



# *Health* protocol

UPDATE OF AUGUST 19, 2021

PAVILLON  
DAUPHINE  
SAINT  CLAIR

# Editorial

Dear partner,

As a major actor of the event scene and considering the actual context of COVID 19, the Pavillon Dauphine Saint Clair entered into full precaution measures in order to guarantee an optimal security during the whole time of your event.

## Preserve our staff's health

Responsible for our staff's health and security, we have reassessed the risks and established necessary measures to avoid them :

- Promoting remote working ;
- Evolution of work organization (limitation of contact areas and social distancing execution, limitation of the number of persons per area,...)
- Investment in equipment (face masks, hand sanitizing gel, disinfection kits for the equipment, plexiglas separation between desks,...) ;
- Awareness of our team and suppliers (training program, welcome charter,...) ;
- Set up of work instructions (preventative measures billposting, special procedures, management of suspect cases,...) ;
- Reinforcement of cleaning and disinfection of sites and equipment.

## Getting back to normal events in serenity and security

The Caterers Events in Paris (TEP) and Caterers of France (Traiteurs de France) have been working for several months with the Government to formalize the protocol governing the exercise of the profession of Caterers, Organizers of Events.

After validation by the Government ([www.economie.gouv.fr](http://www.economie.gouv.fr)) and the trade unions GNI and the CNCT, we send you the applicable protocol both in the Establishments receiving from the Public (ERP) and in the private fields.

We look forward to meeting you very soon for beautiful events, take care of you.

The teams of the Pavillon Dauphine Saint Clair



# Exceptional *assets*

The Pavillon Dauphine Saint Clair offers a unique green setting close to the Champs-Élysées and public transport, and spaces adapted to organize all your corporate or family events in total serenity.



## Video studio

STUDIO DAUPHINE

An integrated and turnkey  
film studio for your digital  
or phygital events

[DISCOVER OUR OFFER HERE](#)

## 3000m<sup>2</sup>

OF TERRACES AND  
GARDEN

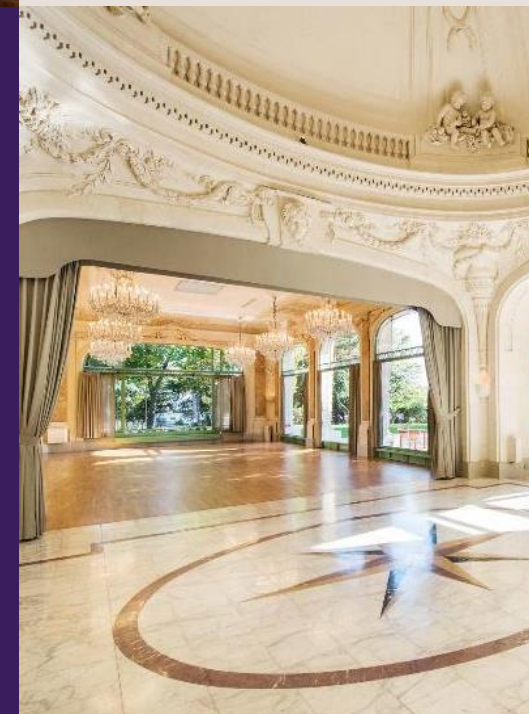
The perfect venue  
for outdoor events

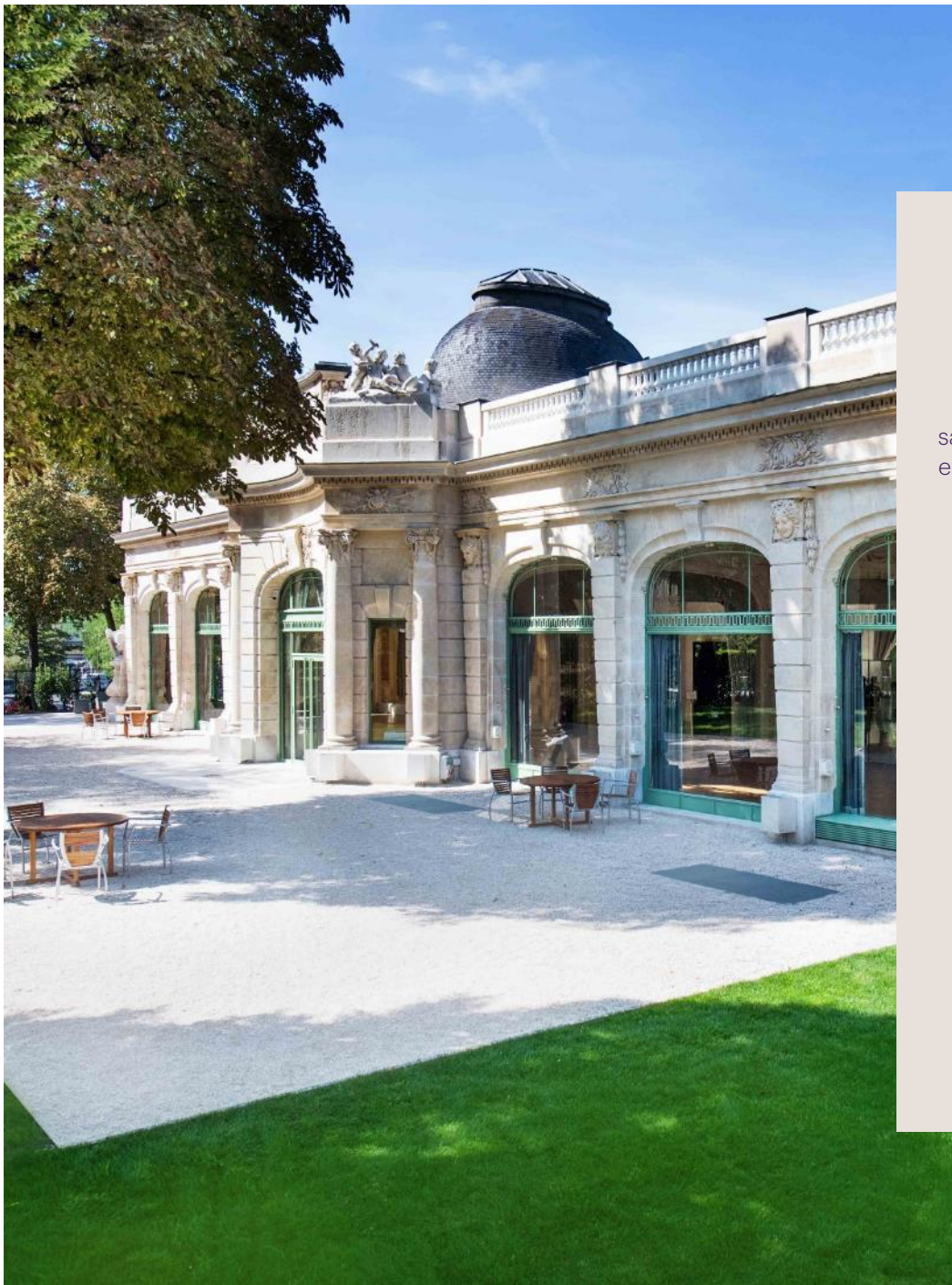


## 900m<sup>2</sup>

LOUNGES

The ideal place to respect  
physical distancing and  
furniture rules





## OUR PREREQUISITS



Face mask and hand sanitizing gel required for everybody before, during and after the event



Health measures and social distancing of 1m at all time and in every circumstances



Disinfection of contact areas and airing of the sites



Required billposting and health charter of collaborators



Downloading of the application « TousAntiCovid » is highly recommended



Contact tracing facilitated with a QR Code per event






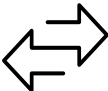



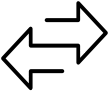




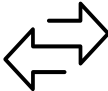



Contact details of attendees (guests and suppliers) should be provided to the authorities within an hour



# Health measures of the Pavillon Dauphine Saint Clair

According to Decree No. 2021-1059 of 07 August 2021 prescribing the general measures necessary to manage the exit from the health crisis

<b>SINCE 09 JULY</b>	<div> Numbers and gauge restrictions ends</div> <div> Health pass required for guests from 1000 people</div> <div> Contact Tracing of guests at the entrance</div> <div> Standing cocktail reception authorized indoors and outdoors</div> <div> No restriction for tables</div>	<b>GUIDELINES</b> <div> Comfort furniture and <b>traffic flow directions</b> in front of service doors to control guests' flow</div> <div> No product to be shared</div>
<b>FROM 09 AUGUST</b>	<div> Health pass required for guests</div> <div> Contact Tracing of guests at the entrance</div>	<b>GUIDELINES</b> <div> Comfort furniture and <b>traffic flow directions</b> in front of service doors to control guests' flow</div> <div> No product to be shared</div>
<b>FROM 30 AUGUST</b>	<div> Health pass required</div> <div> Contact Tracing of guests at the entrance</div> <div> Health pass required for Saint Clair employees and all suppliers</div>	<b>GUIDELINES</b> <div> Comfort furniture and <b>traffic flow directions</b> in front of service doors to control guests' flow</div> <div> No product to be shared</div>

Stages and measures could be modified by the government depending on the local health situation.





## WHICH AUDIENCE IS INVOLVED?

Any guest aged 18 and over. From 30 September 2021, this obligation will apply to 12-17 year olds.  
For the employees of the Caterer, Organizer of receptions, as well as its suppliers, this obligation will apply from 30 August.

## HOW DO I MAKE SURE THE HEALTH PASS IS VALID?

Guests will be required to submit a paper or digital proof as:

- Complete vaccination of more than 7 days
- Negative RT-PCR or Antigenic or Self-test supervised by a healthcare professional under 72 hours
- Positive RT-PCR test of at least 11 days and less than 6 months, showing recovery

The only exception is a medical contraindication certificate given to the person concerned by a doctor.

## WHAT IF THE GUESTS ARE FROM ABROAD?

Only the European Health Pass, entitled **“EU Digital Covid Certificate”** is valid in France. The present QR code can be read by the control application.

This certificate is published (and therefore read) by all member countries of the European Union and six other countries (Andorra, Iceland, Liechtenstein, Monaco, Norway and Switzerland).

**If guests come from other countries, their proof of no contamination is not valid and they had to do a screening test than 72 hours before going to the reception venue.**

## HOW TO CONTROL THE HEALTH PASS?

The control, must be performed at the entry of the event and/or the venue, with the application TousAntiCovid Verif.  
This application allows you to scan the QR Code and immediately see if the Health Pass is VALID.

Identity checks can only be done by the police.

NB: This check is complementary to the Contact Tracing by QR code or recall booklet.

## WHAT PERSONAL DATA ARE TRANSFERABLE?

Last name/first name/date of birth and health pass status (VALID or NOT) are the only information displayed.

No archiving of the data and no possibility of knowing why the health pass is valid or not.

## WHO IS RESPONSIBLE FOR THIS CONTROL?

The application of the decree is the responsibility of the operator of the place and/or by the organizer of the event..



# Wearing a *mask*

---

## IS WEARING THE MASK STILL REQUIRED?

The obligation to wear the mask outdoors has been lifted since 17 June 2021.

**Since 09 August, the obligation to wear the mask indoors is no longer applicable to persons accessing establishments, places and events subject to the health pass control.**

*However, the wearing of the mask may be made mandatory by the prefect of the department, when local circumstances justify it, as well as by the venue or the organizer of the event.*

**So, le Pavillon Dauphine Saint Clair leaves it to the organizer of the event to decide to allow or not the guests to remove the mask.**

To this day, as a precaution and safety principle, le Pavillon Dauphine Saint Clair maintains the requirement of wearing the mask for all its employees both outdoors and indoors.

# Set up *of your event*

HANDLING THE EQUIPMENT AND  
MANAGEMENT OF THE SUPPLIERS  
(EQUIPMENT SUPPLIERS, FLORISTS, AV  
SUPPLIERS, ENTERTAINERS...)



Planning of deliveries  
scheduled in order to  
guarantee the social  
distancing of the various  
participants : separate flows,  
traffic flow directions,  
arrivals spacing out



Protocols of the events  
venues previously handed  
over to the different  
participants who must  
commit to respect it



Tableware delivered  
protected to guarantee  
health quality



Health charter signed  
by every suppliers  
and protocol  
communicated  
beforehand





A COVID specialist designated for each event, is the guarantor of the application and respect of the protocol



Spacing out of staff's arrival in order to respect the 1m social distancing during clocking in



Cloakrooms : separation between professional and personal outfits

Should the venue doesn't allow it, spacing out of the staff flow



Groups of more than 6 persons for meals and breaks ban



Reminder of the protocol instructions to the staff during briefing prior to each event

Health protocol billposting in each back office



Separation between the kitchen and the clearing area in the back offices in order to improve service flow and avoid crossings

# Back office *of your event*

WELCOME STAFF / SECURITY /  
CLOAKROOM / TRAINING /  
BACK OFFICES ORGANISATION



# Welcome *of your guests*



Organization of your guests arrival respecting the 1m social distancing handle by you : distinguished schedules and flows, organization of queues, differentiated exits if possible



No valet service, but marshallers to streamline the access to the car park



Preventative measures  
billposting at every entrance

If necessary, as an option 1  
security agent at the reception  
to make the arrivals flow better  
and to check protective  
measures



Contact tracing facilitated with  
a QR Code per event

**OR**

Contact details of attendees  
should be provided to the  
authorities within an hour



**FROM 09 AUGUST**

Required control of  
health pass for all  
events



Hand sanitizing gel  
provided by us to  
your guests upon  
arrival

## GASTRONOMY

- Favour "à la russe service" when the maître d'hôtel slices at the service table, "à l'anglaise service" when the maître d'hôtel serves the guest and "à l'américaine service" when the dish is already plated



# Your seated reception

## *guidelines*

## SERVICE

- Welcome cocktail is tabled served and individualized
- No product to be shared on the table
- Condiments (salt, pepper...) proposed by the dedicated staff
- Wearing a mask for our staff



## GASTRONOMY

- Self service gastronomy is forbidden
- Only the gastronomy with individual packaging or an individualized service by a dedicated staff is allowed
- Cooking live shows are authorized with a 1m social distance between the Chef and the guests.  
Food should be served individually (plates, bowls,...)



# Your standing reception

## *guidelines*

## SERVICE

- Tray service allowed with individual packaging and well spaced-out dishes presentation
- Food buffets and beverages buffets should be separated in order to avoid people gathering
- Traffic flow or queue in front of the buffets should be organized in the respect of the social distancing measures (poles with ropes, floor marking...)
- Wearing a mask for our staff

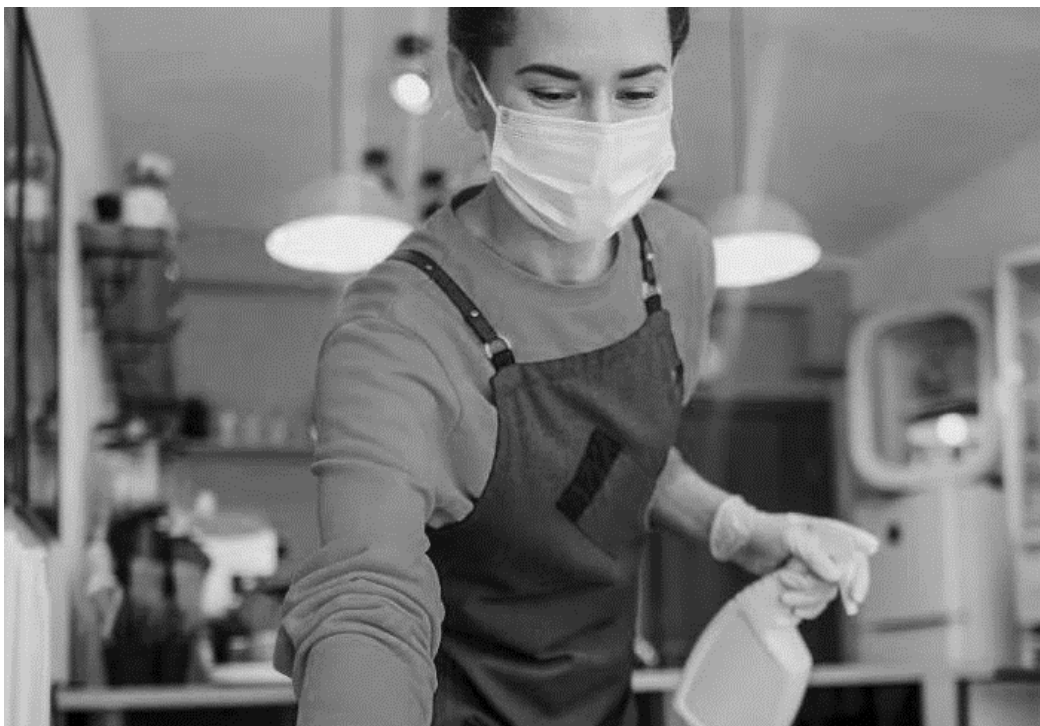
# Cleaning and *disinfection*



Cleaning rounds of contact areas on the furniture and the buffets during the event



Cleaning plan at regular intervals of the bathrooms and contact areas of the Pavillon Dauphine Saint Clair during the event



Doors are left opened should it be possible (except fire doors, cold chains, confidential or guests social distancing) in order to reduce contact areas



Regular ventilation of the venue in 2 distinct points (during 15 minutes every 3h)

Otherwise, a new appropriate air supply by the ventilation system



PAVILLON  
DAUPHINE  
SAINT  CLAIR

*Any questions about your next event ?*

**Our Sales Service would be happy  
to help you**

+33(0)1 44 38 78 68

[pavillondauphine@saintclair.com](mailto:pavillondauphine@saintclair.com)

 **in** 

@lepavillondauphinesaintclair

[www.lepavillondauphine.com](http://www.lepavillondauphine.com)

