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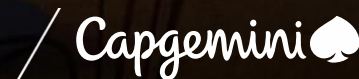
SERGE KAMPF
LES FONTAINES

Capgemini Campus

MEASURES TO WELCOME CLIENTS POST-COVID19

September 1, 2020

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FOREWORD

The content of this document will **evolve over time** to take into account
recommendations from Public Authorities
and best practices identified in each type of department operating in Les Fontaines

Sources :

- *Référentiel Sanitaire de la filière événementielle - préconisations en date du 11/05/20*
- *Protocole national de déconfinement pour les entreprises*
- *Protocole de déconfinement Hôtellerie & Restauration*
- *Protocole sanitaire des différents métiers opérant sur le site des Fontaines*

ABOUT THIS DOCUMENT

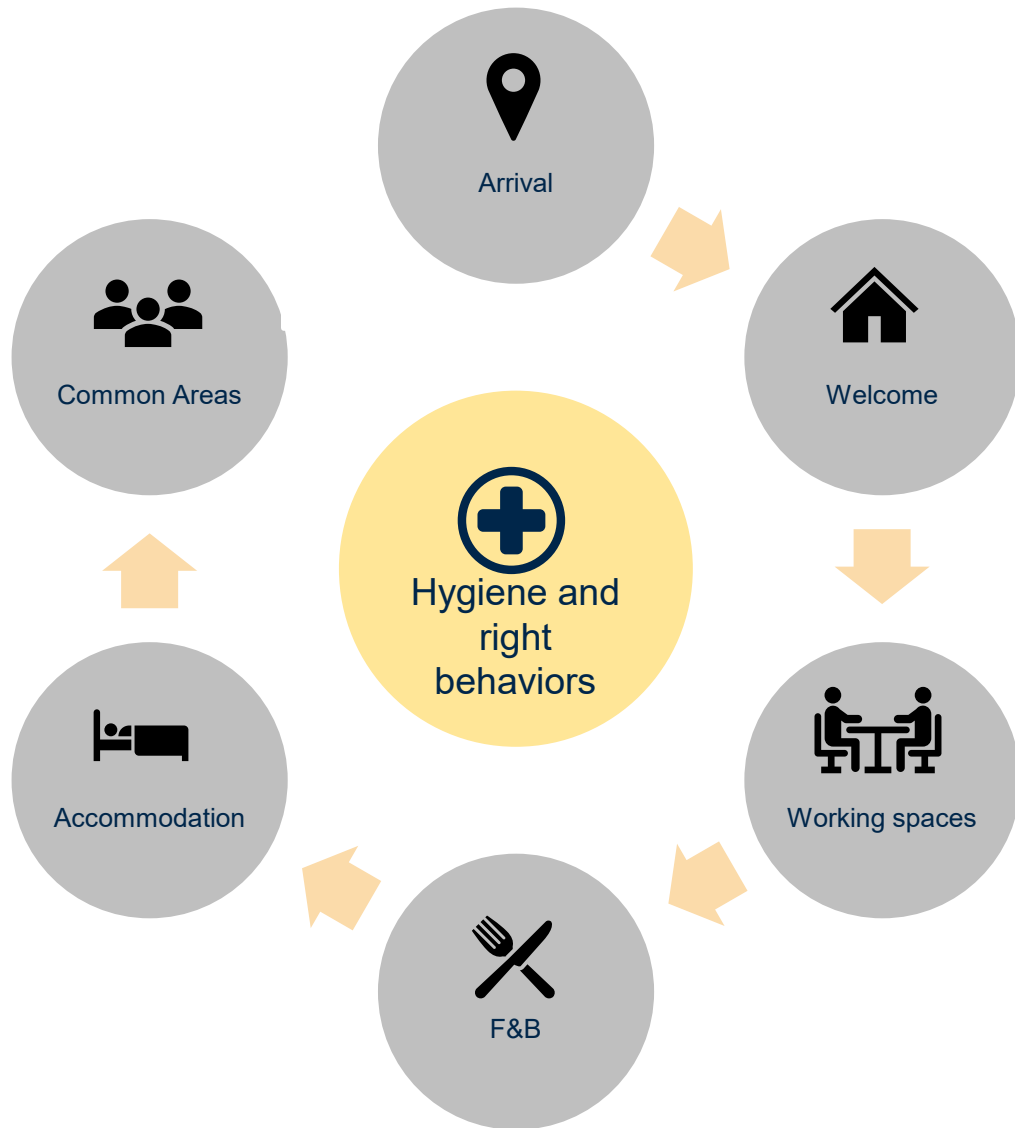
- Following the COVID-19 sanitary crisis, this document presents the **main measures** taken by the Campus to allow reopening of the site to Corporate Events and to ensure the safety and comfort of all participants and employees
- This document is only a **summary** – all departments present on-site (Reception, Catering Services, Housekeeping, Security, Maintenance...) strictly apply all measures recommended with the official authorities for their part of the business. A more complete guide is available in French (ask the Sales Department)
- It is structured according to a **standard client-journey in Les Fontaines**
- All members and providers of the Campus **strictly observe required measures**: hygiene, masks wearing and physical distancing
- These measures are taken in line with our **CSR commitments** for which we have been awarded the ISO20121 certification in February 2020
- Any demand from a client that we would consider not in line with these measures should be confirmed in writing with the client's COVID-19 point of contact



HIGHLIGHTS...

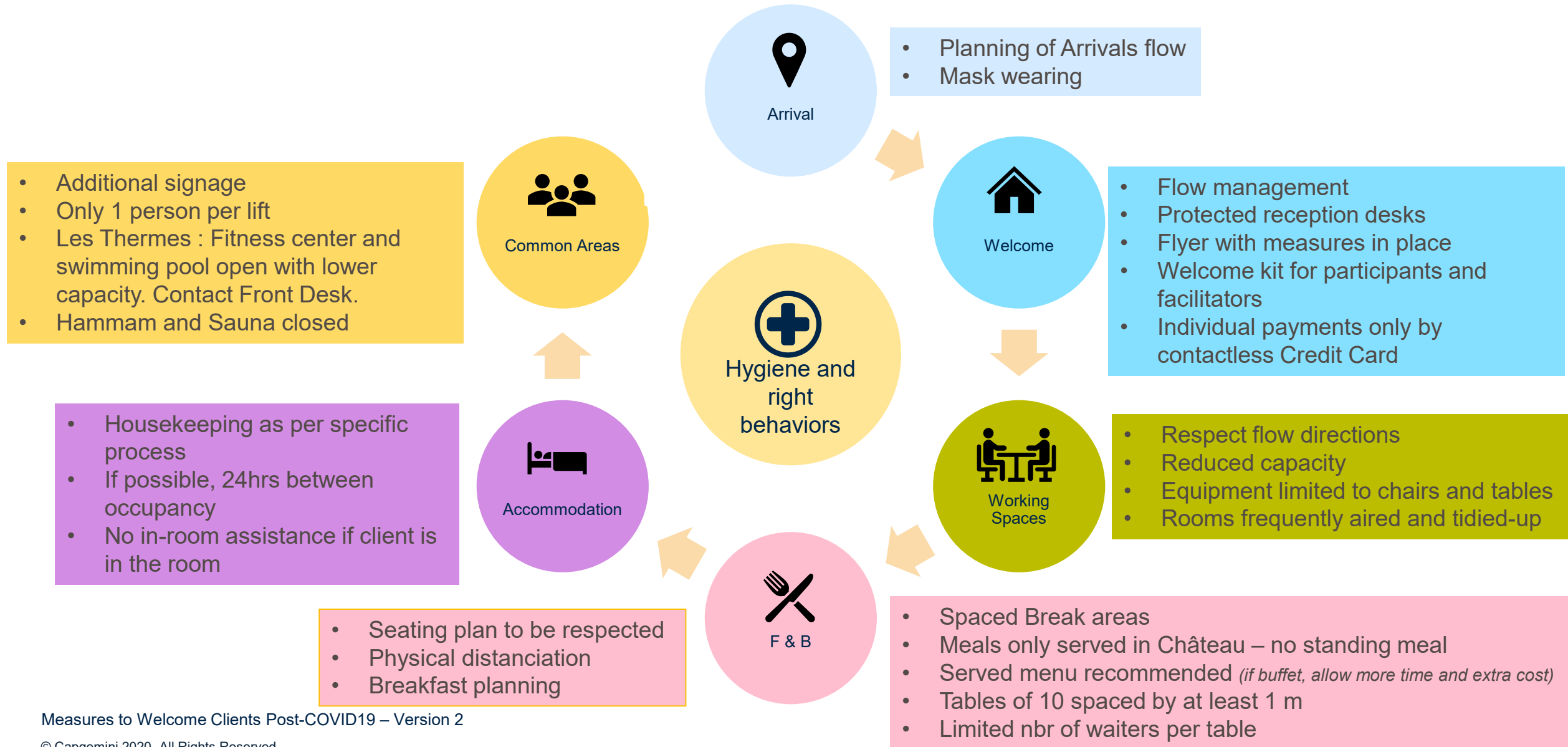


OUR ACTIONS HAVE BEEN DEPLOYED ALONGSIDE A TYPICAL CLIENT JOURNEY AT LES FONTAINES: 6 STEPS WITH HYGIENE & RIGHT BEHAVIORS AT THE HEART OF EVERYTHING



- Strict flow management
- Observance of hygiene measures, mask wearing (at all times in closed and shared spaces and when moving indoors) and physical distancing
- Masks for sale at Front Desk
- If suspicion of fever, call Security at #9190 who will launch a specific Symptomatic Case process
- A isolated Waiting Room is set for anyone with symptomatic signs
- 2 COVID-19 Points of Contacts (1 for the site and 1 for events)
- Additional staff to manage flows
- 1 agent dedicated to point of contacts' disinfection
- Welcome kits for participants / facilitators (instead of amenities in rooms)
- Numerous disinfection stands (with hydrating alcohol-based hand rub and a bin to collect used masks, gloves and tissues)
- Respect flow direction as well as a CLEAN DESK policy to help housekeeping staff sanitize tables and chairs
- Careful waste management

OUR ACTIONS HAVE BEEN DEPLOYED ALONGSIDE A TYPICAL CLIENT JOURNEY AT LES FONTAINES: 6 STEPS WITH HYGIENE & RIGHT BEHAVIORS AT THE HEART OF EVERYTHING



A nighttime photograph of a modern building with a large abstract sculpture in the foreground and a historic building in the background. The text "ENJOY YOUR STAY AT LES FONTAINES!" is overlaid in white. A white arrow points from the text towards the modern building.

**ENJOY YOUR STAY
AT LES FONTAINES!**