



# **SUGGESTED HEALTH & SAFETY PRACTICES FOR RE-OPENING EVENTS**

May 26, 2020

## **I. HEALTH & SAFETY FOR EXPOSITIONS & EVENTS**

The Exhibitor Appointed Contractor Association (EACA) represents and supports the interests of EACs and other exhibit product and service companies. The mission of the EACA is to create tangible value for its members, and the entire trade show industry, by leveraging the combined strengths of the EAC community.

This document is presented as a service to our members as our industry seeks to re-open events in the safest possible manner for all concerned. This document will be updated as we take advantage of member feedback, our collective learned experiences, and the evolution of new standards from governmental agencies and scientific experts.

## **II. ACCEPTED STANDARDS FOR HEALTH & SAFETY**

As it relates to full and part time employees called to work an event, EACA recommends that all members accept and adopt the protocols put forth by the CDC and the Global Biorisk Advisory Council (GBAC), as well as local, state and federal guidelines.

Additionally, the EACA, as part of our Code of Conduct, anticipates that all members will support and comply with venue and show management rules, regulations and recommended safety protocols they establish, as well as the contractual obligations specified in their collective bargaining agreements.

Accepted Health & Safety Recommendations include:

- Certification of managers/supervisors to the GBAC Star Accreditation program
- Utilization of pre-screening protocol for all employees who are called to work
- Provision of applicable PPE to all staff with instruction on proper wear and care
- Briefing staff to be mindful of need for frequent hand washing/sanitizing and consistent physical distancing
- Requiring gloves to be worn for food handing and/or and cleaning staff

### **III. OPERATIONAL PROCESSES**

EACA members can anticipate a need to adjust operational processes and policies in order to manage and maintain health and safety standards. Suggested areas for consideration are:

- Include plenty of extra PPE in gang boxes
- Begin each shift and/or each day with a safety briefing, incorporating COVID-19 awareness.
- Provide reminder signs at service desk and what measures are in place to provide safety for employees and clients.
- Clean and disinfect all shared tools prior to it changing hands and at the end of every shift. Track all disinfected tools and equipment.
- Clean and disinfect all high touch surfaces regularly with methods that meet CDC requirements and with disinfectants that are effective against viruses and bacteria.
- Briefing staff on no touch policy, i.e. no shaking hands, exchanging money, business cards, order forms, etc.
- Request that access credentials be provided in advance to alleviate any possible congestion at onsite EAC check-in desk .
- Consider enacting a “signing for” policy to reduce the sharing of devices.
- Consider using email for daily timecards to reduce paper handling.
- Consider limiting staff at the service desk and other areas of congestion
- Consider limiting the number of employees allowed to simultaneously take breaks or go to lunch. Consider staggering these schedules.
- Consider electronic time cards, labor check-in and any other paper intensive processes.
- Consider staggering labor calls to limit congestion at ingress and egress points
- When work can’t be accomplished alone form work teams to provide consistency and to limit exposure to others.
- Incorporate into health & safety monitor functions.

### **IV. STATEMENT OF PURPOSE**

EACA offers these recommendations to members in hopes that they help to inform your company’s operating procedures as our industry re-opens. The intention of this ‘Best Practice’ is to present the current spectrum of scientific findings and advice that the experts say can provide the highest level of safety for you and your employees.

We expect these recommendations to update as time and experience provides new and improved ideas and will be sure to pass those along as they are developed.



# HEALTH DECLARATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Self-Declaration	Yes	No
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		

***If the answer to either of the above questions is "Yes," you are required to self-quarantine for 14 days and are not permitted to attend any exhibitions or events. For the safety of all involved, this is a mandatory policy.***

By signing below, I affirm that the above is accurate and correct. My entry to this event, exhibition, or trade show will not knowingly expose anyone to COVID-19. I agree if, during any portion of this event, the answer to either question above becomes a "Yes," I will remove myself from the event, inform an event representative of the change in my circumstance, and begin to self-quarantine of 14-days.

Signature: \_\_\_\_\_





# STAFF HEALTH SCREENING FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Self-Declaration	YES	NO
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		

***By signing below, I affirm that the above is accurate and correct. I will not knowingly expose anyone to COVID-19. I also agree if, at any point, the answer to either question above becomes a "Yes," I will remove myself from work, inform my supervisor of the change in my circumstance and begin to self-quarantine for 14-days.***

Signature: \_\_\_\_\_

Physical Screening - If required, to be completed by a designated company representative		
What is the staff member's body temperature?		
Do you witness any respiratory symptoms?	Yes	No

If the body temperature is at or above 100.4 degrees Fahrenheit, the staff member must be sent home immediately.

**Action Taken (Please Circle):** Permitted to work      Sent Home

