

# Public health Protocol for hosting of MICE & trade shows at the CORUM

Full measures to prevent COVID-19 risks in the workplace

Last update: 09/12/2021

**Our company has appointed a public health officer:**

**Buildings and Prevention Manager - Mr Eric Balestrier**

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COVID-19



## On-site public health logistics and information to the public

Upon arrival at the Corum, the public is informed of the measures and rules that have been put in place to accommodate them in the safest possible conditions for their health.

### 1- The venue has widely deployed posters and signs reminding people of:

- Compliance with barrier precautions
- Social distancing
- Wearing a mask which is compulsory.

*A few examples:*



### 2- The venue has deployed floor and directional Covid signage to manage footfall in the Corum's common areas:

- on doors,
- in areas used for circulation,
- in lifts,
- in washrooms,
- in stairways, etc.

*A few examples:*



Event organisers are responsible for the installation of floor and/or directional signage dedicated to the events and spaces they operate.

### 3- Hand sanitizer dispensers are located at all the venue entrances that you use during your event, and also next to the washrooms on the various floors of the Corum:

The entrances to the Corum :

- Administrative entrance: 1 hand sanitizer dispenser
- Floor 1 entrance: Up to 3 hand sanitizer dispensers, depending on the number of participants expected
- Floor 0 entrance (PRM access and Crown Plaza Hotel): 1 hand sanitizer dispenser
- Stage door (Berlioz): 1 hand sanitizer dispenser
- Delivery docks: 1 hand sanitizer dispenser

Floors in the Corum :

- Floor 3 - Hand sanitizer dispensers in/near washrooms
- Antigone floor - Dispensers in/near washrooms
- Joffre floor - Dispensers in/near washrooms
- Floor 1, Pasteur entrance - Dispensers in/near washrooms
- Floor 0 - Dispensers in/near washrooms
- Berlioz auditorium - Dispensers in/near washrooms



## Ventilation and air conditioning

Ventilation and air-conditioning control: the Corum and its spaces are ventilated by air handling units (AHUs) with a minimum of 15% fresh air, depending on the external temperature and that of the room.

The filters have been changed and treated with a virucide.

Our spaces are ventilated and aired whenever possible.

## Preparation and cleaning of spaces

Cleaning of common areas: common areas are cleaned and disinfected every day, with particular attention paid to frequently touched surfaces (in particular door handles, stair railings, lift buttons, washroom sink taps, etc.). During events, the frequency of daytime cleaning is defined according to the footfall and number of people present in the Corum.

Virucidal products are used for cleaning.

Cleaning of hired spaces: hired spaces are delivered cleaned and disinfected with particular attention paid to frequently touched surfaces (in particular door handles, stair railings, lift buttons, washroom sink taps, etc.)

Virucidal products are used for cleaning.

Event organisers are responsible for the frequency of daytime cleaning and disinfection of the event spaces they operate.

**We provide organisers with an information and help guide to help them find solutions.**

## Preparation and cleaning of furniture and equipment

Cleaning of fixed furniture and shared equipment: fixed furniture and shared equipment are cleaned and disinfected every day, with particular attention paid to frequently touched surfaces (tables, chairs, speaker rostrums, high tables, etc.). During events, the frequency of daytime cleaning is defined according to the footfall and number of people present in the Corum.

Virucidal products are used for cleaning.

Cleaning of rented furniture and equipment: furniture and equipment are cleaned and disinfected every day, with particular attention paid to frequently touched surfaces (tables, chairs, speaker rostrums, high tables, etc.)

Virucidal products are used for cleaning.

Event organisers are responsible for the frequency of daytime cleaning and disinfection of the furniture and equipment they use in the events they run.

## Services provided by Montpellier Events

The services sold by Montpellier Events are all delivered in compliance with barrier precautions and all the obligations linked thereto, such as :

- The implementation of the public health protocol with respect to Montpellier Events employees
- Monitoring and controlling the public health protocols of our subcontractors and partners
- Cleaning and disinfecting of microphones, audio, video, lighting and other equipment,
- Marking out social distances when setting up catering areas, meeting or conference rooms.

## Training of ME employees

All Montpellier Events employees have received the business resumption protocol, which lists the measures already implemented. It was submitted to the Carsat (pensions and occupational health body) and the *Médecine du Travail* (official occupational health department), which gave us their advice and then validated the protocol. This document is naturally modified in line with all information or directives that are brought to our attention as the country's Covid situation evolves, in order to safeguard the health of our employees and the public.

## Information and obligations due by event organisers

We remind event organisers that they must prepare and manage their events in compliance with the public health measures introduced locally and nationwide.

## HOW TO DEAL WITH A PERSON WITH SYMPTOMS AND THEIR CLOSE CONTACTS

When a person shows symptoms that might include:

- a temperature and/or coughing,
- difficulty in breathing, speaking, swallowing
- loss of taste and smell,

the following steps should be taken:

- **warning and protection:** warn and mobilise the people specifically tasked with managing the situation, i.e. a first-aid worker trained in pandemic risk or the venue's COVID-19 officer:
  - o **The Safety / Risk Prevention Officer for our establishments** - tel: **+33 7 72 77 34 58 - +33 4 67 61 67 35**
  - o **The first responder at the Corum Safety Desk** - tel: **+33 4 67 61 67 97**
- **isolation:** keep other people away. The person must automatically be accompanied and isolated in the dedicated room indicated hereafter, immediately observing barrier precautions, keeping sufficient distance from them and wearing a "general public" or surgical mask.
  - o **For the Corum: Sully 1 room** - if this room is in use, you will be allocated another area for isolation.
  - o **For office activity, if the employee works alone in an office or can be isolated in an office, use this mode of isolation.**
- **the patient must then be examined to examine the gravity of their symptoms, and medical attention must be given if necessary.**
- **The area must then be cordoned off until it has been fully disinfected by our services.**

If the COVID-19 case returns positive, contacts will be traced and managed by level 1 and 2 contact-tracing agents (the doctor dealing with the case and the French Health Service call centre).