

UNIVERSITY OF NICOSIA – EVENTS PROTOCOL

Measures for COVID-19 spread prevention

1. Introduction

The University of Nicosia following the instructions of the Ministries of Health, and Education, Culture, Sports and Youth, taking into account the existing epidemiological conditions both in Cyprus and abroad, the revised health protocols of the Republic of Cyprus, the general measures applied and above all the safety, health and well-being of its students, faculty and staff, associates, sub-contractors, and visitors, as well as the general Cyprus community, defines the measures described in this protocol for the events that are held in its premises. The measures set out in this Protocol are in line with the University of Nicosia General Risk Assessment for infectious diseases, epidemic/pandemic control measures, and the Occupational Safety and Health legislation of the Republic of Cyprus.

It is understood that the measures in this protocol are defined, having as a minimum requirement the measures defined by the protocols for the operation of indoor theatres and cinemas, for the operation of outdoor amphitheatres and public management, and for the theatrical/film/television productions.

The protocol will be revised and amended against any revisions and updates of the directives of the Government of Cyprus or the decisions of the University of Nicosia in order to enhance the conditions of safety, health and welfare.

For the successful implementation of the protocol, the contribution of both the University staff that is responsible for the events organisation (Events Office), as well as everyone who participates in the events (including the audience) is considered necessary and expected from all.

The Organiser of the event has the right to ask anyone who does not comply with the rules and measures of this protocol to leave.

2. Event Types

2.1 Events held by the University of Nicosia

The events held by the University of Nicosia take place after the Event Organiser informs (in a timely manner) the Head of the Department under whose auspices the event will take place and after the implementation of the measures of this protocol is planned.

2.2 Events held by third parties

The events held by third parties take place after obtaining a relevant permission from the Upper Management. The events will always take place with the implementation of the measures of this protocol.

Responsible for the planning and implementation of the measures of this protocol, in both cases, are the Event Organisers.

During an event which is not organised by the University, the Event Organiser is responsible for the implementation of the measures and not the University.

During an event that is organised by the University, the responsibility for the implementation of the measures lies on the University (Events Office).

In case of events held by third parties, the organisers must be informed about this protocol, confirm their information in written, accept the responsibility for implementation of these measures and inform the Health & Safety Office of the University on how will they comply with the measures.

3. General measures

The Event Organiser (or a representative of his/her) must verify that all the members of the organisation team who have an active role on the day of the event, have a valid SafePass certificate by scanning their certificates' QR codes. The organisation team's SafePass certificates must be valid throughout the event.

3.1 Personal hygiene

- A hand sanitiser must be available at every entrance to be used by all participants.
- The use of the mask is mandatory in all areas throughout the event. The mask should be worn correctly on the face, completely covering the mouth and nose.
- All participants must observe physical distance by maintaining a distance of at least two (2) meters from each other.
- The use of toilets is done while avoiding overcrowding.
- As of February 21st, 2022, individuals who have not completed their vaccination scheme will be able to enter an event's areas, subject to a negative rapid antigen test valid for 24hrs from the sampling time.
- All SafePass certificates must be validated by their QR code scanning, before entering the event's venues.
- During SAFEPASS checking an identification document is necessary.
- Entrance to individuals aged 6 to 11 years is allowed either with a negative PCR or rapid antigen test valid for seven (7) days from the sampling day, or a recovery certificate valid for ninety (90) days from the sampling day of the positive test.
- Entrance to individuals aged 12 to 17 years is allowed either with a negative PCR or rapid antigen test valid for seven (7) days from the sampling day, or a recovery certificate valid for ninety (90) days from the sampling day of the positive test, or a completed vaccination certificate valid for seven (7) months from the day of the last dose.

3.2 Informative signage

- At each venue entrance a clear sign indicating the maximum number of people allowed to be in the room at the same time (up to 75% of the maximum capacity), the basic protection measures (distance 2 meters, personal hygiene - good washing and/or hand disinfection, avoiding physical contact and unnecessary contact with surfaces, covering the mouth with disposable paper or with the sleeve on the inside at elbow height in case of sneezing and coughing, avoiding unnecessary movements or changing positions) must be posted. The responsibility of keeping the maximum number of people lies with the Event Organiser.

- In the areas of the event, where possible, markings must be placed on the floor to observe the distance of at least two (2) meters.

3.3 Tickets/Reservations

- It is forbidden for the public to attend an event without pre-booking a ticket or a place, in order to avoid overcrowding in case of filling the capacity of the venue.
- Tickets and/or reservations should be available online or by phone.
- The number of tickets and/or reservations that will be available must be specific and comply with the measures of physical distance (keeping an empty seat between the reservations, etc.).
- Tickets and/or reservations must be sold or booked in packages of 1, 2, 3 or 4 seats so as to allow families and/or relevant groups to sit together, keeping distance from strangers.
- Upon completion of ticket sales and/or reservations, the Event Organiser must prepare a seating plan to be followed on the day of the event. The seating plan will also be used as a reference in case of need for tracking.

3.4 Seating and seats filling

- Entering and leaving the event's areas must be performed by utilizing all the entrances and exits of the venue, including the emergency exits, to avoid bottlenecks and overcrowding.
- Both entering and leaving the venue should not be performed simultaneously for all participants/audience. Both entering and exiting must be coordinated by the Event Organiser, using various means of providing information, such as loudspeakers, visual announcements, information in advance through newsletters, etc.
- Participants/audience must be informed of the rules before the commencement of the event, including the that after the event end, they will have to wait in their seats until they are directed on how to leave.
- Participants/audience occupy the position reserved for them when purchasing the ticket or booking the seat. It is not allowed to occupy a position other than the specified one.
- Outdoors and/or areas outside entrances the distance maintenance measures must be applied.
- The Event Organiser must remind those present outside to observe the distancing measures as well as inform them about how to enter and occupy the seats.
- The process of filling the seats should be while applying the measures of physical distancing, starting with the filling of the seats that are farther from the entrance.
- The process of leaving the room should be done starting from the places closest to the exit.
- Unnecessary movements by participants/audience should be avoided.
- Those in charge of applying the ticket/reservation seating plan, are responsible for the seating plan implementation throughout the event.
- For the correct maintenance of the ticket/reservation seating plan, the seats must be numbered.

3.5 Capacity/seating distances

The Event Organiser set the maximum number of people who will participate in the event taking into account the following measures:

- i. The maximum number is calculated based on the maximum venue capacity.
- ii. Reservations must be made based on ticket and/or reservation packages, maintaining one (1) seat between individuals or groups.
- iii. The distance between the speakers/participants/actors on stage and the first row of the audience must be at least two (2) meters.

3.6 Access to other areas

- Access to areas other than the areas used by the event is prohibited.
- The Event Organiser must inform the participants/audience about the places that are allowed access and about the measures that must be applied for each specific area they visit.

3.7 Cleaning and disinfection

- The venue must be cleaned and disinfected after the event completion or when the composition of the participants/audience changes.
- During cleaning and disinfection or before the end of the safety period after the completion of disinfection, nobody is allowed to enter the area, except for those responsible for cleaning and disinfection.
- The cleaning/disinfection is carried out after the venue is first evacuated, relevant signage is placed at the entrances and the appropriate safety equipment is used by those who perform cleaning/disinfection.

3.8 Ventilation (indoor events)

- The heating, ventilation, air conditioning and fresh air intake (HVAC) system of the venue must be activated at least one (1) hour before the use of the venue, remain in continuous operation throughout the event and be deactivated at least one (1) hour after the venue's last use.
- During the periods that the venue is not in use throughout the event, the doors and windows must remain open in order to provide faster and more efficient ventilation. The HVAC system remains activated.

3.9 Breaks

- Breaks should be avoided throughout the event.
- If the duration of the event requires having breaks, during them it is necessary to maintain distances between individuals and to avoid physical contact.
- During the breaks, participants must leave the venue area (where and when applicable) to allow the HVAC system to refresh the air in a shorter period.
- Corridors' overcrowding must be avoided. During breaks, participants/audience must be either outside the building or in the cafeteria area.



- Public access to the areas used by the organisers and participants (speakers, actors, etc.) in the event (dressing rooms) is prohibited.

3.10 Food and drinks

- Food and/or drinks (catering) are recommended to be avoided. Where it cannot be avoided, it should be done in appropriate places (preferably in the restaurant or cafeteria areas), according to the following measures:
 - i. The participants must apply regular personal hygiene measures (hand washing and/or disinfection, etc.)
 - ii. Distancing measures must be maintained by keeping a distance of at least two (2) meters between the participants
 - iii. It is recommended that the food and/or drinks to be properly packaged
 - iv. Food and/or drinks must be provided by persons designated by the organiser, who always use a protective mask
 - v. In case the offered food and/or drinks are in the form of a buffet, this should be done according to the following:
 - Use of disposable gloves by the guests or installation of a disinfection station at the beginning of the buffet
 - Guests must always use a protective mask
 - At the end of the buffet there should be a bin for disposing of gloves and masks
 - The buffet area must be designated in an obvious and satisfactory way, where needed
 - Entering and leaving the buffet are controlled to avoid overcrowding
 - During serving, a minimum distance of two (2) meters between individuals must be strictly applied
 - Organiser's employees that are responsible for the buffet operation must strictly apply the measures of personal hygiene, hand cleaning/disinfection, gloves disposal within a reasonable period, etc.
 - vi. After being served, guests must leave the serving area
 - vii. Consumption of food and/or drinks must be done outdoors (where and when possible), maintaining the distancing measures

3.11 Use of gloves by members of the organising team

- The use of gloves by the members of the organising team is not mandatory.
- In case of using gloves, the following must be applied:
 - i. Wash gloves with soap for at least 20 seconds before using them
 - ii. The right size gloves should be used
 - iii. Gloves should be changed frequently
 - iv. Gloves must be removed each time before using the toilet, eating, cleaning surfaces, etc.
 - v. Hands (and gloves) should be kept away from the face
 - vi. Damaged or torn gloves should be replaced immediately
 - vii. Reusing gloves must be avoided

- viii. Each glove is removed separately by grasping it by the cuff
- ix. When removing gloves, hands should be washed thoroughly, regularly, as contaminated gloves when removed may transmit the virus to the hands

4. General guidelines for preventing the spread of COVID-19

- Regular and thorough handwashing with soap and water for at least 20 seconds.
- Where this is not possible and in the absence of obvious impurities on the hands, disinfect the hands with a liquid alcoholic solution > 60% alcohol concentration.
- Thorough hand washing or disinfection after coughing or sneezing and before and after using the toilet.
- Avoid contact of hands with face, specifically with mouth, nose, and eyes.
- Cover the mouth and nose when coughing or sneezing, with the inside of the elbow or with a disposable paper towel and discard the paper towel in a bucket with a lid after use.
- Maintaining safety distances (at least 2 m) between individuals both indoors and outdoors.
- The use of a protection mask throughout being indoors is mandatory for everyone. The mask must be suitable. The use of face shield cannot replace the mask and it should only be used in addition to a mask. The mask should be applied properly on the face to cover both the mouth and the nose and changed frequently so that over time it does not become a source of germs (especially upon becoming wet). After removing the mask, perform hand hygiene.
- Avoid overcrowded areas both indoor and outdoor.
- Perform distance greetings and avoid handshakes and kisses.
- Stay indoors for as short period as possible.
- Avoid unnecessary meetings indoors.
- Avoid exchanging items (mobile phones, money, etc.). In case of exchanging items, immediate hand washing, or disinfection is recommended.
- Items disposal (including masks, disposable napkins, gloves, etc.) should be done in closed bins with lid.
- In case of symptoms similar to those of COVID-19, it is recommended to stay at home and contact the personal physician for instructions and measures.
Common symptoms of COVID-19: fever, cough, dry throat, difficulty breathing, runny nose.
- Thoroughly wash your hands after using the toilet with soap for 20' (seconds) and carefully dry your hands with disposable paper towels, which will be disposed of in bins with lid.
- After using the toilet, it is recommended to close the lid before flushing.
- The windows in the toilets (where there are any) must be closed.

5. Management of possible/suspected case

5.1 COVID-19 common symptoms

- Fever
- General fatigue



- Dry cough
- Sore throat
- Arthralgias/Myalgias
- Nasal congestion
- Shortness of breath/Chest pain
- Reduced/loss of taste/smell
- Nausea/Vomiting/Diarrhea

5.2 In the event that a person experiences one or more symptoms similar to the symptoms of COVID-19, that person must be asked to leave the venue and will be directed to contact their personal physician immediately.

5.3 In the event that the suspected case visited one of the venues during the event, after his/her departure, the venue/areas he/she visited must be disinfected immediately based on the instructions of the Ministry of Health for disinfection of non-sanitary facilities. In addition, all persons who came into close contact with the suspected case must perform thorough personal disinfection and replace their protective equipment (when used).

5.4 If any of the participants/audience is diagnosed positive in COVID-19, the Event Organisers must immediately inform their close contacts, as shown by the seating plan prepared during the booking.