

## **COVID-19 MEASURES**

The following rules are observed when hosting your activity within our conference/meeting facilities:

- The Torarica Group will observe hygiene and safety protocols at all times when accommodating guests within its facility
- The rules of conduct regarding the COVID-19 measures are indicated at various locations
- When entering the location, the temperature of the participants will be taken
- When acquainted with your contact person, the Banquet Captain and the Torarica team, offering a hand (handshake) is avoided; this measure also applies when leaving the hall after your activity
- The room will be furnished in such a way that the 'social distance' measure is observed at all times; there are no exceptions to this rule. Furniture may not be moved
- Your organization will provide a host at the entrance/walk-in of the room. The host will ensure that each participant cleans their hands upon entry with a sanitizer, which is placed at the door
- Microphones, laptops and pointers have been disinfected in advance by the Torarica Group. During your activity, your organization is responsible for cleaning microphones, laptops and pointers after each use; disinfectants are provided by Torarica.
- To serve your food and drink, there will be a designated waiter from Torarica; there will be no self-service available (no dispensers, no buffets and coffee tables)
- Food-eligible personnel will put on a mouth-nose cover
- Water will be offered in bottles or personal pitchers
- The visit to the toilet group will be coordinated; there should be no queue formation
- The Torarica Group advises to provide as little paper and books as possible during your activity and to use the available audio and visual equipment
- Your organization is responsible for communicating in advance with your participants that they will not be present at your event in case of illness; if it appears that there is an observation from Torarica of a 'sick' person, this will be brought to the attention of your organization. The participant will have to leave the hall in case of 'illness'
- Risk groups are advised to put on a mouth cap when participating in the activity
- Torarica recommends collecting contact details of all participants in a database so that, if contamination has occurred, the health authorities can be provided with this information. ➤ Both your organization and Torarica are responsible for ensuring that the above rules are observed
- The above rules are established for the protection of your organization, your participants and the staff of the Torarica Group