



COVID-19 IN-OFFICE SAFETY PROTOCOLS AND REQUIREMENTS

OVERVIEW

The Irving Convention and Visitors Bureau (ICVB) is committed to safely and effectively continuing operations, while mitigating the spread of the coronavirus disease. This new policy reflects the COVID-19 safety specific In-Office Protocols and Requirements. Our priorities remain to ensure the continuity of business operations, while providing protocols and procedures that make working in the office safe.

Protocols and Requirements

Daily Arrival and Departure

- Parking will be in the garage. Please be certain that Security has your license plate number for the vehicle you are driving so the gate will automatically open. Also the gate will automatically open and close as you are exiting the parking garage.
- Upon daily arrival to the Convention Center, all staff will be required to check in at the Security office, sign in and have their temperature taken. This will either be done manually by Security Staff or via the Detectwise system. Please wear the green sticker or wristband (depending on which machine is in use), in a prominent place to indicate you are fever-free.
- A weekly questionnaire will be completed by staff referencing COVID-19 symptoms, contact with others, travel, etc. This may be adapted with implementation of the Detectwise system and its app, and in that case, this policy will be updated accordingly.
- Any employee with a temperature of 100.4 degrees Fahrenheit or higher will not report for work in the office.
- If staff does have a temperature when checking in with security, they must return home and be temperature-free (without the aid of medication) for a minimum of 72 hours before returning to the building.
- Staff who have traveled must self-quarantine for 10 days after their return.
- Staff members who have been directly exposed to anyone who has tested positive for Covid-19 must self-quarantine for 10 days after the exposure, and are encouraged to be tested themselves.

Personal Protective Equipment (PPE)

- Each employee will provide their own face-covering mask.
- Use of a mask is always required when not in your office or cubicle.
- Disposable gloves are available for use when handling external mail and packages and are located at the front desk.
- Each work area will have a container of sanitizer wipes. Please contact housekeeping if you run out.

Workstations and Common Areas

- Cleaning solution, disposable cloths, and hand sanitizer will be located in each department area.
- It is important that you:
 - Keep workstations and open department areas clean and clear of clutter.

- Clean and sanitize workstations at the end of each shift.
- Avoid using other employees' phone, desks, and other work tools and equipment. If necessary, clean/disinfect before and after use.
- Limit unnecessary visits to other departments, offices and floors.
- When communicating/working with others, social distancing should be utilized to ensure safety.
- Do not enter anyone's office or cubicle space – communicate standing in the doorway or designated area at cubicles.
- In/Out boxes placed outside each office and cubicle should be used for contactless delivery.
- Housekeeping will be in the office most days. Trash can is to be placed outside of the office doors if the trash bin needs to be emptied.
- Limit using the lobby as a pass through.
- Keep your door closed if you do not want anyone to come into your office.

Common Areas

- Social distance practices will be utilized in the kitchen and breakroom areas.
- Wipe down after each use of the ice machine, refrigerator doors and drawers.
- Disposable cups, plates and plasticware will be provided – do not use your own coffee mug, glasses, plates or utensils.
- Microwaves will remain available for use, with signage reminders to wipe after each use.
- If you bring food and beverage items from home, you are responsible for managing their storage and clean up. Do not place items in the dishwashers and do not leave items in the kitchen sink or on the countertop expecting housekeeping staff to clean them.
- Employees are expected to wipe surfaces in public/common areas as used.
- Eating at workstations is encouraged during this time to minimize gathering (exception: front desk if the offices are routinely open to the public).
- When using the copiers, use hand sanitizer before and after use. Do not spray cleaner on copy machines or attempt to wipe the machines down.
- The table and chairs in the 1A Kitchen will be restricted. Do not add additional chairs.
- Chairs have been removed from the first floor Board Room in order to provide social distancing when it is in use. Do not add additional chairs.
- Use the hand sanitizing stations in place at each employee entry/exit points. If you notice a sanitizing station not working properly or it is out of hand sanitizer please contact Tony Watson.
- When using whiteboards, remotes or common area phones, use hand sanitizer before and after use, and wipe down everything you touch in the area completely.

Social Distancing Guidelines

- Increase separation between you and your colleagues to at least six feet when at a workstation or if meeting in person (masks required).
- Eliminate close physical contact, including handshakes and hugs. Non-physical greeting gestures are encouraged.
- Do not congregate in meeting rooms, break rooms, cafeterias or other areas where people socialize.
- While using elevators, a maximum of four people per elevator (one per corner).

Building Safety Enhancements

- Sanitizing misting machines will be used in offices, cubicles and common areas. Please keep your office clear and desk clean. If you do not want your office sprayed, email Juanita Loera and put a sign with "Do Not Spray Office" on the door or at the entrance to your cubicle.

- Hand sanitizing stations located at 1st floor elevators and multiple locations on each floor.
- Enhanced cleaning of common areas around building throughout the day.
- Increased cleaning and sanitizing frequency of all touchpoints during the day.
- Hand sanitizer stations are located around the building and in the office lobby and hallways and everyone is encouraged to use these regularly.
- ASM Global VenueShield environmental hygiene protocol guidelines will be followed.

Visitors

- No unscheduled appointments will be allowed until the offices fully re-open to the public on July 6, 2021. If you have a scheduled appointment, please meet the visitor(s) in the building lobby at the assigned time.
- Chairs and tables have been arranged to accommodate no more than four people to gather in the front lobby area in order to maintain social distancing.
- Meetings should only take place in designated meeting rooms with rooms set through ICC staff to accommodate social distancing.
- Vendors will be required to check in/out at Security.
 - Face coverings are required by these vendors.
 - Temperature checks and health screenings will be required of these vendors.
- Food deliveries will need to be met outside and safe handling is expected.
- If you need to leave the building during the day, be sure to practice safety protocols while in public and wash hands/use sanitizer immediately upon re-entry.

Exposure or Possible Exposure Protocols

- Individuals that are exposed, tested for COVID-19, and test positive, can return to work under the following conditions:
 - Asymptomatic Employees - 10 days following a positive test
 - Symptomatic Employees – most current non-test-based strategy or test-based strategy
- Individuals that are exposed, tested for COVID-19, and test negative, can return to work under the following conditions:
 - Asymptomatic Employees – 10 days following exposure but must continue to monitor symptoms for the full 14-day period
 - Symptomatic Employees – 14 days following exposure, at least 24 hours have passed since recovery, and at least 10 days have passed since the onset of symptoms
- Individuals that are exposed and were not tested for COVID-19 can return to work under the following conditions:
 - Asymptomatic Employees – 10 days following exposure but must continue to monitor symptoms for the full 14-day period
 - Symptomatic Employees – 14 days following an exposure, at least 24 hours have passed since recovery, and at least 10 days have passed since the onset of symptoms
- Individuals that tested negative and remain asymptomatic may be able to return to work after 7 days in quarantine. In order to be eligible, employees must test negative for COVID-19 at least 5 days after exposure and remain symptom-free.
- Employees that must quarantine may work remotely.
- If any employee begins to experience symptoms (cough, shortness of breath or trouble breathing, fever or chills), they must self-isolate in a closed office space until they can leave the building, and notify their supervisor. A limited supply of COVID testing kits are available in Security and may be administered by Corey Goode, if needed. After departing the building, the employee must self-quarantine for 10 days.
- In all cases, the employee must report to their supervisor and provide regular updates.