depending on event details)

Implementation of measures to prevent infectious diseases

- ① Train participants and parties concerned and inform them of the precautions for preventing transmissions.
 - Train the staff from each related institution by providing information on the infectious disease, preventive rules, and codes of conduct in the event of a suspected case (symptomatic case).
 - Inform venue visitors thoroughly about personal hygiene compliance (wearing a mask and washing your hands).
 - Scan body temperatures and check fever status and respiratory symptoms of venue operating staff and other visitors at least twice a day according to the judgment of the event officer.
 - Post notices on infectious disease prevention in the venue.

2) Measures to take in the event of a suspected case of infectious disease

- ① The “infectious disease response and control officer” shall immediately report to the district public health center or call center (☎02+120, ☎1339) in the event of a suspected case.
 - Keep the suspected patient in a separated temporary quarantine space until an ambulance arrives for transport.
 - Cooperate as much as possible with the disease control authorities to help them identify patient movements.
- ② If necessary, discuss with the Seoul Metropolitan Government’s Swift Response Team to Mass Infection about whether to continue the event.
 - Suspend or postpone the event if deemed difficult to proceed due to disease control measures, crowd confusion, etc.

| Suspected case of an infectious disease |

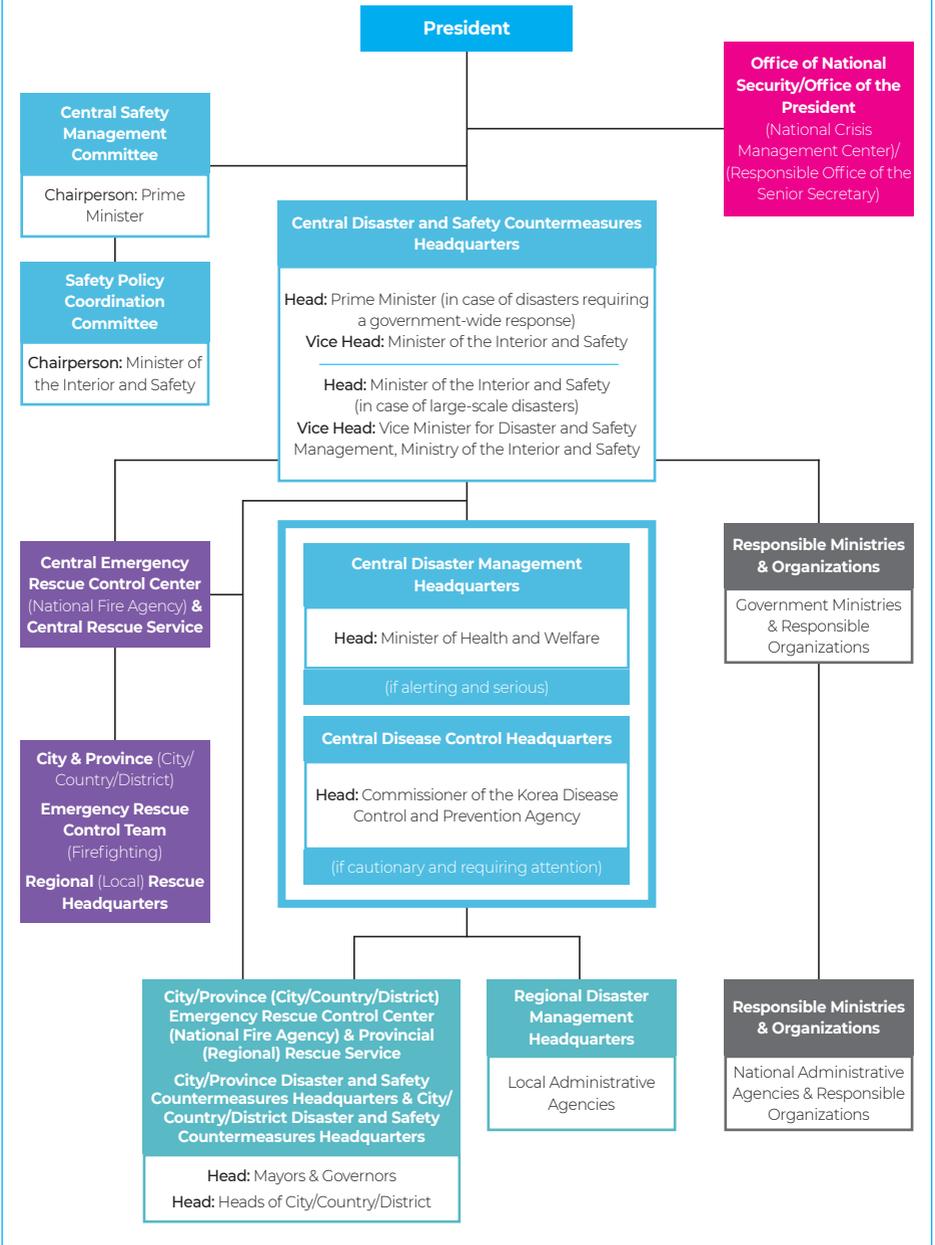
“COVID-19 Quarantine Response Guidelines (10-1 Edition)” (July 5, 2021)

- ① A person suspected of contracting an infectious disease is someone who falls under any of the following:
 - ① A person who came into contact or is suspected to have come into contact with a confirmed or suspected case of an infectious disease or with a pathogen carrier (hereinafter “infectious disease patient, etc.”)
 - ② A person at risk of infection because he/she stayed or passed through a quarantine management area or a key quarantine management area defined under Article 2, Clause 7 and 8 of the Quarantine Act
 - ③ A person at risk of infection due to exposure to risk factors, such as an infectious disease pathogen



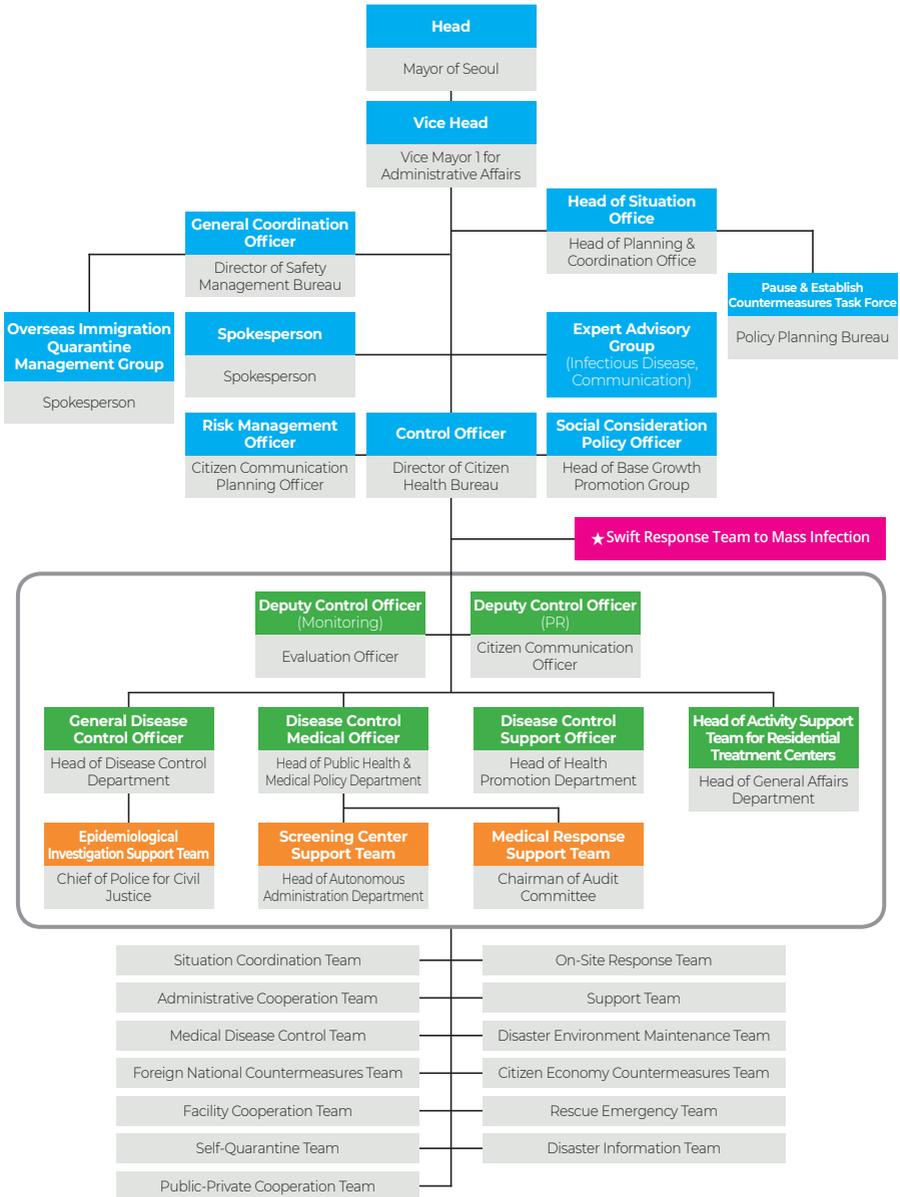
Central government-local government work system

“COVID-19 White Paper” of the Seoul Metropolitan Government (August 1, 2020)



Organizational chart of Seoul Disaster and Safety Countermeasures Headquarters for COVID-19

“COVID-19 White Paper” of the Seoul Metropolitan Government (August 1, 2020)





PART 2





MICE Event Operation Guide by Stage

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1. Pre-Event (Planning) Stage

1) Host (event organizer)

Determine whether to host an event based on a risk assessment of the event.

- ⦿ Postpone or cancel one-time events of low urgency and necessity.
- ⦿ Postpone or cancel large-scale events⁵ that are highly likely to spread the infectious disease.
- ⦿ When selecting a venue, make sure to conduct a preliminary survey in order to examine the disease control and safety management status of the venue and to check cooperative matters for on-site operations, such as a separate quarantine space.

If the event must be held, take measures to prevent the infectious disease from spreading and establish a crisis response plan.

- ⦿ Establish an emergency contact network with stakeholders, including the host, event organizer, and venue operator, and summarize how each party should respond in the event of a suspected case.

[Illustration of response by each party in the event of a suspected case]

Event host & organizer	Venue operator
<ul style="list-style-type: none"> - Report to the district public health center. - Comply with various matters according to the instructions of the public health center. - Swiftly provide information to participants and control access. 	<ul style="list-style-type: none"> - Provide a quarantine space. - Swiftly assist transport vehicles. - Disinfect immediately after transport. - Temporarily close the quarantine space

- ⦿ Designate an “infection control officer” among host employees from the emergency contact list and assign the role of receiving reports of suspected cases among event staff, participants, and other visitors and of managing preliminary hygiene when entering the venue.
- ⦿ Secure personal and contact information of all members, including event participants and staff.
- ⦿ Check the cooperation system between Seoul, autonomous districts, and health centers and establish a hotline.
 - District public health centers, nearby screening centers, call center (☎02+120 or ☎1339)

⁵ Events where a large number of people meet in a small and closed space or where a large number of people gather indoors or outdoors to conduct activities that can transmit droplets (singing, cheering, chanting, etc.)

■ Implement preliminary measures to keep the venue safe and prevent participants from catching the infectious disease.

- ③ Furnish sufficient hand wash products (liquid soaps and hand sanitizers with 70% or more alcohol) and paper towels near the sink (equipped with non-hand-operated taps, etc.) in restrooms and other areas of the venue.
 - Provide tissues and trash cans throughout the venue so that tissues used for coughing can be thrown away immediately.
- ③ Post various promotional materials*, such as COVID-19 prevention rules (including hand washing and coughing etiquettes), in key areas of the venue.
 - *Utilize promotional materials uploaded on the Korea Disease Control and Prevention Agency website (www.kdca.go.kr).
- ③ Place notices in the venue on how to respond to the infectious disease considering event programs, participant movement paths, etc.
 - Provide these response notices in major foreign languages, such as English and Chinese, for international conferences.
- ③ Eliminate programs that require participants to come into close contact with each other and that are likely to cause respiratory transmission considering the infectious nature of the disease (transmission through droplets).
- ③ Prepare thermal scanners, such as thermal imaging cameras and thermometers, to control access.
- ③ Secure a temporary quarantine space, where a suspected case can wait, within the venue and prepare quarantine supplies, such as thermometers and masks (KF94 grade or higher).

— Items to check when operating a quarantine space —

("Guidelines for the Prevention and Control of the Novel Coronavirus Infections in Group Events,"
 Central Disease Control Headquarters and Central Disaster Management Headquarters, February 2020)
 ("Guidelines for Response to COVID-19 in Group and Multi-Use Facilities (2nd Edition),"
 Central Disease Control Headquarters, February 26, 2020)

- ① Prepare a quarantine space that is equipped with a closable door and located in an independent area with little human movements.
 - ② If possible, block the air circulation system to prevent airborne transmissions.
 - ③ If a quarantine space is used, strictly restrict access of those who are not parties concerned.
 - ④ When the quarantined patient leaves the space, e.g., is transported elsewhere, take disease control measures and disinfect the area immediately.
 - ⑤ Provide a restroom dedicated to confirmed cases near the quarantine space.
 - ⑥ Ask employees who were there to accommodate the quarantined patient to stay home.
- ③ If a temporary quarantine space cannot be secured due to the size and nature of an event, pre-arrange transport vehicles (ambulances) and medical staff so that they can be on standby for immediate transport to the public health center in charge.

PART 2

■ Conduct preliminary training for event operating personnel.

- ⊙ Exclude suspected or symptomatic cases of the infectious disease when selecting event operating personnel.
- ⊙ Conduct preliminary health training on the prevention and management of transmissions, such as information on the infectious disease, transmission prevention rules, and codes of conduct in the event of a suspected case.

■ Take measures to reduce the risk of crowding and transmissions at the venue.

- ⊙ Send an advance notice to advise participants who fall under any of the following to refrain from attending in person.



| Advance notice to participants |

("Guidelines for the Prevention and Control of the Novel Coronavirus Infections in Group Events,"
Central Disease Control Headquarters and Central Disaster Management Headquarters, February 2020)

- ① If you have major clinical symptoms (fever of 37.5°C or above, cough, difficulty breathing, chills, muscle pain, headache, sore throat, loss of smell/taste, pneumonia, etc.) or have traveled overseas in the last 14 days, please stay home.
- ② If you are part of a high-risk group (seniors aged 65 or older, pregnant women, chronically ill patients, etc.), please refrain from attending in person.
- ③ If you are a suspected case or subject to self-quarantine (contact of a confirmed case), please note that you are not allowed to attend in person.

- ⊙ Establish an operation plan that minimizes crowd congestion.

- Adjust program operating hours to disperse participants, provide information on rush hours and recommended visiting hours, operate a greater number of transportation vehicles as shuttle buses, etc.

- ⊙ Inform pre-registered participants to do a self-check within 14 days prior to the event.
- ⊙ Continuously deliver precautionary messages (social distancing rules in daily life, etc.) to the participants.
- ⊙ If you select an event organizer or subcontractor to provide assistance, check and inspect that they follow the disease control guidelines, such as having the staff do a self-check for the infectious disease and disinfect items.
- ⊙ Pre-inform overseas participants sufficiently of the precautionary matters upon arrival to Korea and request their cooperation in complying with the disease control guidelines for overseas entrants, such as agreeing to provide movement information after their entry and to do a self-check for the infectious disease.

2) Venue operator (provider)

■ Establish a cooperation system and strictly enforce disease control measures in the venue.

- Establish an emergency contact network with the host and cooperate in establishing a crisis response plan.
 - Check the cooperation system between Seoul, autonomous districts, and health centers and establish a hotline.
 - District public health centers, nearby screening centers, call center (☎02+120 or ☎1339)
- Appoint a “disease control officer” and have him/her supervise the overall disease control situation from pre-event to post-event stages.
- Disinfect the venue before, during, and after the event (a minimum of 1 time/day).
- Provide a quarantine space where a suspected case can wait if necessary.
- Instruct all operating staff entering the venue to always wear a mask.
- Prepare disease control and safety response supplies in consultation with the host.
 - Hand sanitizers, soaps, thermal scanners (thermometers), masks, notices on how to respond to the infectious disease and on social distancing in daily life, etc.
- Check the temperatures of everyone entering the building. If a suspected case—e.g., someone with a high fever (37.5°C or above) and cough—is perceived, report immediately to the public health center in charge and inform the patient to wait in the quarantine space.
 - The staff in charge of contacting the suspected case must wear a mask (KF94 grade or higher) and refrain from talking until the patient is transported to a public health center.
- If a suspected case occurs, provide assistance to enable the patient to be transported swiftly to a screening center. (Disinfect and temporarily close the quarantine space after transport.)
- ※ In addition to the common measures described above, implement reinforced disease control measures depending on the nature, number of participants, and location of an event.

■ Conduct disease prevention training for event operating personnel and staff.

- Exclude suspected or symptomatic cases of the infectious disease when selecting event operating personnel
- Conduct preliminary health training on the prevention and management of transmissions, such as information on the infectious disease, transmission prevention rules, and codes of conduct in the event of a suspected case.



2. Event (Hosting) Stage

A. Common Matters

① Examination of disease control cooperation system

- ⊙ Examine the disease control cooperation system, such as the appointment of a disease control officer and assignment of a role, securing a contact list of officials in charge at the district public health center, etc.
- ⊙ Maintain an emergency contact network with the disease control authorities and related institutions (public health centers, fire stations, medical institutions, etc.) and respond immediately if a confirmed case occurs.

② Management of event operating personnel and staff

- ⊙ Make sure that those with a fever (37.5°C or above), respiratory symptoms, an overseas travel history in the last 14 days, or clinical symptoms of COVID-19 stay home. If a staff develops symptoms during the event, ask the staff to immediately stop his/her duties and wait in a quarantine space until transported to a screening center.
- ⊙ Educate the staff repeatedly about wearing a mask, social distancing rules in daily life, and infectious disease response guidelines throughout the event period (a minimum of 1 time/day).
- ⊙ Check all parties concerned (host, event organizer, venue operator, subcontractor employees, operating personnel, etc.) for symptoms, including body temperatures, two times a day.
 - Keep a record and manage electronic check-ins and self-check questionnaires during the event period.
- ⊙ If more than 2-3 symptomatic cases occur within 3-4 days among close contacts who were in the same place at the same time, instruct them to receive a diagnostic test. If additional symptomatic cases occur, report the possibility of a mass infection to the public health center.



Installation of notices on how to check temperatures and complete mobile questionnaires at the entrance of the venue (IASGO-KSGC 2020, an international academic conference of the Korean Society of Gastrointestinal Cancer Research, August 21, 2020)

③ Event facility management

- Use banners, message boards, oral announcements, and other means to provide basic information on basic disease control and personal hygiene.
 - Post general disease control rules and additional rules that may apply to a facility at the entrance and other areas.
- Separate entrance and exit routes to the venue so that visitors can move in one direction.
- Check temperatures at the entrance using thermal imaging cameras, facial recognition thermometers, non-contact digital thermometers, etc.
- Provide information on where visitors can wash their hands, furnish hand sanitizers, and distribute and post disease control notices, such as social distancing rules in daily life.
 - For international events, install and post notices in foreign languages within the venue..
- Disinfect shared objects and surfaces (entrance/exit door handles, etc.) regularly at least once a day.
- If natural ventilation is available, always keep the windows open. If this is difficult to do due to the use of an air conditioner, etc., ventilate the venue at least twice a day.

④ Compliance with basic guidelines for social distancing within venue

- Stay home if you have major clinical symptoms of COVID-19 (fever of 37.5°C or above, cough, sore throat, etc.) or an overseas travel history in the last 14 days.
- Wear a mask indoors, as well as outdoors where keeping a 2m or more distance is difficult to follow.
- Cover your mouth and nose with tissue or your sleeves when coughing or sneezing
- Refrain from activities that can lead to saliva spatters (singing, chanting slogans, etc.) or from making physical contact with others (shaking hands, hugging, etc.).
- Inform visitors to use multi-use spaces, such as break rooms, cafes, and networking lounges, in a distributed manner to prevent crowding.
- Inform visitors to keep their masks on all throughout the event.
- Maintain a two-seat (at least one-seat) distance or a 2m (at least 1m) distance between people when entering, watching, and seating in the venue.



Installation of notices on disease control and social distancing rules inside and outside of the venue (ICC Sydney EventSafe Operating Framework, June 10, 2020)

1) Host

① Venue management

- ⊙ Restrict the number of entrants per zone and time period and manage their routes to prevent crowding.
 - Encourage pre-registration and estimate, post, and inform the number of entrants allowed in the venue.
- ⊙ Check the items that need to be monitored when participants enter the venue.
 - Check whether participants are wearing a mask (medical mask is advised) and whether the thermal imaging camera or thermometer indicates a fever upon their admission.
 - Check whether professional medical personnel are stationed full time at the venue during the event period and whether preparations for emergency situations have been made.
- ⊙ Have participants, operating personnel, and all others check in electronically when entering the venue, or only allow those who have submitted a registration application (and been identified; info to be destroyed after 4 weeks) to enter the venue. Check whether entrants have clinical symptoms of COVID-19.
- ⊙ Maintain a 2m (at least 1m) distance between host members, event organizer members, venue operating personnel, and participants and consider installing transparent shields if necessary.
- ⊙ Strictly manage public facilities at risk of infection, such as public drinking fountains.
- ⊙ Frequently disinfect and ventilate hands-on space for participants and disinfect hands-on facilities and tools.
- ⊙ Frequently disinfect safety equipment and objects shared by participants.
- ⊙ Prepare and furnish sanitary gloves and hand sanitizers for participants.

② Operation of all main and side events

- ⊙ Hold offline and online events in parallel to minimize crowding and operate the offline event in a small scale by limiting the time and the number of participants per program through pre-registration.
- ⊙ Adjust distances between participant tables and seats and install transparent shields, etc.
- ⊙ Use a microphone cover and replace it for each person when making use of the device.
- ⊙ Operate staggered meal times for event operating personnel to minimize crowding of parties concerned.
- ⊙ If too many participants show up at the same time, utilize number tickets or inform them to keep a 2m (at least 1m) distance between them when waiting in line.
- ⊙ Appoint a disease control officer for the venue and assign the role of regularly inspecting the site and checking safety conditions.
- ⊙ Install shields between speaker tables.
 - At least 70 cm in height and the same width as the table
- ⊙ Refrain from organizing side events where a large number of people need to gather in a

small space, such as contests and briefing sessions.

- ◎ Minimize activities and programs that can lead to saliva spatters (singing, chanting slogans, etc.).
- ◎ Limit the number of participants per program by having participants pre-register for each side event during the preparation stage
- ◎ Refrain from distributing prizes and souvenirs to participants, but if these are inevitable, inform participants to personally come get the presents themselves or distribute the presents wearing gloves.
- ◎ If a tasting area must be operated, keep a minimum distance of 2m between booths and inform participants to maintain a 2m (at least 1m) distance between them so that people do not come to the area all at the same time.
 - For used toothpicks, cups, tissues, and other waste contaminated with saliva that are generated from the food and beverage tasting corners and promotional corners, provide ways to throw them away cleanly without a risk of having others touch them.
 - Inform participants to eat and drink only in designated areas.
 - Inform participants to refrain from talking when eating.
- ◎ When serving food and beverage, provide individual meals (buffets are prohibited) and guide participants to wash their hands or use hand sanitizer before their meals.
- ◎ Encourage the use of personal cups, water bottles, tumblers, etc.
- ◎ Allocate ample time for meals so that participants socially distance themselves when eating.
- ◎ Refrain from organizing side events and other programs that can lead to crowding in an area.



Notice on how to complete an electronic questionnaire and check in with a QR code (Seoul International Wines & Spirits Expo 2020, June 12, 2020)

③ Participant management

- ◎ Introduce pre-registration and reservation systems to disperse participants as much as possible.
- ◎ Strictly manage pre-/on-site registration lists and inform participants that admissions will be restricted if their information cannot be confirmed and that self-checks are mandatory.
 - Strictly manage access, such as by having participants complete an electronic questionnaire, check in with a QR code, etc.
 - When writing the information by hand, have participants indicate their city, county, and district of residence and their phone number or personal safety number.
 - If children aged 14 or below are accompanied by an adult guardian, children may be excluded from the check-ins.
- ◎ Estimate how many participants the venue can accommodate without crowding and guide participants to enter slowly over time. (Comply with user capacity limits by level of restriction and operate a pre-registration system.)
- ◎ Speaker management: Make self-checks mandatory for invited speakers and minimize their contact with participants.
- ◎ Provide individual microphones (or replace microphone covers for each speaker) and maintain a 2m (at least 1m) distance when arranging their seats.
- ◎ Performer/moderator management: Make self-checks mandatory and provide individual microphones (or replace microphone covers for each person).
- ◎ Refrain from inviting overseas speakers to Korea and encourage their participation via video conference (webinar). But if it is inevitable to invite them to Korea, comply thoroughly with the measures according to the procedures for participation and management guidelines for overseas entrants.
- ◎ VIP protocol and transportation: When providing protocol/transportation services to invitees, including VIPs and key speakers, install hand sanitizers in the vehicle and instruct drivers and guides to wear a mask (medical mask is advised) and to refrain from talking.
- ◎ Refrain from providing accommodation as much as possible, but if necessary, assign one room per person. If a room is assigned to multiple people, make sure to assign a limited number of people to allow sufficient distancing between beds.
- ◎ When operating shuttle buses, guide passengers to wear a mask (medical mask is advised) and to sit one seat apart in order to maintain a 2m (at least 1m) distance between them.
- ◎ Participant transportation: Guide passengers to sit one seat apart, install hand sanitizers in the vehicle, instruct drivers and guides to wear a mask (medical mask is advised) and to refrain from talking, and disinfect the interior of the vehicle regularly.
- ◎ Inform participants to preferably use non-contact electronic methods (payment via mobile app, QR code, NFC card, mobile credit card, etc.) when making an on-site payment.
- ◎ Continuously deliver precautionary messages to participants (to always wear a mask, etc.).
- ◎ Provide advance notice to participants so that they can bring and use their own cups, water bottles, tumblers, etc.

2) Event Operator

① Venue management

- For events held over two days or more, disinfect conference rooms, entrances/exits, door handles, restrooms, elevator buttons, etc., daily after the event, measure air quality (every two hours), and operate the air handling unit in 15-minute intervals.
 - Frequently operate the ventilation system and air handling unit during event programs to circulate fresh air.
 - Ventilate regularly at least 3 times a day.
 - Keep a ventilation log and post ventilation times.
 - If a venue is located at the basement or does not have windows, open the doors and use the ventilation equipment more frequently to circulate fresh air.
 - Check temperatures of event participants and operating personnel. If a suspected case with a fever (37.5°C or above), cough, or other symptoms is perceived, report to the public health center in charge and guide the patient to a quarantine space.
 - The staff in charge of contacting the suspected case must wear a mask (KF94 grade or higher) and refrain from talking until the patient is transported to a public health center.
 - If a suspected case occurs, provide assistance to enable the patient to be transported swiftly to a screening center. (Disinfect and temporarily close the quarantine space after transport.)
 - Disinfect public facilities, such as restrooms, carry out disease control measures thoroughly, and provide information on compliance with disease control rules.
 - Disinfect all indoor and outdoor facilities, including movement routes of participants.
 - Frequently disinfect and manage souvenir distribution points, cafeterias (break rooms), etc.
 - Place waste bins at the entrance/exit and throughout the venue.
 - Provide disease control guidelines and safety training to external facility management workers, such as cleaning and security staff, and manage their self-checks.
- ※ In addition to the common measures described above, implement reinforced disease control measures depending on the nature, number of participants, and location of an event.

② Food and beverage operation

- Arrange seats to allow a 1m distance between tables and between seats within the same table.
- Minimize the number of people per table and arrange seats to allow them to eat and drink without facing each other.
- If such social distancing measures are difficult to apply, install transparent shields.
- Preferably package spoons, chopsticks, forks, etc., in individual wrappings and use disposable products, such as paper cups.
- Thoroughly disinfect ladles, tongs, scissors, cutlery containers, and other tools shared for use.
- Disinfect and strictly manage the hygiene of water purifiers, coffee machines, menu boards, and other items shared between people.

③ When using an air conditioner/heater

- ⊙ Since an air conditioner/heater recirculates internal air and raises concerns of a further spread of droplets due to the airflow, ventilate the rooms with external air as frequently as possible.
- ⊙ Do not direct wind from an air conditioner/heater and air purifier straight towards people and run the system at the lowest wind speed as possible.

| How to use an air conditioner/heater in multi-use facilities |

“Detailed Guidelines for Social Distancing in Daily Life (4th Edition),”
Central Disaster and Safety Countermeasures Headquarters, November 25, 2020;
“Regular Briefings on COVID-19,” Central Disaster and Safety Countermeasures Headquarters, May 27, 2020)

- ⊙ Operate an air conditioner/heater in fan mode (30 minutes or more with maximum airflow) with all the doors and windows open to remove pollutants inside the system and indoors before and after using a venue.
- ⊙ Direct the wind from the air conditioner/heater and air purifier towards the ceiling or wall and keep the wind speed as low as possible.
- ⊙ System that does not offer mechanical ventilation:
 - Open the windows at least once every two hours (for 10 minutes) to allow natural ventilation.
 - If the venue is a closed area that is difficult to ventilate, discharge internal air to the outside using an exhaust fan, etc.
- ⊙ System that offers mechanical ventilation:
 - Always keep mechanical ventilation activated and open the windows at least once every two hours (for 10 minutes) to allow natural ventilation.
 - Set the amount of external air inflow as high as possible to ventilate the venue with as much fresh air as possible.
- ⊙ Always keep restroom doors closed and exhaust fans installed in the restroom running for ventilation.
- ⊙ Properly maintain air conditioner/heater and air purifier filters according to the user manual of the systems.
- ⊙ When cleaning or replacing air conditioner/heater and air purifier filters, follow the basic measures for protection (wearing a mask and gloves) and the hygiene rules (washing your hands after you are done).
- ⊙ When using an air conditioner in a closed venue where natural ventilation is not available:
 - Reinforce management to ensure that all users wear a mask.
 - Disinfect the venue frequently (a minimum of 1 time/day).
 - Provide advance notices and strengthen access control to prevent symptomatic cases from using the venue.

3) Participant

① Event participation

- ⊙ Cooperate with the disease control measures, such as electronic check-ins and temperature checks when entering the venue.

- If you develop major clinical symptoms of COVID-19 (fever of 37.5°C or above, cough, sore throat, etc.) during your participation, immediately notify the event staff and wait in a quarantine space until transported.
- ⦿ If you inevitably have to register on site, prepare non-contact electronic methods (payment via mobile app, etc.).
- ⦿ Print and prepare in advance event notices, brochures, and other materials provided online.
- ⦿ When standing in line or entering a venue, move slowly and keep a 2m (at least 1m) distance from others.
- ⦿ Make sure to cover your mouth and nose with tissue or your sleeves when coughing or sneezing.
- ⦿ Wash your hands frequently with soap and running water for at least 30 seconds or use hand sanitizer frequently.
- ⦿ Always keep your mask (medical mask is advised) on correctly within the venue and do not take it off even when you are speaking.
- ⦿ Avoid using multi-use spaces, such as break rooms and cafes, for a long time and use them in a distributed manner to prevent crowding.
- ⦿ Use the stairs rather than elevators when moving between lower floors.
- ⦿ Refrain from talking with those in the elevator or escalator and apply hand sanitizer before/after use.
- ⦿ Hands-on and side event participation:
 - Maintain a 2m (at least 1m) distance with others.
 - Wash your hands or apply hand sanitizer before/after using hands-on tools.
 - When making direct purchases at the venue, use electronic payment methods (payment via mobile app, QR code, NFC card, credit card, etc.) rather than cash.
 - When participating in outdoor events, bring a hand sanitizer with you if possible.
- ⦿ Food and beverage facilities and public break areas:
 - If possible, refrain from eating or drinking, and when these are necessary, refrain from talking.
 - Wash your hands or use hand sanitizer before and after eating or drinking.
 - Serve yourself on an individual plate.
 - If possible, sit in zigzags or with everyone facing one direction when eating.
 - Use sanitary gloves or hand sanitizer when using shared household goods.
 - Preferably use personal cups, water bottles, tumblers, etc., when drinking water and beverage.
 - If too many people are using a facility, wait and refrain from using tables that are crowded.
 - Eat or drink outside if outdoor tables are provided.

② Accommodation

- ⊙ Avoid using accommodation facilities as much as possible, but if inevitable, reserve a separate room per person.
- ⊙ Do not have people gather in one room for meetings, activities, meals, drinking, etc.
- ⊙ Use hand sanitizer after touching elevator buttons, door handles, shared household goods, light switches, etc.
- ⊙ Ventilate your room frequently.
- ⊙ Refrain from visiting or using multi-use spaces, such as saunas and swimming pools, but if inevitable, do so in between rush hours.
- ⊙ Participants are encouraged to order room services individually rather than going to restaurants offered within the accommodation.
- ⊙ Bring personal items with you and refrain from using shared items, such as shampoos, combs, and dryers, provided in your room and bathroom.

③ Precautions by means of transportation

- ⊙ When using a private car:
 - Use hand sanitizer before/after getting in the car.
 - If someone else gets in the car with you, refrain from talking and ventilate frequently.
 - Preferably park in an area with enough space.
- ⊙ When using public transportation:
 - If possible, reserve your ticket online or use an automatic ticketing machine installed on site to purchase your ticket.
 - If possible, reserve a seat with an empty seat next to you when making train/express bus reservations.
 - Use hand sanitizer before/after getting on, wear a mask (medical mask is advised), and refrain from talking.
 - Refrain from talking with those in the elevator or escalator and apply hand sanitizer before/after use.
- ⊙ Highway rest area:
 - If possible, refrain from eating or drinking, and when these are necessary, refrain from talking.
 - Wash your hands or use hand sanitizer before and after eating or drinking.
 - Serve yourself on an individual plate.
 - If possible, sit in zigzags or with everyone facing one direction when eating.
 - Use sanitary gloves or hand sanitizer when using shared household goods.
 - Preferably use personal cups, water bottles, tumblers, etc., when drinking water and beverage.
 - If too many people are using a facility, wait and refrain from using tables that are crowded.
 - Eat or drink outside if outdoor tables are provided.

B. Operation of a Registration Desk

1) Host (organizer)

① Simplification of participant name tags and issuance method

- Furnish operating personnel with an unmanned system that allows non-face-to-face and non-contact registration of participants.
- If possible, operate a non-face-to-face registration desk. If an in-person registration desk is inevitable, install transparent shields and have all operating personnel and participants wear a mask (medical mask is advised).
- Encourage participants to print and bring their name tags to the event.
- Avoid using ordinary necklace-type plastic name tags and prepare them in a way that is less prone to contamination and easy to throw away (stickers, wrist bracelets, etc.)
- Provide advance notices about having to complete an electronic questionnaire and post the information on site.

② Distancing during participant movements and standby

- Guide participants to move slowly when entering the venue in order to prevent crowding.
- Indicate safety distances by applying floor decals, etc., to guide participants to keep a 2m (at least 1m) distance with others when moving, standing in line, etc.,

③ Appointment of disease control officer & thorough disinfection

- Have the staff at registration desks, for access control, etc., use hand sanitizer frequently (or replace their plastic gloves frequently).
- Prepare and implement disease control measures that suit individual situations.
 - Install transparent shields on the desks, provide a disposable mask to visitors who are not masked, close all entrances/exits except for the central entrance/exit, etc.
- In preparation for the tracing of visitor movements in the event of a confirmed case, report suspected cases when perceived and keep a thorough record of employee shifts and duties.



Operation of unmanned registration system & installation of social distancing decals on the floor (Seoul VR & AR EXPO 2020, August 13, 2020)



Social distancing between participants when moving and waiting in line (Seoul International Wines & Spirits Expo 2020, June 12, 2020)

C. International Conference

1) Host

- ⊙ Consult with the venue operator on a venue arrangement that is suitable for event programs and that complies with social distancing.
- ⊙ Refrain from inviting overseas speakers and participants and prepare the necessary equipment and systems to enable their participation through video conferences, online platforms, etc.
- ⊙ Keep a daily log of visitor checks-ins and check participant temperatures at least twice a day during the event period.
- ⊙ Inform participants to wear a mask (medical mask is advised) and that eating and drinking are prohibited in conference rooms.
- ⊙ Wear a mask (medical mask is advised) when interacting directly with the participants.
- ⊙ Check whether those entering the venue have symptoms (fever, respiratory symptoms, etc.).
- ⊙ Guide participants to sit one seat apart in a zigzag (reduce density).

2) Venue operator

- ⊙ Have access control staff use hand sanitizer frequently (or replace their plastic gloves frequently).
- ⊙ Keep as much distance as possible (at least 2m) between speakers (stage) and the audience (seats).
- ⊙ Disinfect and ventilate after the event.
 - Keep a disease control log (that includes dates/times and officer confirmations).
 - Make sure to disinfect facilities such as audience seats, the stage, etc.
- ⊙ Set up the venue to suit event programs and comply with social distancing.
 - ※ When organizing small-scale meetings with less than 100 participants, the host and venue



Installation of transparent screens at the registration desk



Social distancing seat arrangement in the conference room & installation of a transparent shield at the podium (IASGO-KSGC 2020, an international academic conference of the Korean Society of Gastrointestinal Cancer Research, August 21, 2020)

operator shall consult each other to establish and implement an event plan that complies with the government disease control guidelines.

D. Exhibition

1) Host

- ③ Keep a log of and manage electronic check-ins of everyone entering the exhibition hall, including participants and operating staff.
- ③ Allow access to the venue only to those who have submitted a registration application (and been identified; info to be destroyed 4 weeks later) and check whether they have clinical symptoms of COVID-19.
- ③ Limit the number of visitors by time, such as by operating a pre-reservation system, to prevent crowding.
- ③ If possible, advise using personal devices when electronic devices, such as laptops and tablet PCs, are used in the venue.
- ③ Advise staggered use of common areas when operating break rooms and changing rooms.
- ③ Limit the number of admissions to prevent crowding and maintain a 2m (at least 1m) distance between visitors.
 - E.g.) Suggest ways to enable social distancing, such as limiting admissions to 1 visitor per 4m² of the venue's floor area or to 50% of the venue's capacity.
- ③ Advise employees of exhibitor companies to wear a mask (KF94 grade or higher) and latex or disposable gloves.
- ③ Instruct employees of exhibitor companies to complete and submit self-check questionnaires during the exhibition period and that they are prohibited from conducting activities that may cause transmission, such as activities that can spread droplets or require physical contacts.
- ③ Check for overseas exhibitor companies or overseas buyer visits before the exhibition.
- ③ Suspend or minimize company and product promotion booths (corners) outside the exhibition hall, but if inevitable, maintain a minimum distance of 2m between booths and guide visitors so that they do not all crowd in one area.
- ③ Encourage visitors to print and bring exhibition leaflets, brochures, programs, and other materials provided online to the exhibition.
- ③ Utilize the exhibition website, newsletters, and other means to provide advance notice on precautions and disease control measures to the visitors.

2) Venue operator

- ⊙ Minimize entrances/exits to the exhibition hall and control those entering.
 - Check temperatures of all admissions to the exhibition hall, including participants and operating staff, and have them check in electronically before entering.
- ⊙ Disease control at the entrance and within the exhibition hall:
 - Have specialized disease control companies disinfect the venue.
 - Provide tissues and waste bins with a lid at the entrance/exit and throughout the facility.
- ⊙ Check whether overseas companies (and buyers) will be participating in the exhibition.
- ⊙ Disinfect and ventilate spaces before, during, and after the exhibition (keep a log that includes dates/times and officer confirmations).
- ⊙ Maintain a 2m (at least 1m) distance between people standing in line for admission.
 - Install floor decals in front of registration desks and at the entrance to show where to stand.
- ⊙ Check for compliance with access procedures:
 - Provide information on using hand sanitizer and wearing a mask (medical mask is advised).
 - Distribute and encourage wearing plastic gloves and provide guidance on how to complete questionnaires.
 - Assist the installation and operation of thermal imaging cameras, facial recognition thermometers, etc.
 - Measure body temperatures (twice for those 37.5°C or above).
- ⊙ Minimize contact when carrying out activities in the exhibition hall.
- ⊙ Maintain personal distance in booths and convenience facilities.
 - Encourage the installation of acrylic shields in consultation spaces.
 - Consider personal distance between seats when preparing convenience facilities, such as cafeterias.
 - Provide information on refraining from organizing events such as giveaways and tasting events for visitors.
 - Instruct exhibitors to wear a mask when consulting and providing information.
- ⊙ Furnish hand sanitizers in booths.
- ⊙ Always allow the inflow of external air and measure air quality every 2 hours.
- ⊙ Provide information on using break rooms and breastfeeding rooms in a distributed manner.
- ⊙ Place separate collection bins for disease control waste (in front of each entrance/exit).
- ⊙ Utilize specialized disease control companies to disinfect the exhibition hall and dispose of the waste regularly.
- ⊙ Operate a general situation room during the event period.
 - Operate the situation room according to the emergency contact network and response plan established jointly with the host.
- ⊙ Provide information on the infectious disease, how to prevent it, and countermeasures in

the event of a suspected case to the facility workers (information, security, cleaning, facility management staff, etc.).

- ③ Wear a mask (medical mask is advised) and have those working in the general situation room use hand sanitizer frequently (or replace their plastic gloves frequently).

E. Exhibition Buyer/Seller Consultation

1) Host

- ③ Utilize non-face-to-face methods, such as video and phone calls, as much as possible.
- ③ For in-person consultations, secure a large space that is easy to ventilate and that allows wider social distancing.
- ③ Consider using acrylic shields for spaces where it is difficult to physically maintain social distancing or to use these spaces more efficiently.
- ③ Frequently advise exhibitor companies and buyers to refrain from making physical contact—such as shaking hands and hugging—during consultations, to avoid closed spaces, and to proceed with consultation wearing a mask (medical mask is advised).



Temperature checks using thermal imaging cameras and thermometers at admission (Seoul International Wines & Spirits Expo 2020, June 12, 2020)



Installation of acrylic shields in a convenience facility of the exhibition hall



Arrangement of conference space in the exhibition hall (Seoul VR & AR EXPO 2020, August 13, 2020)

PART 2

- ◎ Refrain from inviting overseas companies, residents, etc., to Korea.
- ◎ Instruct everyone taking part in consultations (buyers, employees of exhibitor companies, interpreter, etc.) to wear a mask (medical mask is advised).
- ◎ Refrain from eating or drinking during consultations, and when offering water and refreshments, provide them individually using disposable cups, containers, etc.

2) Venue operator

- ◎ Place hand sanitizers throughout the exhibition hall to enable participants to use them frequently.
- ◎ Maintain a minimum distance of 2m, or 1m even if the space is small, between consulting parties.
- ◎ Ventilate sufficiently and make sure to disinfect facilities, such as consultation tables and seats, after consultations.
- ◎ Frequently encourage people to wear a mask (medical mask is advised) during consultations.

F. Countermeasures in the Event of a Symptomatic Case

1) Host

① In the event of a suspected case

- ◎ If a suspected case is perceived at the venue, report immediately to the public health center in charge.
 - (Suspected symptoms of infectious disease) Mainly respiratory symptoms, such as a fever and cough, but also severe states, such as pneumonia and respiratory failure
- ◎ Have the suspected case wear a mask (KF94 grade or higher) and wait in a quarantine space secured for this purpose until measures are taken by the public health center.
 - Instruct the staff in charge of contacting the patient until transported to the public health center to wear a mask (KF94 grade or higher).
 - If you cannot secure a temporary quarantine space, follow the instructions of the public health center (transport to a screening center or public health center immediately to have the patient treated).
 - Instruct the patient to wear a mask (KF94 grade or higher) so as to avoid transmissions during transport.
 - Use disinfectant to clean and ventilate the space where the patient was quarantined after transport.
- ◎ Continuously deliver precautionary messages to the participants during the event period.
 - Encourage participants to report immediately if they have suspected symptoms of the infectious disease.
- ◎ Make sure to carry out the following when managing and transporting a suspected case.
 - Assign experienced personnel wearing personal protective equipment to take care of the patient.
 - Have ambulance and experienced personnel take charge when transporting the patient.



Installation of acrylic shields on consultation tables in the exhibition hall (“Good Practice Guide” by AIPC, ICCA, and UFI, May 20, 2020)

- Immediately begin tracing contacts.
- Report epidemiological information on suspected and confirmed cases.

② In the event of a confirmed case

- ① Notify workers in the facility as soon as a confirmed case⁶ is verified to have occurred (including visits).
- ② Besides affiliated employees, make sure to also notify subcontractor, dispatcher, and service provider employees and special type workers in the facility.
- ③ If deemed difficult to proceed the event due to disease control measures, crowd confusion, etc., suspend or postpone the event after consultation with the parties concerned.

③ Active cooperation in epidemiological investigation by health authorities

- ① Have contacts of a confirmed case wear personal protective equipment (mask of KF94 grade or higher, etc.) and wait in a quarantine space provided within the venue until the public health center conducts testing and epidemiological investigation.
- ② Actively cooperate with the public health center in investigating the confirmed case or scope of contacts.

④ Self-quarantine of contacts of a confirmed case

- ① Ask those who are identified as contacts of a confirmed case based on an epidemiological investigation and selected by health authorities⁷ as subject to self-quarantine to enter a self-quarantine according to the instructions of health authorities.

⁶ A person (including facility workers, visitors, etc.) confirmed to have been infected by the infectious disease pathogen according to the diagnostic testing standards, regardless of their clinical manifestations

⁷ Contacts are sorted based on an epidemiological investigation by the public health center in charge and confirmed through an epidemiological investigation by the city/county/district public health center and the city/province immediate response team.

Points to consider for self-quarantine of contacts of a confirmed case

("Measures to Take, Such as Facility Quarantine Management, in the Event of a Confirmed COVID-19 Case," Seoul Metropolitan Government, March 7, 2020)

- ⊙ If the movement routes of a confirmed case and his/her contacts are clearly identified:
 - Have the selected contacts enter a self-quarantine for 14 days.
- ⊙ If the movement routes of the confirmed case and his/her contacts are unclear:
 - In principle, self-quarantine is not required for those who are not confirmed as contacts through epidemiological investigation. But if those likely to have been in contact (deemed to have been in the same space at the same time as the confirmed case or worked closely with the confirmed case, etc.) develop respiratory symptoms, such as a fever and cough, report to the public health center in charge and take measures according to the given instructions.

2) Event operator

① In the event of a suspected and confirmed case

- ⊙ Manage personal hygiene (wear a mask, etc.) of everyone working in the facility and restrict contact between them, such as by instructing workers to wait within their workplace or prohibiting their movements outside of it.
- ⊙ After a case is reported by the event host, promptly dispatch staff to the site, analyze the situation, and move the suspected case to a quarantine space.
- ⊙ After providing assistance to enable the patient to be transported swiftly to a public health center or screening center, work together with the host to identify contacts and to secure their contact information.
 - Disinfect the quarantine space after transport and keep it temporarily closed until disinfection is completed.
- ⊙ Besides affiliated employees, make sure to also notify subcontractor, dispatcher, and service provider employees and special type workers in the facility.

② Venue management in the event of a confirmed case

- ⊙ Implement measures, such as a temporary closure of the facility, prohibition on public access, or restrictions on movements within the facility, according to the instructions of health authorities in order to prevent the spread of the infectious disease
- ⊙ Determine the scope of facility closure and other measures based on the size of outbreak, identification of movement routes, etc. You do not necessarily have to close the entire facility.

③ Scope of facility closure and other measures in the event of a confirmed case

- ⊙ The specific scope of facility closure and other measures to be taken will be determined by health authorities after a comprehensive analysis of the size of outbreak (one/multiple cases), whether movement routes were identified (clear/unclear) through epidemiological investigation, etc.

MICE Event Operation Guide by Stage

(“Measures to Take, Such as Facility Quarantine Management, in the Event of a Confirmed COVID-19 Case,” Seoul Metropolitan Government, March 7, 2020)

Size of outbreak	Movement routes	Scope of facility closure
1 case (including visits)	• Clearly identified →	• Focus on closing corresponding offices and movement routes.
	• Unclear	• Focus on closing areas deemed to have been accessed by the confirmed case (offices, restrooms, hallways, restaurants, elevators, etc.) and areas frequently accessed by or in frequent contact with the general public.
Multiple cases (including visits)	• Clearly identified →	• If multiple cases arise from the same floor, close the entire floor. ※ If movements between floors can be controlled, focus on disinfecting the corresponding floor. • If multiple cases arise from multiple floors, consider closing the entire building temporarily.
	• Unclear →	• Close the entire building temporarily

④ Period of facility closure, etc., in the event of a confirmed case

- ① If measures are taken, such as closing a facility to disinfect spaces contaminated by an infectious disease pathogen, reopen the facility only after the disinfected spaces are sufficiently ventilated.
- ② Adjust the period of facility closure and other measures considering the purpose of closure, the characteristics of the type of disinfectant used, the usage of the facility, etc., and reopen the facility after it is sufficiently ventilated (usually within 24 hours).
- ③ However, if the facility is closed for additional disease control measures besides disinfection, determine when to reopen the facility within the necessary scope.
 - Time needed to replace HVAC if this environmental factor is the cause of contamination, etc.

Examples of facility closure and other measures

(“Measures to Take, Such as Facility Quarantine Management, in the Event of a Confirmed COVID-19 Case,” Seoul Metropolitan Government, March 7, 2020)

- ① Patients continued to be treated as usual after movement paths of a confirmed case were identified and no one was found to be a contact (Severance Hospital; February 29, 2020).
 - The hospital checked through CCTVs and other means that the confirmed case was wearing a mask within the hospital, washed his/her hands at least 3 times using handwash, and was not within a 2m distance with anyone.
 - The hospital judged through the movement analysis of the confirmed case that no special risks are

attached and thus decided to continue treating patients as usual.

- ② Facilities not accessed by a confirmed case were operated as usual within the workplace (semi-conductor factory; February 29, 2020).
 - When a cafeteria worker in the workplace tested positive, the cafeteria was closed and disinfected before reopening for business (March 2, 2020). However, production lines were not accessed by the confirmed case, so they were operated as usual.
- ③ Facilities visited by a confirmed case were thoroughly disinfected (Starfield City; February 27, 2020).
 - After verifying that the confirmed case at the shopping mall visited stores in the 2nd and 3rd floors and the parking lot in the 5th floor, the corresponding three floors were closed for 24 hours and thoroughly disinfected

⑤ Facility disinfection in the event of a confirmed case

- ⊙ Determine the scope of and establish a plan⁸ for disinfection after identifying the movement routes of a confirmed case.
 - Assign manpower according to the scope of disinfection, select the disinfectants, and prepare specific work procedures and plans according to the conditions of each facility (area).
 - Clean the surface, then mark the contaminated area and dispose of contaminated objects before disinfecting spaces used by a confirmed case.
- ⊙ Disinfect once (infectious disease virus is killed on the day of disinfection) but sufficiently or entrust the job to a specialized disinfection service provider.
- ⊙ Provide specific work instructions and training on how to prevent an infectious disease to employees in charge of disinfection, and if possible, have them use disposable tools or tools dedicated to disinfection for the job.
 - Have them prepare a change of clothes, dedicated containers for medical waste, buckets, disposable cloths (towels), water, disposable gloves, medical masks, disinfectants, mops, and other supplies necessary for disinfection.
 - Depending on the degree of contamination, have them also prepare disposable and waterproof long-sleeved gowns, goggles (or face shields), boots, and other additional supplies.
 - Before beginning to clean and disinfect, instruct employees to wear personal protective equipment, such as a mask (KF94 grade or higher) and gloves, and to avoid touching their face (eyes, nose, mouth) during disinfection.
- ⊙ Select disinfectants approved by the Ministry of Environment for use against the infectious disease and follow the dosage, usage, and precautions of each product.
- ⊙ Utilize phones and online means for reports and meetings or minimize the number of attendees.
- ⊙ Establish and promote work plans in preparation for additional confirmed cases.

⁸ If movement routes cannot be identified, establish a plan around predicted points of use (workplaces, door handles, restrooms, hallways, etc.) and targets/areas frequently used by or in frequent contact with the general public.

- Prepare regulations on confirmed case remuneration and leaves, procedures for returning to work after recovery, etc.

3) Participant

① In the event of a suspected case or if you develop symptoms

- If you develop a fever or respiratory symptoms (cough, sore throat, etc.), immediately stop attending the event and go home.
- Get enough rest and observe the progress as you self-quarantine for 3-4 days.
- Refrain from meeting people as much as possible and minimize contact with family members at home.
- If symptoms disappear after treatment and rest, return to your daily life. If symptoms worsen, contact the public health center in charge or the call center (☎02+120, ☎1339) and follow the given instructions.

② In the event of a confirmed case or if you test positive

- If you came into contact with a confirmed case, or if you have a fever (37.5°C or above) or respiratory symptoms (cough, difficulty breathing, etc.), wait in a separate quarantine space until necessary measures are taken by health authorities.

③ If health authorities give instructions

- Cooperate in getting a diagnostic test for the infectious disease, etc.
- Cooperate with epidemiological investigations and take disease control measures (disinfection) in your living space according to the instructions of health authorities.
 - Disinfect and resume using spaces according to the disinfection guidelines of the Central Disease Control Headquarters.
- After getting a diagnostic test according to the instructions of health authorities, cooperate with the follow-up measures.
 - Hospitalization, self-quarantine, release from quarantine, etc.

3. Post-Event Stage

1) Host

■ Post-event information management

- Based on the results of questionnaires answered by participants and parties concerned during the event, write a report on whether symptomatic cases were observed and share the report with parties concerned.
- In the event of a symptomatic case, write a report on what procedures you followed in handling the situation and how you cooperated with the health authorities.
- For two weeks after the event, send text messages to inform event participants about what measures they should take when they return home and if they develop suspected

symptoms of the infectious disease.

In the event of a suspected or confirmed case among overseas participants

- ⊙ Provide interpretation support so that the patient can receive appropriate medical services according to the procedures of the disease control authorities.
- ⊙ Provide all necessary assistance (interpretation, cost of stay in Korea, vehicle, etc.) until the patient returns to his/her country of residence after quarantine at a dedicated facility if he/she is a suspected case or after treatment at a medical facility if he/she is a confirmed case. (You should discuss in advance with the overseas participant about the scope of human and financial support.)
- ⊙ Immediately notify contacts of a confirmed case and coordinate so that they can follow the instructions of the disease control authorities.
 - If a contact is an overseas participant visiting Korea, provide all necessary assistance until he/she returns to his/her country of residence after quarantine at a dedicated facility. (Discuss in advance with the overseas participant about the scope of human and financial support.)

2) Venue operator

- ⊙ Ventilate and disinfect the venue regularly after the event.
- ⊙ Report the monitoring results of those entering the venue to the disease control authorities.
 - In the event of a suspected (symptomatic) case, monitor the patient for two weeks and check the results before making a second report to the authorities.
 - If a suspected (symptomatic) case is diagnosed as a confirmed case, transition to a response system for when a confirmed case occurs and respond accordingly.

3) Participant

- ⊙ Follow infectious disease prevention rules when using public transportation after the event.
- ⊙ Go home directly and refrain from having small gatherings and lunches/dinners with other participants.
- ⊙ Take a bath and wash your clothes when you get home.
- ⊙ If you develop symptoms within 2 weeks of your participation and test positive, immediately notify the event host and the person in charge.
- ⊙ For 2 weeks after your participation, pay attention to text messages sent by the host and the situation of confirmed cases broadcasted by health authorities, in order to check confirmed cases from the event you attended.



PART 3



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PART 3

Attachment 1: Seoul MICE Event Checklist (for Hosts/Organizers)

<Pre-Event Stage>	Yes	No
1. Risk factor assessment		
Is the event essential? (It is not a one-time event.)		
Can it be fully or partially held online?		
Is the venue small compared to the number of participants?		
Is the venue an enclosed space?		
Is it an outdoor event or one likely to be crowded?		
Are singing, cheering, chanting, etc., part of the outdoor event program?		
Will a number of infants, pregnant women, or seniors 65 or older be participating in the event?		
2. COVID-19 prevention & crisis response		
Did you conduct a preliminary survey to check the disease control situation of the venue?		
Did you establish an emergency contact network with event stakeholders?		
Did you appoint a disease control officer?		
Did you create a hotline with the district public health center under the jurisdiction of the venue and nearby screening centers?		
Did you check major event locations and medical centers in the surrounding area?		
Did you secure a quarantine space in preparation for a suspected case?		
Is the quarantine space an independent and closed area?		
Is there a separate restroom for suspected cases near the quarantine space?		
Did you secure personal protective equipment (medical masks, sanitizer gels, plastic gloves, etc.)?		
Did you prepare equipment (thermometers, thermal imaging cameras, disinfection gates, etc.) necessary to carry out your disease control plan at the venue, or did the venue operator (provider) install them?		
Are there enough soaps and hand sanitizers in the venue?		
Did you post infectious disease prevention notices at the venue?		
Did you advise pre-registrants suspected of contracting the infectious disease to refrain from attending in person?		
Did you inform registrants to do a self-check within 14 days prior to the event?		
Did you prepare the electronic questionnaire, agreement to collect personal information, and other disease control documents for visitors, participants, and event officials (including the staff)?		
Did you conduct infectious disease prevention training for event operating personnel (including the staff)?		
Did you establish a plan to minimize participant congestion (separate entrance/exit routes, distanced seat arrangements, restricted number of people by time, etc.)?		
Did you explain infectious disease prevention rules to overseas participants?		

Did you check with the venue operator (provider), the disinfection status of frequently touched facilities within the venue (entrance/exit door handles, handrails, restrooms, etc.)?		
Did you place physical distancing signs throughout the venue, including conference rooms, exhibition halls, and restaurants, and arrange seats with a minimum distance of 2m (at least 1m) between people?		
Is there an online program?		
Did you inform participants to download and bring registration cards (name tags, etc.), promotional materials, and other materials with them?		
<Event Stage>	Yes	No
Do you provide training and guidance on personal hygiene and infectious disease prevention regularly during the event period?		
Do you check body temperatures at the entrance and whether visitors use hand sanitizer and are wearing a mask?		
Do you make sure visitors complete the electronic questionnaire?		
Do you inform participants that they may be restricted from entering the venue if they do not complete the electronic questionnaire and agree to the collection of personal information?		
Do you check whether the venue and facilities are disinfected regularly?		
Do you check whether the venue operator (provider) ventilates the venue regularly?		
Do you have separate entrance and exit routes?		
Do you provide guidance to prevent crowding in multi-use spaces, such as break rooms, cafes, and networking lounges?		
Do you follow the precautions for operating side events? (Operate on a small scale; refrain from organizing contests/briefing sessions, tasting events, distributing souvenirs; etc.)		
Are tables distanced and shields installed?		
Did you implement an unmanned registration system?		
Are entries and exits managed in a way that complies with the distancing rules?		
Do you provide individual microphones? (Or replace microphone covers for each user?)		
Are food and beverage provided in a buffet style? (Providing course menus or lunchboxes and using personal tumblers are advised.)		
Does the disease control officer provide event operating personnel with regular trainings on the codes of conduct in the event of a suspected case?		
Do you make sure the quarantine space is not used for other purposes?		
<Post-Event Stage>	Yes	No
Did you check whether the venue and facilities were disinfected after the event?		
Do you provide event participants with information, including the contact information of the disease control officer, so that they can notify the host if they develop suspected symptoms.		
Do you monitor and respond to various event related news?		

※ The “MICE Event Checklist for Hosts and Organizers” may be modified upon mutual agreement with the venue operator (provider) depending on the nature and situation of the event.

PART 3

Attachment 2: Seoul MICE Event Checklist (for Venue Operators)

<Pre-Event Stage>	Yes	No
1. Establishment of a cooperation system & disease control of facilities		
Did you establish an emergency contact network with the host and create a crisis response plan?		
Did you appoint a disease control officer?		
Did you disinfect the venue (including entrance/exit door handles, handrails, restrooms, etc.) prior to the event?		
Did you prepare disease control/safety supplies (hand sanitizers, soaps, thermometers, etc.) in consultation with the host?		
Did you arrange an independent and closed quarantine space in preparation for a suspected case?		
2. Disease prevention training for event operating personnel and staff		
Did you post infectious disease prevention notices at the venue?		
Did you conduct infectious disease prevention training for event operating personnel (including the staff)?		
Did you check whether foreign companies (including buyers) will be participating in the exhibition?		
<Event Stage>	Yes	No
1. Venue management		
Do you have an appointed disease control officer?		
Do you keep and manage a visitor (participant) list at the entrance (electronic check-ins, etc.)?		
Do you scan body temperatures at the entrance and check whether visitors use hand sanitizer and are wearing a mask?		
Do you inform participants that they may be restricted from entering the venue if they do not complete the electronic questionnaire and agree to the collection of personal information?		
Do you restrict those with an overseas travel history in the last two weeks, a fever, or other symptoms from entering the venue?		
Are all staff members and visitors wearing a mask?		
Do you disinfect the venue and facilities regularly? (At least ___ times per day)		
Do you have physical distancing signs installed throughout the exhibition hall and maintain a 2m (at least 1m) distance between people?		
Do you furnish disinfection materials (hand sanitizers, soaps, disinfection gates if needed, etc.) at the entrance and throughout the facility?		
Do you have separate entrance and exit routes and inform visitors about them?		
Do you ventilate the venue regularly?		
Do you comply with the rules when using air conditioning for indoor events?		
Do you manage the safety training and self-diagnosis of external staff for facility management services, such as cleaning and security?		

Do you keep a disease control log after the event is over?		
2. Conference room		
Do the entrance management staff use hand sanitizer frequently (or replace their plastic gloves frequently)?		
Do you maintain the distance (at least 2m) between speakers (stage) and the audience?		
Do you disinfect and ventilate the venue before and after the event?		
Is the venue set up to suit event programs while complying with the distancing rules?		
3. Exhibition hall		
Do you inform visitors to minimize contact during activities in the exhibition hall?		
Are booths and amenities installed to maintain personal space?		
Do you furnish hand sanitizers in booths and consultation areas?		
Do you inform users and operators indoors to wear a mask?		
Do you inform people to use multi-use spaces, such as break rooms and breastfeeding rooms, in a distributed manner?		
Do you have a separate waste collection bin for disease related trash and request a specialized disease control company to disinfect the exhibition hall?		
4. Food and beverage provision		
Are food and beverage prepared in a way participants can eat and drink without crowding?		
Are coffee cups, forks, plates, trays, tongs, scissors, cutlery containers, etc., thoroughly disinfected and spoons and chopsticks wrapped individually?		
<Post-Event Stage>	Yes	No
Did you check whether the venue and facilities were disinfected after the event?		
Do you respond according to the instructions of the public health authorities when an event participant develops suspected symptoms?		
Do you identify their movement paths and establish and carry out facility disinfection plans when an event participant develops suspected symptoms?		
Do you respond with a set scope and period of facility closure when an event participant develops suspected symptoms?		
Did you report visitor monitoring results to the disease control authorities? - If a participant has a fever, monitor and check the results for two weeks, then provide a second report to the authorities. - If the participant with a fever is confirmed as a patient, transition to a response system for when a confirmed case occurs and respond accordingly.		

※ The “MICE Event Checklist for Venue Operators” may be modified upon mutual agreement with the host and organizer depending on the nature and situation of the event.

PART 3

Attachment 2-1: Checklist for Compliance with Disease Control Rules at the Venue (for Venue Operators)

Items to Check	Status (O/X)	Note
1. A visitor (participant) list is kept and managed at the entrance.		
2. Fever and respiratory symptoms are checked at the entrance.		
3. People with an overseas travel history in the last two weeks, a fever, or symptoms are restricted from entering the venue.		
4. A disease control officer has been appointed.		
5. All staff members are wearing a mask.		
6. All visitors are wearing a mask.		
7. The facility is disinfected at least once a day.		
8. Queues formed outside the facility (outdoors) maintain a 2m (at least 1m) distance.		
9. Visitors in the facility maintain a 2m (at least 1m) distance.		
10. Hand sanitizers are furnished at the entrance and throughout the facility.		
Other		

Inspected on __ __, 2021

(Inspector)

Company:

Position:

Name:

(Signature)

(Disease control officer)

Company:

Position:

Name:

(Signature)

Attachment 2-2: Daily Log about Disease Control at the Venue (for Venue Operators)

Daily Record of Preventive Measures against Infectious Diseases

Event name			
Date		No. of visitors	
No. of parked vehicles		No. of symptomatic persons	

Checklist for Key Safety Measures

Items		Yes	No	Prevention		Yes	No
Prevention	• Were visitor body temperatures measured correctly?			Prevention	• Were communication lines with medical centers well maintained?		
	• Were visitors provided hygiene guidelines?				• Were response measures for identifying symptomatic cases appropriate?		
	• Did the equipment function properly?				• Was the control of exhibitors and visitors well managed?		
	• Were all disinfection staff members stationed appropriately?				• Was the facility equipped with enough supplies?		
	• Were people without masks restricted from entering the venue?				• Was the facility disinfected according to the schedule?		
Symptomatic Case	• Was the situation handled according to the guidelines for when a symptomatic case occurs?			Confirmed Case	• Did a confirmed case occur?		
	• Was cooperation with the disease control authorities seamless when the symptomatic case occurred?				• Were follow-up measures taken after a confirmed case occurred?		

Note

Future Plan

Drafted on __ __, 2021

(Drafter)

Company:

Position:

Name:

(Signature)

Attachment 3: Seoul MICE Event Checklist (for Participants)

COVID-19 Self-Examination (Pre-Event Questionnaire, Electronic Check-In)

- This preliminary participant survey is conducted to ensure the safety of an event. Please fill out the survey and submit it to the staff.
- Please be aware that you may choose to refuse the collection of the personal information below but that this will lead to a restriction of your entry to the venue.
- Collected information will not be used for purposes other than infectious disease prevention activities and will automatically be destroyed after 4 weeks.

* I agree to the collection and use of the personal information below. Agree Disagree

Name		Contact no. (mobile)	
Residence			
Name of participating event			
Date of visit			

1. Did you encounter any confirmed patients or close contacts of COVID-19 in the last two weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Did you visit any areas (in Korea and abroad) or events exposed to a confirmed case in the last two weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did you have any fever (37.5°C or above), respiratory symptoms (cough, sputum, chest discomfort, sore throat, etc.), or other symptoms such as difficulty breathing in the last two weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have any family members/close friends/acquaintances you live with returned from an overseas travel in the last two weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are any family members/close friends/acquaintances you live with currently being tested for COVID-19 or under self-quarantine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you been notified by the Korea Disease Control and Prevention Agency that you are subject to self-quarantine?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby confirm that the above is true.

— — , 2021

Name:

(Signature)

(Host logo)

Attachment 4: Definition of “COVID-19 Infection” & “Suspected Case”

■ Definition of COVID-19 infection

(Legal basis)

- COVID-19 shall be categorized and responded to as a **“new infectious disease syndrome of Class 1 infectious disease”** until detailed information on clinical manifestations and epidemiological characteristics are revealed.

① Confirmed case

- A person confirmed to be infected by COVID-19 according to the diagnostic testing standard, regardless of clinical manifestations

② Suspected case

- A person displaying clinical symptoms of COVID-19 within **14 days of contact** with a **confirmed patient**

③ Patient under investigation (PUI)

- A person suspected of COVID-19 due to clinical symptoms of COVID-19 based on a physician's opinion (PUI 1)
- A person with an **overseas travel history** displaying clinical symptoms of COVID-19 within 14 days upon entry to Korea (PUI 2)
- A person perceived as needing diagnostic testing due to an **epidemiological link to a domestic COVID-19 cluster** (PUI 3)

* Active testing is encouraged in the following cases (report as PUI 1):

- ① If a family member (housemate) or someone living in the same facility shows clinical symptoms of COVID-19
 - ② If you met a family member (housemate), friend, or acquaintance within 14 days of their return from an overseas travel
 - ③ If you visited an institution or place where a confirmed case occurred (in consideration of outbreaks in local communities)
 - ④ If your emergency screening test or rapid antigen test results are positive
- (※ Guidance on the latter test will be notified separately after approval for use)

■ Definition of suspected case

※ Article 2, Clause 15-2 of the Infectious Disease Control and Prevention Act enforced as of March 4, 2020

◎ A person falling under any of the following

- A person (hereinafter “contact”) who came into contact or is suspected to have come into contact with a confirmed or suspected case of an infectious disease or a pathogen carrier (hereinafter “infectious disease patient, etc.”)
- * **The classification as a contact** is confirmed through epidemiological investigations by the city/county/district public health centers and the city/county/district immediate response teams.
- * Contacts other than those confirmed by epidemiological investigations may be **added** upon report, **through contact monitoring**, etc.
- A person at risk of infection because he/she stayed or passed through a quarantine management area or a key quarantine management area defined under Article 2, Clause 7 and 8 of the Quarantine Act
- A person at risk of infection due to exposure to risk factors, such as an infectious disease pathogens

Attachment 5: Five Key Rules for Individuals to Prevent Infectious Diseases

(Rule 1) Wear a mask & keep your distance

- Always wear a mask indoors, as well as outdoors where it is difficult to maintain a 2m (at least 1m) distance from others.

(Rule 2) Stay home & minimize contact with others if you are sick

- If you have a fever, cough, sputum, sore throat, stuffy nose, or other respiratory symptoms, contact the call center ((☎1339, ☎Area code+120) or the district public health center, go to a screening center, respiratory clinic, or nearby medical institution to be treated and tested, and rest at home.

(Rule 3) Wash your hands for 30 seconds & use your sleeves when coughing

- Keep your hands clean by washing them with soap and running water for at least 30 seconds or by using hand sanitizer before eating, after using the restroom, after returning home, and after blowing your nose, coughing, and sneezing.
- Cover your mouth and nose with tissue or the inside of your sleeves when coughing or sneezing.

(Rule 4) Ventilate at least 3 times a day & disinfect regularly

- If an area can be ventilated naturally, keep the windows open at all times. If this is not possible, ventilate regularly (at least 2 times each in the morning and afternoon).
- When disinfecting an area, use disinfection products approved by or registered at the Ministry of Environment, and use them safely by following the manufacturer's recommendations (dose, usage, etc.).

(Rule 5) Keep away physically, but stay close emotionally

- Although you may not physically get together, communicate frequently with family members and close friends and create opportunities to spend time together emotionally, such as through video calls.



Attachment 6: Procedures for Participation & Management of Overseas Entrants

■ **Target:** Koreans and foreigners entering Korea from overseas

■ **Management standard:** Manage overseas entrants (excluding crew members) by category of symptom (symptomatic/asymptomatic), nationality (Korean/foreign national), visa period for foreign nationals (short-term/long-term), and quarantine exemption status and ask them to receive a diagnostic test.

■ **Detailed plan**

- Ask overseas entrants to install the Self-Quarantine Safety Protection app during the quarantine stage and manage them (including active monitoring) at the local community level.
- Place in quarantine, foreign nationals on short-term visas who enter Korea through an airport other than Incheon Airport, for 14 days at a facility designated by the local government.
- Place in quarantine, foreign crewmen and others on short-term visas who enter Korea through a port, for 14 days at a facility operated by the Ministry of Oceans and Fisheries.
 - * * However, if foreign nationals on short-term visas who disembark in Korea to return to their countries test negative on the local government diagnostic test and wish to leave Korea during their facility quarantine period, allow them to depart, offer guidance on the movement rules through a shipping company or agency, and check that they have departed.
 - * The quarantine station in charge shall share with the city/province that has jurisdiction over it, the list of foreign nationals on short-term visas who enter Korea through an airport other than Incheon Airport or through a port.
- Ask quarantine-exempt entrants to install the Self-Check mobile app and monitor their clinical symptoms of COVID-19.

■ **Diagnostic test**

- ※ If entrants develop clinical symptoms of COVID-19 during the quarantine period, ask them to receive a diagnostic test immediately.

All entrants

- Ask Korean nationals and foreign nationals on long-term visas to receive a diagnostic test at the district public health center of their actual residence within 3 days from their arrival.
- Ask foreign nationals on short-term visas (excluding crewmen) to receive a diagnostic test at a quarantine facility designated by the local government within 3 days from their arrival.
- ※ However, Incheon Airport entrants shall receive a diagnostic test at a temporary residential facility, and crewmen shall receive a diagnostic test, if necessary, at a quarantine station.

When the local government needs to release entrants from quarantine, etc.

- Recommend overseas entrants to receive an additional test within 14 days of quarantine.
- ※ If foreign nationals violate quarantine measures, such as leaving their quarantine space without permission, the local government shall notify the Central Disease Control Headquarters of their personal information and the details of violation through an official letter.

Measures by category of symptom

Measures for symptomatic persons

- If overseas entrants have suspected symptoms of COVID-19, ask them to receive a diagnostic test regardless of whether they are a Korean or foreign national.
- If they test positive, transfer them to a hospital or residential treatment center.
- If they test negative test, ask them to go on a self-quarantine (for 14 days; require installation of the Self-Quarantine Safety Protection app) if they are Korean nationals and foreign nationals on long-term visas or place them in quarantine at a facility (for 14 days; require installation of the Self-Check mobile app) if they are foreign nationals on short-term visas.
- * Those who do not install the app shall be asked to complete a travel record declaration.

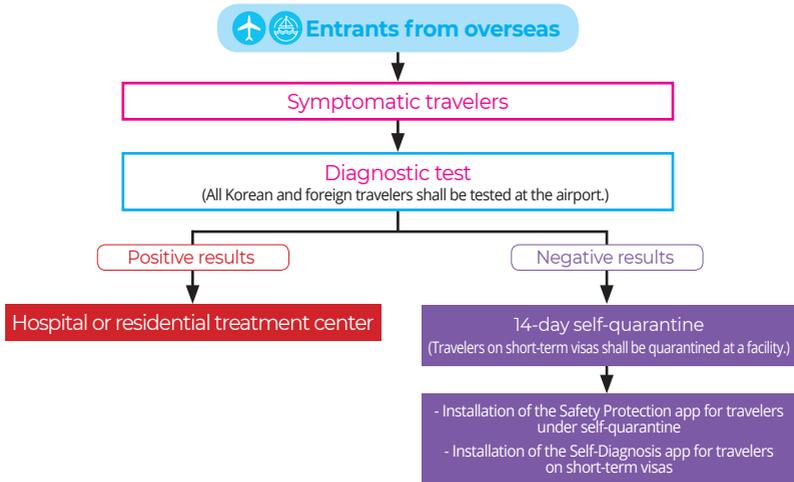
Measures for asymptomatic persons

- Management of quarantined persons: Ask entrants (Korean nationals and foreign nationals on long-term visas) to receive a diagnostic test at a district public health center within 24 hours of their arrival and to go on a self-quarantine (for 14 days; require installation of the Self-Quarantine Safety Protection app).
- * However, Korean nationals and foreign nationals on long-term visas arriving from the UK, South Africa, and Brazil shall receive the test at a temporary residential facility and go on a self-quarantine.
- Ask asymptomatic foreign nationals on short-term visas to receive a diagnostic test and to quarantine at a temporary residential facility (for 14 days; require installation of the Self-Check mobile app).

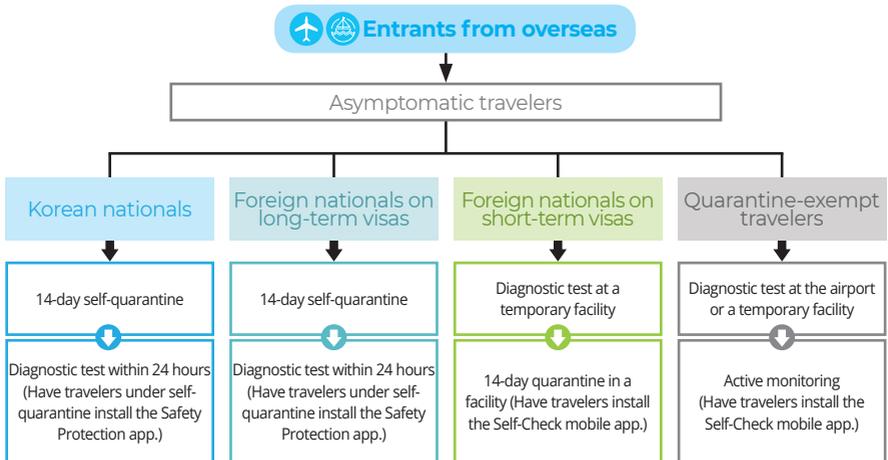
※ “COVID-19 Response Guidelines for Local Governments (10th Edition)” (May 17, 2021)
※ Refer to the “Measures for Infection Control of Overseas Entrants” on the Coronavirus Disease-19 website of the Korea Disease Control and Prevention Agency



Quarantine flow chart for overseas arrivals (as of 12 a.m. on March 10, 2021) - Symptomatic Travelers



Quarantine flow chart for overseas arrivals (as of 12 a.m. on March 10, 2021) - Asymptomatic Travelers



※ **Quarantine period:** Until noon (12:00 p.m.) of the 14th day of arrival (date of arrival + 14 days)
(For example, if the date of arrival is June 1st, the mandatory self-quarantine period is until noon on June 15th, which is the 14th day of arrival.)

※ "Quarantine Flow Chart for Overseas Arrivals" from Korea's COVID-19 Response System (Central Disease Control Headquarters & Central Disaster Management Headquarters)

| Quarantine-exempt subjects |

* "COVID-19 Quarantine Response Guidelines (10-1 Edition)" (July 5, 2021)

- ① Those holding A-1 (diplomacy), A-2 (government affairs), or A-3* (agreement) visas
 - * U.S. forces in Korea and related persons who fall under the SOFA Agreement (A-3) shall be quarantined by the U.S. side.
- ② Those who received a quarantine exemption certificate from Korean embassies prior to their arrival for the following purposes:
 - Important business (contract, investment, etc.)*
 - Academic or public (events related to/academic and technical support for nationally important international conferences, etc.)
 - Humanitarian, such as to attend a funeral (limited to your own and your spouse's lineal ascendants/descendants or siblings)
 - Humanitarian, such as to visit a lineal ascendant/descendant (limited to your own and your spouse's lineal ascendants/descendants)
 - Public officials returning to Korea after an overseas business trip related to government affairs (must possess a business trip order for government affairs and a quarantine exemption certificate; if no embassy can be found at the destination, a business trip order for government affairs will suffice)
- ③ Flight attendants, cabin crew, boarding mechanics, and cargo mechanics (must possess a GD)
- ④ Local branch dispatchers essential for irregular flight operations (must possess a business trip report and an airline ID card)
- ⑤ Those fully vaccinated in Korea and meeting the following conditions:
 - ▲ Departed 2 weeks or more after vaccination ▲ Asymptomatic ▲ Coming from countries other than those seeing a surge in beta, gamma, or delta variants

| Immigration information for those with a quarantine exemption certificate |

* Refer to notices of overseas embassies of the Republic of Korea.

- All Korean and foreign entrants holding quarantine exemption certificates issued by Korean embassies (consulates) across the globe (hereinafter "entrants") shall cooperate with the following measures upon their arrival to Korea, in order to prevent and control the spread of COVID-19.
- ① Entrants must receive a quarantine exemption certificate from an embassy (consulate) prior to their departure and present it at the immigration checkpoint.
 - Entrants must wear the yellow (light green) necklace handed out at the immigration checkpoint and move to a screening center or temporary residential facility as instructed by the staff.
 - ② Entrants shall receive a COVID-19 diagnostic test at the screening center (9:00-19:00) or temporary residential facility (19:00-9:00) in the airport immediately after their arrival and wait at the designated facility until test results become available.
 - * (Information on standby) Upon entering the facility, entrants shall fill out the resident list and wait in their assigned standby area (room) as instructed by the facility staff. → They may move to their domestic residence only after they test negative.

- ③ Entrants shall install the Self-Check mobile app of the Ministry of Health and Welfare and enter their health status (whether they have a fever, cough, sore throat, and difficulty breathing) daily for 14 days from the day after their arrival.

Instructions for the installation of the Self-Check mobile app

QR code



Website

<http://ncov.mohw.go.kr/selfcheck/>

- ④ Entrants shall be subject to active monitoring for 14 days from the day after their arrival. Those tasked by the disease control authorities shall call the entrants at least once a day to check their health status and symptoms, to which entrants shall respond faithfully.

* Entrants must report changes in their contact number or place of residence to the call center (02-6360-0900) of the Self-Check app.

In particular, please note that if the person tasked by the disease control authorities cannot reach an entrant by phone for two or more consecutive days, the entrant may become subject to police verification.

■ Administrative matters

- ◎ In case of self-quarantine violation, such as unauthorized leave, take measures based on a zero-tolerance principle.
 - Current measures: (Step 1) Induce entrants to return → (Step 2) File an accusation if they refuse to return after intentionally leaving their quarantine space without permission
 - ⇒ Reinforced measures: File an accusation immediately if the leave is not justifiable (one-strike out)

| Penalties in case of self-quarantine violation |

- ▶ **Korean nationals: A fine of KRW 10 million or less or an imprisonment of 1 year**
 - Exclude the person from government grants when their district is declared as a special disaster area (Ministry of the Interior and Safety)
 - Apply “code zero” to quarantine escapees (Police)
 - Review claims for damages (Ministry of Justice)
 - ▶ **Foreign nationals: Deportation from Korea for those who refuse to self-quarantine, including those who leave their quarantine space without permission (Ministry of Justice)**
- ◎ Additional reinforcements (effective as of April 27th)
- Those who do not comply with the quarantine measures, such as those who leave their quarantine space without permission, shall either be required to wear a safety band synchronized with the Self-Quarantine Safety Protection app if they agree or be notified to move to a facility for quarantine if they refuse.
 - ※ If those who violate the quarantine measures refuse to install the Self-Quarantine Safety Protection app or do not have a mobile phone, they shall immediately be required to move to a facility for quarantine. (They may have to bear the costs of facility use according to the judgment of the local government.)

Attachment 7: Codes of Conduct in the Event of a Confirmed/Suspected Case or Symptomatic Case Subject to Investigation

In the event of a confirmed case, suspected case, or symptomatic case subject to investigation in a facility

Have that worker immediately **wear a medical mask** and **move to a separate quarantine space**.
(Wait until health authorities take necessary measures in the facility.)



Immediately report to the public health center in charge or to the call center (1339) of the Korea Disease Control and Prevention Agency.



Spread the news within the facility (including to the subcontractors, dispatchers, service providers, visiting customers, special type workers, etc.).



Manage the personal hygiene (wearing a medical mask, etc.) of all facility workers and **limit contact** between them, such as by having workers wait in their workplace or **restricting their movements** in the facility.



If a worker came into **contact** with a **confirmed** or **suspected case**, or has a **fever** (37.5°C or above) or **respiratory symptoms** (cough, difficulty breathing, etc.), have the worker **wait** in a **separate quarantine space** until health authorities take necessary measures.

[When measures are taken by health authorities]

Cooperate and support epidemiological investigations, workplace quarantine (disinfection*, etc.), and tests to confirm infection, among other things, according to the instructions of health authorities.

*Disinfect and resume using the facility according to the instructions of the Central Disease Control Headquarters.



Cooperate and support follow-up measures* taken based on the results of confirmation tests that were conducted according to the instructions of health authorities.

*Hospitalization, self-quarantine, release from quarantine, etc.

※ "Measures to Take, Such as Facility Quarantine Management, in the Event of a Confirmed COVID-19 Case" (Seoul Metropolitan Government, March 7, 2020)

Attachment 8: Contact Information of the Central Disease Control Headquarters (CDCH) & Central Disaster Management Headquarters (CDMH)

[Contact Information of the Working-Level Staff Related to the Guidelines]

Category	Task	Department	Tel.
Response System	Response Coordination	CDMH Disease Control Coordination Team	044) 202-1751, 1752
		CDCH General Coordination Team	043) 719-9371, 9373
	Regional Disease Response Centers	COVID-19 Policy Coordination Division	043) 719-7116
Definition of "Infection" & "Suspected Case"	Definition of "Infection"	CDCH Patient Management & Guidelines Team	043) 719-9329
	Support for Diagnostic Test Expenses	CDCH Diagnostic Test Operation Team	043) 719-7266
System for Reporting COVID-19 Patients	Reporting Confirmed Cases & Deaths	CDCH Situation Management Team	043) 719-7789, 7790, 7878, 7979
		CDCH Patient Management & Guidelines Team	043) 719-9317
Reinforcement of Overseas Entrant Management	Quarantine Stage Measures	CDCH Overseas Immigration Control Team	043) 719-9207
	Hospital Assignment for Confirmed Patients in Quarantine Stage	CDMH Patient Hospital Management Team	044) 202-1791, 1792
	Management of Quarantine-Exempt Travelers	CDMH Overseas Immigration Control Team	044) 202-1806
Response to Confirmed Cases	Quarantine Notice	CDCH Quarantine Management Team	043) 719-9334, 9335
	Admission to Residential Treatment Centers	CDMH Residential Treatment Center Expansion Team	044) 202-1782, 1783
	Self-Treatment	CDCH Patient Management & Guidelines Team	043) 719-9344
	Release of Confirmed Patients from Quarantine	CDCH Patient Management & Guidelines Team	043) 719-9347
	General Epidemiological Investigations, Case Investigations & Contact Tracing	CDCH Epidemiological Investigation Team	043) 719-7977
	Management of Self-Quarantined Persons	CDCH Quarantine Management Team	043) 719-9334, 9335
	Management of Re-Detected Cases after Release from Quarantine	CDCH Patient Management & Guidelines Team	043) 719-9123
	Hospital Assignment, Transfer, Etc.	CDMH Patient Hospital Management Team	044) 202-1791, 1792
	Countermeasures against Suspected Cases & Symptomatic Cases Subject to Investigation	Countermeasures against Suspected Cases	CDCH Patient Management & Guidelines Team
Death Management	Funeral Management of the Deceased	CDCH Patient Management & Guidelines Team	043) 719-9329
	Support for Funeral Expenses	CDCH Patient Management & Guidelines Team	043) 719-9137
	Funeral Facility Management & CDCH Cooperation System	CDMH Funeral Support Team (Senior Support Division)	044) 202-3473, 3471
Laboratory Test Management	Diagnostic Test Management	CDCH Diagnosis Coordination Team	043) 719-7842, 7844
Resource Management	Hospital Assignment & Transfer	CDMH Patient Hospital Management Team Transfer Support Situation Room (National Medical Center)	044) 202-1791, 1792 1800-3323
Disease Overview	Transfer of Critically Ill Patients	CDCH Patient Management & Guidelines Team	043) 719-9329

※ Contact information of the working-level staff (June 16, 2021) obtained from "COVID-19 Response Guidelines for Local Governments (10th Edition)" (May 17, 2021)"

Attachment 9: Contact Information of the 25 Autonomous Districts of Seoul

<Contact Information of the 25 Autonomous Districts of Seoul>

*Districts are in alphabetical order.

Category	District Public Health Center	Website	Tel.
1	Dobong-gu Public Health Center	http://health.dobong.go.kr	02-2091-4600
2	Dongdaemun-gu Public Health Center	http://health.ddm.go.kr	02-2127-5365~6
3	Dongjak-gu Public Health Center	http://healthcare.dongjak.go.kr	02-820-1423
4	Eunpyeong-gu Public Health Center	http://health.ep.go.kr	02-351-8114
5	Gangbuk-gu Public Health Center	http://www.ehealth.or.kr	02-901-7600
6	Gangdong-gu Public Health Center	http://health.gangdong.go.kr	02-3425-8500
7	Gangnam-gu Public Health Center	http://health.gangnam.go.kr	02-3423-7199
8	Gangseo-gu Public Health Center	http://www.gangseo.seoul.kr/site/health	02-2600-5800
9	Geumcheon-gu Public Health Center	http://bogunso.geumcheon.go.kr	02-2627-2114
10	Guro-gu Public Health Center	https://www.guro.go.kr/health/index.do#n	02-860-2600
11	Gwanak-gu Public Health Center	http://www.gwanak.go.kr	02-879-7010
12	Gwangjin-gu Public Health Center	http://www.gwangjin.go.kr/health/index.jsp	02-450-1422
13	Jongno-gu Public Health Center	http://www.jongno.go.kr/healthMain.do	02-2148-3520
14	Jung-gu Public Health Center	http://www.junggu.seoul.kr/health	02-3396-6317
15	Jungnang-gu Public Health Center	http://health.jungnang.go.kr	02-2094-0710
16	Mapo-gu Public Health Center	http://health.mapo.seoul.kr	02-3153-9020
17	Nowon-gu Public Health Center	http://www.nowon.kr/health/	02-2116-3115
18	Secho-gu Public Health Center	http://health.secho.go.kr	02-2155-8114
19	Seodaemun-gu Public Health Center	https://www.sdm.go.kr/health	02-330-1801~2
20	Seongbuk-gu Public Health Center	http://www.sb.go.kr/bogunso	02-2241-1749
21	Seongdong-gu Public Health Center	http://bogunso.sd.go.kr	02-2286-7000
22	Songpa-gu Public Health Center	http://ehealth.songpa.go.kr	02-2147-2000
23	Yangcheon-gu Public Health Center	http://health.yangcheon.go.kr	02-2620-3114
24	Yeongdeungpo-gu Public Health Center	http://www.ydp.go.kr/health	02-2670-3114
25	Yongsan-gu Public Health Center	http://health.yongsan.go.kr	02-2199-8012~3



PART 4





Relevant Laws & Reference Materials

Relevant Laws

- © Infectious Disease Control and Prevention Act
 - Article 18 (Epidemiological Investigations)
 - Article 34 (Formulation and Implementation of Crisis Control Measures against Infectious Diseases)
 - Article 34-2 (Disclosure of Information during Infectious Disease Emergency)
 - Article 35 (Formulation, Etc., of Crisis Control Measures against Infectious Diseases)
 - Article 35-2 (Prohibition of Presentation of False Statement to Medical Personnel during Disaster)
 - Article 37 (Establishment of Infectious Disease Control Institutions during Infectious Disease Emergencies)
 - Article 39 (Methods of Establishing and Managing Infectious Disease Control Facilities, Etc.)
 - Article 39-3 (Designation of Facilities for Quarantining Contacts)
 - Article 41 (Management of Patients of an Infectious Disease)
 - Article 41-2 (Employer's Obligation to Cooperate, Such as Granting Paid Leaves in Case an Employee is Hospitalized, Quarantined, or Isolated)
 - Article 42 (Compulsory Dispositions with Respect to Infectious Diseases)
 - Article 43 (Hospitalization Notice to Patients of an Infectious Disease)
 - Article 43-2 (Notification to Persons Subject to Quarantine or Isolation)
 - Article 46 (Measures for Medical Examination and Vaccination, Etc.)
 - Article 47 (Control Measures Against Epidemic of Infectious Diseases)
 - Article 48 (Disinfection Measures for Infected Places, Etc.)
 - Article 49 (Preventive Measures against Infectious Diseases)
 - Article 49, Clause 3, 4, and 5 (Order to Suspend Operations and Close Facilities in Case of Failure to Fulfill Measures)
 - Article 60 (Epidemic Control Officers)
 - Article 60-2 (Epidemiological Investigation Officers)
 - Article 74 (Prohibition on Divulgence of Confidential Information)
 - Article 74-2 (Request for Provision of Materials, and Inspection)
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<Advisors>

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- Heeseung Park, Team Leader, Association of Korean Exhibition Industry
- Seulgi Lee, Team Leader, Korea MICE Association

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