



Health protocol

UPDATE OF AUGUST 19, 2021

SAINT  CLAIR

Le goût de la rencontre

Editorial

Dear partner,

As a major actor of the event scene and considering the actual context of COVID 19, 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.

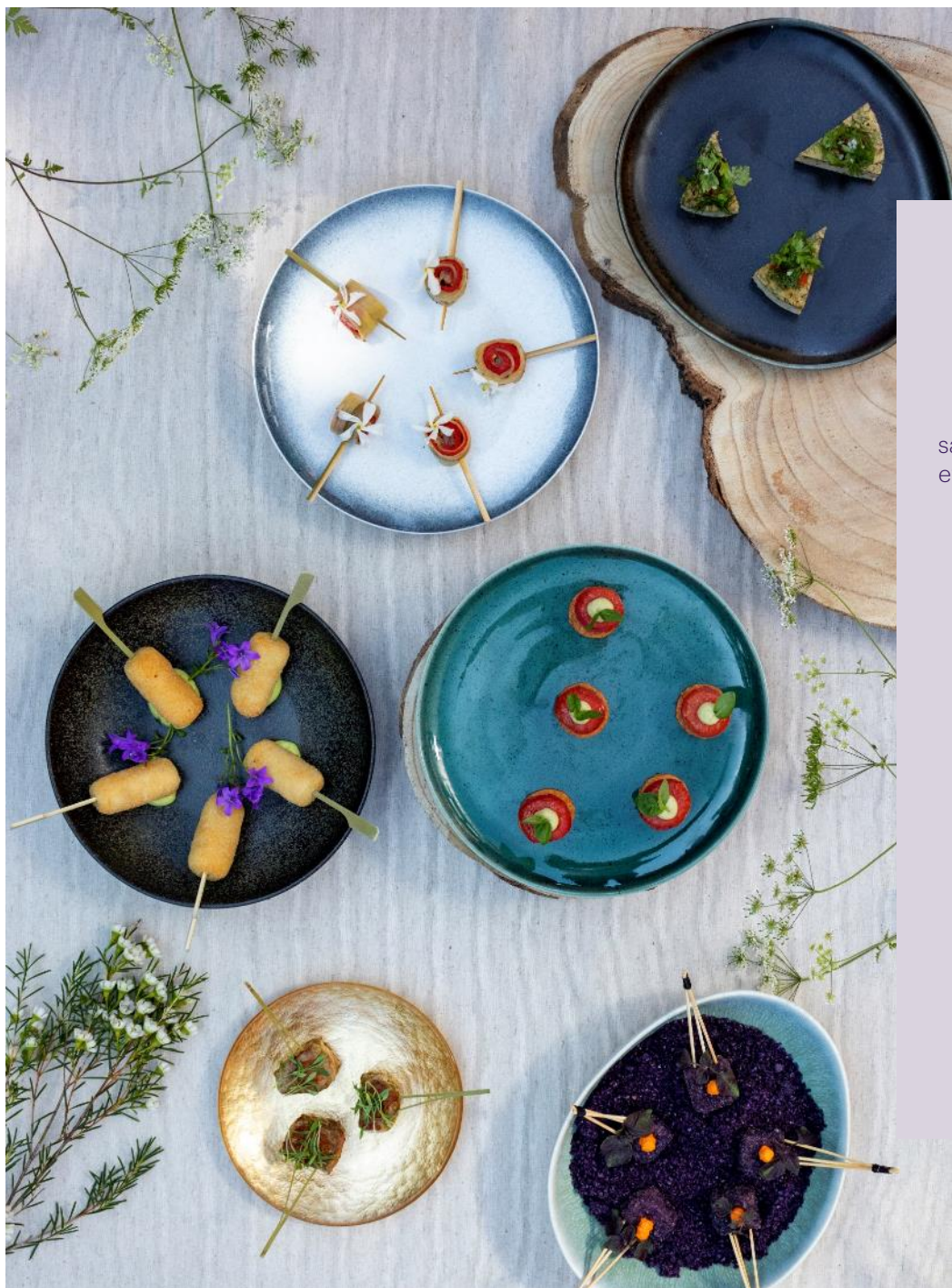
Getting back to normal events in serenity and security

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) 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 Saint Clair



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






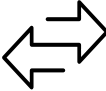



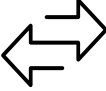




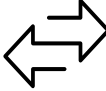



OR

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

Health measures of Events Planner Caterers

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

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

These procedures apply also to private venues.
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, it is the organizer of the event who decides to allow or not the guests to remove the mask.

To this day, as a precaution and safety principle, 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



Preventative measures billposting at every entrance by the venue

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



Reception staff equipped with a surgical mask category 1



Hand sanitizing gel provided by yourself 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 venue during the event handled by the venue itself



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



SAINT  CLAIR

Any questions about your next event ?

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

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WWW.SAINTCLAIR.COM