

ALL COMMITTED TO STOPPING THE EPIDEMY



# SANITARY GUIDELINES SQUARE-BRUSSELS

Implemented measures  
for welcoming your event  
at our venue

June 2020





# BRINGING PEOPLE TOGETHER AGAIN

We have put in place extraordinary measures and arrangements for targeting the specific conditions arising from the health crisis linked to Covid-19.

Our main priority: enabling you to organise your event at our venue and welcoming again exhibitors, participants and delegates in optimal sanitary and health safety conditions.

To this end, GL events has drawn up “Sanitary and Safety Guidelines” that apply to the 50 locations within the group around the world. These are structured around 3 key points:

1. Adapting our venues
2. Reinforced measures throughout your event
3. Monitoring and supervision at each location



## 1 – ADAPTING OUR VENUES

For our  
employees  
and providers:

- Mandatory wearing of facemasks
- Respect of protective measures
- Permanent control and monitoring of sanitary guidelines



# 1 – ADAPTING OUR VENUES

## In our premises

- Sanitary guidelines and devices clearly displayed.
- Reinforcement of the cleaning and disinfection frequency and protocols.
- Management of potential infectious waste: in particular facemasks, gloves, disposable tissues, etc. (dedicated bins and specific waste disposal system).
- Verification and reinforcement of the maintenance and cleaning frequency for ventilation, air conditioning and heating filters.
- Deployment of a signposting plan aiming to ensure a seamless flow of people.



# 1 – ADAPTING OUR VENUES

Improved management of incoming and outgoing flows which guarantees physical distancing.

- Coordination of deliveries for each type of stakeholder (providers, organisers, exhibitors).
- Rearrangement of conference rooms, lounges and waiting areas in order to comply with social distancing rules.
- Definition and display of the maximum capacity for each space\*.
- Whenever necessary, reduction of the maximum number of staff per square metre in our welcoming areas\*.

*\*According to applicable regulations and protocols.*

## 2. REINFORCED MEASURES THROUGHOUT YOUR EVENT

### BEFOREHAND

- Check-list gathering the measures to be implemented prior to the opening of the event to the public
- Evaluation of the health risk linked to the event

### PROTECTIVE MEASURES

- **Wearing facemasks is mandatory for all our employees and providers** involved in the event
- **Adapted equipment** (hydroalcoholic gel, facemasks) is available for all our employees and providers
- **Wearing facemasks is highly recommended for the public** (under the responsibility of the organiser)
- **Hydroalcoholic gel** dispensers are placed at the reception desks and at strategic points along the visitors' path

### PHYSICAL DISTANCING AND FLOW CONTROL

- **Maximum reduction of points of contact with the public**, particularly at welcoming areas, and security checks
- **Counting and flow monitoring systems:** counting at the entrance
- **Delimitation of gathering areas; adapted equipment**
- **When possible, doors permanently held open**

### REINFORCED HYGIENE MEASURES

- **Reinforced cleaning and disinfection of contact areas:** welcoming areas, sanitary facilities, lifts, handrails/escalators, door handles, reception and information desks
- **Reinforced cleaning** of conference rooms: furniture, equipment, etc
- **Removal of infectious waste**
- **Air renewal**

### VISIBLE COMMUNICATION

- **One-way circulation path** indicated by ground markings and adapted signage
- **Ground markings in waiting areas to ensure physical distancing**
- **Display of preventive measures and good practices**
- **Audio/video reminders of protective measures**
- **Enhance signage** for toilets, entrances, exits, hydroalcoholic gel dispensers, catering points, etc. in order to reduce waiting time and avoid wandering



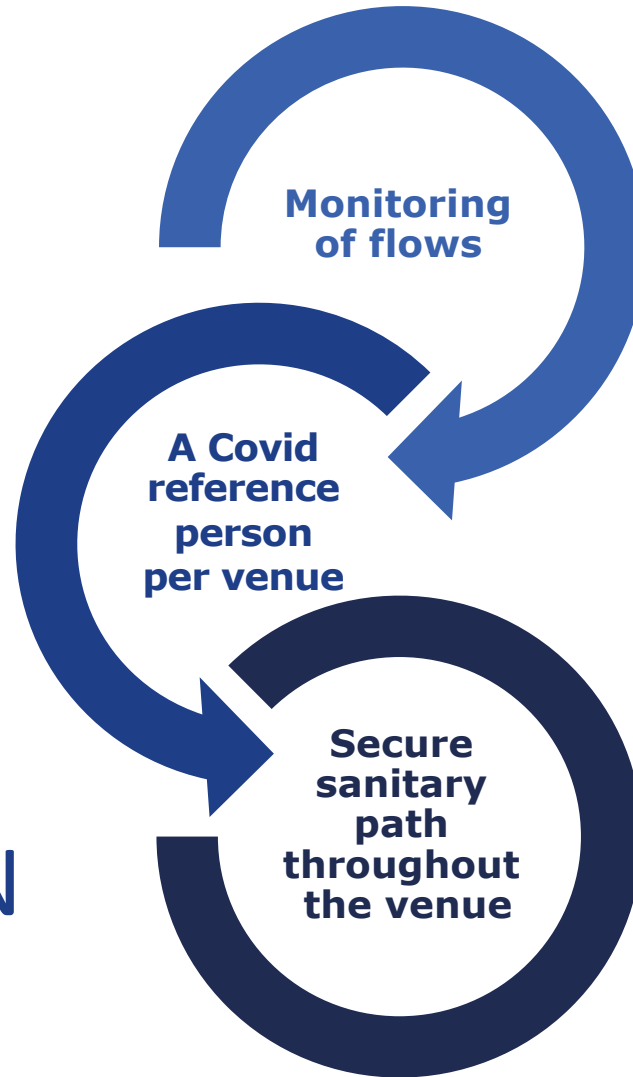
## 2. REINFORCED MEASURES THROUGHOUT YOUR EVENT

# ZOOM ON CATERING SERVICES

- Adaptation of our catering offer:  
online ordering, take-away lunch boxes, etc
- Contactless payments preferred
- New production process for our teams and providers:
  - Rethermalisation of at least 70°C on the surface  
(Temperature needed for virus destruction).



### 3. MONITORING AND SUPERVISION AT EACH LOCATION



Equipping each venue with devices to ensure that the maximum capacities defined in the applicable health protocols are respected

In liaison with the authorities, Public Health Agencies. Guarantees the respect of health safety measures on a daily basis for each event hosted or organised

In coordination with the entire incoming chain: train stations, airports, carriers, taxis, hotels, restaurants, museums, health facilities, etc





To go further,  
depending on your  
expectations,  
we can define together  
**specific tailor-made  
actions**

- **Distancing check-in points:**  
addition of Plexiglas on reception desks
- **Provision of an isolation area:**  
in case of suspicion of symptoms during the set-up,  
the dismantling or the event.
- **Provision of a safety kit**
- **Digital check-in using smartphones**
- **Development of capture and broadcasting  
devices for online events**  
Offer of event capture and streaming services.  
Hybrid solutions to compensate for the decrease  
in attendance and to engage online participants

# BRINGING PEOPLE TOGETHER AGAIN

We are ready!

We are responsible.

We look forward  
to welcoming you again!

[www.square-brussels.com](http://www.square-brussels.com)



**S**UARE  
BRUSSELS CONVENTION CENTRE