

# COVID-19 MEASURES EVENTS KROMHOUTHAL

## Summary

- To guarantee your safety and that of other guests and employees, all rules set up by the RIVM (The Dutch National Institute for Public Health and the Environment) apply in the Kromhouthal
- We have put a limit on the maximum amount of visitors per event, try to prevent any contact moments and encourage organising parties to have hybrid events
- Every guest must keep a distance of at least 1,5 metres from others
- We assert hygiene measures strictly
- Catering is self-service, if possible
- Clients, organisers, location, suppliers and guests all conform to these rules without questioning and have to keep in mind that, by doing this, they contribute to a most 'Covid-19-proof' event.
- All rules are communicated clearly and supervised by our personnel
- For each event, we appoint a person that is responsible for supervising the compliance with the rules.
- Governmental guidelines decide the maximum capacity of an event.
- Every person present in de Kromhouthal is required to wear a facemask. This rule also applies to employees. If you are on the move, wear a face mask. The only exception to this rule is if you are sitting in a fixed place.

## General rules

- All employees of the Kromhouthal know of the RIVM guidelines and take the extra measures necessary, like washing your hands frequently and being aware of the mandatory compliance of guests and other employees.
- For each event, location and organiser agree upon a plan for routing, layout and seating
- For each event, we create a safe routing plan employing space sectioning on the floor and busy areas
- In consultation with the organiser, de Kromhouthal agrees upon a maximum for each space, hall and room in the building
- We will register each person entering the building
- Before the event, everybody has to go through a health check

## **Parking**

- Routing plan for parking is indicated clearly
- Employees of the Kromhouthal supervise parking
- We have placed direction signs between parking terrain and location entrance.

## **Guest entrance**

- We have placed hand sanitiser stations at the entrance
- There is a COVID-19-proof wardrobe, self-service or staffed with employees
- De Kromhouthal upholds the right to measure the temperature of guests upon entry
- Guests are lead from the location entrance to the event space via the shortest route, with clear directions

## **Hygiene**

- Sanitary facilities are supplied with hand sanitiser and paper towels We've removed all towel rolls
- Sanitary facilities are regularly cleaned and are closed during cleaning
- The maximum number of guests per bathroom is limited to a number at which 1,5 metres distance can be guaranteed. This measure is communicated to the guests.
- All used spaces, sanitary facilities included, will be cleaned at least twice per daily period, before, during and after the event
- Door handles, staircase bannisters etc. are cleaned regularly (at least twice per daily period)
- Flat surfaces, like tables, counters and buffets are cleaned several times a day.
- Sanitary facilities are supplied with hand sanitizer and paper towels. Towel rolls are removed
- Sanitary facilities are regularly cleaned and are closed during cleaning

## **Other measures**

- We have placed signs with hygiene guidelines throughout the Kromhouthal
- Coughing and sneezing, guests need to cover their mouth and nose, preferably with a disposable paper napkin. No napkin? Cough or sneeze in your elbow
- Wash your hands before entering the venue and after leaving the venue
- We advise guests and employees to stay home in case of a cold
- Trash bins are placed throughout de Kromhouthal and are emptied regularly
- Employees and guest treat each other with respect and dignity
- If necessary, we will call security to prevent crowds and ques at sanitary facilities
- If necessary, first aid employees are present during all events
- There are signs placed throughout de Kromhouthall, to continually remember visitors to keep a 1,5-metre distance from each other
- De Kromhouthal is ruim voorzien in afvalbakken die regelmatig geleegd worden

## **Extra measures for conferences**

- In consultation with the organiser, we create a floorplan that guarantees a safe conference set-up. The 1,5-metre rule is incorporated in this plan
- The entrance is set up widely to prevent ques. We have place stripes on the floor to ensure the 1,5-metre distance between visitors
- Security counts all persons that enter the building
- We advise organisers to work with time slots, to prevent peaks on specific times
- One-way-traffic routes will be designated to all spaces in de Kromhouthal. These are regulated strictly
- By working with time slots and designated chairs, visitors will enter halls and spaces in phases
- There will be enough time scheduled in between keynotes and presentations, to prevent the collision of arriving and leaving visitors