

Procedures to make  
all your events safe

External Plan  
Amazing Evolution

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# ACTION PLAN

**Safe Events - Procedures**



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# Safe Events

What measures did we take to ensure your event is safe:

- All of our team members, as well as our customers, resort to wearing a mask when they are indoors;
- We have available, upon request, safety kits with a disposable mask, individual gel alcohol and information leaflet;
- We do temperature measurement check at the entrance;
- Dispensers with disinfectant solution are available at the entrance of the rooms so that hand hygiene can be carried out;
- We encourage compliance with the respiratory etiquette and respect for social distance;
- Room capacity has been revised, so we can guarantee social distancing, according to the chosen setup;
- We defined an entrance circuit in the room that starts by filling chairs in the front row, following the order until those in the back row;
- We privilege that the entry and exit of the rooms are done in compliance with the signaling of the adopted circuits;
- We use a disposable stationary in the meeting rooms;
- Rooms are clean and disinfected on a daily basis and also during breaks, even bathrooms, even when the participants are the same;
- The rooms are ventilated, whenever possible, with natural ventilation;
- Regarding meals, we encourage pre-chosen menus;
- We ensure a distance of 2 meters between tables and a maximum of 10 people per table;
- The buffet service will be replaced, whenever possible, by table service. If this is not possible, the buffet remains, but only employees will serve participants;
- We encourage meals to be taken in shifts, avoiding big gatherings;
- Group check-in and check-out is done in phases, with its own procedure, coordinated with the person in charge of the group, avoiding queues at the reception
- We have an isolation room and a strict action plan to ensure everyone's safety in case someone feels sick during the event;
- We have a health and safety response team that updates and articulates all measures adopted with the responsible health authorities;
- All the referred procedures are being supervised by an external company that guarantees and is responsible for compliance with the established rules.



Amazing Evolution  
Av. da Liberdade, 69, 4B  
1250-140 Lisboa

T: +351 213 471 013  
info@amazingevolution.pt  
amazingevolution.pt