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COVID-19 **Infection control measures for trade fairs** **Rev.1**

COVID-19

Smittevern for vare- og handelsmesser

Rev.1

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COVID-19 – Infection control for exhibitions and trade fairs – Rev.1

1 Background

1.1 General

This document specifies infection control measures for the safe operation of exhibitions, trade fairs and trade shows during the COVID-19 pandemic in Norway.

The document has been prepared on the basis of the *Regulations relating to infection control measures etc. in connection with the coronavirus outbreak (the COVID-19 Regulations)*.

The municipal health services are responsible for contact tracing and for notifying enterprises if visitors, customers or employees are confirmed as being infected with COVID-19. The municipal health services are also responsible for determining the measures that are necessary, such as defining the close contacts of infected persons, who therefore need to go into quarantine. See also chapter 5.

National and local requirements and recommendations are revised as more experience is gained and infection rates change. This means that the applicable requirements and recommendations may vary from municipality to municipality. Individual enterprises are responsible for monitoring and taking account of changes in requirements and recommendations, and for implementing the infection control measures described in this document.

This document has been prepared by Standards Norway in cooperation with Bransjegruppen for store innendørs arrangementer and Sponsor- og Eventforeningen. The document will be revised by Standards Norway as needed.

1.2 Purpose

An awareness of infection control measures helps to reduce the risk of infection spreading. The purpose of this document is to provide the management and employees of enterprises with a knowledge of infection control and measures to promote safe daily operations, including:

- reducing the spread of infection;
- describing and safeguarding quality in infection control procedures;
- helping the enterprise to maintain daily operations;
- ensuring infection protection for employees and customers;
- creating awareness and understanding of infection control measures;
- ensuring continual improvement to infection control measures.

Cooperation between employees, elected representatives, employee representatives and management is essential to the success of the implementation of and compliance with infection control. In addition, it is important to ensure that customers and visitors have a good understanding of, and follow, the applicable infection control measures at all times.

1.3 Scope

The document sets out infection control measures and procedures for trade fairs.

The measures are based on available knowledge about the spread of infection and an assessment of working conditions and tasks related to the safe implementation of trade fairs.

The specification covers the following areas:

- the management's responsibilities, including planning, training and information, quality control, nonconformity management and evaluation;
- infection prevention measures to maintain proper implementation of trade fairs.

2 Management responsibilities

2.1 General

The exhibition organiser is responsible for ensuring that operations take place in accordance with applicable laws and regulations. Management is responsible for ensuring proper operation that takes infection control into account, and placing responsibility for various tasks in connection with the infection control advice.

Management shall provide the necessary training and information to employees and users. Plans for infection control shall be adapted to local conditions according to advice given in this guide. The pandemic may be prolonged, and there will be a need to maintain various services and functions in society at the same time as infection control considerations are taken. Different phases of the pandemic and different spread of infection in the country may require adapted measures.

Everyone should exercise good infection control during the COVID-19 pandemic. This means that the main principles of infection control as described in this guide shall be observed both inside and outside the fair. Good cooperation between organisers, exhibitors and visitors needs to be maintained.

2.2 Planning

When planning infection control measures, the management shall carry out a special risk assessment of all aspects linked to the operation relating to infection control. This can be done in the same way as ordinary HSE work, including identification and mapping of risks and the preparation of measures. Safety delegates and elected representatives should be involved in the risk assessment.

The management shall:

- ensure proper operation through the preparation of procedures for good hygiene and cleaning;
- ensure good training relating to infection control, and that all new procedures are made known to all employees. Particular attention shall be given to the use of temporary relief staff, seasonal workers and young workers who are not familiar with the enterprise;
- consider the appointment of infection control officers at the workplace to ensure compliance with infection control measures in accordance with Chapter 3;
- consider dividing employees into groups (cohorts);
- ensure continual improvement.

2.3 Training, information, and educational work

Training shall be offered either by the enterprise itself or in cooperation with others. Employees shall be obliged to participate in infection control training and necessary infection control measures.

The management shall establish a system to document that information and training have been provided.

Good information is key to ensuring good infection control at all levels. The management has overarching responsibility for educational work relating to infection control. The aim is to ensure a common understanding of, and compliance with, infection control procedures. Active efforts shall therefore be made to create a safe working environment where employees can share experiences and give each other feedback with regard to whether procedures are unclear or being practised to varying degrees.

2.4 Quality control of infection control measures

The implementation of infection control measures shall be checked, documented and reported to the responsible manager. The documentation shall be stored in the organisation's internal control system.

The following shall be clarified:

- the areas which are at risk and which shall be subject to controls;
- timing of control;
- frequency of control;
- who shall perform the controls.

2.5 Nonconformity management

Nonconformities with respect to the infection control measures shall be managed via existing quality assurance systems. In the event of a nonconformity within infection control, the management shall:

- carry out an assessment of the nonconformity,
- implement measures to correct the nonconformity,
- follow up and document measures, and
- notify the authorities in the event of wilful or grossly negligent non-compliance.

Employees shall be encouraged to report nonconformities.

Notification of the authorities in the case of wilful or gross negligence shall take place in accordance with the *COVID-19 Regulations*.

2.6 Evaluation

The management is responsible for assessing whether the level of infection control that has been achieved is satisfactory and in accordance with national and local requirements and recommendations. The effect of measures shall be evaluated, and procedures shall be revised as and when necessary. The management shall also assess the possible need for additional infection control measures. Further developments in the outbreak, updates to the knowledge base and experience from the industry may lead to a need for revision.

3 Infection control measures for trade fairs

3.1 General measures

3.1.1 Increased distance and reduced contact

- To reduce the risk of infection, keep at least 1 metre away from others, and 2 metres wherever possible.
- Avoid shaking hands, hugging and other physical contact.
- Avoid face-to-face close contact. Persons can pass each other and be present in the same area for a short period of time without any great risk of infection.
- Wear a face mask when recommended or required by the national or local authorities.

3.1.2 Hand hygiene

Avoid touching your face with dirty hands. This will prevent infection being passed via the hands to the eyes, mouth, and respiratory tract. Keep your hands clean and infection-free by touching the fewest possible points of contact.

- Practise hand hygiene upon arrival, preferably in the form of hand washing. Hand sanitising is an acceptable alternative where hand washing facilities are not available, see below.
- Practise hand washing at least after every visit to the toilet, before and after working in the kitchen and eating, and otherwise as and when necessary.
- Hand washing with lukewarm water and liquid soap is effective in preventing infection. The washing process itself should take at least 40–60 seconds. Dry your hands, preferably with disposable paper towels. If air dryers are used, these must be thoroughly and frequently cleaned.

If ordinary hand washing is not possible:

- Coronavirus is sensitive to alcohol, and alcohol-based disinfection (hand sanitiser) is an option.
- Hand sanitiser should be placed where there are no hand-washing facilities: at entrances, at or in break rooms for staff and exhibitors, café area for visitors and several other easily accessible places at the fair.
- Alcohol-based disinfection is ineffective for visibly dirty or wet hands. Therefore, facilities should be made available for ordinary hand washing.

3.1.3 Sneezing and cough hygiene

- Sneeze and cough either into the crook of your elbow or into a paper towel which is then discarded. Wash or sanitise your hands afterwards.
- Avoid touching your face, especially your eyes, mouth, and nose.

3.1.4 Cleaning

- Cleaning should be done with ordinary cleaning agents and not those that contain ethanol, as these may cause damage to some surfaces.
- Have more thorough cleaning in exposed areas and contact surfaces.
- Toilets and washbasins should be cleaned frequently, at least daily during daily use. Wipe surfaces such as the toilet seat and taps on washbasins regularly, depending on how frequently it is in use.
- Disposable paper towels and soap should be available.
- Rubbish bins shall be emptied regularly.
- Pay extra attention to cleaning in the employees' and exhibitors' break rooms and in the café area for visitors.

- Dining tables shall be cleaned with soap and water after use.
- Equipment used by several people at the fair (tablets, touch screens, keyboards, etc.) shall be cleaned after use.

The following important points of contact shall be cleaned particularly thoroughly:

- kitchenettes, coffee machines, dishwashers, etc.;
- payment terminals, phones, PC monitors and equipment, touchscreens, etc.;
- shopping trolleys and shopping baskets;
- desks and tables;
- light switches, lift buttons, etc.;
- railings;
- door handles and surrounding areas;
- dispensers;
- taps and shower heads;
- toilets.

3.1.5 Sick persons

It is important that persons with even mild respiratory symptoms (especially coughing and sneezing) do not report for work or visit the fairs. Note that much of the infection transmission occurs around the time before the first signs of the disease.

The organisers' staff, organisers, exhibitors, and visitors who fall ill while present at the fair should leave the area as soon as possible. Sick persons who need to be picked up by others shall wait in a separate room or outside at a good distance from others. Sick persons should not travel by public transport. Sick persons should cover their mouth and nose if they cannot keep 2 metres distance to others.

Some medical conditions and allergies cause similar symptoms to COVID-19. Individuals should themselves consider whether their symptoms could be caused by COVID-19 or whether they are solely due to another medical condition or allergy. In the event of doubt, the person should stay at home and be tested for COVID-19.

3.2 Use the “Smittestopp” app on your mobile phone

Anyone who works or has shorter stays in the area is encouraged to have the “Smittestopp” mobile app in active use. The app will notify you of any close contact you have had with someone who has tested positive for COVID-19. If you test positive yourself, you can help prevent the spread of infection by notifying others through the “Smittestopp” app. You will remain anonymous to others when you register a positive test result after logging in via the ID portal. Use of the app is voluntary.

3.3 Specific infection control measures

3.3.1 General

Ensure that all employees and visitors are able to follow the general infection control advice given by the authorities at all times. In areas where the infection rate is higher, the municipality may recommend or enforce the wearing of face masks where it is not possible to keep the recommended distance from others.

3.3.2 Visitors

- All exhibitors and visitors shall register in advance. Information on infection control measures shall be given to all exhibitors and visitors before arrival.
- Measures shall be implemented that make it possible to have an ongoing overview of how many people are in the area at any given time.
- With a view to contact tracing, employees, exhibitors, and visitors shall be registered with contact information upon arrival in the area.
- Information about employees, exhibitors and visitors is stored for two weeks for use when contact tracing is needed. If necessary, the contact information is handed over to the municipal health services, which carry out the contact tracing.
- Consider measures that help distribute guests and visitors over multiple periods of time or days.
- It may prove necessary to control access to the area according to how many people may be inside at any given time. Restrictions may also be required to limit the number of people in parts of the premises.
- Make sure that no crowding occurs at the entrances or inside the premises. Consider creating markings on the floor around the premises to ensure that social distancing is maintained between people. People can pass each other and be present in the same area for a short period of time without any great risk of infection.
- If necessary, mark “one-way traffic”, and ensure separate entrance and exit both to the entire area and to individual premises.
- Provision shall be made to ensure that staff and visitors keep at least 1 metre, and preferably 2 metres, away from others. Plexiglass can be considered as an additional measure for customer counters, for example.
- Facilitate card payments or other electronic payment solutions.
- Facilitate good hand hygiene by encouraging all employees and visitors to hand wash or hand sanitise on their way in and out of the venue. Also consider the location of hand sanitising equipment inside the premises.
- Points of contact shall be cleaned frequently. The frequency of cleaning shall be assessed by the enterprises and depend on the type of contact point and customer density. Examples of contact points include touchscreens, door handles, railings, tabletops, and counters.

3.3.3 Employees, organisers, and exhibitors

- Employees shall keep at least 1 metre apart, if possible 2 metres. This shall be observed in locker rooms, during work and during breaks.
- Close face-to-face contact when passing should be avoided.
- Good hand hygiene.
- Shared tablets, touchscreens, crates, and keyboards shall be cleaned after use.
- Practise frequent washing of workwear in accordance with the relevant washing instructions.
- Restrict the use of public transport where possible.
- If employees are divided into cohorts (groups), individuals should ensure that they have the least possible contact with employees from other cohorts.
- Employees shall undergo training concerning infection control procedures at the workplace, and the procedures shall be made clearly visible to all employees.
- Employees shall be given special training concerning hygiene and cleaning procedures.
- Employees with respiratory symptoms shall not report for work. Employees who develop such symptoms shall leave the workplace.

3.3.4 Conducting meetings

For receptions, the following shall apply:

- Provide hand sanitiser for employees and visitors.

- Ensure that employees and visitors keep at least 1 metre apart, or 2 metres where possible.
- Consider physical barriers.
- Consider applying markings on floors to ensure that distances are maintained between persons.
- Clean points of contact frequently. Examples of physical barriers are glass partitions and plexiglass.

When meetings are held, the following shall apply:

- Consider the possibility of conducting online meetings.
- Put up a notice in the meeting room which provides information on the recommended minimum distance between meeting participants and states the maximum number of people permitted in the room.
- When holding physical meetings, the meeting chair shall ensure that infection control measures are maintained.
- Ensure that the contact details of meeting participants and visitors are recorded.
- Mark or remove chairs that are not to be used.
- Shared tablets, computers and keyboards shall be cleaned after use.

Every office should have an infection control officer. The number of visitors to an enterprise shall be limited.

3.3.5 Restaurants, cafés, canteens, and sanitary facilities

For restaurants and cafés in the exhibition area, the following applies:

- Wash hands and/or use sanitiser at entrances to dining areas.
- Clean contact surfaces (such as handles) frequently.
- Place paper towel dispensers, so that paper towels are available to avoid skin contact when using decanters and jugs.
- Clean dining tables with water and detergent after each table setting.
- Arrange furniture so that the requirement for a minimum distance of 1 metre is met.
- Do not touch any equipment that you do not intend to use yourself.
- Consider reducing the number of shared points of contact if you are providing for yourself.
- Ensure frequent cleaning of shared points of contact and communal cutlery. Where shared items such as seasonings, ketchup, etc. is used, these shall be cleaned frequently, and hand hygiene facilities should be readily available.
- Consider using disposable packaging and equipment.

For sanitary facilities, the following shall apply:

- Carry out frequent cleaning, especially points of contact.
- Wipe hands with paper towels. If air dryers are to be used, it is important that they are kept clean.
- Avoid queues wherever possible.
- Consider marking floors with distance measurements.

4 General information concerning Coronavirus, COVID-19, and infection

Coronavirus is primarily transmitted via air, droplets or contact. The virus can survive from a few hours to several days, depending on the type of surface, temperature, sunlight, air exchange and air humidity.

COVID-19 symptoms are respiratory tract infection, fever, cough, breathing difficulties, or loss of the sense of taste and smell.

Coronavirus can be removed by cleaning with ordinary detergents. It is therefore not necessary to routinely use disinfection. However, if disinfection is used, visible dirt should first be wiped away using a cloth or paper towel. The disinfectant will otherwise not be effective.

The risk of infection rises with the length of time that people are together and the smaller the distance between people. One of the most important infection control measures is therefore to ensure a good distance between people who meet each other, and to reduce both the number of contacts and the frequency of contact. This will reduce the possibility of infection being transmitted. The four main measures to reduce the spread of Coronavirus infection are:

- 1) greater distance between persons;
- 2) less frequent contact between persons;
- 3) good hygiene;
- 4) infected persons shall go into isolation or quarantine.

5 If infection is confirmed

5.1 General

The municipal health services and other health authorities are responsible for following up on cases of infection. This chapter sets out the procedures that will be followed in such cases.

5.2 Testing

If a person has one or more COVID-19 symptoms or if a doctor suspects a person may be infected with COVID-19, the person needs to be tested.

If a person has come into close contact with someone who is confirmed or suspected of being infected with COVID-19, the person also needs to be tested.

It is the municipal health services that have the main responsibility for testing. Self-testing is a supplement to testing at the municipal health services. In many cases self-testing may replace testing at the municipal health services.

As a general rule, you shall remain in quarantine after your test until you have been informed of the result. You shall not go to work or school, travel by public transport or visit public places, and you shall maintain a good distance from all but your closest relatives.

If the test result is negative, you can return to work or school if you feel healthy and are free from fever, even if you still have symptoms of respiratory infection.

5.3 Contact tracing

Contact tracing is the process of finding, informing and where appropriate following up or testing close contacts of persons confirmed as being infected with Coronavirus. The purpose of systematic contact tracing is to help break a chain of infection.

The municipal health services have the overall responsibility for contact tracing, but each individual may contribute by informing any close contacts, breaking the chain of infection as quickly as possible.

Anyone involved in contact tracing at the health services is subject to a duty of confidentiality when handling personal data.

5.4 Quarantine

The person who shall go into quarantine is basically healthy, but has been in a situation where they may have been exposed to infection. This applies to close contacts of persons with COVID-19 and persons who have visited an area with high infection rates. The authorities maintain up-to-date information about the countries and regions concerned. You shall go into quarantine for up to 10 days to prevent you from infecting other people before you develop symptoms yourself.

The following rules apply:

- You shall go into quarantine for up to 10 days after your most recent exposure or after arriving in Norway.
- You can socialise with the people you live with in the normal way, but you shall not have visitors.
- You shall not go to school, work, or kindergarten, or participate in other activities outside the home.
- You shall not go on long journeys in Norway or travel abroad.
- You shall not travel by public transport.
- You shall avoid places where it is difficult to maintain a distance from others.
- You should generally not visit public places, such as shops and cafés. If you do not have any alternative, you can go out to do essential errands in shops or pharmacies, but you shall ensure that you maintain a sufficient distance (at least 1 metre) from others and avoid queues.
- You can go for a walk outside, but you shall stay at least 1 metre away from others.
- You shall be alert to your own symptoms. If you develop a fever or respiratory symptoms, you shall go into isolation and be tested as soon as possible.
- If your test result is positive, you shall switch to home isolation.

While in quarantine, you shall stay in suitable accommodation:

- The most common arrangement is to spend the quarantine period in your own home. In order for other accommodation to be suitable, it must be possible to avoid contact with anyone other than those you normally live with.
- If one is imposed quarantine after arriving from abroad, one may be required to stay in a quarantine hotel.
- Accommodation where you have to socialise with others is not suitable for use as quarantine accommodation. Staying in a motorhome, caravan, tent or cabin at a campsite without a private bathroom, toilet and kitchen is not acceptable as an address for completing the quarantine period if you have to share facilities with persons other than your close relatives or travelling companions. The same applies to stays at addresses where you have to share rooms and facilities with anyone other than the people you normally live with, such as bedsit accommodation or other dwellings with a shared bathroom or kitchen.
- You may spend quarantine in the home of someone else if the person in quarantine and their household members are the only guests.

Chapter 2 of the *COVID-19 Regulations* stipulates exemptions from the quarantine rules in connection with certain work-related travel and for persons commuting between countries in connection with their work. These rules may change.

5.5 Isolation

Anyone who is confirmed or suspected as being infected with COVID-19 shall go into isolation, at home, at a medical institution or elsewhere. Home isolation is an alternative for those who are suspected or confirmed as being infected with COVID-19, but who do not need to stay in hospital.

The following applies to home isolation:

- You shall not leave your home, but you can go into your garden or onto a private balcony.

- You shall get help from someone to do essential errands.
- Keep at least 1 metre away from other people you live with wherever possible.
- If possible, you should have a separate room and bathroom. Use your own bathroom items, such as towels.
- Talk to your doctor about how you should monitor your own health.
- Call the health service if you need medical attention because your condition is worsening (e.g., in the event of breathing difficulties) or for any other reason. Explain that you have COVID-19 when you call. This will enable them to take the necessary measures to prevent others from becoming infected. You should not use public transport.
- Clean your home frequently, especially surfaces such as bathroom sinks, toilets, door handles and kitchen worktops. Ordinary detergents may be used. Used textiles and bed linen should be placed directly in the washing machine and washed at a temperature of at least 60 °C.
- Persons in the same household shall go into quarantine.
- Members of the same household must pay close attention to hand hygiene by frequently washing their hands with soap and water. It is particularly important to remember to wash or sanitise your hands when leaving the room in which anyone who is in home isolation is staying, and after coming into contact with the person themselves or equipment which they have used, and before leaving the house.
- The doctor will assess how long you must remain in isolation. You shall remain in isolation for 8 days after you become ill.

6 Additional information

Additional information about Coronavirus and COVID-19 can be found on the following websites:

- At regjeringen.no: <https://www.regjeringen.no/no/tema/Koronasituasjonen/id2692388/>.
- At helsenorge.no: <https://helsenorge.no/koronavirus>.
- On the Norwegian Institute of Public Health's (*Folkehelseinstituttet*) website: <https://www.fhi.no/sv/smittsomme-sykdommer/corona/>
- Specific information about quarantine and isolation: <https://www.fhi.no/nettpub/coronavirus/fakta/avstand-karantene-og-isolering/>
- *The COVID-19 regulations*: <https://lovdata.no/dokument/SF/forskrift/2020-03-27-470>.

Please note that the information may change over time. This also applies to the *COVID-19 Regulations*.

Information about other infection control specifications on Standards Norway's website: <https://www.standard.no/smittevernveiledning>. Also search for "NHS" on Standards Norway's website <https://www.standard.no/>.

7 Safe trade fair

Organisers of trade fairs that undertake to follow the rules and implement the measures set out in this document may use the emblem shown in figure 1.



Figure 1 – Safe trade fair

8 Checklist for infection control measures

Table 1 – Checklist for management

Measure	Date	Completed	Comments
Provide information about infection control and carry out training of employees			
Establish a system for documenting training measures			
Inform exhibitors and partners about infection control measures to be observed			
If necessary, appoint infection control officers			
Consider dividing employees into groups (cohorts)			
Facilitate a system for registering employees, exhibitors and visitors with regard to possible contact tracing			
Create plan for hygiene measures and cleaning			

Table 2 – Checklist for implementation of measures

Measure	Date	Completed	Comments
Apply floor markings to ensure social distancing			
Install and check any partitions (plexiglass, etc.)			
Make sure it is possible to maintain your distance; if appropriate, mark “one-way traffic” routes			
Ensure separate entrance and exit both to the entire area and to individual premises			
Facilitate good social distancing in all premises; remove furniture if necessary			
Arrange for information notices on infection control, hand hygiene and sneeze and cough hygiene			
Put up notices concerning the number of people that can be present in each room			
Check that soap and sanitiser dispensers work and are full			
Ensure that all contact points and air driers are cleaned thoroughly			
Make sure that paper towels are available where needed			
Ensure good ventilation of the premises			

Table 3 – Checklist for employees and visitors

Measures
Stay at home if you are ill, even with mild symptoms; leave the area if you become ill
Keep at least 1 metre apart, if possible 2 metres
Avoid unnecessary contact with others
Wear a face mask when recommended or required by the authorities
Remember good hand hygiene and sneeze and cough hygiene
Tell the appropriate person if you see anything that could or should be improved
Use the “Smittestopp” app on your mobile

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