



# **FYCMA** | **SAFE SPACE**

**GUIDE OF RULES AND  
RECOMMENDATIONS FOR  
COLLABORATING AND ASSEMBLY  
COMPANIES**

**Trade Fairs & Congress  
Center of Málaga**

## FYCMA SAFE SPACE. MEASURES AND RECOMMENDATIONS GUIDE FOR COLLABORATING AND ASSEMBLY COMPANIES

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## INTRODUCTION

At FYCMA, we are committed to the safety of our users and audiences. We have implemented a rigorous action protocol that covers all situations related to holding an event so that organisers, exhibitors, suppliers, participants, attendees, and visitors can perform their activity with all guarantees.

This particular guide combines the specific measures and recommendations for collaborating and assembly companies. Its implementation, together with all other decisions adopted by FYCMA in this regard, aims to achieve the safest possible environment for our events.

The Standards and Clauses of Participation in FYCMA Contests remain in force in all aspects not expressly mentioned. Both FYCMA and the organiser, in the case of an externally organised event, will coordinate to ensure compliance with the standards approved by the different administrations regarding safety and preventative measures against COVID-19.

## 1. SUMMARY OF GENERAL MEASURES

- ✓ **Mandatory use of masks**
  - Establishment of dispensing points.
  - Masks with a valve are not effective in protecting other people.
- ✓ **Interpersonal distance of 1.5 metres**
  - Adequacy, delimitation, and signposting of spaces. In the case of externally organised events, FYCMA assumes this task in communal areas, and the organiser takes care of this inside the pavilions and halls.
  - Establishment of entry and exit points.
  - Routes for safely moving around the facilities.
- ✓ **Maximum capacity: 65%**
  - Permanent limitation and control through automatic and face-to-face systems.
  - In the case of the pavilions, this will depend on the plan for each event and a personalised study of each case will be made.
- ✓ **Intensification of cleaning and disinfection activities**
  - Creation of a hygiene delegate position at all events.
  - Widespread use of sodium hypochlorite.
  - Strict application of disinfection and drying times depending on the elements.
  - Permanent intervention of qualified staff throughout the event.
  - Disinfectant gel dispensing points available to users.
  - Systems to guarantee correct ventilation.
  - Bathrooms with sinks and soap dispensers, as well as non-contact activated hand dryers with HEPA filter.



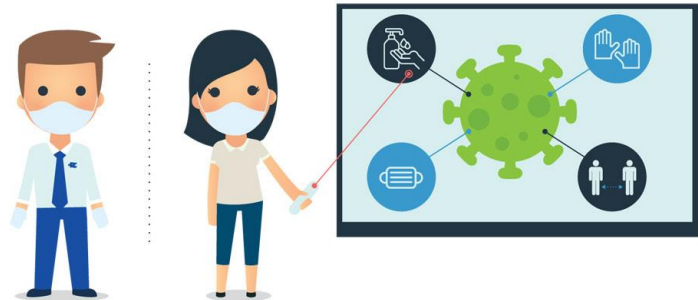
✓ **Control and prevention**

- Possibility to incorporate temperature controls at the entrance at the organiser's discretion.
- Protocol for the detection, isolation, and immediate communication to the healthcare services of possible suspected cases of COVID-19.



✓ **Safe assistance**

- Provision of PPE to the staff members of FYCMA who are providing services at the event.
- Specific training and qualification plans in COVID-19 prevention.



✓ **Digital commitment**

- Online accreditation, access, and payment systems to avoid using elements that must be physically handled.
- Replacement of informative and promotional media in paper format for digital devices.
- Hybrid formats: generation of online spaces and content to complement the face-to-face experience.



## 2. CONTROLLING THE ENTRY OF PEOPLE

### 2.1. Information on preventative measures

- This measures and recommendations guide is included in the exchange of information carried out between FYCMA and the collaborating and assembly companies in order to coordinate business activities. It contains all mandatory information that must be known by these companies in their professional relationship with FYCMA.



- The collaborating company must also distribute this information to its entire team and provide FYCMA with proof of their knowledge and conformity.
- In the case of companies that regularly collaborate with FYCMA, they must provide General Services with their own protocol regarding the jobs and activities performed at our facilities.

### 2.2 Acceptance of measures

- Every company that is going to perform assemblies or services at FYCMA must sign a knowledge and conformity record of the risks communicated and received by FYCMA, as well as acknowledge receipt of the measures and recommendations. They also undertake to disclose them to their teams.
- This record forms part of the activity coordination documentation that is exchanged and entitled 'Knowledge and conformity of the ORP (Occupational Risk Prevention) regulations, Measures and Recommendations Guide for Collaborating and Assembly Companies'.
- The person responsible for prevention will be the valid spokesperson for related issues.
- FYCMA reserves the right to possibly use devices to take the temperature of all people who access the building and establish an action protocol should a temperature exceeding 37.5°C be detected.
- The collaborating and assembly company must ensure that all materials, accessories, tools, and vehicles brought to FYCMA for assembly or use have been adequately disinfected before accessing the facilities.

### 3. PARCELS AND GOODS PROTOCOL

- All materials brought into the facilities must pass the health safety controls before being received by the recipients.
- In the case of those destined for events, the period required for delivery to the facilities will be 48 hours before the opening of this event. If this is not possible, the customer will assume the necessary disinfecting task.
- Vehicles are not authorised to enter pavilions. Goods will be brought in using manually operated transportation carts or pallet trucks, for example.
- With regard to the collection of goods, the company must leave the materials correctly packaged, labelled and ready for collection by the courier service in the space provided for this purpose. The organisation will never intervene in the handling of boxes/materials.



#### 3.1. Parcels

- In the case of materials addressed to companies housed within FYCMA, they will either be distributed throughout the building once they have been manually disinfected or collected by the recipients at reception.
- Any parcels that are delivered to reception but contain materials destined for an event will be taken by operating or technical staff to the temporary storage location for their disinfection and delivery process.
- All parcels/letters will be handled by a person equipped with gloves and a mask.

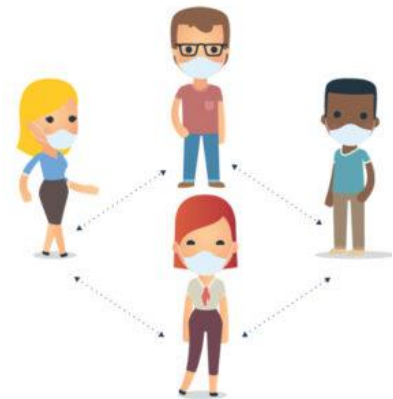
#### 3.2. Heavy or large volume goods

- Generally, all parcels or packages that exceed 5 kg and/or, failing that, 0.125 m<sup>3</sup> (0.5 x 0.5 x 0.5 m) in volume will be considered heavy or large volume goods.
- This type of parcel or package will be brought in through the goods entrance enabled for this purpose at the facility, using the channels and protocols established for their communication and handling.
- The goods addressed to exhibitor/collaborating companies of the different events will be managed as follows:

- All goods will be received 48 hours before the opening of the event and will be stored in the corresponding goods warehouse, where they will remain isolated until their delivery to the recipient before opening.
- FYCMA does not guarantee the receipt of goods intended for events that exceed the established delivery period, due to hygienic and sanitary reasons.

### 3.3 Temporary storage of goods

- All events will have an enclosed area for storing related materials, where they will remain until their delivery. These enclosed areas must be identified at the entrance and will be reported in the corresponding service order.
- The location will depend on the set-up of this area, size, and people responsible for the parcels. This will be established in an agreement with the organiser if there is one.
- Once the parcel has arrived at FYCMA, either the delivery person or staff from the organisation will deposit it in its assigned area, where it will be labelled with the date of receipt, event name, and recipient.
- All parcels will be handled by staff equipped with disposable gloves and masks.
- In this location, the parcel must spend a period of 48 hours in quarantine and undergo a disinfection process, either manually by spraying it with a portable spray gun or by another specific system requested by the customer.
- Once the parcel is available to be delivered to its recipient, it can be brought into the event area.



### 3.4. Transportation of material to the event area

- The labelled and disinfected parcel will remain in the temporary warehouse, in the area defined for disinfected materials, until it needs to be used. Its transportation will be carried out by the recipients, operators, or technicians.

### 3.5. Storage of packaging and excess materials

The material packaging may receive 2 treatments:

- Be stored for the duration of the event for its later use in disassembly. In this case, it will be stored in a designated area that must be indicated by the organisation.
- If it comes from a material that will not be reused in the event disassembly process, it must be segregated.

#### 4. COMPANY PROTOCOLS

The collaborating and assembly companies, especially large-scale companies, will adopt the measures taken by FYCMA and present their own operating protocols to prevent the spread of COVID-19 in the tasks carried out at the facilities. These protocols must be available for consultation and review by whoever requests them.

#### 5. CLEANING AND DISINFECTING

- The collaborating and assembly company must ensure that all materials, accessories, tools, and vehicles brought to FYCMA have been adequately disinfected before accessing the facilities.
- In the case of the stands, all spaces in question -surfaces, structures, *Truss*-type assemblies, canvases, audiovisual elements, furniture, etc.- must be cleaned and disinfected before they are opened to the public.
- The use of ozone sprays or ultraviolet lamps is not permitted, as their safe use with people present cannot be guaranteed.
- The company must ensure that its own staff and collaborators comply with the hygiene measures.



#### 6. HOSPITALITY, CATERING, AND VENDING

- The restaurants and catering areas at FYCMA have been redesigned for your safety, meeting the requirements established for hospitality by the health authorities.
- It is not permitted to consume food outside of the areas designated for this purpose.
- When using catering services and taking part in tastings, you may remove your mask at tables, although you must still always keep the minimum interpersonal distance and avoid wandering between them.
- FYCMA has placed informative signs on its vending machines containing recommendations for their safe use, including the use of hydroalcoholic gel before and after.



## 7. ACTIONS TO TAKE IN SUSPECTED CASES OF COVID-19

At events where a prior temperature control is in place at the entrance, FYCMA and/or the organiser reserves the right to not admit attendees who exceed a certain temperature. At events organised by FYCMA, this temperature limit will be set at 37.5°.

- In the event of a potential suspected case:  
When a person has a fever or other symptoms linked to COVID-19, they should go to the medical service to be seen to and assessed. A mask, and gloves if possible, must be worn as they make their way to the medical service. Once there, they will follow the instructions of the healthcare staff.
- In the event of a firm suspected case:
  - The medical service will notify the Health Service and the organisation so that they can take the relevant measures.
  - Unless indicated otherwise, sick people cannot continue participating in the event.
  - All belongings or material used daily by the affected person must be stored in closed plastic bags. The use of gloves and a mask is required for this operation.
  - With the collaboration of the affected person and the exhibitor, a record of activities performed and the people they have been in contact with must be established.
  - Based on this information, a disinfection plan and a specific contact management plan will be prepared.



## 8. KEY RESPONSIBILITIES OF THE COLLABORATING AND ASSEMBLY COMPANY

- Ensure that both its own staff and its collaborators are not showing symptoms linked to COVID-19 and have not recently been in contact with people who have tested positive.
- Ensure that occupancy in the work area is kept within the appropriate limits and be proactive in reducing it when necessary.
- Provide the appropriate PPE to its own staff and its collaborators and monitor its use.
- Train its staff members in the necessary hygiene measures and remind them to use hydroalcoholic gel when they cannot maintain frequent hand washing.
- Keep its tools, machines, and any other equipment in optimal hygienic conditions whilst performing its work.
- Fully disinfect its tools and equipment at least once a day and if they are used by various people.

## **9. TRACKING BY FYCMA**

- FYCMA will monitor compliance with the indicated measures. FYCMA reserves the right to not admit people or close spaces when they do not meet the health and safety conditions.
- In the event that the collaborating or assembly company does not keep its equipment or assembly area in the appropriate hygienic conditions, FYCMA reserves the right to take the necessary measures until any possible deficiencies are resolved.

## **10. DISCLAIMER**

- FYCMA is not liable for any claims that may be filed by third parties if they become infected with SARS-CoV-2 or any other contagious illness.