

**THE NEW NORMAL**  
SMX CONVENTION CENTER OLONGAPO

**YOUR  
SAFETY  
IS OUR  
PRIORITY**

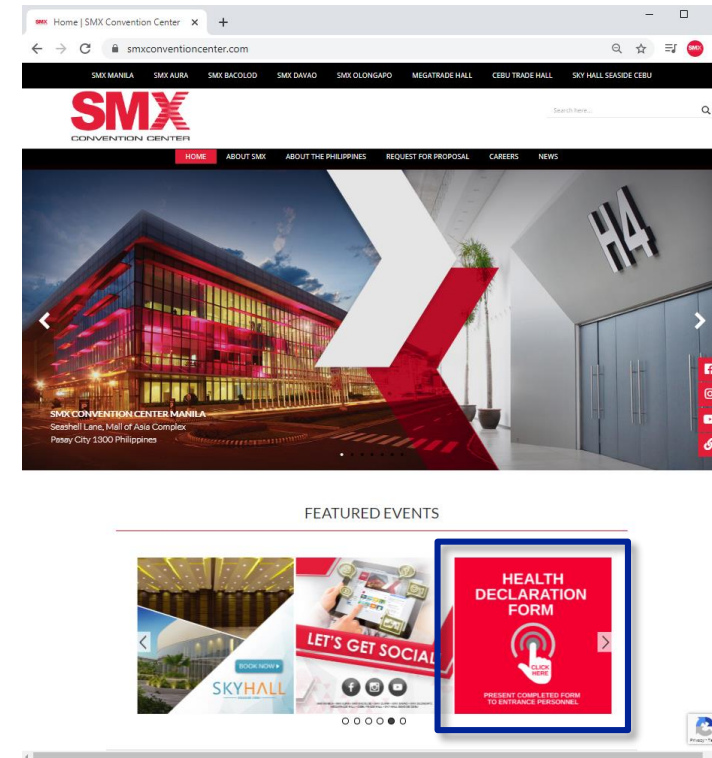
**#SMXsafespaces**

# HEALTH DECLARATION FORM



SCAN QR CODE

OR



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



# MANDATORY REQUIREMENTS / PROCEDURES



**STOP THE SPREAD**  
**Sanitize with alcohol based hand sanitizers** installed in all entrances prior to entering the facility



**NO MASK, NO ENTRY**  
Everyone entering the facility are required to **wear face mask** at all times  
*(IATF Resolution No. 35, Series of 2020)*



**GET CHECKED**  
**Thermal scanning** in all entrances. Failure to pass the normal body temperature range of 37.5°C and below will be restricted from entering the facility

# MANDATORY REQUIREMENTS / PROCEDURES



## **KEEP THE DISTANCE**

**Physical distancing of  
at least 2 meters /  
6 feet**  
*(left, right, front and back)*  
between individuals



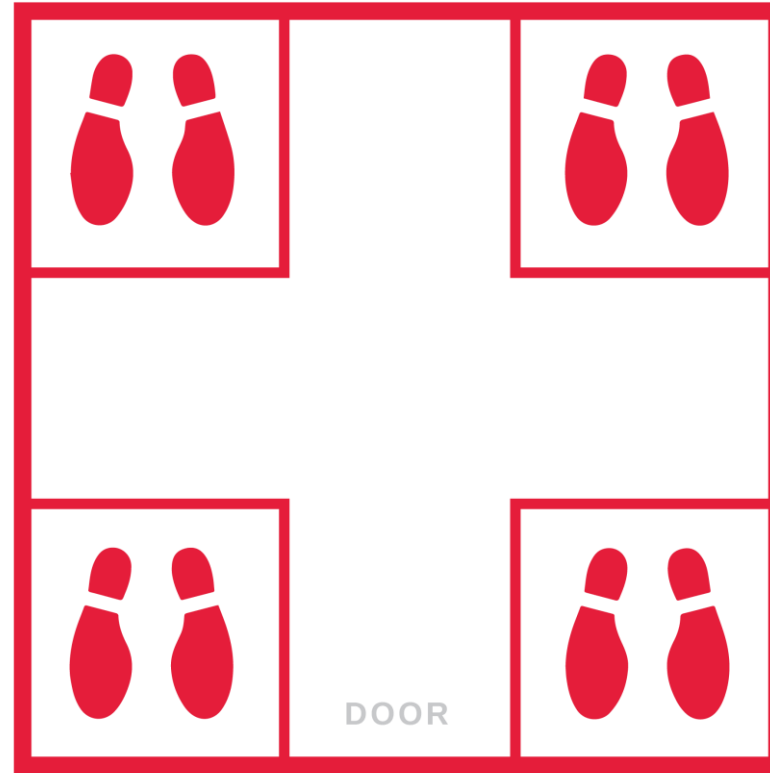
## **SAFETY FIRST**

Physical distance of  
**one (1) urinal away** in  
all male restrooms and  
**one (1) sink away** in all  
restrooms

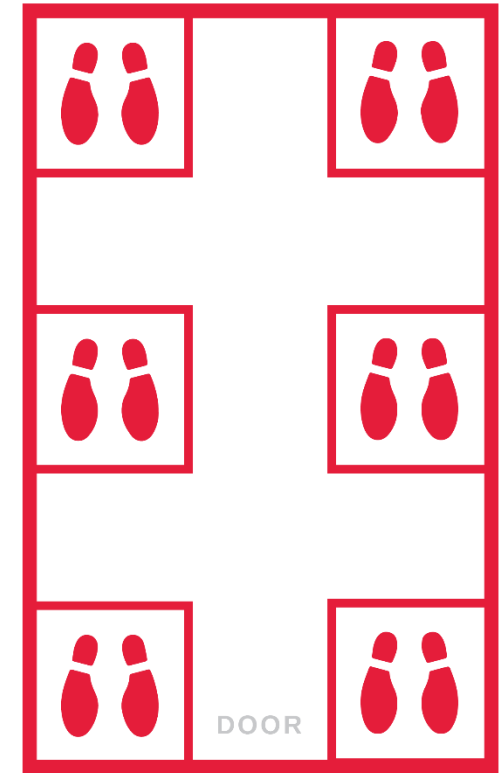
# MANDATORY REQUIREMENTS / PROCEDURES



Only **four (4) persons** are allowed to use the **guest elevator** and **six (6) persons** for the **freight elevator** per trip



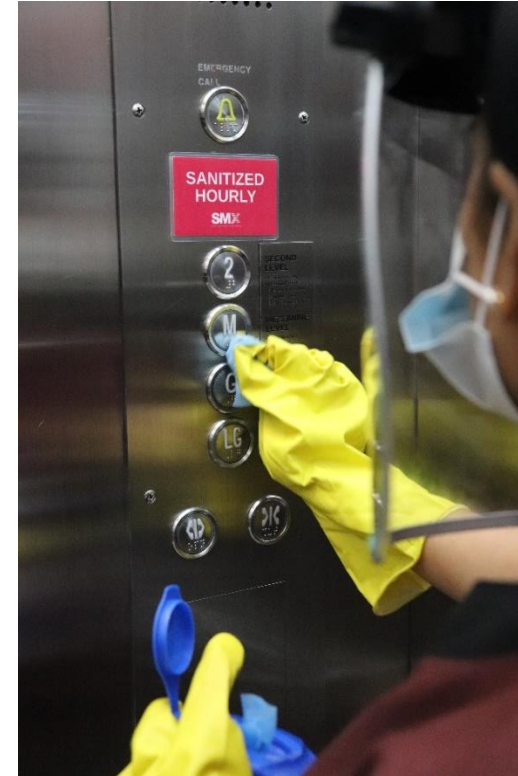
**GUEST ELEVATOR**  
*Maximum of four (4) persons*



**FREIGHT ELEVATOR**  
*Maximum of six (6) persons*

# ADDITIONAL SAFETY MEASURES

- All SMXCC front liners are all required to wear complete Personal Protective Equipment (PPE - face mask, face shield etc.) during events
- Reminders and markers have been deployed around the public areas of the facility
- Installation of alcohol based sanitizer dispensers in all kitchens, common areas and elevators
- Frequent sanitation of high contact surfaces such as restrooms, elevator buttons, door handles and countertops



# ADDITIONAL SAFETY MEASURES

- Consistent cleanliness of all event venues by regularly misting / spraying and mopping with disinfecting chemicals on walls, floors, chairs and touch points before and after venue lockdown
- Disinfecting of garbage bins and continuous implementation of proper waste disposal
- Air conditioning filters of the facility are disinfected after every event and replaced on a regular basis
- Kitchens are disinfected before and after use
- Caterers undergo the SMX New Normal Training and Reopening Audit before being approved to provide services to SMX and its clients again





# ADDITIONAL SAFETY MEASURES

- Physical distancing of at least two (2) meters radius to be observed in queueing, escalator, elevators and all public areas
- Crowd control via CCTV monitoring and protocol marshals
- Close coordination with local health authorities for the enforcement of protocol and monitoring of affected individuals
- Hospital transfer via ambulance may be offered to a person with high body temperature



# MALL SAFETY MEASURES

- Thermal scanning and disinfecting foot baths in all mall entrances
- Escalator distancing of two (2) steps away
- One (1) way route for every floor
- Reminders and markers have been deployed around the public areas of the mall
- Installation of alcohol based sanitizer dispensers in all entrances
- Frequent sanitation of escalators, door handles and handrails



# MALL SAFETY MEASURES

- Vehicle tire disinfecting upon entry to mall car park
- Presence of roving security to enforce physical distancing, one (1) slot apart between motorcycles
- Deployment of SM City Olongapo's Safety Protocol Officers to check and ensure that all safety measures are implemented



# REMINDERS FOR ORGANIZERS

- Minimize queueing and physical contact with contactless registration and cashless payment
- Staggered admission, maximum number of attendees will be determined depending on the set up and flow of people
- One (1) person per IBM table, four (4) persons per round table and two (2) persons maximum per 3m x 3m booth
- Organizers are to provide alcohol based sanitizers to guests in common areas within the leased spaces
- Exhibitors are required to disinfect their booths and exhibits on a regular basis throughout the event
- Emergency plan, floor plan, program flow and are required to be submitted and pre-approved by venue prior ingress
- Organizers are encouraged to provide medical team, ambulance and safety officer



# REMINDERS FOR CATERERS AND CONTRACTORS

- Packed meals are encouraged during events
- Proper hygiene must be adhered to at all times
- Practice physical distancing of at least 2 meters / 6 feet (*left, right, front and back*) between individuals including locker rooms
- Personal Protective Equipment (PPE - face mask, face shield, hair net, gloves, etc.) must be worn throughout the events
- Strict implementation of **No health certificate and mask, No entry** policy for all caterer staff
- Continuous implementation of the Health Declaration Form including personal hygiene checklist and staff temperature log to be submitted prior to the start of ingress

# FUNCTION ROOM CAPACITY

FUNCTION ROOM	FLOOR AREA (in sq m)	BOOTH				SET-UP TYPES (Number of Persons)					
		2 x 3 meters		3 x 3 meters		THEATER		CLASSROOM		BANQUET	
		ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL
Function Room 1	425	30	N/A	20	20	455	137	266	80	180	63
Function Room 2	325	25	N/A	14	14	350	105	203	61	132	46
Function Room 3	360	26	N/A	16	16	385	116	224	67	156	55
Function Room 4	360	26	N/A	16	16	385	116	224	67	156	55
Function Room 5	318	22	N/A	14	14	340	102	196	59	132	46
Function Rooms 1-2	750	55	N/A	34	34	805	242	469	141	312	109
Function Rooms 1-3	1,110	81	N/A	50	50	1190	357	693	208	468	164

# FUNCTION ROOM CAPACITY

FUNCTION ROOM	FLOOR AREA (in sq m)	BOOTH				SET-UP TYPES (Number of Persons)					
		2 x 3 meters		3 x 3 meters		THEATER		CLASSROOM		BANQUET	
		ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL
Function Rooms 1-4	1,470	107	N/A	66	66	1,575	473	917	275	624	218
Function Rooms 1-5	1,788	129	N/A	80	80	1,915	575	1,113	334	756	265
Function Rooms 2-3	685	51	N/A	30	30	735	221	427	128	288	101
Function Rooms 2-4	1,045	77	N/A	46	46	1,120	336	651	195	444	155
Function Rooms 2-5	1,363	99	N/A	60	60	1,460	438	847	254	576	202
Function Rooms 3-4	720	52	N/A	32	32	770	231	448	134	312	109

# FUNCTION ROOM CAPACITY

FUNCTION ROOM	FLOOR AREA (in sq m)	BOOTH				SET-UP TYPES (Number of Persons)					
		2 x 3 meters		3 x 3 meters		THEATER		CLASSROOM		BANQUET	
		ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL
<b>Function Rooms 3-5</b>	1,038	74	N/A	46	46	1,110	<b>333</b>	644	<b>193</b>	444	<b>155</b>
<b>Function Rooms 4-5</b>	678	48	N/A	30	30	725	<b>218</b>	420	<b>126</b>	288	<b>101</b>

**NOTE:**

- The figures illustrated above are intended to help determine the appropriate set up for your event. Please note that the exact capacity of the space will vary depending on the set up.
- We highly discourage the use of 2x3 booths during the new normal due to space limitations as this may not follow the physical distancing guideline considering the additional set-up for tables, chairs, stands inside the booth.
- Banquet / conference capacities are based on a stage size of 16 x 24 feet; 3-meter clearance from wall to back of stage for emergency exit and LED walls; 2-meter perimeter clearance and 2-meter aisle clearance.
- Above capacities are valid until March 2021 or until further notice.



# MEETING ROOM CAPACITY

MEETING ROOM	FLOOR AREA (in sq m)	SET-UP TYPES (Number of Persons)							
		THEATER		CLASSROOM		HOLLOW SQUARE / RECTANGLE		BANQUET	
		ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL	ORIGINAL	NEW NORMAL
Meeting Room 1	81	100	30	56	17	48	17	81	100
Meeting Room 2	67	85	26	42	13	36	13	67	85
Meeting Room 3	55	70	21	35	11	36	13	55	70
Meeting Room 4	55	70	21	35	11	36	13	55	70
Meeting Room 5	67	84	25	42	13	48	17	67	84

**NOTE:**

- The figures illustrated above are intended to help determine the appropriate set up for your event. Please note that the exact capacity of the space will vary depending on the set up.
- Above capacities are valid until March 2021 or until further notice.



For inquiries and reservations, please call **(63 2) 8556 8888**



**[www.smxconventioncenter.com](http://www.smxconventioncenter.com)**