

Guidelines and useful information regarding travelling to and participation at indoor events in Slovenia during the time of increased risk of SARS-CoV-2 Coronavirus infection

The health and safety of guests and staff is a top priority to us. We are fully aware of the enormous responsibility to provide an environment that will be safe place for all of us. We want that we all enjoy this conference and that all respect the responsibility to prevent the spread of the coronavirus. Please read the following guidelines and respect them carefully.

The following information was prepared in accordance with recommendations and requirements of the Slovenian National Institute of Public Health (NIJZ), the Ministry of Internal Affairs (MNZ) and the Biotechnical Faculty of the University of Ljubljana on the premises of which the LIFE GEN MON Final Conference is going to be held.

I. GENERAL INFORMATION

1. Indoor events can only be organised for up to 50 participants. The conference hall "D1" at the Biotechnical Faculty can accept 46 participants following the Covid-19 preventive measures recommended by the NIJZ.
2. Slovenian Forestry Institute, as the organiser of the final conference, is required by law to prepare a record of all participants which must, along other general information about the event, include the following information for each of the participants:
 - a. First and last name
 - b. Address
 - c. Contact phone number and e-mail address

The organiser must keep the record for one month and is required to submit it to NIJZ upon their request (see GDPR statement below). This is usually only the case if any of the participants are diagnosed during or immediately after the event with Covid-19 and the list of participants serves as a starting point for identifying the potential path of spreading the virus and implementation of containment measures.

3. Participants **must be free of symptoms characteristic of SARS-CoV-2 infection** (coughing, runny nose, difficulty breathing, sore throat, muscle pain, elevated body temperature). In case you develop any of the symptoms of Covid-19, please act responsibly and cancel your on-site participation.
4. **Protective mask must be worn indoor in all public buildings**, including all shops, medical facilities, educational facilities, public transportation, etc.
5. In the building where the conference is going to be held, **protective masks must be worn** in all common and utility areas, including hallways, lobbies and toilets. Inside the lecture hall, masks can be removed, but only after all the participants are seated. Since we are going to be spending in excess of 8 hours together in the conference hall every day of the conference, we highly recommend that masks are worn all the time. Disposable protective masks will be available to participants on site, but keep in mind that you should change your mask app. every two hours.

6. Upon entering the building, **you must disinfect your hands**. Dispensers with disinfectant are mounted at the entrance of all public buildings. We recommend that you thoroughly wash and disinfect your hands regularly.
7. **Be careful not to touch your face**, particularly the mouth, nose and eyes, before you have disinfected your hands.
8. **If coughing or sneezing, cover your mouth and nose** with a tissue and dispose of it immediately. Alternatively, cough into the sleeve on the upper part of your arm.
9. **Keep a safe distance!** Keeping a distance of at least 1,5 m between people significantly reduces the chance of infection by the new coronavirus. Be particularly attentive about keeping a safe distance during entering and exiting buildings and the conference hall – be patient. Entering and exiting buildings and rooms should be done in an orderly fashion and in a way to prevent simultaneous movement of people in both directions. Where there are two entrances available, follow the posted signs – one entrance is to be used only for entering, the other only for exiting the room.
10. In the conference hall you must **only use the seats labelled with green circles made by Biotechnical faculty, UNI-LJ**. Such seating arrangement was designed to keep a safe distance between people in the conference hall.
11. Outdoors masks should be worn when a minimal safe distance (1,5 m) between people cannot be maintained.
12. Avoid touching the objects and surfaces that are accessible to many people as much as possible – try to minimise “reflex reactions” such as automatically holding onto railings on the staircases, leaning against walls etc.
13. **Follow the infographics with instructions on preventive measures** that are posted at all key locations in all public buildings.
14. Indoor premises will be ventilated frequently (windows, AC) during the event, so in a case of lower outdoor temperatures, keep a jacket with you.

II. COFFEE BREAKS and MEALS

Coffee breaks and meals are going to be organised as standing buffets outside of the Biotechnical Faculty building, but still we will have to take certain preventive measures:

1. When picking up food and/or beverages you must wear a mask and **keep a safe distance of 1,5 m** from one another.
2. Before picking up food and/or beverages **disinfect your hands and use disposable protective gloves** which are going to be provided on site.
3. **Choose the food and beverages “with your eyes”** and only touch items that you will also take.
4. Eating and drinking should be done standing up while keeping a minimal safe distance of 1,5 m from each other.
5. In the event of bad weather, coffee breaks and meals are going to be organised under the provisory roof outside the Biotechnical Faculty building. The same rules apply as for buffets.

III. FIELD TRIP

During the excursion to the field, we are going to be travelling by bus, so the following preventive measures must be followed:

1. Participants must **wear protective masks on the bus throughout the duration of the trip**. Masks must be put on before entering the bus and can be removed only after exiting the bus.
2. **It is mandatory to disinfect your hands when entering the bus.**
3. **The bus can be fully occupied.**
4. Outdoors, in the field, masks are not required unless a minimal safety distance of 1,5 m between people cannot be maintained.
5. When entering or exiting the bus, the same rules apply as for buildings (see I.9) – keep a safe distance, don't crowd, prevent simultaneous movement in both directions; **entering the bus is to be done at the front door only, exiting at the back door only.**

IV. RESTAURANTS, COFFEE SHOPS, BARS

Restaurants, Coffee shops and bars remain open in Slovenia.

1. Wearing masks and disinfecting your hands is required upon entering and exiting restaurants, coffee shops and bars. You can remove the mask when you are seated.
2. Limit your movement inside these establishments – instead of ordering your drinks at the counter, wait for the waiter/waitress to take your orders at the table.
3. When moving around these establishments you are required to wear a mask, including during visits to the toilet.
4. Arrangement of tables in these establishments is such that a required safety distance between tables is assured.
5. Generally, it is recommended that you seat at the same table without wearing a mask only with people you are in regular close contact with – partners, close family members.

V. SHARING INFORMATION

In order to minimise the risk of exposure to and spreading the SARS-CoV-2 coronavirus, **sharing information is vital**. Organisers kindly appeal to all on-site participants to **immediately report if you develop symptoms of Covid-19 or are tested positively** for SARS-CoV-2 virus during the conference or within two weeks following the conference or have been in contact with people infected with SARS-CoV-2. Likewise, SFI will share any information relevant to Covid-19 with all on-site participants. Sharing information in the shortest time possible is vital for implementation of effective Covid-19 containment measures. If you start feeling ill during the days of conference stay at your hotel room and inform ASAP organisers by e-mail: polona.hafner@gozdis.si. Please report any Covid-19 related information to: polona.hafner@gozdis.si.

VI. POSITIVE SARS-CoV-2 CORONAVIRUS CASE

In case of a confirmed infection among the LIFEGENMON conference participants the termination of the conference will be made with the IMMEDIATE EFFECT and quarantine or testing for all participants.

VII. GDPR

1. BY SIGNING THE ATTENDANCE LIST EACH PHYSICALLY PRESENT PARTICIPANT AGREES TO THE STORAGE OF PERSONAL DATA FOR 1 MONTH.
2. PHOTOGRAPHY AND / OR RECORDING AT THE EVENT: USED FOR PROMOTION and LIFEGENMON AFTERLIFE COMMUNICATION PLAN

By entering the premises, you agree to the defined conditions. Photographing and filming shall be in accordance with the applicable national Personal Data Protection Act (PDPA) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and on repeal Directive 95/46 / EC.

Photos and clips of the event will be published on the LIFEGENMON and SFI web pages, on the news, as well as on portals and channels of media that will show interest. The photos will relate to the event in general and not to individual participants. The pictures will be used in LIFEGENMON afterlife communication plan.

3. PERSONAL DATA MANAGER

Slovenian Forestry Institute, Vecna pot 2, 1000 Ljubljana

4. STORAGE OF PHOTOS AND RECORDINGS

Slovenian Forestry Institute, Vecna pot 2, 1000 Ljubljana

5. YOUR RIGHTS RELATED TO PHOTOS AND RECORDS

Subject to applicable law (including exceptions or derogations from this law), you have the right to access your important personal information, the right to correct errors in your personal information, and the right to object to the processing of your important personal information for good reason. You also have the right to complain to the relevant data protection authority (i.e. the Information Commissioner) regarding the processing of your personal data.

In case of exercising rights and in case of questions, please contact us at info@gozdis.si

6. APPLICABLE LAW

The management of photographs and recordings taken at the event will be governed by and construed in accordance with the laws of the EU and the Republic of Slovenia and shall fall under the exclusive jurisdiction of the courts of Slovenia. This does not affect your legal rights.

7. AUTHORIZED PERSONAL DATA PROTECTION PERSONNEL AND PHOTOS

The Data Protection Officer at the Slovenian Forestry Institute: Matjaž Novak: Matjaž Novak
matjaz.novak@gozdis.si