

# F R E E M A N

## On-Site COVID Safety Procedures

1. Upon arriving at the office, enter only through the designated door. From August 5<sup>th</sup> on there will be separate entrances for the “client side” and “crew side” of the building. Please use your designated entrance. If you do not have a mask, one will be given to you.
  - a. Arrival times will be staggered to avoid clustering at the entrance.
2. Your temp will be taken by a greeter.
  - a. If your temperature is normal (**100.4** or less), you will be asked five COVID-19 questions. Your answers and temperature will be logged and you will be allowed entrance to the building.
  - b. If your temperature is **100.5** or higher, you will be asked to exit immediately and interact with as few people as possible.
    - i. You may return to your vehicle and rest in the air conditioning for a few minutes before returning for a second temperature check. If your temperature has gone to 100.4 or lower, you will be asked five COVID-19 questions. Your answers and temperature will be logged and you will be allowed entrance to the building.
    - ii. If your temperature remains 100.5 or higher, you must exit the building.
      1. CREW: For the safety of our crew and customers, you will be replaced for the duration of the event. Text Bryan Naegele @ 407.383.8771 and alert him to the situation. We advise you seek medical attention.
      2. CUSTOMER: For the safety of our crew members and your colleagues, we cannot permit access to the building until you have been fever-free for 72 hours. Please consult your supervisor for further instructions.
3. Enter the building through the marked door.
4. Immediately inside the door leading into the building is a hand sanitizer station. Please sanitize hands before proceeding.
5. As hallways will be utilized in both directions, please stay to your right to maximize space when passing others in the hallway
6. Hand sanitizer stations are in several locations. Please use frequently, especially when moving between areas.
7. From August 5<sup>th</sup> on there will be a “client side” and a “crew side” of the building. Drape or stanchions will be placed to delineate a do not pass point in the hallways. Please DO NOT CROSS these barriers.
  - a. CREW – If you have a task requiring crossing this barrier, please discuss with Bryan Naegele. We will determine the best path to access your task and minimize contact with personnel and surfaces on the other side.
8. Masks are required when in a shared space and/or within 6’ of another person.
  - a. CUSTOMER: Masks may be removed when on camera or preparing to be on camera.
  - b. CREW: Extra care should be exercised to maintain a minimum of 6’ from any unmasked talent.
    - i. The preferred method for mic’ing talent is to instruct the client on how to attach the mic to themselves.
    - ii. When mic’ing talent, a mask and clean gloves are required. Dispose of gloves after use and change gloves between each person.
    - iii. Dispose of PPE only in labeled PPE disposal locations.
9. Offices, tables and items on those tables which have been assigned to individuals should only be touched by the assigned individuals to minimize touch points.

- a. Lecterns or desks being shared need to be wiped down between EACH PERSON.
    - i. This can be done by a custodian or stagehand, or the next speaker may approach the lectern with a wipe and wipe it down themselves, which is preferred.
  - b. Water bottles must be brought to the lectern by the speaker or swapped out by a stagehand in between each speaker. It is not acceptable to place several water bottles in the lectern in advance of all speakers.
10. A custodian is on site to wipe down high traffic areas and high touch points. Please wipe down your areas and equipment at the start of each day and after breaks. A full clean will be completed at the end of each day.
11. Used wipes and/or PPE should only be disposed of in specifically labeled PPE trash cans.
12. CREW: You will have the same com headset for the duration of the event. If you have a wireless headset, please exercise care in where you put it, and do not take it off and lay it down on shared spaces. At the end of the day, your headset should be placed into the labeled plastic bag and sealed.
13. MICROPHONES: All microphones will be assigned to an individual, and care must be exercised not to swap mics. When a mic isn't on the designated owner, they should be kept in sealed, separate containers and care must be exercised to avoid cross-contamination.
14. MEALS: It is preferred that all provided meals be individually boxed. If they cannot be, they must be served by a qualified, trained catering representative. All catering personnel entering the building are subject to the same screenings as crew and customers.

## Body Temperature & Testing Protocol

If, upon entering a Freeman location or worksite, you register a body temperature over 100.4°F/38°C, we are advising you that the following will occur:

- For the safety of everyone at that location, you will be asked to immediately leave the premises and to contact your medical provider or find a local health department in your area through the nationwide listing on this site: <https://www.naccho.org/membership/lhd-directory>.
- If a COVID-19 test is available, you should be tested to verify if you are infected with COVID-19.
  - o If your test results are positive for COVID-19 then you must contact your direct supervisor at Freeman to let them know. You cannot return to work until you have had no fever (less than 100.4°F/38°C) for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers, improvement in any respiratory symptoms and at least ten days have passed since any symptoms first appeared).
  - o If your test results are negative then you may return to work for another temperature reading the next day.
- If you are unable to get a COVID-19 test, then you can return to work only if:
  - o You have had no fever (less than 100.4°F/38°C) for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) and;
  - o At least ten days have passed since your fever first appeared and you have not experienced any further symptoms during that time.

Freeman takes the health and safety of all employees and others at our locations very seriously. As such, we reserve the right to take whatever appropriate action we deem reasonable and necessary to protect those working and visiting our work locations. Individuals who are requested and do not agree to submit themselves to such actions will not be allowed to enter and/or remain at our work locations.

# *safety field operations*

## **VIRUS PREVENTION – SAFETY TALK**

According to the Centers for Disease Control (CDC) and the World Health Organization (WHO), basic hygiene is the best thing you can do, to protect yourself from any virus and flu. Hand hygiene is a cornerstone of infection prevention. Here are a few things you should practice daily and frequently.

- **Clean your hands often** - Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- **Wear appropriate Personal Protective devices as required by Freeman and State and local governments.**
- **Be intentional about contact and hygiene in public and during interactions with others. Practice social distancing as best as possible while working in public. Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Practice proper coughing and sneezing etiquette by covering your mouth and nose with a flexed elbow or anti-bacterial tissues (throw away the tissue immediately and wash your hands)**
- **Clean all “high-touch” surfaces, such as phones, keyboards, tablets, work surfaces frequently every day** - Use a household cleaning spray or wipe, according to the label instructions
- **Contact your doctor or healthcare provider immediately if you have symptoms such as Fever, Cough, Shortness of breath**
- **If you are sick, stay home.**



FREEMAN®

# safety for you saves events.

FREEMAN EVENT TECHNOLOGY COMMITMENT AND HYGIENE PROTOCOLS





A man wearing a dark cap and a white face mask, looking directly at the camera. The image has a blue color overlay. A large, semi-transparent heart shape is positioned on the left side of the image, partially overlapping the text.

# our promise

At Freeman, the health and safety of our teams, our customers and the wider community in which we work is our highest priority. These times have been extremely challenging for all of us and we at Freeman understand how significantly our world has changed. In response these changes, Freeman has moved forward in implementing the health and hygiene protocols designed to keep our people, and our customers, safe.

Our commitment to you is that Freeman will identify and implement the health and hygiene practices we need in order to keep you safe while onsite for one of our events. We will utilize best practices as recommended by the global and local public health authorities including the World Health Organization (WHO) and the Centers for Disease Control (CDC) in order to ensure that our protocols have been vetted by experts and are supported by sound scientific research.

In support of this commitment, Freeman has implemented several required practices for all Freeman employees and recommendations for any guests who attend our events.

## Education and Training

Freeman will provide a safety talk to all employees at the start of each shift to reiterate the importance and necessity of proper health, hygiene and safety practices as provided in this document.

Freeman will place safety signs in all active Freeman work areas as reminders for all employees and attendees to practice proper health and hygiene practices.

Freeman will provide frequent reminders that no employees, under any circumstances, should travel in to work if they are experiencing any flu-like symptoms such as a cough, fever or difficulty breathing. Freeman will fully support any employee in staying home upon notification that they are ill.

## Proper Health and Hygiene

Wash hands often. Everyone should do their part by frequently washing their hands with soap and hot water for at least 20 seconds (or with hand sanitizer, that contains at least 60% alcohol).

All client facing equipment and “high-touch” surface areas supplied by Freeman will be wiped down with approved disinfectants throughout the life-cycle of the show.

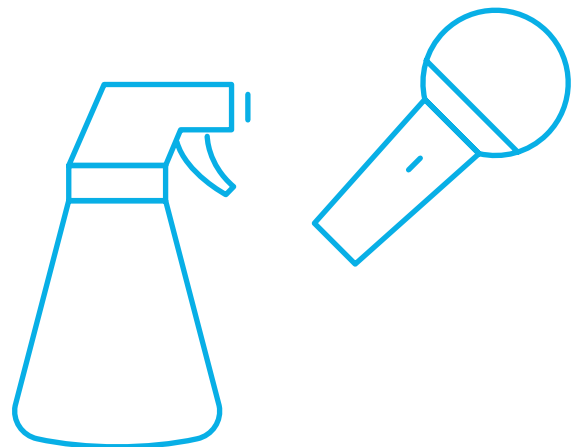
Freeman, with our venue and association partners, will fully support the proper and frequent placement of hand sanitation stands throughout show site.

Freeman, with our venue and association partners, will fully support the use of non-invasive infrared thermometers and/or thermal cameras to temperature check each person who enters the event. Those confirmed to have a temperature over 100.4°F/38°C will undergo further medical assessment and be directed to appropriate medical care.

Freeman employees and those at the event need to practice proper coughing and sneezing etiquette by covering their mouth and nose with a flexed elbow or anti-bacterial tissues (throw away the tissue immediately and wash hands).

Freeman employees will be provided their own dedicated equipment, tools and stationary wherever possible and strongly encouraged not to share them with their colleagues. If sharing is necessary, the items will be thoroughly wiped down with approved disinfectants.

We will practice stringent guidelines in regards to the cleaning and sanitization of microphones throughout use. Action plans will be developed with each individual client.





## Social Distancing

A key tenant of minimizing the risk of infection is based on managing physical/social distancing between individuals. There are formulas below to assist in calculating the number of people who should be allowed in a given area. Movement within the space, potential bottlenecks and areas attracting greater frequency of congregation should also be considered. Here are some guidelines to assist in determining capacities that allow for physical distancing.

Identify realistic capacities for the location adjusted to allow for 6 feet (2 meters) of physical distancing between individuals. This calculates to a 36-square-foot (4 square meters/per person) square or 28.3-square-foot circle per person. Both calculations maintain six feet between individuals. The 28.3-square-foot circle calculation accounts for a more efficient use of the space. It is important to confirm these guidelines with the location's local health officials. These guidelines should be provided by the venue management and should be aligned with local and state health requirements.

Freeman will use the previous guidance and work to design events that promote social distancing, which could include:

- Utilize one way aisles.
- Redesign the registration process to significantly decrease the number of in person interactions.
- Restructure meeting room spaces and floor layouts to decrease the density of attendees.
- Incorporate transparent barriers into Freeman areas as needed.

Freeman will implement sneeze guard protections for any customer facing desks, including control desks, or work stations. In addition, floor decals, separated six feet apart, will denote where people waiting in line need to stand.

Freeman will implement social distancing for all its employees through a variety of practices including minimizing the size of all work groups in close proximity to one another and utilizing virtual meetings wherever possible, even if individuals are at the same physical location.



# Personal Protective Equipment (PPE)

Freeman will provide all employees with an ample supply of the following PPE and hygiene products:

- Alcohol based wet wipes.
- Hand sanitizer containing over 60% alcohol.
- Masks (cloth or non-woven based material).

All Freeman employees are required to wear the PPE and use the hygiene materials as directed.

## Crisis Management Planning

Freeman will provide a crisis management plan for each event addressing its roles and responsibilities.

Freeman will review the crisis management plan with all key participants involved in running the event to verify that critical tasks and activities are properly assigned and addressed. This includes protocols around security and medical facilities.



If an employee or attendee experiences symptoms indicative of COVID-19 (cough, fever, trouble breathing) they should be immediately provided with a mask and sent to the on-site medical station (if available) or directed to the closest health care facility for testing and treatment.

Freeman will vigorously enforce these practices with all team members and strongly recommends that anyone else on the show floor do the same.

## Further Event Recommendations for Customers and/or Venue Partners



### Emergency Medical Technicians

Consider providing Emergency Medical Technicians (EMTs) onsite at all times during the event.



### High Frequency Sanitation

Consider providing personnel dedicated to cleaning all high frequency touch points (i.e. stair railings, escalators, elevator buttons, etc.) multiple times per day.



### Thermal Cameras and/or Infrared Thermometers

Consider requiring temperature checks for all employees and attendees of the event.



### Health and Hygiene Gift Bags

Consider providing each guest at an event with a complementary health and hygiene welcome package containing a facemask, hand sanitizer, wet wipes and a pack of tissues.



### Frequent Signage

Consider providing frequent and highly visible signage reminding employees and attendees to practice proper health and hygiene.



### Enforce Physical Distancing

Identify potential high congestion points such as elevators, entrances, lobby areas or bathrooms and take steps to limit the number of individuals in these areas at the same time.