

COVID-19 Protocols

Safety & Operational Guidelines for Onsite Work

August 7, 2020



Purpose

This document is intended to summarize PRG guidelines for onsite work, which should be used in conjunction with any policies put into place by local/state/federal government agencies, the venue, show management and client.

Prior to the event, PRG will gather information pursuant to the attached [Onsite Operations Plan \(“OOP”\)](#) to *enable proper coordination of all parties’ onsite*. Coordination of all policies will help us keep everyone working on this event as safe as possible against the spread of COVID-19.

These guidelines are to be communicated with clients to ensure a coordinated COVID-19 plan. Depending on the event, this will be performed by the crew chief, project manager, account executive or other designated personnel. The senior account executive on the project is responsible for ensuring that these policies are communicated onsite.

General Statement

This policy is our best effort to anticipate what we, as one of the many entities onsite, can do to prevent the spread of COVID-19, with the understanding that each venue and event presents a unique working scenario. We will adjust our policies accordingly while always keeping our commitment to safety.

- All PRG employees will be provided with access to masks, hand sanitizer, hand soap, paper towels, gloves (where required) and training.
- All PRG employees, freelancers and subcontractors will be asked to self-assess their wellness and acknowledge their wellness both prior to a work assignment and on a continuing basis. Please use the appropriate form:
 - [PRG Employee Wellness Questionnaire](#)
 - [PRG Crew Services/Showpay Wellness Questionnaire](#)
 - [Visitor Health Acknowledgement and Liability Release](#)
 - [Vendor/Subcontractor Health Acknowledgement and Liability Release](#)
- Employees are aware that daily temperature checks likely will be performed on site, and for some events COVID-19 diagnostic testing may be required.
- *Stated Simply - Stay home if you are sick. Pay attention to symptoms considered to be possible signs of COVID-19. Wash hands frequently. Wear a mask. Follow the policies - they are there for your health!*



Distancing

6' distance will be maintained when possible.

- Work will be conducted in assigned teams to reduce the contact between other workers.
- If outside (non-PRG) labor is being used, they should be assigned to the same PRG department and PRG lead throughout the entirety of the work.
- If workers must work <6' distance, proper PPE is required. *Note: PRG crews will be provided with all required PPE and trained on proper usage.*

Masks/PPE

Face coverings must be used during all work calls. PRG will provide face coverings for its employees for the duration of the assignment. Face covering should not be shared.

- Workers should avoid removing face coverings even when isolated or 6' apart from other workers i.e. Booth, Director Station, Console, etc.
- If a mask is removed due to working requirements, all surfaces should be disinfected once work is complete or if a new worker takes over.
- Gloves are required when handling or installing close-contact or high touch equipment such as lavalier microphones, com headsets, instruments, etc.
- Talent management may have implemented special precautions or dedicated staff that can interact with talent. Please inquire before interaction occurs.

Please review the acceptable [Facemasks Guidelines](#) document.

Cleaning / Sanitizing

Sanitizing wipes/cleaners will be provided for equipment and high touch points.

- EPA approved products including but not limited to the following [Recommended Disinfectant Products](#).
- The venue must ensure proper cleaning and disinfecting of all public areas, including ensuring properly stocked bathrooms.

Temperature Scanning/Health Check

For onsite work not within a PRG facility, typically the venue and/or management will be responsible for temperature checks.

- Since COVID-19 is often asymptomatic, all workers are assumed to be positive carriers.
- All managers and department heads must not allow any identifiably sick workers to enter the show site.
- Project Managers and Crew Leads will confirm each day that onsite crew members do not feel sick and have no symptoms of COVID-19. Symptoms include: fever of 100.4°F/38°C or higher, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, stomach distress and a newly experienced loss of taste or smell.
- Temperature checking should not be used as an "All Clear" or "Healthy" indicator as many COVID-19 carriers can be asymptomatic, including maintaining a normal body temperature.
- Daily temperature scanning using a contactless testing device will likely be used to monitor any potential fevers ($\geq 100.4^{\circ}\text{F}$).
- Temperature scanning will likely occur before each entry to the worksite. (i.e. Before security checkpoint or in parking lot).
- Any testing should be done privately, with proper PPE by the test taker.

Note: In certain locations, the testing threshold may be lower than 100.4°F



Signage

PRG anticipates that the venue will have signage posted prominently around the worksite to reinforce social distancing, hand washing, proper use of face masks and other health best practices.

- Posting locations for signage should be coordinated with the venue.
- Guidance suggests that locations for signage should include entrances, bathrooms, time clocks, food/drink areas, and that it should be reasonably scattered around the site.
- PRG produced signage can be [found here](#). Any venue, CDC, or applicable government produced signage is also allowed. Any new or custom signage must be approved before usage.

Breaks / Scheduling

Scheduled breaks will be staggered by department or working group to the extent feasible

- Any congregating must follow social distancing rules. Managers/department heads must stress this requirement to all workers. No department, union or other organization is exempt from this rule.
- Work schedules should be staggered for each department/working group if possible. This will require the assistance of others for logistics related to entering/exiting the building, breaks, clocking in/out, etc.
- See the Food & Drink section to follow.

Equipment Usage

PRG will attempt to have its equipment handled by the same workers or teams, wherever feasible. If an item of high-touch equipment, such as a console or camera, is swapped out, it must be sanitized, preferably by the previous worker.

- Workers handling equipment may be required to wear gloves.
- High-touch equipment and areas of equipment will be sanitized more frequently using EPA approved cleansers

Food & Drink

PRG is typically not responsible for providing Food & Drink, but it must discuss with the client handling procedures with these guidelines below.

- Food plates/trays should not be made open or accessible in a "buffet" style without appropriate precautions.
- Food and beverage should attempt to be made available in single-serving, pre-packaged formats.
- Self-serve stations (such as coffee dispensers, water coolers, etc.) should be avoided or staffed by a dedicated food-ops team member.
- If self-serve stations cannot be avoided, proper procedures should be put in place with one-time use paper-grabs or a required hand-sanitizer station prior to utilizing any self-serve device.
- Vending machines must be sanitized often.

Doors / Best Working Environment

Guidance suggests that doors, windows, docks, etc., should be kept open when possible to keep a good flow of fresh air circulating throughout the building.

- Doors should be kept open to avoid use of high-touch doorknobs.
- Work areas should be spread out as much as possible.
- Maximizing use of outdoor and large indoor spaces can help mitigate the amount of possible contaminants in the air.

Contact Tracing / Onsite Workers

Please follow response protocols upon learning that an employee or visitor has tested positive for COVID-19. The [Response Contact Tracing & Incident Report](#) form will guide you through the necessary steps to follow, including:

- Gathering needed contact information, i.e employee and visitor names, phone numbers, email addresses and positions
- Notification of others who may have been in contact with the person who tested positive
- Appropriate cleaning and disinfecting of work areas
- Other key steps

Talent / Venue Management

We have established these protocols based on the most current guidance. However, the client, the venue and talent may require more stringent measures, including the use of masks and gloves, cleaning and restrictions on interaction with talent. These will be followed by PRG crews.

Training

All Onsite workers must complete COVID-19 RTW training.

- Senior Positions, i.e. Crew Chiefs and Project Managers, will complete additional training for onsite coordination and hazard communication.
- Training will be performed virtually before starting work.
- Downloadable, up-to-date documentation can be found at www.prg.pub/COVIDonsite.

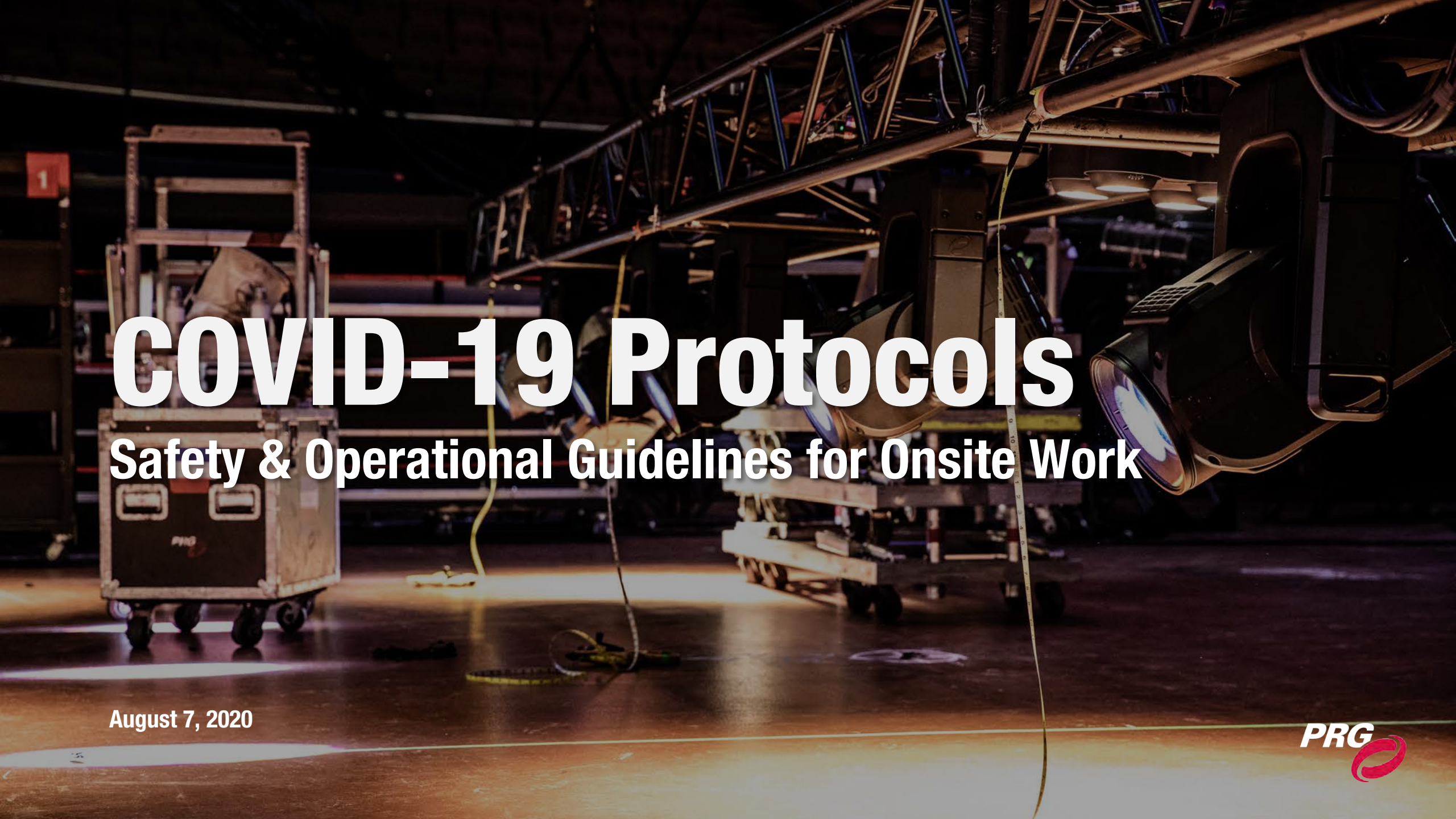
Onsite Daily Meetings

PRG will conduct onsite daily meetings. Agendas will include:

- Review of Onsite Ops plan
- Confirmation/affirmation of Wellness Questionnaires
- Verification that all employees have proper PPE
- Review of safety protocols, including social distancing, face masks and gloves
- Any changes regarding break schedules, work zones, additional protocols from talent or additional crew

Links to Documents Referenced

- [Onsite Operations Plan \(“OOP”\)](#)
- [PRG Employee Wellness Questionnaire](#)
- [PRG Crew Services/Showpay Wellness Questionnaire](#)
- [Visitor Health Acknowledgement and Liability Release](#)
- [Vendor/Subcontractor Health Acknowledgement and Liability Release](#)
- [Facemasks Guidelines](#)
- [Recommended Disinfectant Products](#)
- [Return to Work Facility Signage](#)
- [COVID Symptoms Signage Poster](#)
- [Response Contact Tracing and Incident Report](#)



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