

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 employees are to wear masks, visors or disposable gloves during your event
- » All employees are instructed to thoroughly disinfect their hands regularly
- » All employees will have gone through an extensive hygiene training program
- » Floor markings in the entrance will be employed to ensure appropriate social distancing
- » Access only for registered guests - contactless registration system on request
- » 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 disinfectioning 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



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- » In the catering area the poseur high tables are placed spaciouly apart in accordance with social distancing
- » Severall food and drink buffets will be made available so to avoid bottle necks
- » The food prepared is to be served in individual (Bento) boxes for safe consumption
- » Drinks are for self-service in small Bottles or provided on site per person
- » The cutlery is individually wrapped into serviettes
- » Tea and coffee servings will come complete with individual portions of milk and sugar
- » The surfaces are disinfected regularly (high tables, buffet stations etc.)
- » 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

ADDITIONAL ADVICE FOR EVENT PRESENTERS / ORGANISERS

- » Re-itterate social distancing procedures
- » Clearly indicate where the toilets are situated in both Forum and Foyer
- » Indicate the location of the hand disinfection dispencers 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.

