



14/10/2021

# SAFIM is helping you with The Health Measures Guide

**MARSEILLE  
CHANOT**  
PALAIS DES CONGRÈS & DES EXPOSITIONS



You plan to organize an event at Marseille Chanot, Convention center and exhibitors of Marseille.

With the special situation of Covid-19, Safim set up all the necessities measures to secure your event based on the followings texts:

- **Decrees and Orders published on the Official French Republic Newspaper**
- **National Protocol of deconfinement for company in order to ensure health and security of their employees**
- **Sanitary Standards of the Event Subsidiary** (Group with Coésio, Crealians, France Congrès et Événements, L'Événement, Synpase, Traiteurs de France and Unimev).
- **Health Charter of Marseille Provence Safe Welcome** (The approach of SARM is linked with the approach of tourism as hotels and restaurants.

Since the date of publication of this guide, some measures are not yet updated, for example any gauge limitations depending on the types of events.

Moreover, some practices will stay in the time, some other will involve with time: this version of this guide will be updated regularly during the followings months.

You can be sure of our commitment to help you to set up the best measures in order to secure everybody: Permante and Temporary teams, suppliers, customers and public.

Many thanks for your trust.

**Marseille Chanot Team - SAFIM**



# 1.

## REINFORCED CLEANING, ASSOCIATED MEASURES AND DISINFECTION



## CHANOT MEASURES

### Before Assembly

#### CLEANING

- **Complete Cleaning before each new use of a building.**

*Except if the place wasn't occupy during the last 5 days, the usual cleaning is enough to protect people.*

#### DISINFECTION

- **Disinfection of all the contact human point before each new use of a building.**

*Door handles, pull bars, code keypad, elevator buttons, switches, toilets, stair railings, computers, tables,...*

#### OTHERS MEASURES

- **Purging drinking water networks before each new use,**

*Keep sink water in order to evacuate the stagnated volume of water under the pipes during the closed time.*

- **Natural or Mechanical Ventilation of the place before each new use.**

- **Hand washing access point for deliveries.**

*At the Gate C (Delivery Main access) and at the Warehouse of the Convention Center.*

# 1. REINFORCED CLEANING, ASSOCIATED MEASURES AND DISINFECTION

## CHANOT MEASURES

### Assembly and Disassembly

#### BATHROOMS

- **Increasing the number of accessible bathrooms**  
*Unless one bathroom bloc for 3,500 m<sup>2</sup> building surface.*
- **Increasing in the frequency of sanitary maintenance and disinfection of contact human points.**  
*During the assembly and the disassembly, 2 times per day, and 4 times per day when exhibitors are on site.*

### During Presence of Public

#### DISINFECTION

- **Integration of the disinfection contact human points in the “Health Permanence” service.**  
*This permanence is in charge of the contact human point of the bathroom block: handles, taps, flushes,...*

#### VARIOUS MEASURES

- **Washable and re-usable Hand towel**  
*SAFIM is committed to sustainable development (ISO 20121): rather than generating additional waste with single use paper towels, we offer you washable and reusable hand towels. The official texts mention single-use hand towels and not disposables ones.*
- **Natural or Mechanical Ventilation of the place before each new use.**

For all the measures described above, the organizer has the option of ordering frequency of reinforcements on demand..

## ORGANIZER MEASURES

### During Presence of Public

#### DISINFECTION

→ **Disinfection service dedicated to the disinfection of contact human points.**

*Possibility of extension to contact points located on the stands.*

*In addition to the health permanence.*



# 2.

## Barrier Gestures

COVID-19

### TO PROTECT YOURSELF AND OTHERS FROM CORONAVIRUS



**Wash your hands  
very often**



**When coughing or sneezing,  
cover your mouth and nose  
with your arm or use  
a disposable tissue**



**Dispose of any tissues  
you have used**



**Avoid close contact  
when greeting people**





# CHANOT MEASURES

### WASHING AND HANDS DESINFECTION

- **Installation of hydro-alcoholic gel dispensers at the Parc Chanot Gates: A, B et C**  
*Including gel replenishment, cleaning and regular disinfection.*
- **Supply of a hydro-alcoholic dispenser at the main entrance of each building (1 for 1750 m2 of rented area)**  
*Including gel replenishment, cleaning and regular disinfection.*
- **Provision of hand washing point accessible for deliveries.**  
*At the Gate C (Delivery Main access) and at the Warehouse of the Convention Center.*

# ORGANIZER MEASURES

### WASHING AND HANDS DESINFECTION

- **Supply of additional hydro-alcoholic gel dispensers: At the Conference Rooms Entrances, Catering Areas, Elevators, etc.**  
*Including gel replenishment, cleaning and regular disinfection.*

### During Presence of Public

### CONTROL OF SANITARY PASS

- **A control of Sanitary pass\* must be assured by the organizer by its own means (human, logistic, financial and technical resources under his responsibility)**  
*This service can also be proposed by SAFIM*

*\* consists of presenting a health evidence in a digital format or on a paper format*



# 3.

## PHYSICAL DISTANCIATION AND FLOW REGULATION

# CHANOT MEASURES

### Before Assembly

#### PHYSICAL DISTANCIATION, MAXIMUM CAPACITY OF ROOMS AND SPACES

→ **Monitoring of the current regulation in order to adapt the maximum capacity of rooms and spaces**

*The capacity of the different rooms and spaces are given in our technical documents and commercial brochures.  
They are indicated as "normal"*

*They can be applied according to the current sanitary situation \**

*The reduction of the maximum capacity of rooms and spaces have been lifted by the authorization for conferences, exhibitions and catering*

*\*Subject to change*

#### FLOW REGULATION

→ **Advice to the organizers for setting up queues or barriers.**

# CHANOT MEASURES

### During Presence of Public

#### PHYSICAL DISTANCIATION

- **Plexiglas screens on reception desks (RSFE)**  
*Service limited to reception desks included in the rental rates or conferences areas.*

#### FLOW REGULATION

- **Increase of the width of the pedestrian circulation on gate A to the Grand Palais.** *Reduction of roads dedicated to vehicle traffic.*



## MEASURES FROM THE ORGANIZER

#### FLOW REGULATION (PN ET RSFE)

→ **Markings on the floor**

- **Access control** *guaranteeing the respect of flows regulation measures of sanitary passport prior to accessing the event. The use of a professional security service provider is compulsory (volunteers and voluntary workers excluded).*

Sanitary pass control is mentioned in part 2 – Barrier Gestures (p.10)

# 4.

# ORGANISATIONAL AND QUALITY

 **ATTESTATION**  
D'ADÉQUATION DES MESURES DE PRÉVENTION SANITAIRE

La société

 **SAFIM**

a missionné Bureau Veritas Exploitation pour vérifier l'adéquation des mesures de prévention au risque Covid-19 de l'établissement situé à :

**Parc Chanot**  
**13008 Marseille**



Cette vérification porte sur son activité de :

**Gestionnaire de Site**

Cette vérification a été faite à partir du référentiel suivant :

- Le Protocole National pour la Santé et la Sécurité des salariés face à l'épidémie de COVID-19 du Ministère du Travail - 1 Septembre 2020 ;
- Les fiches Conseil « COVID-19 » métier publiée par le Ministère du Travail ;
- Le Référentiel Sanitaire de la Filière Événementielle – 17 juin 2020 ;
- Le rapport de préconisations Bureau Veritas référencé 9513332-2.

Cette vérification a été menée :

lors d'une visite sur site le 25 Septembre 2020 à 9h00

La vérification a conclu à l'avis :

**Mesures de prévention adaptées à la maîtrise du risque sanitaire\***

Cette attestation est délivrée pour servir et valoir ce que de droit.

Fait à Aix en Provence, le 5 Octobre 2020

Pour Bureau Veritas Exploitation

David CARLE

\* La mise en oeuvre et le maintien dans le temps du dispositif reste de la responsabilité de l'entreprise

BUREAU VERITAS EXPLOITATION  
Le triangle de l'Arche  
8, cours du Triangle – 92800 PUTEAUX

[www.bureauveritas.fr](http://www.bureauveritas.fr)

# CHANOT MEASURES

### SAFIM ORGANISATION

→ **Appointment of a health risk referent within SAFIM team**

*The SAFIM referent is in charge of coordinating all the measures, with the support of the Quality Manager.*

*The organizer must design its own health risk referent, as this function cannot be performed by SAFIM's health referent..*

### CERTIFICATION ISO 20121

→ **Adaptation of the ISO 20 121 references**

*All the measures listed in this guide are in agreement with the ISO 20 121 certification of SAFIM. All the feedbacks and logic of continuous improvement are extended to health risks.*

### HEALTH MEASURES LABELLING

→ **Guide of measures to ensure the health and safety of the public.**

*This guide is accompanied by an audit grid and an evaluation protocol.*

# CHANOT MEASURES

### SAFIM SUPPORT

- **For all the measures described above, SAFIM may provide advice to professionals designated by the organizer.**  
*The organizer's health risk referent will be able to count on the SAFIM's assistance to evaluate the risks inherent to each one and to define the appropriate means of prevention, or even rely on his feedback for the implementation of preventive and corrective measures during the event.*
- **Organization of an organizer meeting / SAFIM Debriefing / Feedback after the event** *SAFIM regularly organizes an information session meeting for its operating employees and service providers.*

# 5.

# SIGNAGE AND COMMUNICATION





# CHANOT MEASURES

### SIGNAGE

- Display of barriers gestures at the main entrances of Parc Chanot, Gates A, B, C.

# MEASURES FROM THE ORGANIZER

### SIGNAGE

- Display measures specific to the event at the entrance doors of the buildings.
- Personalized signage with instructions adapted to the choice of the organizer, possibility of personalization with sponsor's logo, etc...

*For example: The control of sanitary pass / Wearing a mask....*

# 6. TRAINING



# CHANOT MEASURES

### TRAINING

→ **Training on “How to manage Covid” for Security staff and subcontractor suppliers**

*Training before the event on barrier gestures, site specifics and procedures in the event of a suspected case being discovered, etc...*

→ **Online training platform, allowing staff to acquire the necessary notions before arriving at Parc Chanot.**

*Training traced and enhanced by issuing diplomas attesting to the acquisition of the required notions.*

*Checking the knowledge of new employees before their first visit to Parc Chanot.*

*Possibility for all trained staff to return to the platform if they wish.*



# 7.

## SYNTHESIS



## 7. SYNTHESIS

SANITARY MEASURES		PAGE	AT THE CHARGE OF CHANOT (1)	AT THE CHARGE OF ORGANIZER (2)		MANDATORY Y = Yes N = No	COMMENT
				Exclusive Chanot	Supplier of organizer's choice		
1. REINFORCED CLEANING, ASSOCIATED MEASURES AND DISINFECTION							
Cleaning	Cleaning before use	4	•			O	
Disinfection	Health permanence – Integration of disinfection human contact points	4	•			O	
	Permanence disinfection of human contact points in the presence of public	5		•		O	The extension to the points of contacts located on the stands isn't necessarily an exclusive service by Parc Chanot
Various Measures	Hand washing access point for deliveries	4	•			O	
	Purge drinking water network	4	•			O	
	Room ventilation	4	•			O	
	Use of hand towels	5	•			O	
Bathrooms	Additional bathrooms opening during the assembly and disassembly	5	•			O	1 bathroom open for 7000m2 of surface area rented
	Increase in the frequency of bathrooms maintenance during assembly and disassembly	5	•			O	

## 7. SYNTHESIS

SANITARY MEASURES		PAGE	AT THE CHARGE OF CHANOT (1)	AT THE CHARGE OF ORGANIZER (2)		MANDATORY Y = Yes N = No	COMMENT
				Exclusive Chanot	Supplier of organizer's choice		
2. BARRIER GESTURES							
Hand washing and disinfection	Installation of hydro-alcoholic gel dispensers at the entrance gates of Parc Chanot	9	•			Y	
	Hand washing access point for deliveries	9	•			Y	
	Supply of a hydro-alcoholic gel dispenser at the main entrance door for each building	9	•			Y	
	Supply of a hydro-alcoholic gel dispenser ( entrance to conference rooms, catering areas, elevators.....)	10			•	N	
Masks	Wear a face mask- Adjustment of measures according to the regulation in force.	9	•			Y	
Sanitary pass	Control of Sanitary pass	10			•	Y	must include the provision of human resources; logistics and techniques

## 7. SYNTHESIS

SANITARY MEASURES		PAGE	AT THE CHARGE OF CHANOT (1)	AT THE CHARGE OF ORGANIZER (2)		MANDATORY Y = Yes N = No	COMMENT
				Exclusive Chanot	Supplier of organizer's choice		
3. PHYSICAL DISTANCIATION AND FLOW REGULATION							
Physical distancing, adaptation of gauges	Monitoring of the current regulation in order to adapt the maximum capacity of rooms and spaces	12	•			Y	
	Plexiglas screens on reception desks	12	•			Y	
Flow regulation	SAFIM advice on the setting up of queues and barriers	13	•			Y	
	Increase in the width of pedestrian traffic. Reduction of road dedicated to vehicle traffic.	13	•			Y	
	Floor markings	14		•		N	

## 7. SYNTHESIS

SANITARY MEASURES		PAGE	AT THE CHARGE OF CHANOT (1)	AT THE CHARGE OF ORGANIZER (2)		MANDATORY Y = Yes N = No	COMMENT
				Exclusive Chanot	Supplier of organizer's choice		
4. ORGANIZATIONAL AND QUALITY							
Health risk referent	Designation of a health risk referent within the teams	16	•		•	O	The organizer must designate his own referent.
Certification ISO 20 121	Adaptation of the ISO 20 121 reference	16	•			O	
Health measures guide	Development of a Guide of Measures to ensure the health and safety of the public	16	•			O	The organizer must write his own health protocol.
SAFIM Support	SAFIM may provide advice to professionals appointed by the organizer	17	•			O	According to the need
	Organization of an organizer meeting / Debriefing of SAFIM / Feedback after the event	17	•			O	
5. SIGNAGE ET COMMUNICATION							
Signage	Barriers gestures at the main entrances of Parc Chanot, Gates A, B, C.	19	•			O	
	Display of event-specific measurements	19			•	N	
	Personalized signage with instructions adapted to the organiser's choices, possibility of personalization with a sponsor's logo, etc.	19		•		N	

## 7. SYNTHESIS

SANITARY MEASURES		PAGE	AT THE CHARGE OF CHANOT (1)	AT THE CHARGE OF ORGANIZER (2)		MANDATORY Y = Yes N = No	COMMENT
				Exclusive Chanot	Supplier of organizer's choice		
6. TRAINING							
Training	Training on “How to manage Covid” for Security staff and subcontractor suppliers	21	•			O	
	Online training platform	21	•			O	

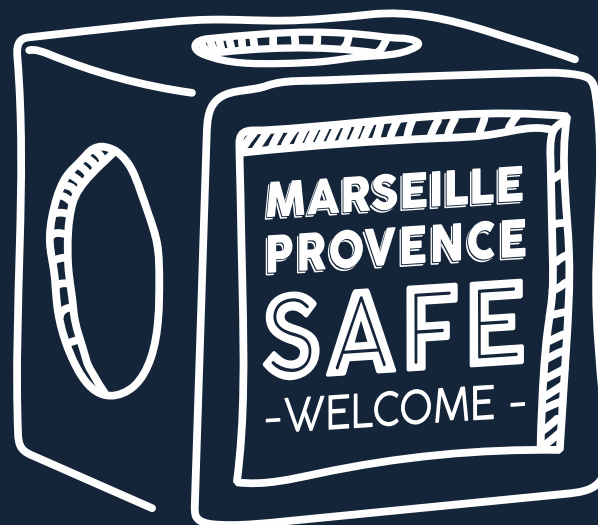
(1) -- At Chanot's account = Included in the rental price

(2) -- To be paid by the organizer = Not included in the rental price. May be compulsory or optional.

- Exclusive Chanot: This service must be provided by Chanot.

- Supplier of the organizer's choice: The organizer may assign this service to Chanot or to the service provider of his choice.





**MARSEILLE  
CHANOT**   
PALAIS DES CONGRÈS & DES EXPOSITIONS

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