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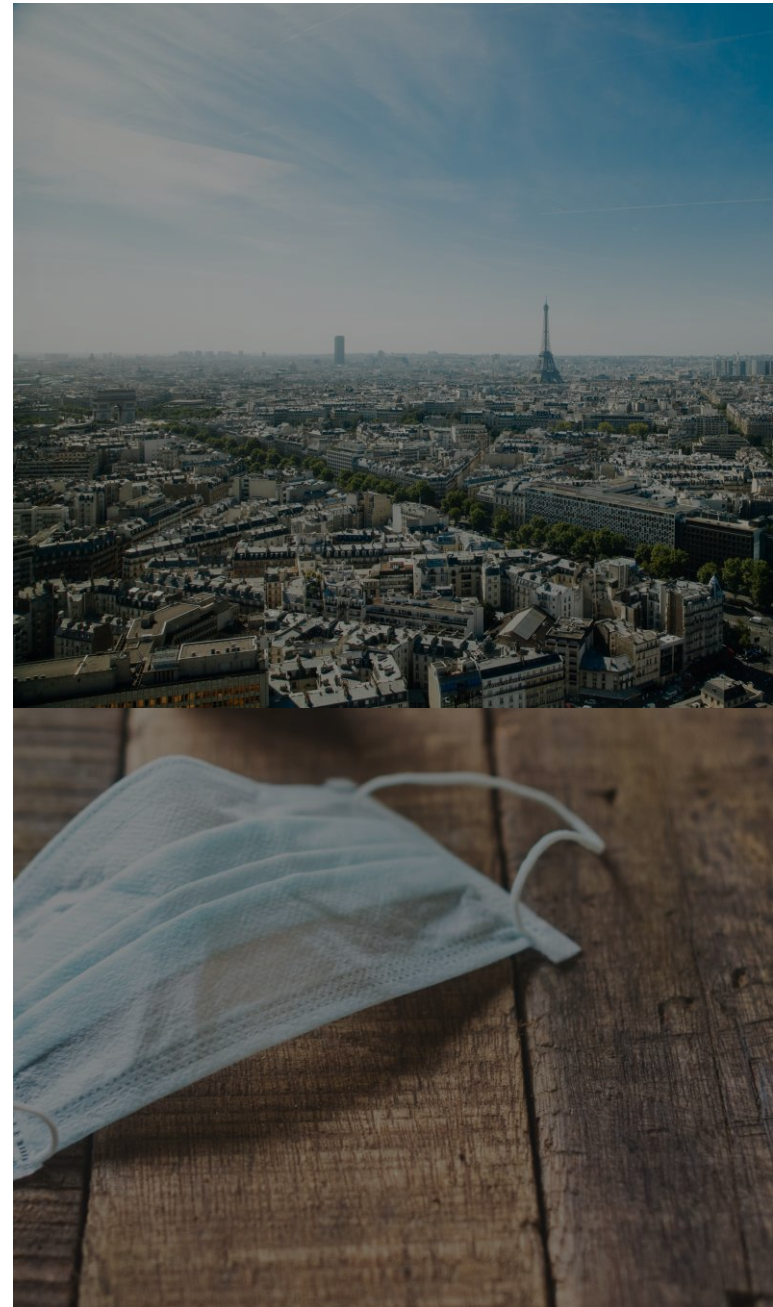


Organiser guidelines: COVID-19 safety measures

Viparis has drafted a set of health safety guidelines for event venues, entitled "SAFE V". Every point of contact between Viparis and its stakeholders has been identified to define a fully comprehensive safety protocol. As a trusted third party, Bureau Veritas will help validate this protocol, based on the latest recommendations of health authorities. Audits of venues will be conducted, which may lead to certification recognised by Bureau Veritas.

The following organiser guidelines have been designed to explain the safety measures undertaken by Viparis. They contain extensive recommendations and cover every aspect of your event. Our teams are available to answer any questions you may have, and provide you with all the support you need.

These guidelines will be updated to reflect the most recent decisions made by France's health authorities, so please ensure that you have the latest version as you prepare your event.





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**Safety measures
implemented by
Viparis**

1-1. Appointment of a Viparis COVID-19 manager

Viparis has appointed a COVID-19 manager, who is responsible for:

- Drawing up safety protocols
- Monitoring the implementation and modification of safety protocols in accordance with decisions by the health authorities
- Taking all necessary preventive and corrective measures

Each venue also has a COVID-19 contact person



Viparis's COVID-19 manager will update the management board and other Viparis stakeholders on a weekly basis. He or she will work closely with the COVID-19 contact person at each venue.



CONTACT

The Viparis COVID-19 manager is **Agathe Lang**:

[viparis.com](https://www.viparis.com)

Tel.: +33 6 13 72 11 78

1-2. Appointment of a COVID-19 contact person for each Viparis venue

A COVID-19 contact person has been named for each venue. He or she is responsible for:

- Enforcing protocols on site, as well as with service providers and customers
- Updating service providers and customers
- Carrying out random checks and passing on feedback concerning preventive and corrective measures

The COVID-19 contact person will serve as the primary partner for organisers regarding safety protocols

LIST OF COVID-19 CONTACT PERSONS FOR EACH VENUE:

Parc des Expositions de la Porte de Versailles:

Cyrille Ritter: viparis.com

Tel.: +33 7 6 62 01 16 84

Parc des Expositions Paris Nord Villepinte:

Flore Inisan: viparis.com

Tel.: +33 7 6 61 71 33 93

Parc des Expositions Paris Le Bourget :

Flore Inisan : flore.inisan@viparis.com

Tel.: +33 7 6 61 71 33 93

Palais des Congrès de Paris:

Stéphane Pecetto: viparis.com

Tel.: +33 6 6 12 65 11 18

Les Salles du Carrousel:

Céline Sampic: celine.sampic@viparis.com

Tel.: +33 6 03 47 33 93

Espace Grande Arche:

Gabrielle Meurice: gabrielle.meurice@viparis.com

Tel: +33 6 12 65 11 35

Espace Champerret:

Gabrielle Meurice: gabrielle.meurice@viparis.com

Tel: +33 6 12 65 11 35

Palais des Congrès d'Issy les Moulineaux:

Stanislas Fedon: stanislas.fedon@viparis.com

Tel: +33 6 18 16 55 40

Hôtel Salomon de Rothschild:

Kevin Bannholtzer: hsr.paris

Tel: +33 60 86 62 78

1-3. Car parks

At sites where Viparis manages the car parks (Paris Expo Porte de Versailles, Paris Nord Villepinte, Paris Le Bourget, CNIT), the following safety measures are fully applicable:

In its own car parks, Viparis will oversee:

- Signage listing precautionary measures and recommending that masks be worn
- Hand gel dispensers (including at car park reception areas)
- Floor stickers indicating queues
- Single-direction pedestrian aisles for indoor car parks
- New maximum capacities for lifts
- Waste bins for disposable PPE

If Viparis does not manage the car park, it will contact the manager to ensure that the necessary safety measures are taken.

All car park entrances will be equipped with signage and hand gel dispensers. They will also be installed in the following locations: venue entrances from car parks, electric vehicle charging stations, car park lobbies and ticket machines.

At car park facilities (lobbies, lifts, etc.) fitted with public address systems, an announcement will be made every 15 minutes concerning precautionary measures and recommending that masks be worn.

Cleaning and disinfection will be carried out at least once per day for contact points (doors, door handles, handrails, car park ticket machines, lift buttons, etc.).

1-4. Loading docks

To facilitate deliveries and to maintain appropriate distancing, incoming vehicles must be registered using the Logipass system.

<https://logipass.viparis.com/>. Even when organisers use a different registration method, the Logipass system must be used to manage incoming deliveries at Viparis sites.

To facilitate vehicle checks, drivers must have **their Logipass access sticker on their vehicle's dashboard** when they arrive at the site.

As mentioned on the Logipass website, **unregistered vehicles and those arriving outside their assigned time-slots** will be turned away.

The Logipass site also details precautionary measures to be taken and states that masks are recommended (or mandatory, depending on the organiser's decision) for all services providers and companies present on site. It also includes specific instructions to be followed prior to arrival.

These instructions can also be found on Viparis Store (<https://www.viparisstore.com>) and in information provided by Exhibitor Services. We suggest that organisers share this information with their exhibitors. It is also included in the communication kit appended to these guidelines.

Where possible, to relieve traffic congestion, our Paris venues will carry out containment measures in agreement with the competent authorities and the organiser.

Each loading dock will be equipped with:

- A hand gel dispenser at all delivery entrances and near goods lifts

- Dispensers will also be placed in public spaces, near vending machines and in washrooms
- Signage listing precautionary measures and recommending that masks be worn. This will be visible from the delivery entrance and will be placed on each door leading to a site's pavilion / hall / room or entrance.
- One or more waste bins for disposable PPE.

Checks will be carried out from a distance when vehicles arrive at the site, via automatic number-plate recognition, loading dock personnel using tablets and cellphones to scan license plates or pre-registered vehicles displaying a print-out of the Logipass authorisation. **There will be no physical contact.** Vehicles that have not pre-registered must return at a later time-slot after they have registered.

Companies working on site must not leave behind any waste. Only used Personal Protection Equipment may be deposited in specific, clearly-marked waste bins.

PLEASE NOTE:

Prior to an event, organisers must inform exhibitors and their service providers about specific mandatory measures for loading docks. A meeting will be held between the organiser and Viparis to ensure that the guidelines have been properly understood and distributed to all those involved.

In the case of simultaneous events, the various organisers must, for the purpose of managing visitor flows, coordinate the sharing of loading docks, entrances, exits and public spaces.

1-5. Pedestrian entrances and access from public transport

At pedestrian entrances, Viparis will be responsible for:

- Signage listing precautionary measures and recommending that masks be worn
- Hand gel dispensers inside the complex, located within 50 metres of entrances
- Ground stickers outside each pedestrian entrance
- One or more vending machines near main entrances offering face masks and mini-bottles of hand gel. These products will also be available at Relay-type newsagents.
- One or more waste bins for disposable Personal Protection Equipment located near exits

PLEASE NOTE:

The organisation of visitor flows will be decided upon with the organiser prior to the event. Where possible, entry and exit flows should be separated. Viparis will manage visitor flows in public spaces. Flows in hired spaces shall be the organiser's responsibility. Signage in both areas must be consistent.

In the case of simultaneous events, the various organisers must, for the purpose of managing visitor flows, coordinate the sharing of loading docks, entrances, exits and public spaces.

1-6. Reception areas managed by Viparis (in public spaces), and exhibitor reception areas (in hired spaces when events are underway)

Viparis will manage its own reception counters located in public spaces:

- Installation of a plexiglass barrier between staff and the general public. Social distancing measures will also be enforced either by means of a plexiglass barrier between workstations or by blocking off every other chair.
- Cleaning of reception areas: during periods of activity, Viparis's service providers will disinfect contact points on a daily basis. In addition, Viparis will provide reception staff with disinfectant wipes to carry out additional cleaning of particularly high-use contact points.
- PPE worn by Viparis reception staff, in accordance with the instructions or guidelines sent to the service provider in question.
- For visitors in reception areas: a hand gel dispenser; a poster listing precautionary measures and recommending that masks be worn in the immediate vicinity; floor stickers in front of reception counters and the use of a queue management system if required; one or more waste bins for disposable PPE, and a poster with steps to be taken if a visitor displays COVID-19 symptoms. It is understood that the information on the poster must be in compliance with the COVID-19 procedure established in cooperation with the organiser.

PLEASE NOTE:

We recommend that organisers implement similar measures for their events' reception counters. Floor stickers at reception counters in public spaces must be approved by the Viparis project manager to ensure that they do not damage the flooring. Stickers must be removed after the event by the organiser.

1-7. Public passageways

Passageways will be equipped with:

- Floor stickers to direct visitor traffic, where necessary
- Signage listing precautionary measures and recommending that masks be worn. These should be placed every 50 metres; video displays should also be used.

The same guidelines governing washrooms in the halls will apply to those in public spaces (see Chapter 1-12).



PLEASE NOTE:

In the case of simultaneous events, the various organisers must, for the purpose of managing visitor flows, coordinate the sharing of loading docks, entrances, exits and public spaces.

1-8. Lounge areas in public spaces managed by Viparis:



Lounge areas will include blocked-off seats or benches with seat markings to ensure distancing. Where this is not possible, the lounge area will be closed. In accordance with a cleaning schedule supplied to Viparis's service provider, seats and benches will be cleaned and contact points disinfected daily when in use.

If the lounge area is kept open, it will have a hand gel dispenser, as well as signage listing precautionary measures and recommending that masks be worn in the immediate vicinity.

PLEASE NOTE:

We recommend that organizers implement similar measures with respect to lounge areas operated by them as part of their events.

1-9. Escalators and travelators

Escalator and travelator deck panels will be marked with stickers to help users maintain proper distancing.

Signs at the base of each escalator will list the following instructions: avoid touching handrails, keep moving, maintain a safe distance or keep one step between you and other users, where possible use the nearest stairwell.

In accordance with a cleaning schedule drawn up with Viparis's service provider, escalators and travelators will be cleaned daily and the escalator handrails will be disinfected.

Hand gel will be available at the top and bottom of each escalator, or in the immediate vicinity.



PLEASE NOTE:

In the case of simultaneous events, the various organisers must, for the purpose of managing visitor flows, coordinate the sharing of loading docks, entrances, exits and public spaces.

1-10. Lifts

Each elevator will be equipped with:

- Signage on the exterior doors and inside the lifts indicating maximum capacity in order ensure distancing with priority given to persons with limited mobility, pregnant women and people with push chairs.
- Hand gel dispensers outside the lift or bank of lifts (or in the immediate vicinity) and on each floor.
- Signage indicating the location of the nearest stairs/escalators to reduce elevator use and to avoid long queues from forming.
- Floor stickers outside each lift to enforce distancing. These stickers should start a few metres away from the lift doors to prevent undue proximity between those entering and exiting.

In accordance with a cleaning schedule supplied to Viparis's service provider, elevators will be cleaned and elevator doors and buttons will be disinfected on a daily basis.



PLEASE NOTE:

We recommend that organizers implement similar measures with respect to lounge areas operated by them as part of their events.

1-11. Goods lifts

Each goods lift will be equipped with:

- Signage on the exterior doors or in the immediate vicinity as well as inside the goods lift listing precautionary measures to be taken, and recommending that masks be worn.
- Signage on the exterior doors and inside the goods lift indicating maximum capacity in order ensure social distancing.
- During setup periods, hand gels dispensers on each floor outside goods lifts or banks of lifts.
- Floor stickers outside each goods lift to maintain social distancing. These stickers should start a few metres away from the lift doors to prevent undue proximity between those entering and exiting.

In accordance with a cleaning schedule supplied to Viparis's service provider, the goods lifts will be cleaned, and their buttons and doors disinfected, daily when in use.



PLEASE NOTE:

In the case of simultaneous events, the various organisers must, for the purpose of managing visitor flows, coordinate the sharing of loading docks, entrances, exits and public spaces.

1-12. Public washrooms managed by Viparis (in public spaces), and those in customer areas (when events are underway)

Prior to an event, organizers will be briefed on washroom protocol, cleaning and disinfection schedules, which washrooms will be open to the public and washroom management during setup and dismantling.

If a washroom is closed to the public, a sign will direct visitors to the nearest one available.

Each washroom will have:

- Floor stickers outside of stalls to help visitors maintain distancing.
- A hand gel dispenser at washroom entrances or outside the stalls, and another near the washbasins.
- Signage outside washrooms and near the washbasins listing precautionary measures to be taken, and recommending that masks be worn.
- Signage displaying each washroom's maximum capacity.
- If the washroom is fitted with a public address system, an announcement concerning precautionary measures will be broadcast every 10 minutes.

- In the immediate vicinity, a clearly-marked waste bin for disposable Personal Protection Equipment.
- All washroom water fountains will be taken out of service
- Signage above hand dryers indicating they should be used only after thorough hand washing.
- Unless already one meter apart, every other urinal and washbasin will be taken out of service.

According to the cleaning schedule, which can be supplied to the organizer, washrooms will be cleaned and contact points disinfected several times a day.

PLEASE NOTE:

In the case of simultaneous events, the various organisers must, for the purpose of managing visitor flows, coordinate the sharing of loading docks, entrances, exits and public spaces.

1-13. Food service outlets

Each outlet will be equipped with:

- Plexiglass barriers installed at customer contact points (food service counters and cash registers)
- Floor stickers indicating the placement of customer queues
- Hand gel dispensers at the outlet's entrance and exit (or a single dispenser depending on the outlet's floor plan)
- Signage at the start of queues listing precautionary measures and recommending that masks be worn
- Waste bins
- A clearly-marked waste bin for disposable Personal Protection Equipment, preferably placed outside the exit
- Signage at cash registers listing payment methods and encouraging the use of contactless payment

Tables (if used) must be spaced in compliance with measures in force established by the health authorities

Working with its concession holders to draft guidelines for food service staff that cover (among other topics):

Mandatory wearing of PPE; the use of tongs for serving food; food containers and packaging; prohibition of finger food; suspension of the use of eco cups; permission to sell masks, gloves and hand gel; removal of self-service cutlery, salt shakers and sugar dispensers (only packaged cutlery and individual condiment packages placed in the customer's take out bag upon request); cleaning procedures for food service areas (particularly disinfection of contact points, cash registers, etc.); hygiene measures during food preparation; spacing of tables and chairs in compliance with government measures in force; elimination of individual menus in favour of menu boards or the use of QR codes; limiting food pick-up points to one person at a time; encouraging the use of Click&Collect / Click&Delivery offers for exhibitors; protocols in the event of a suspected case of COVID-19 and the appointment of a COVID-19 contact person for each food outlet.

PLEASE NOTE:

We recommend that organizers implement similar measures with respect to food service outlets operated by them as part of their events.

1-14. The Palais des Congrès de Paris shopping centre

The following measures are being implemented at the Palais des Congrès de Paris shopping centre:

- The shopping center's website will provide information about: precautionary measures and recommendations regarding social distancing and the use of masks. This information must be visible or accessible from the homepage. Any change to the shops' opening times will be indicated.
- Signage concerning precautionary measures to be taken, and recommending the use of masks will appear on the centre's entry doors, on video display panels and/or on stanchions placed no more than 50 meters apart.
- Hand gel dispensers will be placed within 50 meters of the center's entry doors.
- To channel customer flows, single-direction aisles will be set up at the center's entrances.
- Ground stickers will indicate which entrances are open to the public.

The centre's maximum capacity has been calculated based on government measures in force. This total, which factors in attendees of events at the Palais des Congrès, the capacity of the hall in use, and the management of visitor flows, will be discussed with organisers prior to their events.

Spot checks of the shopping centre's capacity will be carried out by the head of the shopping centre's security service provider.

If the number of customers nears the maximum limit of 200 people, the security manager will place staff at the entrances in order to allow customers to enter only when others have exited.

Fire safety officers will be present in the shopping centre to enforce distancing rules.

A schedule for the daily cleaning and disinfection of contact points has been drawn up in collaboration with the site's cleaning service provider.

The shopping centre's washrooms will be treated in the same way as other washrooms (see section 1-12).

Every 20 minutes, an announcement will be broadcast in the centre listing precautionary measures and recommending that masks be worn.

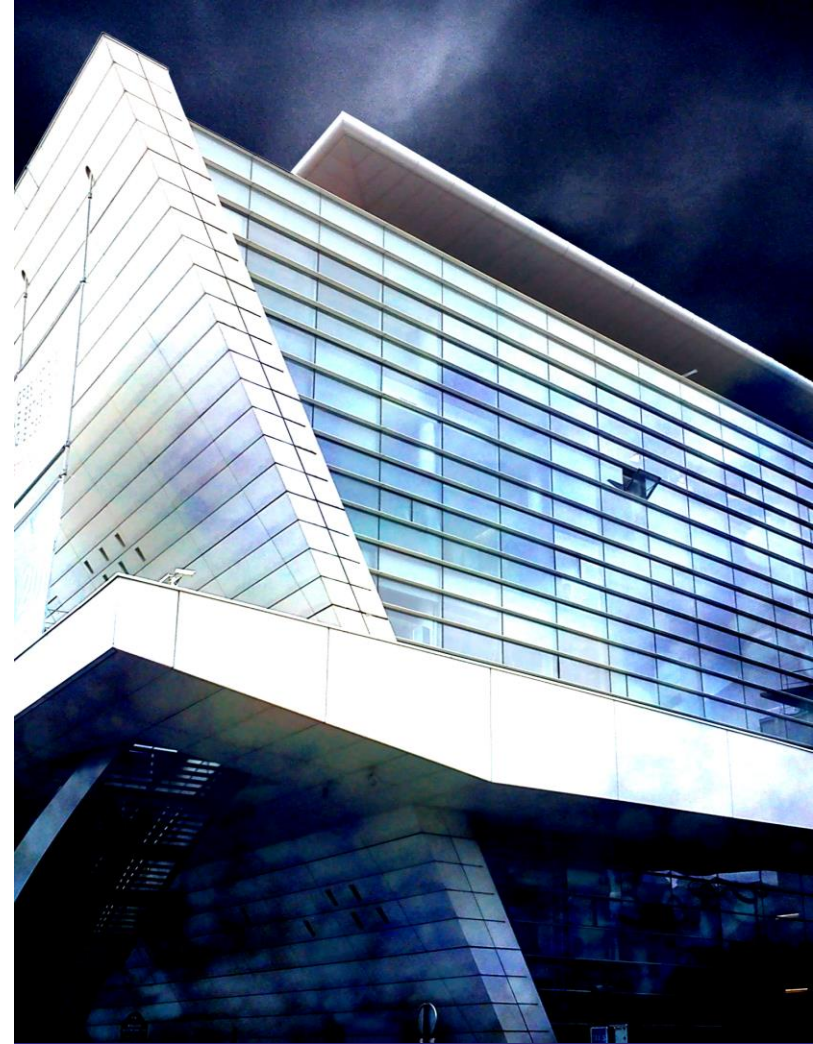
Clearly-marked waste bins reserved for disposable PPE are located near the entrances and exits and in the vicinity of the centre's existing bins.

1-15. Shops

Every open shop at all Viparis sites must comply with the following conditions:

- Each shop's maximum capacity has been calculated based on government measures in force, and will be displayed at the shop's entrance. Shop managers will be responsible for ensuring compliance.
- A hand gel dispenser will be placed near the shop's entrance or just inside.
- Signage listing precautionary measures and stating that masks are recommended (or mandatory, based on the shopkeeper's decision) will be placed on each shop door.
- Guidelines for shops will specify:
 - Cleaning recommendations and safety measures for high-risk areas
 - How to implement government measures
 - Enforcement of social distancing
 - The placement of floor stickers outside of shops
 - That contactless payment methods should be encouraged
 - The authorisation to sell masks and hand gel regardless of the shop's business activity
 - The presence of a dedicated waste bin for disposable Personal Protection Equipment

These guidelines will be given to each shop open to the public at a Viparis venue or in a shopping centre



1-16. ATMs and vending machines

The following measures will apply to all ATMs and vending machines on site:

- Masks, hand gel, disinfectant wipes and disposable gloves will be offered for sale in vending machines
- A daily cleaning schedule, drawn up with the site manager, will include the disinfection of all types of vending machines
- Signage placed on or near every ATM or vending machine in the area will indicate precautionary measures and state that masks are recommended.
- A hand gel dispenser will be placed near every ATM or vending machine in the area.



1-17. Halls/Pavilions

Viparis shall ensure that:

PRIOR TO THE RESUMPTION OF OPERATIONS

- All air filters in the ventilation system have been cleaned and checked prior to resumption of operations in September. A certificate from the service provider in charge can be provided to organisers upon request.
- Spaces have been cleaned prior to entry into the premises and that contact points have been disinfected in accordance with a cleaning schedule established with the site's cleaning service provider.

DURING AN EVENT

- Subject to the organiser's approval, announcements via the hall/pavilion's public address system concerning precautionary measures and recommending that masks be worn will be broadcast every 20 minutes (or at an agreed-upon interval) during setup and dismantling periods and when the public is present. The organiser and Viparis will agree on specific areas to be fitted with public address systems, subject to the organiser's approval.
- Where doors have been taken out of service, signage shall indicate the location of unlocked doors, and signage listing precautionary measures and recommending that masks be worn will be displayed on or in the vicinity of access doors. To this end, Viparis will discuss with the organiser which doors of the pavilion will be used or taken out of service.
- To facilitate online ordering and virtual customer attendance at conferences, Viparis has upgraded its public Wi-Fi bandwidth.

1-18. Conference and meeting rooms

Viparis and the organiser shall agree in advance on the management of conference and meeting rooms.

Rooms managed by Viparis shall be organised as follows:

The occupancy of a room is determined by its configuration and its maximum capacity, based on government measures.

To ensure that a room is line with the stipulated capacity and that social distancing is observed:

- Either chairs will be spaced 1 metre apart
- Or, in accordance with the regulations governing Public Access Buildings, they will be linked together and one out of every two (or two out of every three) chairs will be blocked off. Potentially, for amphitheatre or meeting-type configurations, one out of every two rows of seats could also be blocked off.

In addition, the following provisions will be put in place:

- Signage listing precautionary measures and recommending that masks be worn, as well as signage indicating the room's maximum capacity placed at the entrance and shown on the room's video display (provided it has one and it is otherwise unused).
- To prevent contact between people and, if need be, to compensate for the lack of cloakrooms, bags to hold personal belongings could be handed out at the entrance.
- Chairs with tablets will be removed.
- A hand gel dispenser will be available at all entrances.

- If the size of a room permits, separate entry and exit flows should be organised and indicated by floor stickers.
- Disinfectant wipes will be available in all rooms, or rooms will be cleaned after each use (at the very least in order to disinfect furniture and door handles and empty waste bins for disposable PPE).
- Disinfectant wipes will be provided in specific technical facilities, such as control booths, dressing rooms and interpreters' booths, or the facilities will be cleaned as soon as the next shift of technical operators arrives.
- Disinfectant wipes will be available near equipment for speakers and the general public (microphones / interpreter headsets, etc.) or they will be cleaned after each use.
- For every panel, every speaker must be given an individual microphone. Microphones will not be passed amongst the audience. For audience interventions, a member of the reception staff will hold the microphone when a member of the audience is speaking.
- Each participant must have his own equipment (headset, charger).
- Presence of dedicated waste bins for PPE at exits and specific technical facilities (control booths, dressing rooms, interpreters' booths). These bins will be emptied several times a day.
- A checkpoint at the room's entrance will be operated by a member of the reception staff.
- To prevent intersecting visitor flows, decisions should be made during the event preparation concerning the placement of attendees.

1-19. Fire Safety Control Centre

Fire Safety Control Centres managed by Viparis will be outfitted as follows:

- A hand gel dispenser will be placed outside the entrance to the Fire Safety Control Centre and/or at the point where fire safety officers come in contact with visitors.
- Signage listing precautionary measures and recommending that masks be worn will also be placed at the entrance to the Fire Safety Control Centre.
- A plexiglass divider will separate fire safety officers from visitors.
- The Control Centre premises will be redesigned to create more distance between workstations or to install plexiglass dividers between them.

Fire safety officers will be outfitted with PPE in accordance with the guidelines given to service providers.

An information sheet on the operation of the Control Centre will be given to fire safety officers, and a copy will be available at all times in the Centre. It includes procedures for the handoff of keys and handling complaints, specific PPE for emergency situations, PPE for taking temperatures, and so on.



PLEASE NOTE:

We recommend that organizers follow similar recommendations for event-specific operational fire safety control centres.

1-20. First-aid station

Organisers whose events are expected to attract 5,000 or more visitors per day are strongly urged to set up a first-aid station (barring other instructions by the public authorities)



A first-aid station can be specific to a single event or shared between organisers (unless otherwise requested by the authorities).

The first-aid station's remit includes:

- Raising awareness about precautionary measures
- Checking for COVID-19 symptoms – cough, fever, etc.
- Carrying out screening tests, if authorised by the health authorities
- Other procedures that are ordinarily provided by first-aid stations
- Carrying out procedures in accordance with the medical protocol of the Directorate General for Health and the Regional Health Agency directives in force
- Isolating suspected cases in a dedicated space in compliance with the site's COVID-19 procedure in force or the organiser's procedure, depending on the public in question.

The first-aid station's location will be clearly indicated at the entrance to each venue (or each event-specific area in the site). Ideally, the location will also be included in the site map that the organiser provides to its exhibitors and visitors.

A hand gel dispenser will be placed outside the entrance to the first-aid station, together with signage concerning precautionary measures and the requirement that masks be worn inside the first-aid station at all times.

1-21. Communication

A communication kit, with a full set of Viparis' visuals in French and English, is appended to these guidelines should organisers wish to reuse them as part of their own visual.

- Vector files will be provided on request
- Viparis' COVID-19 contact person will ensure that correct signage is placed in agreed-upon spaces and is available to discuss signage locations managed by the organiser.
- The venue's website will clearly display information, either on the home page or via a direct link from the home page, concerning: precautionary measures and the wearing of masks, which entrances are open and closed, and specific entrances for events (if applicable). If an organizer would like specific event-related elements to be mentioned – e.g. that mask-wearing will be monitored or that temperatures will be taken, etc. – he or she must request that Viparis update its website no less than 7 days prior to an event.
- A copy of the venue's certification can be provided to organisers (note that audits of each site venue be carried out, and the first event held, following the lifting of restrictions in August 2020).



PLEASE NOTE:

Prior to an event, Viparis and the organiser will review the situation concerning display supports.

1-22. Viparis's health and safety protocol for staff

Viparis has put in place a rigorous operational protocol for its employees that includes:

- Recommended or mandatory wearing of masks while on site, based on each person's duties.
- Before returning to work, all employees will be given training that will cover, among other topics, precautionary measures to be taken at all Viparis venues, what to do in the event of a suspected case of COVID-19, guidelines for working in offices and meetings rooms, and organising meetings with people from outside the site.
- Depending on an employee's duties, specific procedures have been drawn up concerning the use and handling of equipment.

Official exchanges between Viparis and the organiser regarding COVID-19 precautionary measures during events shall be shared with all on-site staff.



Random daily checks will be carried out by Viparis's teams concerning the full range of sanitary measures implemented at each site. Failures in compliance will be immediately pointed out and corrected.

In addition, on-site premises used by Viparis teams (offices, meeting rooms, rooms for welcoming customers at Exhibitor Services) will be cleaned and disinfected according to a daily cleaning schedule and in the teams' presence.

1-23. Viparis and its long-term concession holders (with staff who have a permanent workplace at a Viparis site)

Guidelines have been drawn up between Viparis and its service providers concerning how service providers' employees carry out their duties on site. They cover:

- Mandatory training in precautionary measures for on-site staff
- Specific requirements concerning employees' working conditions
- Mandatory wearing of PPE
- Precautionary measures
- Access to the premises, upkeep of employee public spaces, changing rooms and break rooms for personnel regarding supplies kept there
- Procedures for handling equipment
- Procedures to follow in the event of a suspected case of COVID-19, the designated COVID-19 contact person within the on-site team, and the dedicated isolation room
- Appointment of a COVID-19 contact person

The service provider will distribute these guidelines to their staff and will inform Viparis of the manner of distribution. A list of the service providers' signatures must be made available to the venue's COVID-19 contact person upon request.

Viparis will draw up specific instructions with each long-term concession holder based on the area of activity. These will be made available to the organiser upon request. They will cover:

- Cleaning and disinfection
- Safety measures
- Maintenance
- Deliveries

An events calendar, and specific COVID-19 instructions discussed between Viparis and organisers, will be distributed to every Viparis long-term concession holder.

A weekly update on health and safety measures will be carried out with all long-term concession holders. Nevertheless, any failure to comply will be immediately reported to the site's COVID-19 contact person without waiting for the weekly update. The usual methods for reporting problems, such as the Viper system or the call centre, can also be used to report health and safety issues so that traceability can be carried out and reported daily to the site's Covid-19 manager. These elements will be shared with the organizer in question.

In addition, our long-term concession holders are required to have their Covid-19 manager and contact person with them during the initial reopening days.

1-24. Information for temporary service providers and outside contractors at Viparis sites

A simplified instruction sheet has been drawn up for temporary service providers. It deals with the following:

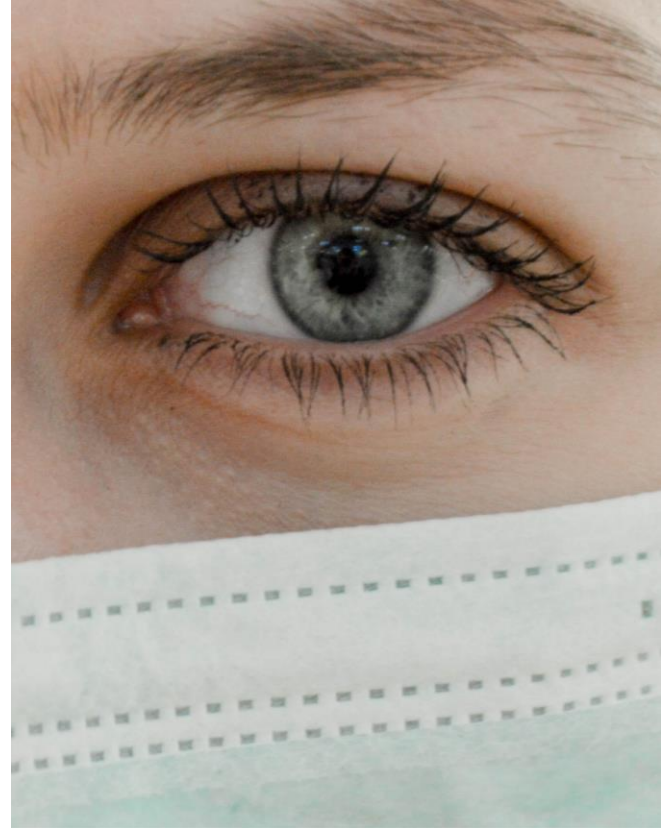
- Wearing of PPE (whether mandatory or recommended, according to the organiser's decision) and the conditions under which service providers perform their duties.
- Implementation of precautionary measures
- Venue access and deliveries
- Procedures to follow in the event of a suspected case of COVID-19
- Packing and removal of all waste generated on site

You must distribute this document – which is appended to these guidelines – to your service provider and those of your exhibitors. The document is also accessible on the Logipass and Viparis Store sites.

Each temporary service provider must comply with the simplified instruction sheet.

When leaving a venue, each service provider must take any transport and logistics consumables with them, such as empty packaging, plastic film, pallets and handling equipment, unless the organiser has chosen another waste treatment method.

Temporary service providers must pre-register their vehicles using Logipass (or an equivalent system provided by the organiser).



02

**Health and safety
recommendations for organisers:
event and visitor flow
management**

2-1. Event capacities

Maximum capacities should be adapted for each event, based on event type, expected turnout, forecasted daily flows, and the total number of participants anticipated throughout the entire event, as well as health and safety recommendations in force.

Calculations of maximum capacities for each type of space (conference room, amphitheatre, exhibition area, etc.) should take into consideration the country situation, social distancing measures and general regulations concerning fire safety and public order in Public Access Buildings (ERP).

Staff requirements will be based on methods provided for in the safety regulations and will be adapted if the authorities recommend that maximum capacities should be reduced.

Since visitor capacities are constantly changing, Viparis is available to provide organisers with the latest figures.

For each space accessible to the public (meeting rooms, conference rooms, amphitheatres, etc.), we recommend that, the maximum capacity be displayed at the entrance to each space.

The organiser shall inform Viparis of the expected attendance for its event, as well as for each space, and of the checkpoint system to be used.



2-2. Visitor counting system

If the public authorities reduce maximum capacities with respect to fire safety regulations, organisers must set up a visitor counting system at entrances to trade shows and at each hall/pavilion/level.

The organiser will be responsible for counting visitors and must comply with the government's regulatory instructions. He or she must also implement checkpoints and a system to prevent excess visitors.

This system must be validated by the prefecture of police.

If maximum capacities are no longer limited by the public authorities and the organiser wishes to set up a counting system to reassure its customers, there are numerous systems to choose from.

Upon request and subject to a quote, your Viparis Project Manager can help you set up a temporary counting system adapted to your event.

Possible counting solutions include:

- Pressure mats placed at entrances
- CCTV cameras

PLEASE NOTE:

Several Viparis sites are equipped with visitor counting systems that are available for you to use. Based on your needs and how this data will be accessed, Viparis can provide you with a quote.

- Espace Champerret has a system that can only be used for counting total visitors to an event (counts per hall not possible)
- The Carrousel du Louvre has a system that can only be used for counting total visitors to an event (counts per space not possible)
- Espace Grande Arche has a system that can only be used for counting total visitors to an event (counts per space not possible)
- The Palais des Congrès de Paris has a system that can only be used for counting total visitors to an event that uses gauges (counts per level not possible)
- Paris Nord Villepinte has a counting system for individual halls (except Hall 7) that can be used by organisers. Depending on how the halls are used by the organisers and their interconnections, additional sensors may be required.
- Viparis's other sites – Parc des Expositions de la Porte de Versailles, Paris-le Bourget, Palais des Congrès d'Issy and the Hôtel Salomon de Rothschild – do not have permanent visitor counting systems, and a temporary system will need to be installed.

2-3. Pre-registration and queue management

Entrance queues must be managed and social distancing enforced. At the same time, visitors must not be discouraged by long queues. We therefore recommend that organisers:

- Introduce mandatory pre-registration
- Make it mandatory for visitors to print out badges prior to arrival or use a smartphone-based badge system.

Organisers who do not have a pre-registration system should contact their project manager, who can propose a solution.

If you will be using check-in counters, we recommend the following measures:

- Stagger opening hours (according to the type of event)
- Suggest a specific arrival time for each visitor
- Set up a system to manage visitor flows that keeps things moving fluidly
- Introduce physical barriers for queues and use floor stickers.

- Assign reception staff to oversee queues
- At the entrance to each queue, indicate the proper social distancing
- To reduce physical contact, manage an event's entrances: use automatic doors or doors that can remain open. Where compatible with fire safety regulations, introduce measures to allow doors to remain open.

For contactless admission, we also recommend the use of scanners. Automatic scanner terminals such as those used in airports are readily available. Your project manager can help you with this.

PLEASE NOTE:

Viparis can assist organisers with floor stickers to be placed near reception counters in public spaces, as well as other arrangements. If organisers want to use their own floor stickers, these must be approved by Viparis's teams to prevent damage to floors.

2-4. Visitor flow management

To maintain social distancing, visitor flows must be anticipated and managed

- In compliance with safety regulations, organise foot traffic to limit or even prevent intersecting visitor flows.
- Where possible, designate single-direction stairwells. Otherwise, use floor stickers with directional arrows
- Where possible, separate entrance and exit doors
- Use floor stickers in high-traffic areas to maintain social distancing
- Define foot traffic rules that will be indicated via floor stickers. In hired spaces, recommendations will be adapted for each event as defined by the organiser. Viparis and the organiser will jointly determine recommendations for public spaces (aisle traffic: single direction or dual-direction with instructions to keep right, etc.)



2-5. Air handling and access doors



As part of efforts to prevent the spread of the coronavirus, our technical teams are keeping each sites's air handling facilities in optimal working order. Viparis will meet with the organiser to offer recommendations in this subject.

Some recommendations are proposed by Viparis, based on report done by french ministry of health on 05/21/2020, report done by french ministry of labour on 06/19/2020 and references from REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations) and the french version by AICVF.

A meeting will be set between the organiser and Viparis to work on the potential application of these recommendations



6 recommendations proposed :

- Ensure mecanical ventilation of premises with outside air
- Set the ventilation speed at least 2 hours before the use of premises and reduce speed only 2 hours after the use of premises
- Do not stop ventilation at night but leave the system working with a reduce speed
- Set air handling units with a 100% outside air injection
- Keep the ventilation/extraction of air in toilets 24h/24 and 7 days/7
- Switch off or set convectors/fans in permanent use

2-6. Governance structure: health and safety, securing an event's perimeter



A governance structure covering the following points must be established between the organiser and Viparis:

- Definition of the chain of command between Viparis and the customer
- Provision of safety infrastructures for customers who have requested a fire safety and security service from Viparis
- Details for securing an event's perimeter within the site
- Definition of the various flows, including for visitors, deliveries, smoking areas, loading docks, etc.
- Elaboration of a crisis prevention plan
- Procedures to be followed in the event of a suspected case of COVID-19.

An official report will be drawn up following each meeting and will be distributed to each of the parties' fire safety service providers.

2-7. Protocol in the event of suspected COVID-19 cases, dedicated isolation room



VIPARIS has put in place a procedure for handling suspected cases of COVID-19 amongst its staff and those of its long-term concession holders.

The organiser must set up a similar procedure. It should be transmitted to all service providers and exhibitors. It should also be clearly visible to the public at strategic locations: reception counters, entrances, etc.

As part of the governance structure, the procedure should be discussed between the organiser and Viparis to designate an isolation room and determine how the alert system should function.

Each VIPARIS venue has designated one or more isolation rooms for suspected cases of COVID-19 amongst its staff and service providers.

These rooms have been chosen based on the following criteria:

- Accessible from the outside (for emergency vehicles, shuttles, etc.)
- A door and/or window that opens to the outside
- Can be reached by less-used routes to avoid crossing visitor flows (entry from exterior or non-public areas, or failing that, the shortest and least-frequented route).
- Proximity to the exhibition area, if possible

The isolation room will contain:

- A bed or chair for the person suspected of being infected
- Masks, disinfection equipment, bottled water, a hand gel dispenser
- A first-aid kit
- Signage with instructions to follow, in several languages depending on the event

2-7. Procedure in case of suspected cases of COVID-19 and dedicated isolation room for Viparis staff and service providers

IF THERE IS A SUSPECTED CASE OF COVID-19, THE PROCEDURE TO FOLLOW MUST INCLUDE:

- Alert the Fire Safety Control Centre
- Precautionary measures: an FFP2 mask should be given to the person suspected being infected as well to all accompanying personnel, who should be limited in number.
- The route used to transfer the person to the isolation room should avoid contact with other visitors as much as possible.

Where applicable, trigger an alert using the StopCovid app.

PLEASE NOTE:

Prior to the event, a meeting will be held with the organiser to establish procedures to be followed in the event of a suspected case of COVID-19 during an event.

Displays should inform visitors, information should be made available at reception counters

ONCE A PERSON HAS BEEN PLACED IN ISOLATION:

- The Fire Safety Control Centre or first-aid station should alert emergency responders (SAMU) and request that the individual be evacuated to a designated hospital or instructed to return home by his or her own means, depending on the situation.
- The immediate vicinity should be aired to protect people in contact with the patient. Avoid staying too close together or in the same enclosed space.
- Initiate procedures for isolating those who have been in close contact with someone suspected of infection: question the patient, identify and isolate those who accompanied him or her to the site, identify all others who may have had contact with the patient (other visitors, service providers, exhibitors, etc.).

After the alert is over: disinfect the premises, spaces and any equipment involved. Designate a back-up isolation room until the previously-designated room is once again available. All access to the isolation room is prohibited during this period.

2-8. Health safety and security services

As part of our new range of Viparis Expert services, Viparis is making its health and safety facilities available to organisers.

Following an analysis by our expert teams and the implementation of your governance scheme, we can offer solutions that provide operational assistance and detect high-risk situations.

This offer includes technological solutions to help you optimise your health and safety costs. Integrating precautionary measures helps your attendees to better accept safety checks.

Technological solutions

- Thermal cameras
- Checks to ensure that masks are worn (can be combined with a visitor counting system)
- Temperature checks
- Electronic signatures
- An integrated solution using a walk-through detection portal, in which pat-downs and metal detectors are replaced by temperature checks and visitor counts.

If organisers decide not to purchase our safety offer, they can still opt for the first-aid station alone.

2-9. Temperature checks

If the health authorities impose temperature checks, or if the organiser decides to introduce such checks during an event, the system and the locations where checks will be performed should be jointly reviewed beforehand by the organiser and Viparis.

Temperature checks can be performed in several ways:

- Thermal cameras strategically placed at a site's entrances
- Entrance gates fitted with thermal cameras
- Infrared thermometers (forehead or wrist)

A sign must indicate that temperature controls are being performed. Organisers should alert visitors about this prior to arrival.



2-10. Checking safety certifications / Health questionnaire

If the health authorities introduce a system for checking safety certificates, or if the organiser wishes to implement such checks during an event, the system used should be reviewed beforehand by the organiser and Viparis, including the locations where these checks will be carried out.



2-11. Checks on whether masks and PPE are being worn:



If the health authorities make mask-wearing mandatory or if the organiser decides to implement this during an event, a system for checking, and the locations where checks will be carried out, should be jointly reviewed beforehand by the organiser and Viparis.

If masks are mandatory, checks that they are being worn can be carried out by staff, but technological solutions are also possible.

Viparis can provide you with a technological solution that can:

- Determine whether a person is wearing a mask via a GDPR-compliant facial recognition system
- Combine our checkpoint solutions with the health and safety rules that are specific to your event
- Such solutions are not mandatory, but if implemented, would be available exclusively from Viparis.



PLEASE NOTE:

As a reminder, if the health authorities have not made mask-wearing mandatory and the organiser has done the same, it is still recommended for all service providers working on site and, as a result, throughout the setup and dismantling periods.

If Viparis's teams or service providers notice that outside service providers are not wearing masks when the organiser has made it compulsory, the organiser and his or her Covid-19 manager will be informed.

2-12. Disinfection mats

If the organiser wishes, disinfection mats can be placed at the entrances to trade shows.

So-called "footbath" mats provide an initial barrier against surface contamination. The soles of visitors' shoes are coated with a product that disinfects surfaces and creates an additional barrier against COVID-19.

Your project manager can help you put this system in place.



2-13. Context-specific checkpoint solutions

Due to the current Covid-19 situation, visual or manual bag inspections required as part of Vigipirate – France's national security alert system – are difficult to carry out.

To compensate for this, we strongly recommended that organisers install a multi-purpose solution.

Access portals fitted with multiple technologies can detect:

- Explosives
- Weapons (high-density metal objects)
- Elevated body temperatures

Our turnkey solutions optimise your safety installations and are compliant with the new Covid-19 regulations.

Your project manager can assist you in implementing these solutions.



2-14. Simultaneous events

In the case of simultaneous events, you must prepare for your arrival with a coordination meeting that includes all operational players who will be present at the same time. Your project manager will be in charge of this and will accompany you throughout. An official report will formalise all decisions agreed upon during this meeting.

The meeting will clarify and elaborate the following points:

- Organising and separating service provider and visitor flows during the setup and dismantling periods, and when each event is underway
- Assignment of costs associated with these activities and their coordination
- Procedures to follow in the event of a suspected case of COVID-19, and the operation of the first-aid station in the case of simultaneous events

A document listing the points to be discussed at coordination meetings is appended to these guidelines. Your project manager is responsible for organising the meeting.



2-15. Recommendations for exhibitors

A set of recommendations for exhibitors can also be downloaded from the [Viparis Store website](#)

The recommendations are appended to these guidelines and address the following topics:

- Venue access
- Equipment for stands
- Cleaning
- Caterers and food service
- Maintaining, disinfecting and cleaning of stand equipment (power boxes), film-wrapping furniture prior to delivery, etc.

If you are not using Viparis Store for your event, we can provide you with the exhibitor recommendations so that you can distribute them or include them as part of your communication with exhibitors.

To avoid physical contact, and subject to the organiser's approval, Viparis will send e-mails and flash alerts to exhibitors thirty days before an event opens, recommending that they place orders with Viparis Store (or with the organiser's online ordering system).

These communication efforts will focus on:

- Offering Viparis Store services such as bottles of hand gel (with pump), masks kits, protective visors, gloves, disinfectant spray, disinfectant wipes, plexiglass barriers for reception counters, etc.
- Compulsory vehicle registration via Logipass (or the organiser's registration system)
- Extending the Viparis Store order period up to setup, to encourage remote orders

2-16. Cloakrooms

Due to the potential volume of personal belongings or luggage, and the difficulty of separating items of clothing, the authorities do not recommend the use of cloakrooms for visitors and exhibitors.

However, since it is difficult to entirely eliminate cloakroom services, the following measures should be taken:

- Prioritise the use of existing cloakrooms that are located outside of private spaces, or even set up temporary ones in outdoor areas.
- Structure queues in accordance with health and safety protocols: floor stickers to maintain social distancing, stanchions, signage, etc.
- Staff must wear masks, visors, protective gloves and make hand gel and disinfection wipes available.
- Separate payment collection tasks from the handling of personal belongings.
- If a cloakroom fee is charged, please encourage the use contactless payment.
- Hand out disinfectant wipes in queues so that visitors can clean the handles and outside surfaces of their luggage.
- Keep belongings separate on coatracks to prevent them from touching.
- Suggest that cloakrooms be limited to luggage only and recommend that visitors place their outerwear inside their bags.
- Evaluate the feasibility of installing a system to wrap personal belongings, similar to equipment dry cleaners use to bag clothing.
- Establish a regular cleaning protocol for all contact surfaces, including counters, point-of-sale terminals, Plexiglass partitions, and so forth.

2-17. Setup and dismantling

We recommend that organisers introduce safety measures during the setup and dismantling phases, including the following provisions:

- Signage and communication regarding precautionary measures
- PPE: decide whether masks/visors should be mandatory or recommended
- Where possible, manage entrances and exits through doors connecting loading docks to halls and/or conference rooms (use of floor stickers), set up single-direction aisles, etc.
- Clearly indicate and communicate the location of water outlets and/or hand gel dispensers.
- Manage total capacity at any given moment, and use a checkpoint system if the authorities so request. Stagger operations to avoid overcrowding, and introduce a pre-registration system for all exhibitors involved in setup and dismantling.
- Appoint an occupational health and safety coordinator.
- Prepare a set of instructions so that exhibitors can inform their service providers.



2-18. Cleaning and reception services

For Viparis, cleaning and reception staff services are a central part of protective measures being put in place to combat COVID-19.

We have drawn up a comprehensive document that details every aspect of site cleaning, and provides recommendations for reception staff. This document has been appended to the Organiser's Guide.

Your project manager and the COVID-19 contact person can help you implement these instructions and procedures.



2-19. Debriefing

It is crucial to coordinate every health and safety-related aspect of an event. During the planning stage, the organiser and Viparis will schedule regular meetings to dialogue and exchange experiences which will be reviewed before, during and after the event.

The organizer's Covid-19 contact person and Viparis's counterpart will remain in close contact and will attend all of these meetings.

Notwithstanding, an alert system will be put in place so that problems can be reported in real time and corrected immediately, rather than waiting for a meeting.



Appendices

1. Essential information for each exhibitor about safety measures to follow
2. Governance structure and safety measures between the organiser and Viparis
3. Communication kits
4. Exhibitor Guide
5. Information about simultaneous events
6. Cleaning services
7. Reception services