

# LEO Events Team Safety **Minimum Commitments**

The COVID-19 pandemic left a profound impact on the meetings and events industry. LEO Events is working diligently to evolve in compliance with state and federal legislative expectations and guidelines, so that we can continue providing the same efficiency, transparency, and accountability that our clients have come to know and expect. As part of our ongoing efforts to provide a safe environment for our clients and staff, we have developed our Team Safety Minimum Commitments Outline. Now more than ever, the health and safety of all partners, staff, vendors, and attendees is our top priority.

**The LEO Events team is required to adhere to these CDC-compliant precautions for personal health and safety in regard to COVID-19 in the workplace:**

## 1. Physical Distancing:

Practice physical distancing by standing or sitting at least six feet away from other employees and visitors. If six feet of distance is not possible, face masks are required.

## 2. Hand Washing:

Sanitize hands by frequent hand washing with warm water and soap for at least 20 seconds.

## 3. Self-Observation Questionnaire:

Monitor personal health for two weeks prior to traveling, on show site and when returning by completing the LEO Self-Observation Questionnaire to help detect any COVID-19 symptoms.

## 4. Personal Protective Equipment (PPE):

Wear LEO-provided or other appropriate PPE while on-site, based on roles and responsibilities. Staff are trained on proper use and disposal of PPE.

## 5. General Employee Safety Signage:

Abide by posted health and safety signage regarding COVID-19 safety training, disinfection, and updated policies. Signage is posted in all common languages and in all areas used by staff.

## 6. Hand Sanitizer Dispensers:

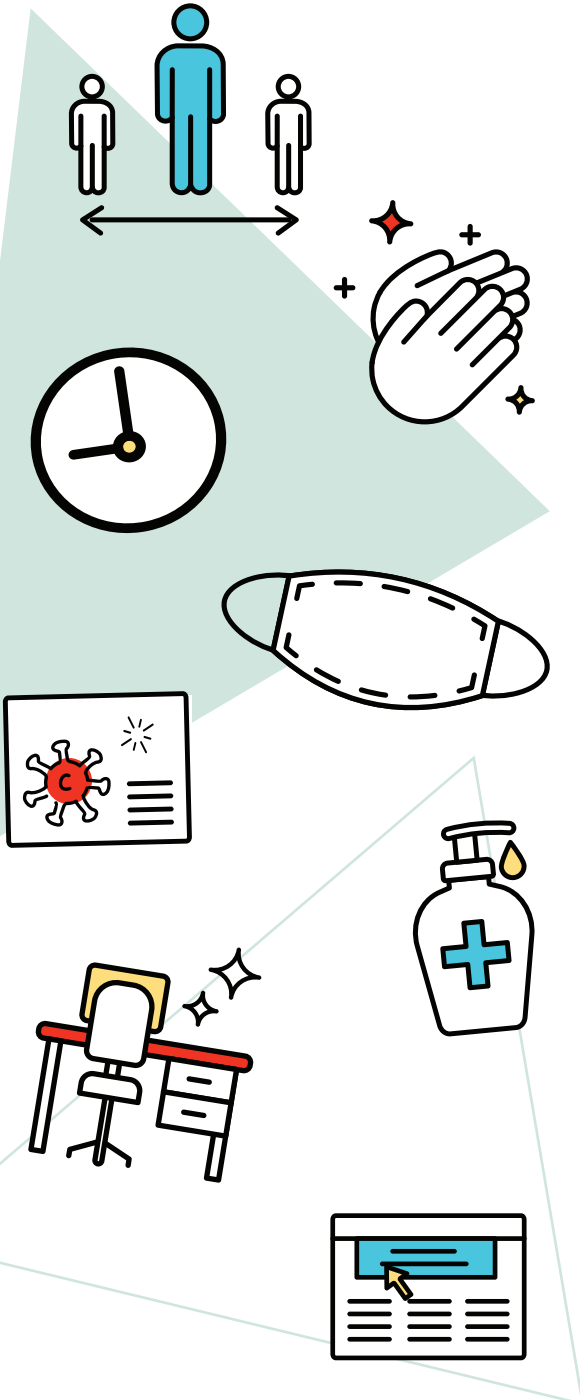
Hand sanitizer bottles and touchless stations are strategically placed around high-traffic areas.

## 7. Remote Work Option:

No more than 10 employees at one time are permitted in each LEO office to allow for social distancing. Employees are encouraged to work remotely if they choose.

## 8. Ongoing Education with Staff:

As our collective knowledge of COVID-19 changes, ongoing education with staff is critical. We are closely monitoring state and city guidelines and protocols to make sure each LEO is informed and safe before, during, and after every event. based on roles and responsibilities. Staff are trained on proper use and disposal of PPE.



## Employee Messaging

Clear and concise communication between employers and employees leads to a greater understanding of the overall safety protocols prior to and during an event. LEO commits to regularly communicating the following to all

[COMPREHENSIVE COVID-19 FAQs](#) | [HANDWASHING AND SANITIZING PROTOCOL](#) | [FACE MASK POLICY](#) | [SOCIAL DISTANCING PROTOCOL](#) | [RESPIRATORY HYGIENE](#) | [VEHICLE SAFETY AND DISINFECTION PROCEDURE](#) | [TRAVEL SAFETY](#) | [HOTEL/LODGING/RESORT SAFETY](#) | [STAGGERED SHIFT INFORMATION](#) | [SAFETY GUIDELINES APPLICABLE TO THE EVENT DESTINATION](#) | [SAFETY GUIDELINES AND PROTOCOLS OF THE HOTEL AND/OR EVENT VENUES](#)

## Event Site Best Practices

Education, self-observation, continuous disinfecting, and well-crafted processes and procedures are simple yet effective ways to protect all event site participants. Having routine best practices in place ensures that all employees are prepared to produce a safe and efficient event.

- Place mobile hand-sanitizing stations in public areas, available for staff and guests
- Monitor use and move to higher-traffic areas if underutilized
- Provide disposable wipes so that high-touch surfaces can be wiped down by employees or guests prior to each use, e.g.:

### [DOOR HANDLES/KNOBS OR PUSH PLATES](#) | [KEYBOARDS](#) | [REMOTE CONTROLS](#) | [DESKS](#)

- Place social-distancing stickers on the ground in compliance with CDC's social-distancing requirements.
- Use health and safety information stickers or signage in all areas of the venue.
- Place touch-less hand-sanitizing stations around workspaces.
- Schedule waste pick-up at a higher frequency to avoid build-up.
- Require all staff to wash hands with soap and water for 20 seconds after eating, using the restroom, blowing their nose, coughing, or touching their face.
- Store paper goods in original boxes until necessary for use.
- Administer temperature checks for employees prior to them entering the building.
- Encourage employees to avoid touching eyes, nose, and mouth.
- Instruct employees not to use other workers' phones, tools, and equipment when possible.
- Clean and disinfect shared tools and equipment between employee use.
- Instruct employees to wear cloth face coverings.



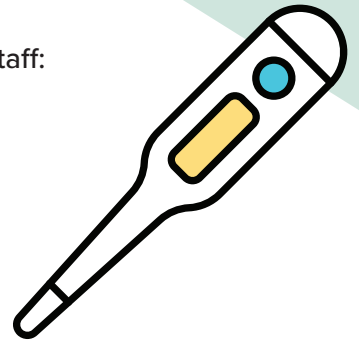
## Air Travel Commitments

As LEO staff travels to show sites via air travel, the following procedures are required by staff:

- Use the LEO Self-Observation Questionnaire to monitor personal health.
- Self-observe for two weeks prior to traveling.
- Wear a face mask at all times while traveling except to eat, drink, or take medication.
- Disinfect high-touch spaces while traveling, including:

### [TRAY TABLE](#) | [SEAT](#) | [SEAT BELT](#) | [ARMRESTS](#) | [CARRY-ON AND/OR LUGGAGE](#)

- Use hand sanitizer frequently while traveling.
- Wash hands with soap and warm water for at least 20 seconds at every available opportunity while traveling.
- Social distance as much as possible.



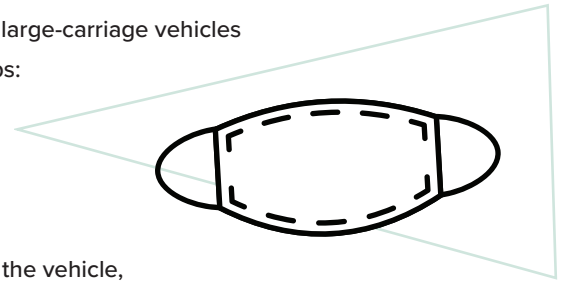
## Vehicle Use and Sanitation Commitments

Transportation will always be a large part of our event management. It is our job to ensure the safety of all staff and attendees while using our transportation services. While managing transportation, the following procedures are required:

- Every vehicle used for every event will be equipped with a Vehicle Sanitation + Rider Safety Kit that includes:

[FACE MASK](#) | [HAND SANITIZER](#) | [DISINFECTING WIPES](#) | [THERMOMETER](#) | [SELF-OBSERVATION CHECKLIST](#) | [TISSUE](#) | [PLASTIC ZIPLOC BAGS](#)

- A cleaning depot will be located near the parking lot of fleet vehicles. All vehicles will be cleaned at the cleaning depot before departure and after they have returned from every trip.
- All riders will receive a PPE kit prior to boarding.
- A luggage sanitation station will be present for the use of shuttle/transport services and large-carriage vehicles
- Before approaching the vehicle, each rider will be encouraged to take the following steps:
  - Put on a face mask
  - Disinfect luggage in high-touch areas with provided disinfecting wipes
  - Sanitize hands with provided hand sanitizer
  - Seating will be staggered to accommodate physical distancing
- Vehicles will have signage (inside and outside of the vehicle), appropriate for the size of the vehicle, to adequately inform riders of sanitation practices, requirements, and basic personal hygiene guidelines



### **Refusal to Comply with Safety Commitments**

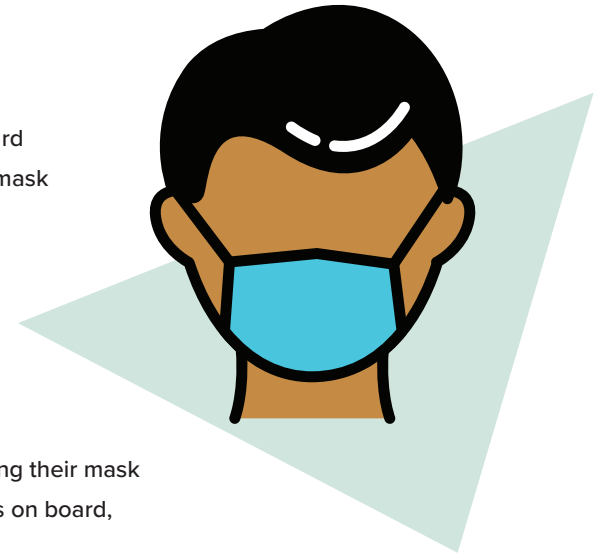
It is understood that there may be strong variation in how people feel about the outlined safety measures and what appropriate minimum commitments should be required. Based on current CDC, OSHA and EEOC guidance, employers reserve the right to require employees to wear a facemask and other approved PPE. Should anyone refuse to observe the minimum safety commitments, a LEO Events staff member should escalate the situation to management and seek a safe and reasonable solution.

### **Removal of Facemask During Office Hours or an Event**

- Acceptable reasons to remove a facemask during office hours or an event:

#### **EATING/DRINKING | MEDICATION INTAKE | EMERGENCY**

- Removal of facemasks during office hours or an event could potentially be a health hazard
- Many factors may play into a proper response: number of people in an area, reason for mask removal and other employees and/or guests' reaction to mask removal



### **REMOVAL OF FACEMASK DURING TRAVEL AND/OR TRANSIT**

- Acceptable reasons to remove a facemask during travel or transit:

#### **EATING/DRINKING | MEDICATION INTAKE | EMERGENCY**

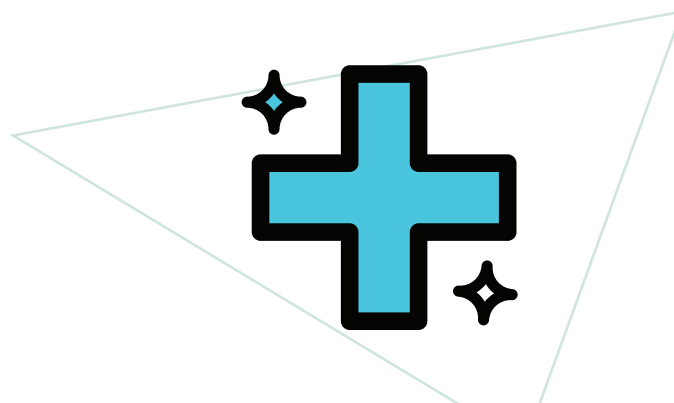
- Removal of facemasks during transit could potentially be a health hazard
- Once the vehicle has departed, the driver has the final say in response to a rider removing their mask
- Many factors may play into a proper response: distance to destination, number of guests on board, reason for mask removal and other riders' reaction to mask removal

### **IF LEO EVENTS STAFF IS PRESENT**

Our staff should make the first contact with rider(s) and politely ask for facemasks to be worn/replaced. If guests refuse, LEO Events staff should inform the driver of the situation and seek a safe and reasonable solution.

### **IF NO LEO EVENTS STAFF IS PRESENT**

The driver of the vehicle has the ultimate authority during transit. The driver must direct his attention to the road during transportation moves; however, should a situation arise with anyone onboard, a solution must be sought quickly. Driver should seek a safe place to pull over and address the situation.



# ACKNOWLEDGMENT AND RECEIPT

I understand and acknowledge the LEO Events Team Safety Minimum Commitments policy that reflects the CDC guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, state and federal orders and guidance are regularly modified and updated. I accept full responsibility for familiarizing myself with the most recent updates and complying with these updates at all times while performing work for LEO Events.

I understand that LEO Events has put in place new policies and protocols in order to mitigate the spread of COVID-19. I have always read and agree to abide by these policies and protocols for COVID-19 while performing work for LEO Events.

I understand and consent to submit and comply with any testing, health monitoring, and contact tracing protocols that LEO Events has determined are prudent to maintain a safe environment.

I understand that It is my responsibility to report all unsafe conditions or violations of the Team Safety Minimum Commitments policy to my supervisor or other management personnel in order to minimize the potential spread of COVID-19.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I understand that I should consult the Human Resources director if I have questions.

**EMPLOYEE'S SIGNATURE**

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**EMPLOYEE'S NAME (PRINT)**

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**DATE**

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