



# AXICA. HYGIENE MEASURES

WITHIN THE AXICA TEAM WE HAVE BEEN CONSIDERING HOW WE CAN BEST IMPLEMENT YOUR EVENT WHILST ENSURING WE KEEP TO STRINGENT HYGIENE STANDARDS.

- » All members of the AXICA are to wear masks or visors during your event.
- » Access to the building will be controlled via our house-internal security company.
- » Floor markings in the entrance lobby will display appropriate social distancing.
- » Registration of the guests will take place in the entrance.
- » If requested we will issue each guest with mask and disinfection fluid (extra costs for staff and materials will apply)
- » Cloakroom tickets as issued will be made of paper (to replace the metal ones usually employed)
- » Initial disinfection dispenser is in the entrance lobby
- » Information signs outlining Hygiene and event regulations are prominently displayed in the entrance lobby as well as further signs throughout the main event spaces
- » In front of each of the W/Cs will be a staff member to check availability and to carry out frequent cleaning and disinfecting of the surfaces.
- » Additional hand disinfection dispensers are in front of and within the W/Cs
- » Seating in the room is placed in accordance with 1.5m minimum social distancing.
- » Each chair is individually steam-cleaned prior to the event.
- » Optimal air circulation of the rooms is achieved by the continuous opening of the doors and entrances to the event space.
- » In the catering area the poseur high tables are placed spaciouly apart in accordance with social distancing.
- » In the catering areas there will be several food and drink buffet stations
- » The food offered is presented in portion sized sealed glass jars
- » The cutlery is individually packed in serviettes
- » Drinks are available as self-service in individual small bottles.
- » Portions of sugar and milk for teas and coffees will be served with the cups
- » The surfaces of each service area will be frequently disinfected between the breaks.
- » Recommendation: At the end of the event the presenter / organiser should inform the guests to exit as alternative seating rows to avoid bottle
- » The offer of an additional drink in the adjacent catering area can help serve to minimize crowding on exit.



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## ADDITIONAL ADVICE FOR EVENT PRESENTERS / ORGANISERS

- » Re-iterate social distancing procedures
- » Clearly indicate where the toilets are situated in both Forum and Foyer
- » Indicate the location of the hand disinfection dispensers within the event areas
- » Go into the breaks one row at a time to avoid queues.  
(e.g. Rows 1-3, 5min. then Rows 4 -6 etc.)
- » There will be several points to look for where the food and drink is being served.
- » Leave the premises in rows to avoid queues and bottle necks.

May 2020