

RE-OPENING OF CEN and CENELEC MEETING CENTRE TEMPORARY PROCEDURE AS OF 1 JULY 2020

Background

On April 1st (letter reference 15429) it was announced that the CEN-CENELEC Meeting Centre would be closed until 2020-06-30, as a precautionary measure and in line with the Belgian Authorities' decision, to contain the COVID-19 virus outbreak.

While we continue to encourage our staff and visitors to use the web and audio system for meetings ([Zoom](#)) as much as possible, as of July 1st 2020, it will be possible to organise physical meetings in the Meeting Centre, respecting social distancing and observing other prevention measures.

This document highlights IMPORTANT INFORMATION and guidelines for the re-opening of the CEN-CENELEC Meeting Centre.

Access and measures in place in the Building

The building management has decided to implement the following prevention and safety measures, in line with the Belgian Authorities' recommendations:

- **disinfectant gel** dispenser available at main lobby reception and access entries (parking-lift hall);
- **plexiglas protection** has been placed at main lobby reception;
- **marking and signalisation** material has been put in place (reminders to keep social distance, wash hand, etc.);
- the recirculation and humidification of air in the building have been put to a stop, **only fresh air is pulsed inside** and immediately evacuated from the building. The system is operational during more hours than usual;
- recommendation to only take the **lifts for the way up**;
- **adapted cleaning program**: cleaning of door handles and lift buttons every day, reception desk in case of contact by a visitor.

All people present in the building have to follow and respect these measures.

Access and measures in place at CCMC

In addition to the measures in place in the common areas of the building, CEN and CENELEC commit to the following:

- limit physical contact to the necessary interactions with other people as much as possible;

- respect social distance at all times (1m50 between people);
- ensure impeccable hygiene (regular hands washing, use of paper tissues, etc.);
- specific prevention and safety measures;
- stay at home in case of display of symptoms and notify hradmin@cencenelec.eu in case of illness for traceability purpose.

In practice, the following measures are in place:

- a **reduced number of staff** members allowed on the premises through a rotation plan;
- a **reduced number of visitors** allowed in the MC through a maximum occupancy number in the meeting rooms;
- **common areas arrangements**: chairs have been removed, shower not accessible, water fountains disabled ...;
- marking of **circulation flow** on each floor, staircases and lifts via signage, explanation and plans;
- **specific protective material**: hands-free door openers, disinfectant gel dispensers, stickers have been put on desks that cannot be used ...;
- **extra cleaning measures**: all door handles and doorframes, screens and control panels of printers, desks, screens, visible cables, other tables, kitchen equipment ...

Upon arrival at the CEN-CENELEC Management Centre reception desk:

- you will be welcomed by the receptionist behind a protective Plexiglas;
- the receptionist cleans systematically the registration tablet after each use;
- access badges are no longer provided for hygiene reasons and replaced by an adhesive textile badge to be worn visibly at all times by the visitors.

Access and measures in place in the Meeting Centre

- the basic rule applied in the building is to use staircases on the way down and lifts on the way up;
- visitors must access the Meeting Centre through the “walkway” white staircase (situated behind the reception desk) and exit the building through the emergency stairway exit or with the lift up to the ground floor while respecting social distance;
Disabled people or people with a special health condition may use the lifts upwards and downwards, as advised by the receptionist.
- signalisation and special markings are displayed to guide all visitors in the most convenient way;
- the cloakroom is accessible although with reduced capacity;
- the coffee points are still operational: keeping in mind to maintain social distance during the coffee breaks;
- water bottles, cleaning wipes and disinfectant gel are available in the meeting rooms;

- in order to guarantee maximum fresh air circulation, the recommendation is to keep the windows open as much as possible;
- Rest rooms: in order to respect social distancing only one person at a time is allowed in the rest rooms. An explanatory notice is displayed in front of the restrooms.

In order to respect social distancing and hygiene rules the Meeting Rooms have been reorganized and their maximum capacity has been reduced as detailed in the table below:

Number of seats	Room	New occupancy ratio
6	Tesla 1	50%
6	Tesla 2	50%
7	Mercator	44%
7	Braille	39%
7	Amundsen	44%
12	Tesla 1 + 2	50%
15	Archimedes	44%
16	Magellan 2	50%
17	Magellan 1	32%
33	Magellan 1 + 2	38%

- Organization of lunches:
 - lunches are organised in the cafeteria on the ground floor next to the CEN and CENELEC reception for a maximum 30 minutes for a total number of 30 persons;
 - a timetable for lunch is established daily to limit interactions between visitors and groups and communicated while taking into account the number of groups and the number of people present in the meeting rooms;
 - the food will be packed individually and placed on the table, the cutlery and napkin will be provided in a closed pocket;
 - the receptionist will take orders for the drinks and serve them directly at the tables; in order to respect all hygienic rules applicable, she will wear a mask;
 - the windows in the cafeteria will always remain open to increase air circulation.

This temporary procedure will remain in place until further notice, and in line with the decisions of the Belgian authorities.

**PLEASE CONTACT meetingcentre@cencenelec.eu
IN CASE OF QUESTIONS**