

Event Architects, Inc.



1940 Lafayette St. #1 Santa Clara, CA

EA COVID-19 Guidelines, Rev.2 (6/29/20)

Pre-Shift Guidelines:

- Any staff member experiencing symptoms of acute respiratory illness shall stay home (examples include but are not limited dry cough, fever/chills, cough, headache, shortness of breath/difficulty breathing, sore throat, new loss of taste or smell, new muscle pain). No physician note is required for those experiencing these symptoms.
- All staff shall remain at least 6' ft. apart
- All staff members will be provided two face masks, and gloves
- All staff will participate in daily “pre-work meeting” to encourage adherence and offer clarification to all cleaning, sanitation and health risk guidelines.
- Wear masks to minimize contamination.

Operations Procedures (lower exposure risk):

- Management will promote hand-washing and respiratory etiquette (cover mouth when talking, sneezing, coughing, etc.) of staff members.
- Encourage staff to utilize and perform work responsibilities within one workstation.
- All staff will avoid congregating (maintain 6ft distance).
- If an employee discloses and/or is experiencing symptoms related to COVID-19 during their on-site shift, management will permit employee’s temporary dismissal.
- Face masks may be removed only when an individual is in isolation and/or said individual is outside a 6 ft. radius of another staff member or client.
- Department Leads are required to clean and sanitize workstations with provided gloves before lunch breaks and at the end of the daily shift.

Break Room/ Lunch Areas (medium exposure risk):

- Management and/or Leads will enforce the 6 ft. social distancing of employees.
- Management and/or Leads will arrange staggered employee lunches and breaks.
- Management and/or Leads will re-configure break/lunch-rooms to encourage open spaces between tables and chairs Management and/or Leads will encourage the use of open or unoccupied workstations as makeshift lunch/break areas.
- Management and/or Leads will encourage staff to bring a lunch to work as departure of the building may require screening upon re-entry.

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Driver Procedures (medium exposure risk):

- Drivers will wear face masks and gloves during all deliveries and within any public spaces.
- Staff will promote “contactless” delivery for clients and rely on electronic evidence for documentation.
- All delivery staff are encouraged to remain in their vehicle while waiting for client contact.
- Staff will promote a pre-determined “wait” time with clients. After the specified amount of time has allotted with no contact from the client, staff may complete their delivery, electronically document the delivery and depart.
- Staff will encourage a digital signature or an email receipt for the transfer of equipment.
- Dispatch will manage decontamination stations for drivers either outside the building or in an isolated area within building.
- Staff will follow decontamination guidelines before returning to a standard work area.
- Wipe down and sanitize the cab of company vehicles at the end of each delivery (if changing vehicles), or end of shift.

Post-Shift Guidelines:

- All staff are required to follow cleaning and sanitizing guidelines of their work area before departure. All Management/Leads will ensure areas are cleaned effectively before staff dismissal.
- All disposable gloves and masks (if not assigned), shall be disposed in one bin, for destruction, at the end of each shift.
- All Management/Leads will encourage staff to wash or sanitize their hands before they leave the building.

Sanitization of Equipment:

- Unload all gear outside the shop
- Spray the outside of all cases with Lysol
- Disinfect and wipe off all equipment (as needed)
- Wipe off all high touch surfaces
- Put equipment in the 26ft truck for 2 days