



SECURITY MEASURES OF Events4u WITH THE COVID-19

Events4u



For Events4u security is one of the fundamental pillars before, during and after the event. Currently all our suppliers are taking official security measures to protect against the COVID-19.

We are facing a situation like we have never suffered before, but thanks to the speed and effort of all the elements that make up the Events Sector are already visible at the end of the tunnel.

For this reason we believe that it is very important to report all the post-COVID-19 security measures that are have been taken.

As professionals at Events4u we are committed to designing, developing and organizing Events that contain all the security requirements for our attendees.

For this reason, we have created a control commission that must be in charge of complying with all the safety regulations of each of our suppliers on a daily basis. This team in each Event will always be ahead so that all sanitation protocols are met.

All Events4u staff will also go in compliance with the security protocols perfectly equipped with masks, single-dose disinfectant gel, protective screens and gloves where required

Below we will summarize some of the measures that our suppliers are taking by sector.



Hotels

* The vast majority of hotels have created a Technical Commission in order to ensure the protection of their employees, suppliers and customers through safety and health protocols in the reopening of their hotels.

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* They have created the following lines of action:

1. Sanitary material and disinfection of Hotel spaces.
2. Review of gauging and flows in common areas of the Hotel.
3. Protective screens
4. Stations with hydroalcoholic gel, disposable gloves and disinfecting wipes in strategic areas.
5. Disinfecting rugs in access areas
6. Elimination of barriers and doors to facilitate traffic.
7. Disinfection of suitcases on arrival
8. New protocols for catering services.
9. Security and distancing measures to avoid manipulation of food and high contact surfaces by clients.
10. Redefinition of gauging and assembly of rooms to ensure that the necessary security requirements are met.
11. Control of customer inflows and outflows that minimize crossings between customers and avoid the generation of crowds
12. Assigned seats in meeting and banquet rooms with disposable and individual material per customer

Events4u Actions

- * Meeting with the Hotel's Technical Security Commission before, during and after the Congress or Event.
- * We will verify before the event day by day that everything is ready.
- * We will have a Hospitality table with all the safety information that we will deliver to each attendee as well as a Disinfecting Gel Kit, disposable gloves and disinfecting wipes.
- * Before each Session we will proceed to review the disinfection of meeting rooms.
- * We will have staff in rooms to help and inform attendees for compliance with security regulations.
- * There will be talks with the hotel so that all attendees are located on the same floors as the Hotel as well as limited spaces for them.
- * In the contract we make with the Accommodation, we will take into account the possible consequences of outbreaks of COVID-19, cancellations, transmission protocol, etc.
- * Possibility of contracting medical service for Congress



Catering

The catering are implementing within their operating manual, among others, these Security measures:

Merchandise Reception

- * Enable a "dirty" area, if possible outside the facilities.
- * Hydroalcoholic gel dispensers will be installed, preferably automatic.
- * The manipulation of the articles will be carried out with disposable gloves and masks.
- * All merchandise must be disinfected before entering the facilities.
- * The articles that come wrapped with plastic and / or cardboard, whenever possible, will be removed from their original packaging, which is thrown away and the products will be placed in their own packaging.
- * Items that cannot be disinfected, such as fresh ones, will change from the supplier's container to their own in the dirty area.
- * All Suppliers will have communication of the work methodology

Production

- * Strict compliance with HACCP measures in everything related to the Food Handling and Processing Protocol.
- * At the beginning and end of the day, all work areas should be disinfected again.
- * Use of mask, hat, gown and gloves, which will be discarded after each change of activity. The use of protective visors will be valued.
- * Comprehensive organization of "Mise in place". Planning will avoid unnecessary movements that will decrease the probability of cross contamination.
- * Sterilization of work tools after each change of activity.
- * Identification of utensils by work area to avoid shared use.
- * Use of vacuum packaging techniques, blast chillers, pasteurization and sterilization.

Transport

- * Disinfection of transport vehicles with certified products after each use.
- * All products and materials must be in hermetic and previously disinfected containers.
- * Avoid transporting products and materials in the open, including dried and preserved.
- * Items will be palletized, strapped or grouped in containers within the facilities before loading.
- * The vehicle must be equipped with hydroalcoholic gel for the occupants, sprayer with disinfectant and single-use paper.

Service

- Make sure that the work areas have been previously disinfected.
 - * A safety distance will be established between jobs.
 - * Signpost and communicate to all the personnel involved in the event the indications on which will be the area where they can replace their gloves, masks and the use of hydroalcoholic gel.
 - * Make sure that the material for the service has been washed at more than 80° and arrives on film at the facilities.
 - * Insist on the prohibition of the use of kitchen towels.
 - * Delimit the pass zone to avoid contamination with the room.
 - * Take the precautions of "live kitchens" protecting them without direct contact with the diner.

Room

- * All room staff will be equipped with the necessary and mandatory PPE according to the design and criteria of each company.
- * The limit of diners per table and the safety distance will be made in accordance with the recommendations of the competent authorities.
- * There will be a hydroalcoholic gel dosing area, where every 20 min of activity disinfect gloves.
- * Avoid working in gueridones and waiters crowds around with manipulation.
- * The buffet and cocktail services will be limited with direct access from the diner to the product trays.

Collection

- * All surplus raw materials must return according to the current HACCP and be managed in the same way as with any receipt of merchandise.
- * All personal hygiene material, masks, gloves, etc. They must be deposited in separate bags intended only for this purpose.
- * All the material, whether it has been used or not, must be disinfected once it reaches its own facilities.
- * In non-own spaces, waste collection will be previously established: both the way it is carried out and the means that the space will make available.



Events4u Actions

- * Meeting with the Catering Safety Technical Commission before during and after the Service
- * We will verify before the Service that everything is prepared following all the security protocols.
- * We will have an E4u person whose mission is to control the service so that the service and health times are met as specified in the contract.
- * Before each Service we will proceed to the disinfection of space, rooms, chairs and tables. The person designated by E4u will be in the Event area Supervising:
 - Zone disinfection
 - The arrival of the Truck
 - Catering assembly both in closed and open spaces.
 - Assembly lines for trays and food.
 - Service Development.
 - Collection of Waste
- * We will have staff in the room or space to help and inform attendees for compliance with safety regulations.
- * The E4u Catering manager will take charge, next to the meter, of the configuration of the spaces so that the Security spaces are respected.
- * In the contract we make with the Catering Service we will take into account the possible consequences of outbreaks of COVID-19, cancellations, transmission protocol, etc.



Collective Ground Transportation

Before the service:

Comprehensive daily cleaning of the coaches with bactericidal and virucidal disinfectant products.

During services:

- * Ventilate the passenger compartment at the stopping points. Driving with open windows and avoiding the use of air conditioning or heating
- * Check the maximum occupancy allowed. 50% of the real capacity of the coach. According to Order TMA / 384/2020.
- * Passengers will sit in a zigzag and 1 person in each set of 2 seats.
- * The driver will wear a mask and latex gloves.

Regulations for passengers:

- * All users must enter and exit through the rear door of the vehicle. The lead will not open.
- * The first row of seats behind the driver must be free.
- * Mandatory the use of masks.
- * At the rear entrance, the gel dispenser will be enabled for passenger use.

End of service:

- * The integral cleaning of the coach will be carried out again.
- * Disinfection will be carried out using a UVC lamp.
- * Each coach will have a Certificate printed daily with the disinfection performed.



Events4u Actions

- * Meeting with the Technical Commission of security of the Transport Company before during and after the Service
- * We will verify before the Service that everything is prepared following all the security protocols.
- * We will have an E4u person whose mission is to control the service so that the service and health times are met as specified in the contract.
- * Before each Service we will proceed to the disinfection of space, seats, armrests, handles and luggage racks of the coach. The person designated by E4u will be at the base of the company Supervising that everything is correct.
- * We will control that after each stop to unload clients, a disinfection review is carried out.
- * We will check that the 50% zigzag occupancy regulations are met within the coach.
- * We will control in those companies that require the customer's temperature measurements before boarding the coach.
- * We will check on the coach that the signage of unavailable seats as well as security measures is posted.
- * We will check that the hydroalcoholic gel is in the doors of the bus.
- * In the contract we make with the Coach Service we will take into account the possible consequences of outbreaks of COVID-19, cancellations, transmission protocol, etc.



Congress Hostesses



- * Avoid agglomerations or groups of workers that involve contact between them, both in work areas and in all the dependencies and facilities of the event.
- * It is recommended, whenever possible, to wear your hair up and not to use accessories to favor the use of facial and / or body protection measures.
- * Carry out frequent cleaning and disinfection with antiseptics and absorbent cotton / paper for work items: keyboards, mice, screens, telephones, walkies, bar readers, tablets, office equipment, printers, and any technical element commonly used.
- * In case of use of walkie talkies, mobiles, or any means that requires the use of headphones, do not share between several people. The use must be individual, disinfected every day, and if it is not possible, use disposable material.
- * The individual work material or PPE will be of personal use for each worker. They can not be shared in any case, the same as uniforms, accessories, or any element necessary for the performance of work.
- * Use the protection measures provided by the company at all times and appropriate to each scenario or situation: vinyl acrylonitrile gloves, FFP2 or FFP3 masks, safety glasses or screens, work clothes ...
- * They will always have hydroalcoholic gel on hand in case they do not have accessible soap and water throughout the day.

In meeting room

- * The access personnel in rooms must control the entrance and exit doors to avoid that the assistants have to manipulate them to open and close.
- * If room staff only have to accommodate, they will do so always keeping the minimum safety distance.
- * The room staff must monitor at all times that attendees are located respecting the safety distances set by the organizer.
- * If the room is large and there is a security separation between the attendees, the room staff may use a mask or face protection screen. In the case of a smaller room, the mask will be compulsory throughout the session, in addition to or instead of the protection screen.
- * Protective gloves should be used to handle all the elements that the room staff must use (microphones, water bottles, glasses or cups, table posters for speakers, temperature control knobs, computers, etc.)
- * If it is necessary to pass the microphones, it will be done maintaining the safety distance, protecting the room staff with a mask and / or face shield depending on the safety distance. Disinfection will be carried out between each use (for this, the necessary elements will be provided (cotton / absorbent paper and spray of hydroalcoholic solutions) as well as, microphones protected with elements of easy cleaning.
- * If attendees must collect simultaneous translation material before entering the room, the staff must also be protected with gloves, a face shield and / or a mask, depending on whether the organizer has placed a protective screen in front of them or not. Gloves will be mandatory as you have to manipulate documentation from assistants to deliver the translator.



Events4u Actions

- * Meeting with the Technical Commission of security of the Hostess Company before during and after the Service
- * We will verify before the Service that they are all prepared following all the security protocols.
- * We will have an E4u person whose mission is to control the service so that the service and health times are met as specified in the contract.
- * Before each Service we will proceed to review individual security measures. The person designated by E4u will be together with the Supervisor so that all the guidelines are met at all times and that everything is correct.
- * We will check with the Supervisor that the material is disinfected before use every day.
- * We will check that the hydroalcoholic gel is in the doors of the bus.
- * In the contract we make with the Hostess Service we will take into account the possible consequences of outbreaks of COVID-19, cancellations, transmission protocol, etc.





Audiovisual Media

Each company is currently organizing its own COVID-19 security methods.

Events4u Actions

- * Check that all the Technical staff will go with individual work material or EPIS will be for personal use by each worker.
- * A protective screen will be placed in front of the audiovisual equipment to avoid direct contact with the client.
- * The microphones will be properly disinfected after each intervention. There will always be two games to alternate.
- * The Wireless Headband Microphone will be properly disinfected after each use, there will always be two to alternate.
- * The lectern with the laptop and laser slide pin will be properly disinfected after each presentation or presentation. The same material cannot be used twice without disinfection.
- * In the contract we make with the Audiovisual Service we will take into account the possible consequences of outbreaks of COVID-19, cancellations, transmission protocol, etc.



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