



PARIS  
VENUES

**Special COVID 19**

THINK SAFE

A 3-step health plan



# OUR STEPS

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The entire Paris Destination GL events team is mobilized to welcome your event peacefully, ensuring especially your health and that of your guests.

***Our venues prepared to welcome you safely.***

*This document presents the initiatives implemented in terms of hygiene in each of our sites. Our measures will also respect the sanitary plan established by UNIMEV- French Meeting Industry Council, a professional association representing our event sector and industry.*



# I. MEASURES BEFORE REOPENING TO THE PUBLIC

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## 1. Specific hygiene measures:

- ✓ Designation of a health security referent in each of our sites
- ✓ Disinfection of all our spaces
- ✓ Establishment of a check list of all health measures to be implemented prior to the opening of an event to the public
- ✓ Reminder of rules & good hygiene and sanitation practices
  - To employees: team training
  - To service providers: Daily "Think Safe" briefing
- ✓ Adaptation of certain materials/equipment
  - Installation of plexiglass panes on reception desks (as applicable)
  - Reinforcement of filtration systems for air purification
- ✓ Specific management of infectious risk wastes such as masks, gloves, tissues, etc.
  - Classification of specific containers and trash bags
  - Implementation of a specific collection itinerary

## 2. Modification of the onsite entry process for our employees and service providers:

- Compulsory and regular monitoring of the health of our employees (integrated medical center)
- ✓ Daily training & briefing with reminder of social distancing protocols
  - ✓ Supply of safety kits to the personnel present on our sites
    - Distribution of safety kits for technical staff
    - Distribution of safety kits for personnel in contact with the public
    - The safety kit includes face mask, gloves, cleaning wipes, disinfectant spray, face shields (if appropriate)
  - ✓ Individualization of assigned responsibilities and tasks



## ***II. REINFORCED HYGIENE PROCEDURES TO WELCOME YOUR EVENTS***

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### **1. At each entry point**

- ✓ Bold signage
  - Reminder of the Ban to enter the site in case of symptoms
  - Reminder of Best practices implemented by the site
  - Reminder of Preventive Steps
- ✓ Hydroalcoholic gel dispensers and stations available at all entrances
- ✓ Installation of virucidal mats in lobbies

### **2. Additional measures (1/3) :**

- ✓ In-depth disinfection and increased cleaning of all our spaces
  - Thorough cleaning of all our spaces before & after each use
  - Control & verification of cleaning & disinfection procedures upstream and downstream
  - In between each space cleaning, hand-washing (soap and water) and changing of gloves protocol applied to our teams
  - Natural ventilation of spaces, before & after each use
- ✓ Increase of hygiene & cleaning measures for all high risk areas
  - Dedicated & trained cleaning team
  - Reinforced disinfection & cleaning of high-touch points (reception, restroom surfaces, elevators, stair railings, furniture, doorknobs, switches, remote controls, microphones, tablets ... and any other accessory likely to be in contact with the hand)



## II. REINFORCED HYGIENE PROCEDURES TO WELCOME YOUR EVENTS

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### 2. Additional measures (2/3) :

- ✓ Respect for Social Distancing
  - Tailored proposals in terms of traffic flow
    - Differentiate Entries from Exits
    - Avoid bottlenecks
    - Offer different time slots
    - Use of floor signage to indicate traffic directions
  - Installation of outdoor fences and partitions to delimit the event perimeters
  - Define and limit high traffic gathering spaces (smoking area, etc.)
  - Define outdoor lines outside with signage and markings on the ground to respect safety distancing
  - Delivery of all equipment necessary to manage the visitor's flow
    - Posts, stanchions & ropes, signage...
  - Floor signage
    - Indoor line marking
    - Additional marking in strategic locations: reception, registration, coat check, cafeteria, restrooms, elevators
  - Limit scale & capacities by space
    - Reduction in reception capacity of at least 30% (based on maximum capacity in normal time)
  - Limit capacity in confined spaces  
Elevators, green rooms, coat check...



## ***II. REINFORCED HYGIENE PROCEDURES TO WELCOME YOUR EVENTS***

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### **2. Additional measures (3/3) :**

- ✓ Controlled volume of event sizes and seating capacities
  - Implementation of tracking systems and security points in order to respect maximum capacities defined
  - Counting and monitoring carried out by security teams at building entrances & exits
- ✓ Provision of a quarantine space in the event of an emergency
  - Isolation & First-Aid/Medical space for participants presenting symptoms during the event
- ✓ Daily Maintenance & Cleaning report
  - Records of cleanings and sanitary measures carried out space by space
  - Display of daily cleanings control sheet in certain specific spaces (restrooms, catering kitchens...)
- ✓ Ban / limitation of any printed paper documentation & brochures





## II. REINFORCED HYGIENE PROCEDURES TO WELCOME YOUR EVENTS

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### 3. Specific measures related to catering (1/2):

- ✓ Adaptation of the HACCP method
  - Modification of proposals in terms of flow regulation linked to catering
  
- ✓ Adapting the offer
  - Limitation of guest speakers & entertainment before and during meals
  - Suppression of all buffet packages
    - Ban of all self-service formulas**
      - Individual plated meals (lunch, snacks and cocktails)
      - Ban of all finger food preparations
      - Ban of all products consumed raw (except fruits and vegetables)
  
- ✓ Tailoring of the sit-down meal formulas
  - Capacity adjustments**
    - Reduction in the number of pax per table (from 10 to 6 pax)
    - If necessary, spreading of guests in different spaces
  - Offer et Menu adjustments**
    - Optimization (for a reduction in meal time)
    - Alternative solutions & proposals: Break box, Lunch box, consumption areas modifications

## II. REINFORCED HYGIENE PROCEDURES TO WELCOME YOUR EVENTS

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### 3. Specific measures related to catering (2/2):

- ✓ Adaptation of the production chain processes:
  - Staggered shifts and employee schedules (only 1 person in the cloakrooms)
  - Enforcement of goods receipt checks and controls upon reception
  - Increase sanitation and cleaning procedures
  - Sanitation plans by decontamination before food production
  - Health prevention enforcement for all food operation teams
    - Wear single-use gloves, protective visor and / or nasal mask
  - Spatial and physical reorganization
    - 1 work space = 1 person
    - Evolution of "packing chains" (Chain production to be replaced by Individual task assignments)
- ✓ Daily team debriefings ("Think Safe")
- ✓ Reinforcement of kitchen surface controls and sanitation (by specialized laboratories)
- ✓ Installation of antibacterial mats (kitchens, offices...)
- ✓ Dishwashing: regular verification of setpoint temperatures for all equipment (all temperatures set at + 70 C) and dosage control of detergents
- ✓ Catering Service Modification :
  - Protection kit for waiters (wearing a visor and / or nasal bucco mask, gloves, etc.)
  - Service areas delimitations (rows during seated meals)
  - No tray service and crossings
  - Simplification of procedures



### ***III. ADDITIONAL SOLUTIONS AVAILABLE***

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#### **DISCRETIONARY :**

- ✓ Respect for physical distancing rules
  - Customized floor marking
    - For Exterior & interior queueing lines
    - For Strategic locations: reception, catering, restrooms,...
- ✓ Hydroalcoholic hand-sanitisers distributors
  - Mobile stations
  - Individual/single-use hydroalcoholic gel tubes
  - Disinfecting wipes
- ✓ Masks or visors
- ✓ Individual protection kits « hydroalcoholic gel + mask »
- ✓ Gloves
- ✓ Specific monitoring and control of traffic flow & capacity by rooms
  - Additional manual count or Electronic devices
  - Badging participants with bluetooth / RFID chip for participants
- ✓ Temperature screening of event attendees at registration
  - By human device
  - With specific equipment (Infrared Thermal Imaging portal, thermal cameras, etc.)
- ✓ Specific registration management
  - Online ticketing system involving the booking by time-slot for staggered admission and to regulate attendee's flows
  - Digital check-in on smartphone or by facial recognition





# A SUSTAINABLE DESTINATION



## 5 venues 100% certified ISO 20121

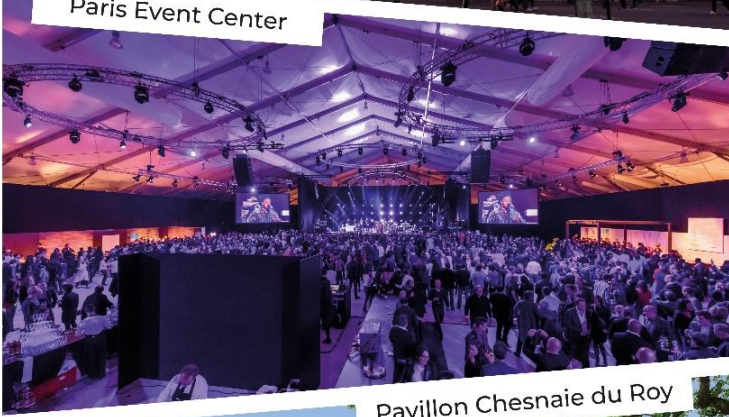


In order to meet the expectations of our customers while limiting our impact on the environment, GL events Paris Venues is committed to the following issues:

- **Code of Ethics and Conduct** encouraging everyone's responsibility to the environment
- **Management of waste** produced on sites (fair-trade, donation of unconsumed food, recycling)
- **Better Food for a Better World** Program
- **Energy management** of each buildings, particularly in water and 100% green electricity
- **Inclusive workplace** anchored in local ecosystem







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