

「*projection*」

# EVENT SAFETY GUIDE



# BIG PICTURE

As we prepare for the resumption of hybrid and in-person events, Projection places the highest value on the safety of our team, partners, and guests. Our Safety Guide is a living document that will be updated and adjusted as the reopening progresses with the most relevant and successful practices to ensure the safest meeting environment possible.

Projection will follow safety and cleanliness guidelines recommended by the Centers for Disease Control and Prevention (CDC), as well as implement additional protocols to enhance the safety and cleanliness of our personnel and audiovisual equipment while on show site.

Projection's safety and cleanliness guides will focus on two specific areas before, during, and after each and every event:

- Staff and event labor health and wellness checks.
- Equipment cleanliness and disinfection procedures.

Our procedures are designed to reinforce the well being and confidence of event organizers, presenters, and attendees who are able to meet in an in-person environment safely.



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# STAFF WELLNESS

Safety begins with the Projection Team. To assure our team and guests the safest possible working conditions, Projection will practice the following procedures with our staff and contractors.

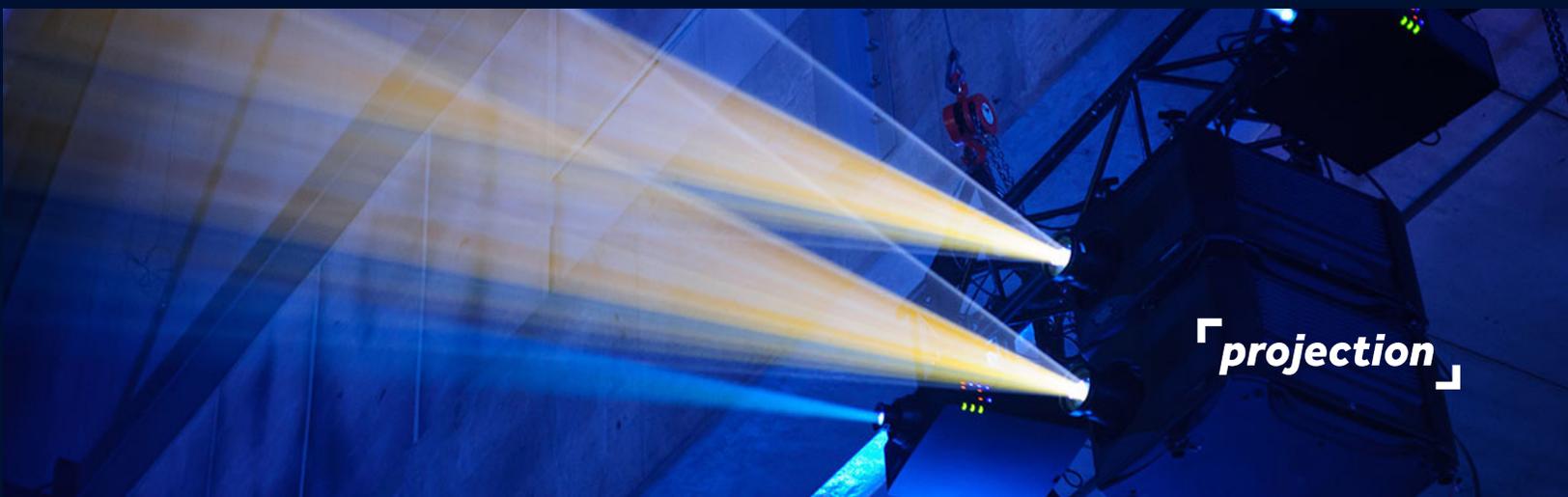
Workers must notify their supervisor and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath.

**Symptomatic Workers.** If a worker exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the day, their supervisor must separate them from other workers and patrons and send them home or to a designated isolation area immediately. Workers are protected under the company's policy against harassment, retaliation and discrimination.

**Documentation.** The supervisor should document the circumstances of the worker's illness to help with contact tracing, as applicable.

**Contact with Symptomatic Workers.** Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician.

**Returning to Work.** Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 days since their first symptoms or positive test, and (b) medical authorization.



# STAFF WELLNESS

All Projection team members are required to adhere to the following guidelines while in the facility for equipment prep, set up, event operation, and dismantle.

**Social Distancing.** Whenever possible, team members will leave at least six feet of space between themselves and the person closest to them.

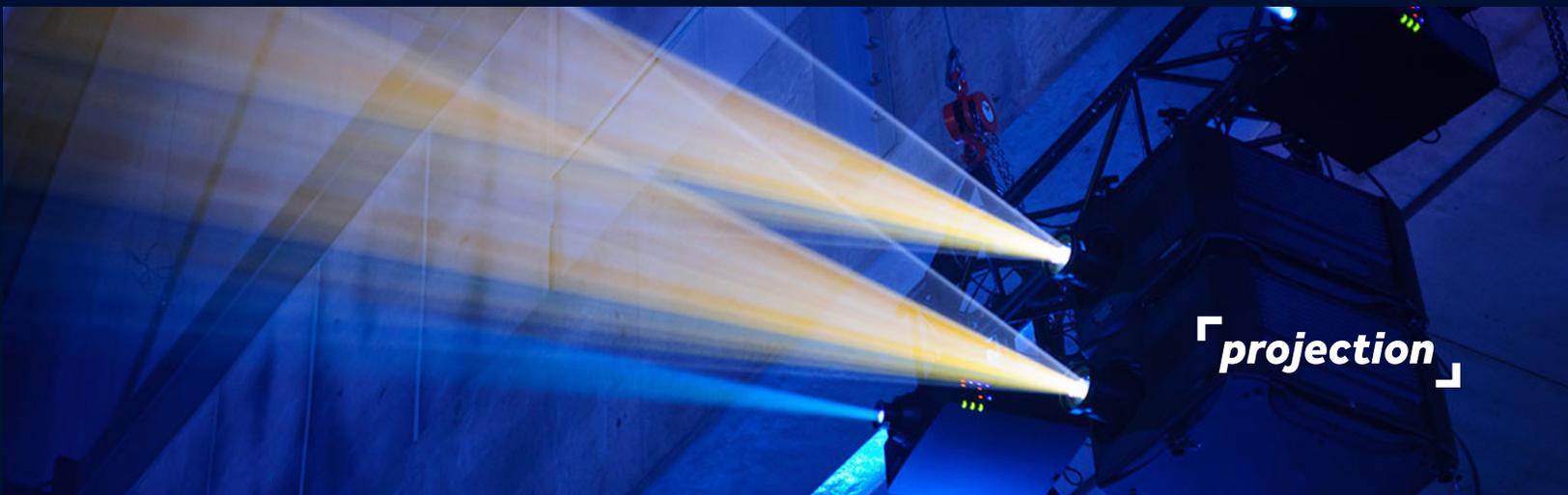
**Face Coverings.** Physical respiratory protection such as a cloth face covering will be worn whenever people are within six feet at all times.

**Temperature Screening.** Touchless Temperature Screening of Employees before they begin work daily.

**Hand Washing.** Frequent hand washing with soap is vital to help combat the spread of any virus. When a sink is available, workers will wash their hands for twenty seconds.

**Hand Sanitizer.** Hand sanitizer will be available in employee gathering areas and also at technician / AV tables.

**Cough and Sneeze Etiquette.** Workers will cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough hand washing.



# EQUIPMENT SAFETY

Projection's equipment handling protocols are designed to address both high touch items used by our guests as well as control equipment used by our technical teams.

## High Touch items

High touch items are equipment items that are the handled or touched by multiple people per day / per session. Projection staff will either swap out our clean these specific items after each session concludes and before a new session with new presenters begins:

- Microphones (Wired / Wireless / Headset)
- Wireless Slide Remotes
- Client Use Laptops, Tablets
- Laser Pointers
- Flipchart Markers

## Control Equipment

Control equipment are items that are placed at AV Tech tables and control areas. These equipment items are either left untouched after setup or operated by a single technician during the day. Projection will clean these items once daily after event operation concludes, or before returning to the shelf, so that these items are sanitized prior to their next use.

- Audio Mixers
- Video Switchers
- Computers / Playback Devices
- Monitors
- Projectors
- Camera Systems
- Cue Systems / Speaker Timers
- Communications Systems / Headsets

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