

Evaluation form of COVID-19 control guidelines

For Trade Exhibition (Title of the event.....)

Venue.....DistrictProvince

Name of the evaluatee Telephone number

Responsibility for the event

| Evaluation criteria | Result | |
|--|--------|------|
| | Pass | Fail |
| A: Preparation by the organisers or the venue owners (management) | | |
| (1) Agreement of venue owner, lessee, entrepreneur or exhibitor to comply with disease control measures established by the related government agency | | |
| (2) Registration for business resumption under ease of lockdown and affirmation to comply with the disease control measures, all being conducted via “Thai Chana” application of the government | | |
| (3) Installation of online queuing and attendance confirmation system | | |
| (4) System to control the number of visitor at each round of activity | | |
| (5) Registration and Screening every Exhibitors and all staff | | |
| (6) Person designated to take charge of onsite congestion or negligence of disease control measures committed by event staff, exhibitor and visitor | | |
| (7) Execution plan that provides advice to exhibitors and visitors and arrange staggered hours for activities and pick-up of participants during peak hours of public transport | | |
| (8) Plan for frequent cleaning of touch-points, including restroom | | |
| (9) Design floor plan to accommodate a minimum of 1-meter distance between persons. The floor plan includes walkway and such key spots as waiting area, drop-off area, registration, screening area, trolley/basket pick-up station, good buy/discount area, reward redemption area, meeting space | | |

| Evaluation criteria | Result | |
|--|--------|------|
| | Pass | Fail |
| (10) Provide sufficient hand-washing stations with soap, 70% alcohol gel, or disinfectant | | |
| (11) Effective ventilation system both inside the venue and restroom. Cleaning of air-conditioners or air filters at least once a day | | |
| B. Onsite Operation (organizers, staff, exhibitors and visitors) | | |
| (1) Registration at all entrance and exit points is required for venue staff, exhibitors and visitors. Registration can be executed on the government-sanctioned application or on other recording and reporting system | | |
| (2) Measure to control the number of participants to meet the set criteria (at least 4 sqm per 1 participant) | | |
| (3) Staff, exhibitors, and visitors must wear sanitary masks properly at all times. | | |
| (4) Screening system to test staff, exhibitors and all participants for fever, coughing, short of breath, and runny nose before entry to the venue | | |
| (5) Provide rest area for those with suspicious symptoms and preparation of transfer service to hospital and reporting system in case PUI is detected | | |
| (6) Staff stationed at PR counter or other stations whose services put them in close distance with visitors or clients must always wear sanitary masks, face shields, and stay behind the partition. | | |
| (7) Arrange space including the width of the walkway that keeps exhibitors and visitors at least one metre apart | | |
| (8) Making arrangement to enable the traffic flow of visitors when selecting goods or making payment within the exhibition booth. No activities generating overcrowding or crowd disorder, such as the assemble of visitors or participants at certain spots of the exhibition space | | |

| Evaluation criteria | Result | |
|--|--------|------|
| | Pass | Fail |
| (9) Communication/public relations through various channels to build understanding and provide recommendations on disease preventive guidelines to exhibitors and visitors | | |
| (10) Clean touch points of the venue, pick-up vehicles and any spots of repeated touching, including the restroom, at least every hour. Elevator must be cleaned at least every 30 minutes | | |
| (11) Loud voice, shouting or cheering are not permitted inside the venue. | | |
| (12) Delivery of food and beverage service inside the convention centre or exhibition centre must comply with the disease control measures and official advice. | | |
| (13) Food products to be displayed must be packaged or presented behind the partition to reduce touching. | | |

Suggestions

.....

.....

.....

Auditor Job title..... Organisation.....