



FYCMA

SAFE SPACE

**GUIDE OF RULES AND
RECOMMENDATIONS FOR
VISITORS AND ATTENDEES**

**Trade Fairs & Congress
Center of Málaga**

FYCMA SAFE SPACE. MEASURES AND RECOMMENDATIONS GUIDE FOR VISITORS AND ATTENDEES

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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 event visitors and attendees. Its implementation, together with all other decisions adopted by FYCMA in this regard, aims to achieve the safest possible environment for our events.

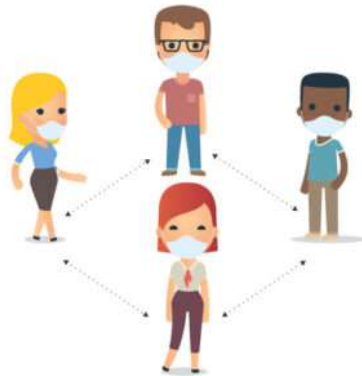
1. SUMMARY OF GENERAL MEASURES

- ✓ **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**
 - The maximum number of attendees varies according to the risk level of the district on the date of the event:

Business	Level 0	Level 1	Level 2	Level 3	Level 4
Attendees without previous assessment	100% capacity	85% capacity not exceeding 1000	75% capacity not exceeding 800	60% capacity not exceeding 400	40% capacity not exceeding 200
Cultural and shows					
Attendees	100% capacity	100% capacity	75% capacity	60% capacity	50% capacity



- At levels 1 to 4, business events requesting to exceed the maximum require a risk assessment by the health authority.
- At levels 1 to 4, cultural events with more than 400 people require a risk assessment by the health authority.
- 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.



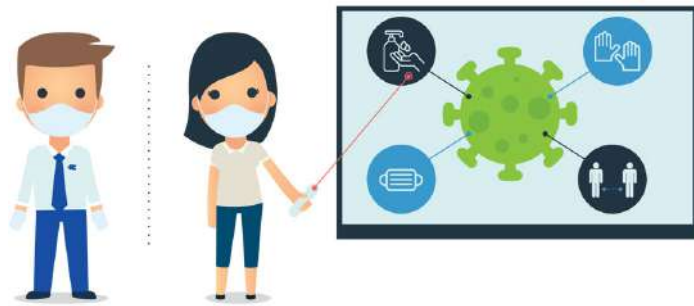
✓ **Control and prevention**

- Possibility to incorporate temperature controls at the entrance at the organiser's discretion.
- Possibility of antigen testing or requesting vaccination or recovery certificates when accessing 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. BEFORE YOUR VISIT

- Find out about the online registration, accreditation or ticket purchasing options. The current circumstances mean that this system prioritises over face-to-face, so it is likely that you can only access the event in question in this way.
- Carefully read all information that the organiser will provide to you regarding this.
- If you have a fever or any other symptom linked to COVID-19 on the day of the event, please do not attend.

3. DURING YOUR VISIT

- 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 events where a contagion control is enabled prior to access, FYCMA and/or the organiser reserves the right to refuse admission to those attendees who do not pass this test.
- Carefully read and follow the rules and recommendations on the signs.
- Respect the marked entrances/exits and one-way systems.
- The areas taken up by the event may be divided into separate sectors with controlled seating capacity.
- There will be a priority entrance for the elderly, pregnant women or users with reduced mobility or functional diversity should they need it.
- Always try to maintain the minimum interpersonal safety distance. To do this, at entrances and in hallways with a one-way system in place, let other people leave before you enter.
- Avoid crowds. To do this, consider the following:

- Find out about the pre-booking options for the activities of interest to you.
- Avoid excessive queues and waiting times as much as possible. Check with the staff members of the stand or space in question if it is possible to arrange a meeting time in advance.
- Try not to loiter at the entrances to different spaces.



- Take into account the following hygienic and sanitary measures:
 - Wash your hands with water and soap or use antibacterial gel frequently.
 - Avoid direct contact when greeting people.
 - The use of a mask with a valve is contraindicated. They are not effective in protecting other people.
 - Avoid contact with materials or surfaces if it is not strictly necessary.

- If you use interactive demonstrations that require contact, or handle sample and test products available at stands or other spaces, remember to wash your hands thoroughly before and after.
- Avoid contaminating your hands when coughing by covering your nose and mouth with a disposable tissue or the inside of your elbow.
- Try not to touch your eyes, nose, and mouth.
- Prioritise gathering information through digital means.

4. CATERING, HOSPITALITY, 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.
- FYCMA has arranged a rigorous action protocol with its approved supplier for the provision of these services to guarantee the safety of users. Follow the instructions that you will find about this at each event.



- FYCMA has established a series of measures to restrict and limit catering and hospitality services to specific areas that guarantee flow control and duly observe the minimum interpersonal safety distance.
- 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. In all other circumstances, the use of masks is mandatory, and you cannot remove them to eat or drink in corridors and communal areas.
- FYCMA has placed informative signs on its vending machines containing recommendations for their safe use, including the use of hydroalcoholic gel before and after.

5. ACTIONS TO TAKE IN SUSPECTED CASES OF COVID-19

- 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.



6. 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.

7. 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.