



Facility Protocols

Safety & Sanitization Policies for Covid-19

Updated August 3, 2021



Purpose

This document describes protocols and guidelines at PRG facilities to ensure mitigation of risk and provide safety measures to all employees, customers and visitors during the Covid-19 pandemic. It applies to all North American facilities

The well-being of our employees, customers and visitors is our highest priority and our touchstone as we formulated our policies and protocols. We are implementing a combination of safe work practices, which are based on guidance, education, common sense and the provision of personal protective equipment (PPE)—all with the intention of preventing exposure to Covid-19.

Stay home if you are sick. Pay attention to symptoms considered to be possible signs of Covid-19. Wash your hands frequently. Wear a mask!



Facility Access

General

- Each location will define and post both employee and visitor entry and exit access points.
- All other access point from the outside may not be used for entry/exit.
- All employees and visitors will be subject to a temperature scan before gaining access to the building ([see Temperature Scanning Procedure](#)). As per guidance, temperature must be below 100.4°F* to gain access to our facility.*
- On completion of a valid temperature scan, both employees and visitors will be issued a color wrist band ([see Wristbands](#))
- Wristband is required to be worn for the duration of the time spent within the facility.
- Any individual without a wrist band, or who loses a wristband will be required to leave the facility, be rescanned and issued a new one.

* In certain locations, the allowable temperature for admittance may be lower than 100.4°F



Facility Access (Continued)

Employees

- Employee's will be required to sign a form that they are free of Covid symptoms ([see Wellness Questionnaire](#)), with the continuing obligation to update it for the duration of their employment, or until notified by PRG.
- For PRG Crew Services/Showpay employees please [use this form](#).

Visitors

- All visitors will require an appointment prior to their visit and will need to be registered with the front desk, in addition to compliance with the entry permissance procedures in order to be allowed into the building.
- Visitors will be required to fill out and sign the wellness declaration and Covid-19 Waiver of Liability and Indemnification form ([see Visitor Health Acknowledgement and Liability Release](#)) prior to entry on their first visit. Depending on frequency of visits, individual will be able to verbally confirm daily and update for the duration of their visits. Vendors and subcontractors, please use this version of the form: [Vendor/Subcontractor Health Acknowledgement and Liability Release](#).
- Fill out the guest log (name, company, contact phone, email, and PRG contact).
- All guidance regarding face masks, entry and exit, handwashing, sanitization must always be followed by all.

Face Masks, PPE and Social Distancing

All employees and visitors regardless of vaccination status will be required to wear approved face coverings while within the facility and outside, on premises (including parking lots and adjacent areas) or at a worksite.

- Face masks must be worn correctly, covering your mouth and nose.
- All employees and visitors will be required to wear approved face coverings while within the facility and outside, on premises (including parking lots and adjacent areas) or at a worksite.
- Face masks may be removed under the following circumstances/conditions:
 - A minimum of 6ft distance must always be maintained while a mask is removed
 - While drinking or eating.
 - Fully enclosed space (floor to ceiling) with only one person occupying that space at a time
 - Will be required to apply mask when an additional person enters the space
- Face masks will be available to both employees and visitors, although they may use their personal face coverings, if preferred, and approved by PRG.
- Face masks should not be shared.
- Personal face masks must follow company guidelines for material, fitting and cleaning ([see Face Mask Guidelines](#)).
- At this time, gloves are not universally required, but will be available if needed.
- Disposable masks should be replaced each day and reusable masks should be cleaned each day.

To the extent possible, physical distancing shall be maintained.



Temperature Scanning Procedure | General

Temperature scanning will be conducted by an individual trained in the proper use of the thermometer and the following procedure will be followed:

- Temperature will be taken using a “no touch” thermometer
- Temperature must be below 100.4°F
- Temp below 100.4°F – entry is permitted
- Temp above 100.4°F – not permitted entry and will be sent home
- Thermal scan thermometers are very sensitive and can be affected by hair, hats, sun, and other factors.
- Anyone with a temperature above 100.4°F will be given up to 3 scans with at least 5-minute intervals between each scan. If any of the scans are below 100.4°F, entry into the building will be granted. If 2 scans are above the temperature threshold, then entry will be denied.
- Visitors identified with a temperature of 100.4°F or above and denied entry to the facility will be asked to leave and seek medical advice (unless they are exhibiting symptoms that may require emergency help, in which case they will call 9-1-1 and take employee to private space), PRG HR will be notified.
 - Visitors will be issued a Q & A general guidance card

Note: In certain locations, the allowable temperature for admittance may be lower than 100.4°F



Temperature Scanning Procedure | Employees

When an employee has been identified with a temperature of 100.4°F or above, the individual conducting the scanning will:

- Send the employee home (unless they are exhibiting symptoms that may require emergency help, in which case they will call 9-1-1 and take employee to private space).
- Contact HR department
- Send a CONFIDENTIAL email to hr@prg.com
 - Subject line - “Location”-Temperature scan alert
 - Example: New Windsor- Temperature scan alert
 - Body of email:
 - Name of employee
 - Location:
 - Date:
 - Time:
 - Status: Over Temperature
 - Include any other information that might be relevant (employee at work on DATES, in ZONES, etc.)

Temperature Scanning Procedure | Checkpoints

Temperature scanning checkpoints will be managed and designated as follows:

- Employee and production staff checkpoints will include:
 - Temperature scanning
 - Posted signage listing symptom check list ([see Covid Symptoms Signage Poster](#)), and signage reminding everyone to wear masks, wash hands and socially distance.
 - Collection of signed Covid-19 wellness form either electronic or paper (*Day 1 only*)
 - Social distancing checkmarks on floor placed at 6 ft. intervals
 - PPE face masks available if needed by employee
 - Reminder to wash hands immediately
- Visitor checkpoint will include:
 - Temperature scanning
 - Posted signage showing symptom check list and signage reminding everyone to wear masks, wash hands and socially distance.
 - Social distancing checkmarks on floor placed at 6 ft. intervals
 - Location guest log
 - PPE face masks if needed by visitor
 - Reminder to wash hands immediately

Hand Sanitizing and Hand Washing

Hand sanitizing stations will be set up at each time clock, in kitchens and in bathrooms. Employees and others are reminded to wash and sanitize hands:

- Before and after using the timeclock
- Before leaving the restroom
- Before handling any food or equipment in the kitchen
- As necessary after touching objects in common areas and as often as reasonable. Additional supplies of soap, paper towels, tissues and sanitizing wipes will be made available.

Everyone is encouraged to wash or sanitize their hands frequently throughout the day

Social Distancing Floor Markers

Markers will be set on the floors to remind everyone to stay 6 feet apart to maintain required social distancing at the following locations:

- Temperature scan station
- Time clocks
- Coffee machines
- Urinals
- Workstations
- Common areas

Cleaning and Sanitizing Protocols

- All common areas will be thoroughly cleaned daily with approved disinfectant cleansers at regular intervals with special attention to:
 - Tools
 - Workstations and equipment
 - Floors
 - Restrooms, breakrooms and conference rooms
 - Common surface areas
 - Computer screens and keyboards - if shared
- EPA approved cleaning and disinfectant supplies will be provided for the frequent cleaning of shop tools, desk telephones and headsets
- Shop tools and equipment will need to be thoroughly cleaned prior to sharing them with another employee, and at the end and beginning of each workday

Cleaning and Sanitizing Protocols | Common Areas

- Hands should be washed or sanitized
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before and after eating or drinking
 - After handling shared equipment, tools, pens, etc.
 - After cleaning or disinfecting equipment, tools or workspaces; and
 - At other appropriate times throughout the workday

Employees are strongly encouraged to disinfect their own workspaces multiple times during their shifts.



Staff Scheduling and Coordination

- Breaks and mealtimes will be staggered to help maintain social distancing in common areas and break rooms
- Shop doors, dock doors and building doors will remain open as often as possible to keep a good flow of fresh air circulating throughout the building (entry and exit protocol will still be enforced)
- Telephones at personal workstations should be limited to the employee assigned to that workstation; all other common area telephones should be cleaned prior to and after use and used on speaker mode when possible.
- In-person gatherings or meetings of more than 10 people are not permitted. Social distancing must be maintained.
- Health and wellness recommendation signage will be displayed throughout the facility to remind everyone of proper hygiene care, social distancing tips and safety procedures

Covid-19 Travel Policy

- As a reminder, for purposes of this policy and others relating to Covid-19, *Fully Vaccinated* means
 - 2 weeks after your second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
 - 2 weeks after your single-dose vaccine, such as Johnson & Johnson's Janssen vaccine
- Anyone experiencing Covid-19 symptoms should be tested, regardless of vaccination status.

All PRG location protocols will remain in place to temperature scanning, face masks, social distancing & regular hand washing or sanitization.

International Travel

For Work:

- Employees that will be traveling internationally for approved Company business, will be given clear guidance with respect to all PRG and event required protocols and quarantine periods, from their direct manager/supervisor.

For Personal reasons:

- Employees that will be traveling internationally for personal reasons, will be required to notify both their direct manager/supervisor and the HR department of their destination and return date to the USA
- The most up-to-date guidance from the CDC relating to international travel may be found [here](#)

Upon return to the US, employees are required to do the following:

Fully Vaccinated Travelers:

- No quarantine period required
- Follow all federal, state and local recommendations or requirements after travel
- Submission of certification of vaccination to be sent via a CONFIDENTIAL email to hr@prg.com
- Submission of certification of vaccination for all ShowPay related staff to be sent via CONFIDENTIAL email to CrewServicesHealthNotify@prg.com



International Travel (Continued)

Non-Vaccinated Travelers (including those not yet Fully Vaccinated as defined above):

- Upon return from international travel, employees are required to do the following:
 - Maintain a mandatory 7-day self-quarantine period from date of arrival back into the USA
 - Get a Covid-19 test no earlier than 3-5 days after travel
 - Testing cost will be covered by PRG for when associated with work related travel

Negative Test Results

- Negative test results will be required to be sent via a CONFIDENTIAL email to hr@prg.com
- Negative test results for all show pay related staff will be required to be sent via a CONFIDENTIAL email to CrewServicesHealthNotify@prg.com
- On receipt of a negative test result and confirmation of no symptoms within the quarantine period, HR or crew services will notify both employee/show pay staff and manager of the return to work start date.
- Positive results should be reported to your supervisor as soon as possible. Follow guidance for Covid positive individuals



International Travel (Continued)

CORONAVIRUS DISEASE 2019 (COVID-19)

International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



cdc.gov/coronavirus

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Domestic Travel | For Business (Continued)

The most up-to-date guidance from the CDC regarding domestic travel can be found [here](#).

For Work:

- Employees that will be traveling domestically for company business will be considered “essential worker status”, will be given clear guidance with respect to all PRG and event required protocols and quarantine periods, from their direct manager/supervisor. Any employee giving false or inaccurate information will be subject to disciplinary action not limited to suspension or termination.

Fully Vaccinated Travelers:

- No quarantine period required
- No testing required unless mandated by client/venue/federal/state/local authorities
- Submission of certification of vaccination to be sent via a CONFIDENTIAL email to hr@prg.com
- Submission of certification of vaccination



Domestic Travel | For Business (Continued)

Non-vaccinated travelers (including those not yet Fully Vaccinated as defined above) (Essential Worker status only)

- Get tested before travel – 3 days or less from your departure location in either direction

Negative Test Results

- Negative test results will be required to be sent via a CONFIDENTIAL email to hr@prg.com
- Negative test results for all show pay related staff will be required to be sent via a CONFIDENTIAL email to CrewServicesHealthNotify@prg.com
- No quarantine period on landing – but continue to monitor for symptoms
- Positive test results should be reported to your supervisor as soon as possible. Follow guidance for Covid positive individuals.

All PRG location protocols will remain in place regarding temperature scanning, face masks, social distancing and regular hand-washing and sanitization.



Domestic Travel | For Personal Reasons

Employees who will be traveling domestically utilizing air, train, bus or other public transportation for personal reasons, will be required to notify both their direct manager/supervisor and the HR department of their return date to their household. Any employee giving false or inaccurate information will be subject to disciplinary action not limited to suspension or termination.

Fully Vaccinated Travelers:

- No quarantine period required
- No testing required unless mandated by federal/state/local authorities or you have symptoms
- Submission of certification of vaccination to be sent via a CONFIDENTIAL email to hr@prg.com
- Submission of certification of vaccination for all ShowPay related staff to be sent via CONFIDENTIAL email to CrewServicesHealthNotify@prg.com

Domestic Travel | For Person Reasons (Continued)

Non-Vaccinated Travelers (including those not yet Fully Vaccinated, as per definition above) (Personal status only)

- Upon return from travel, employees are required to do the following:
- Get tested before you travel – 3 days or less from your departure location in either direction
- Submission of Negative test to be sent via a CONFIDENTIAL email to hr@prg.com

Negative Test Results

- Negative test results will be required to be sent via a CONFIDENTIAL email to hr@prg.com
- Negative test results for all show pay related staff will be required to be sent via a CONFIDENTIAL email to CrewServicesHealthNotify@prg.com
- No quarantine period on landing – but continue to monitor for symptoms
- Positive test results should be reported to your supervisor as soon as possible. Follow guidance for Covid positive individuals.
- Results of test will determine next required steps following active protocol's and guidelines
- Negative test results will be required to be sent via a CONFIDENTIAL email to hr@prg.com
- On receipt of a negative test result and confirmation of no symptoms HR will notify both employee and manager of the return to work start date.
- Any employee giving false or inaccurate information will be subject to disciplinary action not limited to Suspension or termination.



International Travel (Continued)

CORONAVIRUS DISEASE 2019 (COVID-19)

Domestic Travel

RECOMMENDATIONS AND REQUIREMENTS

Not Vaccinated

Fully Vaccinated

Get tested 1-3 days before travel



Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.



Self-monitor for symptoms



Wear a mask and take other precautions during travel



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Work Zone Assignments

- Each location will have work zone maps ([see Work Zone Map](#))
- Maps will represent the following:
 - Work zone numbers
 - Office numbers associated to the work zone
 - Zone class:
 - Common area
 - Warehouse
 - Office
 - Scanning checkpoint
 - SQF and zone/occupancy capacity
- Employees will be informed of their assigned or designated work zones
- Work zone maps are required to be posted to key areas within the warehouse-office
- Occupancy signs should be posted to relevant areas when feasible ([see Work Zone Occupancy](#))

Protocol Reinforcement

Our safety and sanitization protocols—including our policies related to the wearing of face masks—will be continually reinforced in locations and at meetings throughout our operations, such as:

- Temperature scanning checkpoints
- Socially distant daily operations huddles-standup meetings
- Safety meetings
- Manager and peer meetings
- Reception/visitor areas
- Signage throughout the facility
- Announcements throughout the day

We are committed to keeping our employees and visitors safe and will continue to monitor all guidance and update our policies accordingly.



Covid Compliance Officer

Each location will have an assigned Covid Compliance Officer to ensure compliance with these protocols.

- Responsibilities:
 - To ensure all safety protocols and procedures have been implemented
 - Adequate training and orientation have been given to both employees and visitors
 - Regular audits to compliance and enforcement
 - Single point of contact for suggestions or complaints
 - Weekly communications with PRG RTW committee to review protocols, compliance, issues, updates

Our Commitment

At PRG, we're committed to keeping our employees and visitors safe.

We will continue to do all we can to help navigate these uncertain times. Be assured that we will continue to monitor all guidance and update our policies as necessary and update these protocols accordingly.

PRG employees please be aware that we have an Employee Assistance Program (EAP) available to you to support your emotional wellness. **Please contact HR for additional information.**

Updates and modifications to this policy will be implemented as needed.

PRG Covid-19 Hotline: (845) 567-6184



Links to Documents Referenced

- [Temperature Scanning Procedure](#)
- [Wristbands](#)
- [Wellness Questionnaire](#)
- [Visitor Health Acknowledgement and Liability Release](#)
- [Face Mask Guidelines](#)
- [Covid Symptoms Signage Poster](#)
- [Return to Work Facility Signage](#)
- [Work Zone Map](#)
- [Work Zone Occupancy](#)
- [Showpay Wellness Questionnaire](#)
- [Vendor/Subcontractor Health Acknowledgement and Liability Release](#)
- [Response Contact Tracing and Incident Report](#)



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