



SAFETY RULES AND HYGIENE MEASURES TO PREVENT THE TRANSMISSION OF COVID-19 AT OUR EVENTS

Corp Agency has produced a set of health and safety guidelines in response to the COVID-19 pandemic. The measures it has introduced are set out in this guide and consist of various rules organised along the lines of a “charter”. These must be followed by everyone attending its events and are supplemented by a number of organisational measures. Our teams are on hand to discuss any queries and to provide you with the best possible support.

This guide may be updated to reflect new measures announced by the health authorities. It follows the same methodological approach as the regulations applicable to establishments open to the public in France. It is not set in stone and is likely to change in line with both the national health guidance and feedback from business users on the ground.

In accordance with France’s nationwide policy on easing the lockdown

The measures taken to ease the lockdown must, in order of priority:

- avoid the risk of exposure to the virus;
- assess unavoidable risks;
- prioritise collective protection measures over individual protection measures.

Collective protection measures specifically include actions that allow social distancing rules to be observed. These include all measures relating to the maximum number of people who may be admitted simultaneously to a venue (capacity), as well as flow management within the site.

All aspects relating to the hygiene measures in place at the event must be clearly defined and communicated to all stakeholders, including the requirement to wear a face mask, hygiene precautions, venue capacity, admission and registration procedures, flow management, handwashing facilities, deliveries, catering, collection of used equipment, etc.



1. GENERAL GUIDANCE

1. The venue capacity shall be calculated taking into account the easing of the lockdown restrictions and the safety regulations designed to minimise the risk of fire and panic in establishments open to the public in France.
2. Buildings and individual rooms shall have separate entry and exit arrangements in accordance with the safety regulations.
3. The number of handwashing facilities shall be commensurate with the venue capacity. These shall be sufficient to allow people to wash their hands frequently, depending on the number of attendees.
4. Toilets and other facilities shall be cleaned at regular intervals and monitored.
5. A sufficient quantity of soap, hand gel or hand sanitiser shall be provided for staff, organisers and members of the public.
6. A procedure shall be put in place to manage anyone who shows symptoms of the virus and shall be updated if necessary.
7. A health risk representative shall be appointed for the event and shall be specific to the site and organiser.
8. Government guidance and regulations shall be monitored in case of changes. Notices and information shall be distributed to permanent staff and individual contractors with regard to members of the public and the measures in place.
9. The policy on hygiene measures and handwashing facilities shall be coordinated with all companies, venues and service providers for the event.

Two “COVID-19 representatives” have been appointed and are in charge of implementing the health guidelines at our events:

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One COVID-19 representative has been appointed by VIPARIS for the event venue:

Mr Cyrille Ritter: cyrille.ritter@viparis.com

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2. INFORMATION

1. The health guidelines shall be sent to all service providers and one-to-one meetings held with each of them.
2. The safety rules and hygiene measures are available in several formats, depending on the type of participants at our events:
 - “Health and Safety Charter” for our visitors, exhibitors, employees and service providers
 - Symbols depicting safety measures on our websites
 - Broadcasting of announcements during our events
 - Distribution of official literature from Public Health France
 - Directional signposting of handwashing facilities, one-way systems, queuing areas and hand gel or hand sanitiser stations on the site map
 - Signs explaining social distancing instructions on entry, at reception, during registration, in toilets and in individual rooms and halls
3. A briefing on hygiene precautions for all stakeholders shall be held prior to each event, hosted by the COVID-19 representative.

3. SAFETY RULES

1. Please do not attend the event if you have been in contact with someone who has or is suspected of having COVID-19, or if you have the following symptoms:
 - High temperature or fever (chills, feeling hot/cold)
 - Headache
 - Fatigue
 - Cough and sore throat
 - Muscle ache
 - Difficulty breathing
 - Sudden loss of smell (without a blocked nose)
 - Complete loss of taste
2. Everyone attending the event must wear a mask conforming to the Afnor specification “*Spec S76-001*”, to be maintained according to the manufacturer’s instructions.
3. Hand gel must be applied using the correct handrub technique before entering the event and each of its different zones.



4. The hygiene precautions published by *Public Health France* must be followed:
 - Wash hands or use hand gel frequently
 - Cough or sneeze into your elbow or a tissue
 - Use disposable tissues and bin them immediately after use
 - Greet others without shaking hands or hugging
5. A distance of 1 metre must be maintained between people and the one-way system must be followed on entering the event and each of its different zones.
6. An empty seat must be left between people or groups of people forming a single party in seminars and conference rooms.
7. Waste must be disposed of in the bins provided; these are located throughout the venue.

4. ADMISSION AND CIRCULATION

1. Staff shall be issued with masks, which shall also be handed out at the entrance. On-site inspections shall be carried out to ensure that masks are worn at all times during the event.
2. A one-way system shall be put in place with controlled numbers to ensure a steady flow of visitors.
3. Physical barriers shall be installed for queues and floor markings used.
4. Different staircases shall be used for people going upstairs and downstairs wherever possible; otherwise, floor markings and directional signposting shall be used. Separate entry/exit doors shall be used.
5. Floor markings shall be used to remind people of social distancing in high-traffic areas (e.g. at reception, in food outlets, etc.).
6. The entry control shall be designed to reduce contact and encourage the use of digital solutions and electronic tickets.
7. Where necessary, a counting system shall be introduced to ensure that the maximum capacity is not exceeded.



5. HYGIENE MEASURES

A. HAND HYGIENE

1. Hand sanitiser stations shall be set up at entrances to the event and each of its different zones.
2. All toilets located in operational zones shall be in service to maximise handwashing opportunities for participants. Toilets shall have disposable hand towels and hand sanitiser gel. A cleaning schedule shall also be displayed.

B. SOCIAL DISTANCING

1. Social distancing rules shall be taken into account when designing the offices, premises and zones used by the organiser.
2. A suitable quantity and type of furniture shall be supplied:
 - Removal of communal seating (e.g. sofas, benches, etc.) in favour of individual seating.
 - Reminder at the entrance of each zone of the need to leave an empty seat between people or groups of people forming a single party.
 - The selected furniture must be able to be cleaned thoroughly.

C. CATERING

1. Individual lunch bags available for conference participants.
2. Floor marking of distances in queuing areas.
3. Notices reminding people of social distancing guidelines and hygiene precautions.
4. Provision of hand sanitiser or gel.
5. Extended arrival times wherever possible.
6. Service organised and furniture arranged to comply with social distancing measures.
7. Use of dynamic routes to minimise crossover between staff and guests.



D. HANDLING OF SUSPECTED CASES OF COVID-19

1. An isolation zone shall be set up which is separate from the main area.
2. A procedure shall be defined for handling suspected cases of COVID-19 for the entire duration of the event:
 - Isolation of people who are symptomatic by immediately taking hygiene precautions and remaining at a safe distance from them (1 metre). An FFP2 mask shall be issued to the person concerned and first responders shall likewise be required to wear a mask. First aid equipment shall also be available.
 - The on-site medical professional or member of the local medical team, a first responder/first aider trained in COVID-19 management or the COVID-19 representative shall also be called. They shall be issued with a mask prior to attending.
 - Unless the symptoms are severe, the person concerned shall be asked to contact his/her doctor for medical advice. Provided the symptoms have been confirmed as non-severe, arrangements shall be made to take the person home (avoiding public transport).
 - If the symptoms are severe (e.g. respiratory distress), an ambulance shall be called by dialling 15. The area shall be well-ventilated to protect people who may have been in contact with the person suspected of having the virus.
 - For information purposes, details shall be taken of anyone who has been in contact with the person and the appropriate care given.
 - Measures shall be taken to disinfect the relevant rooms/areas/equipment. If necessary, another room shall be used to isolate other people.

E. SHARED EQUIPMENT

1. Equipment shall be allocated to a single person wherever possible.
2. Additional equipment shall be provided (e.g. microphones, headsets, remote controls, two-way radios, etc.).
3. In offices and control rooms, disinfection and cleaning equipment shall be available for staff to use before they leave. Notices shall be displayed reminding people of social distancing guidelines and hygiene precautions.
4. All shared equipment shall be disinfected after each use.

G. CLEANING/WASTE

1. Cleaning of traffic areas and disinfection of touch points (e.g. door handles, computer keyboards, tabletops, seating, small general-purpose items, etc.).



2. More frequent cleaning of “organiser” zones and communal areas (the latter coming under site services).
3. Toilets: provision of disposable hand towels, hand sanitiser dispensers and a cleaning schedule.
4. Removal of aisle carpets.
5. Provision of lidded waste bins.

F. LOGISTICS/DELIVERY

1. Deliveries shall be consolidated and planned to reduce journeys and person-to-person interaction.
2. Delivery drivers shall follow the health guidelines (e.g. waiting in the cab, single stowage in compliance with safety measures).
3. A safety protocol for deliveries shall be agreed with the site operator. The protocol shall be issued to the companies concerned and notices displayed for delivery drivers.