



FYCMA | SAFE SPACE

**GUIDE OF RULES AND
RECOMMENDATIONS FOR
ORGANISING COMPANIES AND
ENTITIES**

**Trade Fairs & Congress
Center of Málaga**

FYCMA SAFE SPACE. MEASURES AND RECOMMENDATIONS GUIDE FOR ORGANISING COMPANIES AND ENTITIES

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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 organising companies and entities. 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 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.
- Events over 200 attendants will require risk evaluation and prior approval by Health Authority

✓ **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.

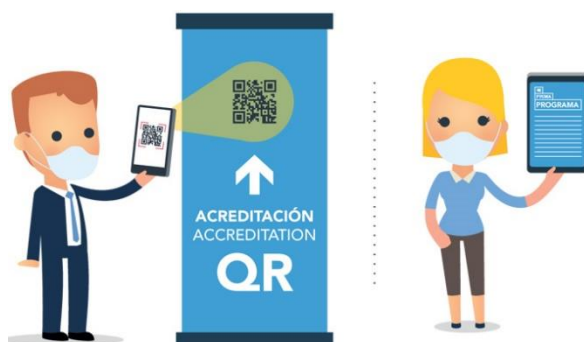


- Bathrooms with sinks and soap dispensers, as well as non-contact activated hand dryers with HEPA filter.
- ✓ **Control and prevention**
 - Possibility to incorporate temperature controls at the entrance at the organiser's discretion.
 - Protocol for the detection, isolation, and immediate communication 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. CONSIDERATIONS PRIOR TO THE HOLDING OF THE EVENT

- Occupancy is affected by the planned assembly. A personalised study of every event held must be made.
- It is necessary to carry out a rigorous planning of the preventative measures and actions that will be implemented in order to duly inform the people involved and accumulate the necessary resources.
- This prevention involves the organiser, venue, and attendees, so it is necessary to implement a coordination system to execute these measures in assembly and subsequently monitor or correct them, if required, during the event.



- We recommend using online registration platforms or selling tickets on the Internet, even those that may be free. These platforms must meet the following requirements:
 - Include systems to adequately inform visitors of special access conditions, such as temperature control, if any, absence of on-site accreditation, or measures for interpersonal distance, for example. They should also allow visitors to expressly accept these measures.
 - Send an access document to attendees or exhibitor companies prior to the event or assembly, where appropriate. This document should allow entry directly, without having to pass by the accreditation desks to obtain another physical document. Some options are:
 - PDF file including a BIDI code or a barcode to be printed at home.
 - BIDI or NFC code on a mobile phone.
 - Ticket compatible with “Wallet” applications.

It is also worth mentioning that from a health point of view, it is useful for the registration to contain contact information such as the user’s telephone number and e-mail address, which will allow traceability by the health authorities if required.

- Consider establishing procedures for the staggered entry of event attendees. For example, you can schedule the arrival of buses with enough margin between them to ensure a smooth flow in and out without crowds. In the case of parallel activities, stagger the start and end times so that the corresponding entry and exit traffic does not coincide.

3. CONTROLLED ACCESS AND REGISTRATION

- Whenever possible, use electronic and mechanical means that allow the user to validate their own access document.
- Control staff should only interact directly if assistance is required or an incident occurs.
- The face-to-face registration of a lot of people is not recommended as a general rule. As specified in previous points, the implementation of online registration systems or appointments is recommended. In any case, at least one station must be kept in order to deal with incidents, loss of documentation or attend to users with special needs, among others.
- When queues and crowds are expected, priority access must be established for the elderly, pregnant women, and people with reduced mobility or a disability, as they are considered vulnerable groups.
- To maintain the recommended interpersonal distance, the number of people queuing for service stations at counters has been established at a maximum of 10 people, and 3 at the ticket office. If you intend to use these, you must request it to the FYCMA

staff members assigned to your event so that they can check availability, proceed with the reservation, and prepare them properly.

4. TEMPERATURE CONTROL

- Temperature control is not currently a regulatory requirement, although it is a convenient security measure.



- The existence of a temperature control and entry determined according to the result thereof must be included in the information sent and/or advertised to users before they acquire their access document. If your event is free and no document is required, you must incorporate this information into any media used to promote and advertise the event.
- People who do not pass the first control must pass a second test carried out by medical staff using medical grade thermometers in order to be able to access the facilities.

5. WAITING AREAS AND QUEUE MANAGEMENT

- FYCMA estimates a maximum capacity of between 210 and 240 people waiting in the main hall whilst maintaining the recommended interpersonal safety distance. The organiser and the assigned FYCMA staff members must carry out a study on the arrival flow and accreditation of attendees to ensure that this volume of people is not exceeded during the wait times.
- If this cannot be guaranteed, other additional spaces will be opened to facilitate access.
- Remember to establish systems for the staggered entry of attendees.
- Queues must be organised by using separating elements and signs, such as barrier tapes, specific furniture, or marks on the floor.
- The distance between the service station and the first position in the queue must be at least two metres.

6. AUDITORIUMS

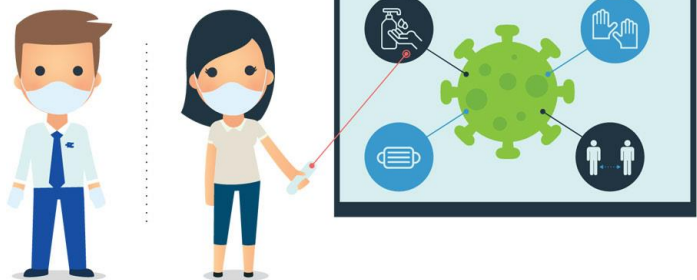
- The maximum occupancy according to Andalusian regulations ranges is 65% of the nominal capacity for conferences, so long as the minimum interpersonal distance is respected, the complementary measures are taken, and masks are worn by the attendees. Control mechanisms must be coordinated between the organiser and FYCMA to ensure that this capacity is not exceeded.



- The maximum occupancy of Auditoriums 1 and 2 at FYCMA is, therefore, as follows:
 - Auditorium 1: 585 seats
 - Auditorium 2: 415 seats
- You must consider how the minimum interpersonal distance will be maintained whilst planning the event and allocate seats wherever feasible.
- Groups of people may sit in consecutive occupied seats so long as they live together.
- Seats that are both available and unavailable for use must be duly signposted.
- It is recommended that those attending multiple sessions always use the same seat.
- The minimum interpersonal distance between speakers and participants on stage must be respected.
- A mask must be worn both in the box and in the technical stations.
- Doors exclusively for entry and exit will be signposted, except those used for evacuation.
- A progressive access process for attendees will be established to avoid crowding at the doors. If necessary, a waiting area will be proposed with marks on the floor that indicate the interpersonal distance.
- To facilitate emptying the auditoriums once sessions have finished, attendees will be informed when to leave in order to avoid excessive crowds on stairs and in front of the doors. Methods may be used such as recorded messages to indicate which rows can leave, the use of the emergency exits as coordinated support with stewards and messages from the stage, or the projection of these instructions on screen.

7. ROOMS AND SPACES WITH TEMPORARY FURNITURE

- The maximum occupancy according to Andalusian regulations ranges is 65% of the nominal capacity, so long as the minimum interpersonal distance is respected and the complementary measures are taken, such as the use of masks by the attendees. Control mechanisms must be coordinated between the organiser and FYCMA to ensure that this capacity is not exceeded.
- The maximum occupancy of these spaces at FYCMA is, therefore, as follows:
 - Conference Room 1: 243 pax.
 - Conference Room 2: 360 pax.
 - Exhibition Hall 1: 228 pax.
 - Multi-use rooms 1-6: 45 pax.
 - Multi-use rooms 7-12: 26 pax.
 - Pavilion 1: 3,030 pax.
 - Pavilion 2: 1,690 pax.
- Due to the variety of the types of possible assemblies, coordinate your specific plan with the FYCMA staff members assigned to your event to check its feasibility.
- The maximum occupancy must be indicated in each space.
- When the room has more than one door, exclusive entry and exit accesses will be indicated.
- It is recommended that those attending multiple sessions always use the same seat.
- At the speakers' table, the minimum interpersonal distance must be respected.
- The minimum free distance between the speakers' table and the first row of attendees will be two metres.
- Wherever possible, tables without fabric covers should be used to facilitate cleaning.
- A mask must always be worn in the technical stations.
- A progressive access process for attendees will be established to avoid crowding at the doors. If necessary, a waiting area will be proposed with marks on the floor that indicate the interpersonal distance.
- To facilitate emptying the rooms once sessions have finished, we recommend that attendees are informed via the speakers' table or via control so that they can leave in an orderly fashion, starting with those closest to the exit door.



8. GENERAL CONSIDERATIONS FOR THE DESIGN AND ASSEMBLY OF EXHIBITION AREAS

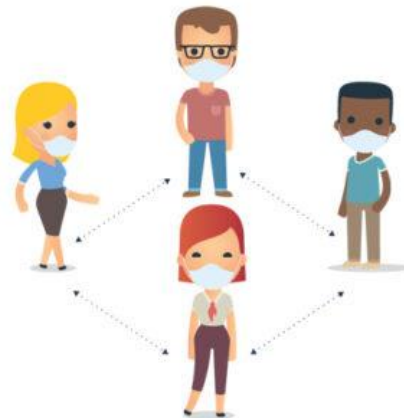
Use the following documents made available to you by FYCMA as a reference:

- FYCMA safe space. Measures and recommendations guide for exhibitor companies at events.
- FYCMA safe space. Measures and recommendations guide for collaborating and assembly companies.

Please circulate both of these among your exhibitors and collaborating companies for the assembly of the event.

9. MOVEMENT AND FLOW BETWEEN SPACES

- FYCMA has temporarily set up certain hallways and stairways with a one-way system to ensure interpersonal distance.
- At all events that do not take place in adjacent spaces or rooms, a mobility study must be carried out between the organiser and FYCMA. This study will establish the routes between the different spaces, as well as their signage.
- In the event that more than one event takes place simultaneously, a mobility study must be carried out on the complex that must then be approved by the FYCMA security department. Insofar as possible, the premise is to keep the flows of the different events separate.



10. CONSIDERATIONS FOR THE HOLDING OF THE EVENT

- Avoid crowds:
 - We recommend establishing various passes and a place reservation system for talks or presentations that may bring together a lot of people.
 - Avoid the formation of queues in hallways or transit areas.
 - It is convenient to establish appointment systems at the stands to limit the accumulation of people at the busiest times.
- Adopt hygiene measures:
 - Make hydroalcoholic gel dispensers available to your staff and attendees.
 - Remind your collaborators of the importance of washing their hands with soap and water frequently. When this is not possible, we recommend using hydroalcoholic gel. It is also necessary to emphasise the importance of not contaminating their hands when coughing or sneezing, by covering the nose and mouth with a disposable tissue or the inside of the elbow, and avoiding touching their face.

- It is preferable that no equipment is shared among the staff of the stand, such as laptops, tablets, or microphones. If so, remember that they must be sanitised every time the user changes.
 - We recommend that there are no interactive demo facilities that require contact by the attendees. If so, frequent cleaning protocols should be established for these areas.
 - When giving presentations or conferences, all contact material needs to be sanitised every time the speaker changes, such as seats, the microphone, lectern, presentation pointer, etc.
- Properly report the guidelines and recommendations to follow:
 - Include the necessary measures and recommendations in communications with your potential attendees.
 - Enable communication supports to report specific measures and good practices.
 - Inform attendees of possible crowding points and suggest alternative activities.

11. OCCUPANCY CONTROL AND INTERPERSONAL DISTANCE

- The maintenance of the minimum interpersonal distance will be controlled by staff members, who will ensure compliance with the regulations and measures imposed to preserve the safety of all users. To do this, supports will be established at the different access points, service desks, and rooms.
- The overall occupancy of the building and pavilions will be monitored by automatic systems.
- For all other spaces, the appropriate processes must be established and coordinated between the organiser and the FYCMA staff members assigned to each event.



12. CLEANING AND DISINFECTING

- All elements of the space in question, -surfaces, structures, *Truss*-type assemblies, canvases, audiovisual elements, furniture, etc.- must be cleaned and disinfected before they are opened to the public.
- All material external to FYCMA that is provided by outsourcing must be delivered already disinfected.

- All spaces and their equipment must be generally cleaned at least once a day.
- The accreditation, ticket office and customer service stations will be sanitised each time the shift or person changes, including tables, chairs, accreditation computer equipment, code readers, etc.
- Microphones, laptops, presentation pointers, and other equipment in direct contact with speakers or the public will be disinfected every time the user changes.
- The control box and other areas with direct contact technical equipment will be disinfected at least twice a day.
- Plans should be established to regularly clean and disinfect areas of greatest contact with the attendees, such as counter surfaces, tables, chairs, or handles.
- The contact surfaces of the translation booths and their equipment will be disinfected each time the staff member changes.
- The use of ozone sprays or ultraviolet lamps is not permitted, as their safe use with people present cannot be guaranteed.

13. HYGIENE MEASURES

- Place gel dispensers in the vicinity of all customer service points, and in all communal assembly areas: break rooms, networking areas, etc.
- A dispenser for every 50-100 people is recommended. In the case of small rooms, a communal one can be set up in the vicinity.
- When outdoor temperatures stay around 21 to 26 degrees, room doors can be left open between sessions for better ventilation.



- We recommend that direct assistance staff wear KN95/FFP2 masks. Masks with a valve should be avoided as they are not effective in protecting other people.
- Those who also handle belongings of visitors or objects touched by a lot of people should wear gloves.
- Instruct event assistance staff to maintain the recommended interpersonal distance.
- Staff members must also receive specific instructions on how to act if they identify attendees who are not complying with the distance measures or are not wearing a mask, for example.

14. PROMOTIONAL AND COURTESY MATERIAL

- We recommend replacing paper documentation and materials with digital systems such as QR codes linked to the documentation accessible on the Internet, or sending e-mails containing the required information.
- Sweets or any other types of food products that are not individually wrapped are not permitted.
- We recommend that no promotional materials (brochures, courtesy items) are placed on the counters as they may be freely handled by visitors. It is preferable to place them in a protected space so that they can be handed out in a way that guarantees hygiene.

15. CATERING, HOSPITALITY, TASTINGS, AND VENDING

- If you have a specific catering service linked to your participation, we recommend contracting the Lezama Group through FYCMA, an approved supplier, which has a specific protocol for providing this service under the maximum safety and hygiene conditions.

- The use of external catering services is possible with the following requirements:
 - Payment of the established fee.
 - Compliance with all regulations on Occupational Risk Prevention and Coordination of Business Activities.
 - Presentation of a specific action protocol to avoid the spread of COVID-19.
 - Acceptance of the protocols established at FYCMA for this same purpose.



- The catering service and tastings must be carried out in specific areas designated for this, where compliance with the sanitary guidelines established for hospitality is ensured by maintaining the minimum interpersonal distance between the users of the tables, using separators, or limiting spaces to avoid the continuous passage of people.
- The catering service will only be offered in the form of an assisted buffet or table service.
- 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.
- The provision of catering and hospitality services will be prioritised, whenever possible, in the open spaces at FYCMA.
- In order to ensure proper coordination, the catering activities will be requested from the organisation within a minimum period of 15 days prior to the start of the event.

- The use of biodegradable or recyclable materials is recommended in all packaging used.
- As a general rule, tastings in which immediate consumption is required are not recommended. If this is essential, you must take into account the following considerations:
 - The consumption of tasting products must be carried out in specific areas designated for this, where compliance with the sanitary guidelines established for hospitality is ensured by maintaining the minimum interpersonal distance between the users of the tables, using separators, or limiting spaces to avoid the continuous passage of people.
 - The product offered must be individually wrapped.
 - In the case of beverages, we recommend using disposable cups with lids.
 - Food can only be handled by trained staff.
- FYCMA has placed informative signs on its vending machines containing recommendations for their safe use, including the use of hydroalcoholic gel before and after.

16. SALE OF FOOD PRODUCTS

At events where the sale of food products is permitted, the instructions below will be followed:

- Any form of self-service is not permitted.
- Unpackaged products will be placed out of the reach of the public to avoid direct handling. If this is not possible, they will be placed behind screens or signposted to avoid any possible handling.
- The person responsible for the sale must wear gloves.
- Signs and posters will be used to inform about the hygiene measures and the need to cooperate in their compliance to safeguard the safety and well-being of all users.

17. 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 and carried by parcel companies, 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.
- Exhibitor is responsible for sanitizing hand goods carried by itself into the venue

- With regard to the collection of goods, the exhibitor 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.

18. MEDICAL SERVICE

- The Medical Service will be formed by one doctor and at least one Health Care Technician. This will be extended according to the set-up of each event: number of people, whether or not there is a temperature control at the entrance, etc.
- Given the current health circumstances, this will be a service that is contracted exclusively through FYCMA. This measure aims to guarantee its supervision and control under the highest quality standards, ensuring proper coordination with the staff responsible for its provision, who will have all information necessary to respond with solvency to any casuistry that may arise.

19. SECURITY

- The Security Service will be formed by at least one team leader approved by FYCMA, one guard at the door, and one guard in communal areas. They will be included in the event's security plan.
- An adapted security plan will be made based on the set-up and needs of each event, as well as the number of attendees.

20. DEPARTURE

The end of each day and the corresponding departure of attendees must be planned following the guidelines described below:

- The end times of the different parallel activities must be staggered.
In the case of activities involving a large volume of people that end at a specific time, their departure will be supported by security staff and the temporary opening of emergency doors. We recommend providing specific instructions to attendees at the end of the activity in order to carry out an orderly emptying of the room.

21. 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.



22. KEY RESPONSIBILITIES OF THE ORGANISING 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 throughout the event is kept within the appropriate limits and be proactive in reducing it when necessary.
- Avoid the formation of queues in hallways and manage the dissolution of these queues.
- Provide the appropriate PPE to its own staff and its collaborators and monitor its use.
- Train its staff members in the hygiene measures taken and in their assigned functions, such as managing attendees or cleaning routines.
- Keep the spaces used during the event in good hygienic conditions throughout the event.
- Collaborate with the health authorities if required.
- The organisation will acknowledge receipt of all measures set out in this guide, and a clause will be stipulated in the contract in which it accepts, complies with, and discloses these measures among its collaborating companies and participants.

23. TRACKING BY FYCMA

- FYCMA will ensure compliance with the indicated measures and reserves the right to not admit people or close spaces when they do not meet the health and safety conditions.

24. 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.