



THE NEW NORMAL

COVID-19

UTAH YELLOW & ORANGE RISK
OPERATING GUIDELINES & PROCEDURES



Salt Palace Convention Center

Prepared: May 2020

Covid-19

Event/Facility Regulations & Guidelines

Includes; *Adjusted Capacities & Room Sets, Social Distancing/Crowd Management, Enhanced Cleaning & Disinfection, Personal Protective Equipment, Facility Signage, Facility Restrictions & Access, and Enhanced Safety Measures.*

In accordance with the State of Utah's designation of a yellow or orange risk level, this document will help to provide an extensive view of our facility operations under enhanced restrictions. This document is only to be considered if the Salt Palace Convention Center sits within the yellow or orange risk level zones, this document is not considered under green or red risk level zones per State guidelines.

See Attachment #0, Convention Risk Level Description & Restrictions

ADJUSTED CAPACITIES & ROOM SETS

Facility & Room Capacity

The Salt Palace Convention Center has deemed the original capacity numbers of the facility to be insufficient to allow for social distancing. In order to follow guidance and regulations put in place by our Corporate Offices and local Health Agencies, reduction to capacity levels have been made. These reductions will allow for proper planning and event setup, and allow for proper social distancing within the facility.

See Attachment #1, Updated Facility/Space Capacity

See Attachment #1.1, Occupancy Management by Event Type

Your assigned Event Manager will work with you to determine the best setup to properly allow for an event to hold their function in accordance with social distancing guidelines. This will include an extensive review of space usage, with recommendations and changes made to an events existing plan if needed. Common requirements will include; additional spacing between chairs and tables, reduction of function capacity, adjustments to food & beverage service stations, and any other means necessary to obtain social distancing at all times.

Room Sets & Drawings

Implementing strict room set guidelines has allowed The Salt Palace Convention Center to properly retain social distancing guidelines for all event function types. In effort to provide events

with examples of room set visualizations, the Events Department team has developed a series of drawings providing examples of function types in many areas of the facility. Paired with our newly updated room capacity numbers, these tools will help an event and their Event Manager determine an appropriately social distanced and safe event floor plan.

See Attachment #2, Room Sets & Drawings Links

Food & Beverage

The ability to provide food & beverage in a properly social distanced environment may include the elimination of food settings that place attendees in close proximity. Restrictions may be placed on buffet style serving, as well as with coffee/break stations. Working with an Event Manager and a catering contact it will be determined how food & beverage will be distributed to attendees. Solutions may include; plated meal service, boxed lunches preset for attendees at tables, tiered/timed meal times, staggered food access per room section, and other various solutions that help to offer social distancing.

SOCIAL DISTANCING/ CROWD MANAGEMENT

6- Feet Apart - Maintaining Social Distance

Until otherwise instructed, a mandatory social distancing requirement of 6-feet will exist within the facility. Distancing must be maintained between all attendees, employees, and event staff at all times during your event. In order to secure these distances the following requirements and facility standards have been established:

Social Distancing Signage/ Floor Markings / Line Queue Evaluation

Reminders and markings have been placed around the facility to properly remind all employees, attendees, third parties, and event staff to practice social distancing. In addition to this standard building signage, additional signage and floor markings may be necessary and required to be put in place before your event may proceed. This may include properly marked line queuing areas.

Restroom Stall Closures

All restrooms within the facility will have select stalls and urinals closed for usage in order to maintain social distancing within this space. These stalls and urinals will be properly marked, and made unusable via coverings and locks.

Distancing Monitor(s) / Law Enforcement Presence

In addition to signage reminders it may be deemed necessary for an event to provide staff/labor to monitor attendees to remind them of social distancing guidelines. They may also be required to disrupt gatherings (intentionally or unintentionally) within the facility. In addition to distancing monitors it may also be required for your event to maintain the presence of law enforcement.

The need for a presence of law enforcement or monitors will be determined during the pre-event evaluation made with your Event Manager.

Entrance & Exit Restrictions

In order to maintain proper distancing near our facility entrance and exits, it may be deemed necessary to mark and traffic attendees through specific entrance and exit points. Creating a one way flow through entrance and exits will be crucial in retaining social distance.

Crowd Management

Not unlike an event outside of pandemic regulations, crowd management will be a vital aspect of maintaining order and safety. During the pre-event evaluation with an Event Manager it will be determined what level of crowd management an event will entail. Events with larger attendance numbers, frequent function transitions, or general sessions will be faced with the challenge of moving crowds while maintaining social distance. Solutions will vary and depend on the event itself, but common solutions may include; tiered arrival and departure times, limited attendance, ticket sale reductions, multiple sessions of the same function, and other creative solutions upon approval. There will not be a one size fits all solution to crowd management, and the pre-evaluation with an Event Manager will be key to providing a workable solution.

ENHANCED CLEANING & DISINFECTION

Facility Cleaning & Disinfection Standards

In accordance with Corporate and local Health Agency regulations the Salt Palace Convention Center has developed a stringent cleaning and disinfection program. This program is currently in use and will continue during the course of your scheduled event. During your event it is highly likely that your staff and attendees will see housekeeping forms posted around the facility. These forms will provide them with detailed cleaning/disinfection information that will help to alleviate any concerns of facility cleanliness and safety.

See Attachment #3, Facility/Disinfection Sign-Off Sheet Example

Cleaning & Disinfection Frequency

Cleaning of all high-touch and public areas will occur twice (2) a day with a deep disinfection of these areas occurring once(1) per day. It is likely that in order to allow proper cleaning and disinfection, adjustments to event schedules will be needed. If a space is being utilized for several separate functions, additional disinfection or cleaning periods may be needed. If there is ever a concern that an area has not been properly cleaned or disinfected we will have detailed records to monitor and provide details. Additional cleaning and disinfection can be requested and can be discussed with your Event Manager.

Hand Sanitizing Stations

Numerous hand sanitizing stations will be placed around the facility to meet the demands of all events. Placement will be determined on attendee density and function. The facility will provide these stations at no additional cost to an event. With the addition of hand sanitizing stations, we have also implemented additional hand washing signage and etiquette encouragement. We also strongly recommend events supplying additional sanitizers if available, and encourage attendees to have personal sanitizers on their person for times of need.

PERSONAL PROTECTIVE EQUIPMENT

Face Mask Usage

The use of a face mask in and out of The Salt Palace Convention Center is highly advised. All facility employees have been instructed to utilize a face mask in any situation where social distancing is not feasible, as well as within the public facing areas of the facility. While we can not mandate face mask usage to event attendees, an event has every right to require face mask usage within their contracted space. If an event determines face mask usage to be an essential part of a safe gathering, we provide them the right to restrict access to their contracted space. As a general rule we encourage the use of face masks, and our entrance signage makes note of this recommendation. Please note that no face masks will be provided to an event by the facility.

Gloves & Other Forms of Personal Protective Equipment (PPE)

Unlike face masks, the use of gloves and other forms of PPE are to only be utilized if there is a direct need. This may include the use of gloves for activities that involve; cleaning, cash handling, ticket sales, and other activities that may bring a person's hands in contact with another human or material prone to retaining the Covid-19 virus. We also strongly encourage events to utilize these guidelines, especially events handling cash sales and ticketing. If an event feels the need to utilize additional PPE while in the facility they are more than welcome. Please note that no PPE will be provided to an event by the facility.

FACILITY SIGNAGE

Facility Entrance(s)- "How Are You Feeling?"

"How Are You Feeling?" signage has been placed at all entrances into the Salt Palace Convention Center. This signage includes a call to action for attendees to the facility to check their current symptoms, and proceed accordingly. Signage also includes recommendations for proper sneeze & cough etiquette, and a reminder for hand washing.

See Attachment #4, "How Are You Feeling?" Signage

Social Distancing Reminders & Face Mask Encouragement

Various signs have been placed throughout the facility providing reminders for social distancing along with an encouragement to wear a face mask when appropriate. This signage can be found near entrances and high touch areas like restrooms and foyer spaces.

See Attachment #5, Social Distancing Signage

Additional Signage

An event has the ability to provide additional signage related to Covid-19. We ask that this signage provides guidance to follow rules that are within the scope of the facility guidelines. While an event may take a more conservative approach than what is in place at the facility, they may not discourage or not participate in the mandatory restrictions that are in place. In order to ensure an event's signage is in keeping with facility guidelines we ask all Covid-19 related signage be approved by your Event Manager and Facility Administration before proceeding forward.

FACILITY RESTRICTIONS & ACCESS

Facility Closure

If deemed necessary, The Salt Palace Convention Center along with its owner, Salt Lake County, have the right to shutter the convention center due to safety concerns. The ability to control access to the building in the light of a potential exposure to Covid-19 will be imperative to providing a safe facility. If a closure is deemed necessary all events within the facility will be notified as soon as possible. The closure of the facility may trigger the "Force Majeure" clause in an event's signed contract for all affected dates (not to include previous unaffected event days).

Access to Meeting Room(s) & Exhibit Space(s)

In coordination with an Event Manager during the pre-event evaluation, it will be determined which areas of contracted space will have permissible access and what areas will be deemed restricted. Working with an Event Manager, an event may discuss a plan to lock and unlock certain doors to control crowds. This will also help to prevent attendees from entering spaces that may not have adequate social distancing space available.

Facility Controlled Areas

There may be certain areas during an event that will be required to be closed for safety reasons. This may include; public spaces (to avoid gathering), certain entrance and exit doors, food &

beverage areas, conference rooms, and other areas that are not in accordance with social distancing per an events flow and usage. These closed areas will be discussed during the pre-evaluation process with an Event Manager.

Door Propping

In order to provide a hands free entrance and exit pathway for attendees into the facility and meeting areas, doors may need to be propped open. This may include exterior doors as well as interior. Working with your Event Manager an event will be able to determine which areas of contracted space will and will not need hands-free entrancing and exiting.

ENHANCED SAFETY MEASURES

EMT & Law Enforcement

Upon evaluation with an Event Manager it will be determined if an event (dependent on size and content) may need an EMT or Police Officer on site. If it is deemed necessary, it will be required that the event agrees before an event may enter the facility. It is more than likely that because of the risk of Covid-19 an EMT and Police Officer will be required for most events.

Sudden Illness & Reporting

In the event that an attendee or event staff member were to fall ill (specifically with Covid-19 related symptoms) the use of an EMT and an area designated for isolation will be utilized. This will allow the individual who has fallen ill to seek proper treatment and advice, while maintaining isolation from other persons in the facility. If it is deemed the ill individual may have Covid-19 symptoms we will advise this individual to seek medical attention as soon as possible, and refrain from attending their scheduled event. Notice will be made to our local health agencies in order to track and monitor should this sick individual test positive for Covid-19. This will allow our facility to properly disinfect, and alert members of our staff of potential exposure. Depending on the level of exposure to the facility an immediate closure of the facility could be a possibility until proper disinfection can be achieved. The health and safety of everyone in our facility will take priority. If event continuation could result in a health risk, it may be necessary to prohibit an event from moving forward.

Designation of Quarantine Area

A designated area may need to be set aside from an events contracted space to act as a quarantine area for any attendee or event staff exhibiting symptoms of Covid-19. If an area is available and not currently contracted by another event, the facility will work to retain this area

for quarantine usage. For events with a full buy out of the facility, they must work with an Event Manager to determine an appropriate area to set aside for this use.

Temperature Checks

Additional entrance checks focused on temperature may be required for your event. These additional checks will be determined in the pre-event evaluation. If it is determined there is a need, the responsibility of acquiring proper labor and equipment will fall to the event itself. The Salt Palace Convention Center does not hold proper licensing or authority to provide health checks at this time.

Health Checks

As advised by our local health agency the Salt Palace Convention Center has deployed a stringent health check for our employees. We invite all events who enter our facility to consider utilizing these health check methods to keep their attendees safe. We have provided staff with numerous documentation surrounding Covid-19 symptom information, as well as a process for alerting the facility to any symptoms or illness. An implementation of a daily health check sheet allows us to properly assess the health of all employees reporting to the facility for work. We have provided a sampling of our Attendee Health Questionnaire in attachments. Please consider utilizing or working with us to develop a plan of your own.

See Attachment #6, Health Check & Reporting Process

See Attachment #7, Attendee Health Questionnaire

ATTACHMENT #0

Convention Risk Level Description & Restrictions

MEETINGS & CONVENTIONS					
Guidelines for Convention/Expo Centers					
TYPE of EVENT / FUNCTION	Normal Risk	Low Risk	Moderate Risk	High Risk	
Tradeshow / Store	normal occupancy	36 sf/pp NET SPACE	36 sf/pp NET SPACE	Closed	** Venue closed
Entrance/Exit Tracking Requirements	No	Yes	Yes	Closed	
General Session / Meeting	No social distancing	4 open chairs between persons	4 open chairs between persons	Closed	SD = social distancing
Reception	No seating	6' of social distance	6' of social dist	Closed	
Concert	General Admix (Standing is acceptable)	4 open chairs between persons	4 open chairs between persons	Closed	
Banquet (handservice)	6' rounds of 10 @ 11' centers	6' rounds of 3 @ 16' centers	6' rounds of 3 @ 16' centers	Closed	
Banquet (handservice, family groups)	6' rounds of 10 @ 11' centers	6' rounds of 10 @ 16' centers	6' rounds of 10 @ 16' centers	Closed	
Banquet (buffet)	Permitted	Not allowed	Not allowed	Closed	
Coffee Breaks	No social distance requirement	Yes	Yes	Closed	
Front stage edge must be 10' from first row	Yes	Yes	Yes	Closed	
Classroom 6' tables	no restrictions	6' social distance	6' social distance	Closed	
Athletic competitions - competitive, court, field	normal occupancy	Exhibit caution when engaging in close-contact or team sports, including symptom checking of participants prior to each competition or practice	Do not engage in sporting activities requiring teammates or opponents to be closer than 10' from one another	Closed	
GENERAL SAFETY					
General Safety & Sanitary Training for Staff	Yes	Yes	Yes	Yes	
Cleaning Procedures	Routine	2X/day - hard surfaces	2X/day - hard surfaces	Closed	
Sanitization Procedures	Routine	daily	daily	Closed	
Cleaning chemicals	EPA Approved for COVID	EPA Approved for COVID	EPA Approved for COVID		
Hand Sanitizer Availability	None	1/24,300 sf and at all points of entry	1/12,150 sf and at all points of entry	Closed	
Masks (worn by attendees)	None	Suggested	Required	Closed	
Personal Protection Equipment (Gloves, face shield, etc) for staff	None	Required	Required	Closed	
PPE Training for use and disposal	NA	Required	Required	Closed	
Masks (worn by staff)	None	Required	Required	Closed	
Signage at entrances (How Are You Feeling?)	None	Required	Required	Closed	
Signage in 'Back of House' (Social Distancing, Feeling)	None	Required	Required	Closed	
Signage in public meeting spaces, restrooms, etc. (Social Distancing)	None	120' centers	90'/centers	Closed	
Messaging rules to the public		Signage, website, social media, email, staff	Signage, website, social media, email, staff		
Lines, Queues (entrance, restroom, concessions etc...)	No social distance requirements	6' of social distance	6' of social distance	Closed	
Width of Tradeshow Aisles	10 feet (standard)	10 feet (one-way), 15' (two-way)	10 feet (one-way), 15' (two-way)	Closed	DEPENDENT UPON ANTICIPATED ATTENDANCE NUMBER AND AVAILABLE AISLE SF
Overhead announcements to remind of social distancing	Not necessary	Every 30 minutes	Every 15 minutes	Closed	
Prop open meeting room doors to avoid handling	Not necessary	Yes	Yes	Closed	
Exchange of business cards and distribution of material	Yes	No	No	Closed	
Presence of 'Safety Ambassadors' : Responsibilities include pre-event planning with clients and onsite verification of program successes	Not necessary	Yes	Yes	Closed	
Food and beverage 'giveaway's from booths	Yes	No	No	Closed	
Number of exhibiting staff per 10x10 booth	Unlimited		2	2	
Restroom Occupancy	Routine	Maintain 6' social distancing	Maintain 6' social distancing	Closed	ADD PORTABLES AS NECESSARY
Restroom Monitoring - staff required to monitor line que and restroom occupancy	None	Yes	Yes	Closed	
Gloves required for cash handling and ticketing services (taking, selling etc...), food handling, health checks, cleaning	No	Yes	Yes		
High-risk groups	No restrictions	Set established window time, separate entrances and queues.	Set established window time, separate entrances and queues.	Closed	
Congregating	Please	Not permitted	Not permitted		
Ticketing, payment of services		Electronic/contactless encouraged	Electronic/contactless encouraged		
Symptom Checking - patrons via questionnaire or physical means	None	Encouraged	Encouraged		
Creation of Q&I space during events (location for attendees to remain while EMS is responding for self-reported symptoms)	No	Yes	Yes		
SALES					
Develop examples of physically distanced floor plans for sales and services staff usage.					
Create virtual site inspections					
FOOD SERVICE - WORKING WITH CENTERPLATE TO CREATE					
PRODUCTION RECOMMENDATIONS					
Equipment and Cargo	No	Sanitize surfaces encouraged, prior to delivery	Sanitize surfaces encouraged, prior to delivery		
A/V equipment: microphones etc	No	Sanitize between speakers/users	Sanitize between speakers/users		
Crew: Social Distancing and PPE	No	Yes	Yes		

[Please follow this link for an expanded view](#)

ATTACHMENT #1

Updated Facility/Space Capacities

These adjusted capacity numbers are based on the extensive revised roomset drawings developed by our Event Management team. In many scenarios there are several styles of set in varying configurations. The numbers listed below are the max capacity available, but may be lower depending on the configuration utilized. "Banquet-Family" capacity is based on seating attendees of the same household at the same table.

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Hall A	676	590	450	1500
Hall AB	1014	916	657	2190
Hall BC	1014	916	654	2180
Hall C	676	590	444	1480
Hall D	676	590	447	1490
Hall E	876	789	564	1880
Hall 1	560	720	390	1300
Hall 2	190	230	135	450
Hall 3	190	230	135	450
Hall 4	785	967	528	1760
Hall 5	1640	1480	1380	4600

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Grand Ballroom	504	432	348	1300
Ballroom A	34	34	32	100
Ballroom B	34	34	32	100
Ballroom C	34	34	32	100
Ballroom D	34	34	32	100
Ballroom E	34	34	32	100
Ballroom F	34	34	32	100
Ballroom G	34	34	32	100
Ballroom H	34	34	32	100
Ballroom I	34	32	33	110
Ballroom J	34	33	33	110

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 150	80	49	60	200
Room 150 A	9	6	9	20
Room 150 B	9	6	9	20
Room 150 C	9	6	9	20
Room 150 D	9	6	9	20
Room 150 E	9	6	9	20
Room 150 F	9	6	9	20
Room 150 G	36	32	24	80

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 151	80	49	60	200
Room 151 A	9	6	9	20
Room 151 B	9	6	9	20
Room 151 C	9	6	9	20
Room 151 D	9	6	9	20
Room 151 E	9	6	9	20
Room 151 F	9	6	9	20
Room 151 G	52	32	24	80

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 155	363	272	177	590
Room 155 A	36	34	24	80
Room 155 B	54	44	27	90
Room 155 C	50	42	27	90
Room 155 D	36	34	24	80
Room 155 E	54	44	27	90
Room 155 F	50	42	27	90

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 250	120	116	66	220
Room 250 A	26	15	12	40
Room 250 B	28	17	12	40
Room 250 C	28	17	12	40
Room 250 D	22	14	12	40
Room 250 E	24	15	12	40
Room 250 F	24	15	12	40

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 251	120	116	66	220
Room 251 A	22	13	12	40
Room 251 B	24	15	12	40
Room 251 C	24	15	12	40
Room 251 D	26	19	12	40
Room 251 E	28	21	12	40
Room 251 F	28	21	12	40

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 252	16	9	12	40
Room 252 A	8	3	4	10
Room 252 B	6	3	4	10

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 253	21	21	18	60
Room 253 A	20	8	12	40
Room 253 B	18	8	12	40

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 254	60	48	40	100
Room 254 A	18	9	8	20
Room 254 B	42	24	27	90
Room 254 C	18	9	8	20

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 255	363	272	177	590
Room 255 A	36	34	24	80
Room 255 B	54	44	27	90
Room 255 C	50	42	27	90
Room 255 D	36	34	24	80
Room 255 E	54	44	27	90
Room 255 F	50	42	27	90

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 257	22	15	12	40
Room 257 A	9	7	6	20
Room 257 B	11	7	6	20

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 258	26	11	15	50

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 259	26	11	15	50

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 260	22	15	12	40
Room 260 A	9	7	6	20
Room 260 B	11	7	6	20

<u>Room Number</u>	<u>Theatre</u>	<u>Classroom</u>	<u>Banquet</u>	<u>Banquet - Family</u>
Room 355	363	272	277	590
Room 355 A	36	34	24	80
Room 355 B	54	44	27	90
Room 355 C	50	42	27	90
Room 355 D	36	34	24	80
Room 355 E	54	44	27	90
Room 355 F	50	42	27	90

ATTACHMENT #1.1

Occupancy Management by Event Type

The social distancing specifications required by the state of Utah's phased reopening guidelines establish a 6' rule between unrelated persons. This translates to a multitude of changes to our "normal" operations at these event venues. The guidelines for room sets are described in specification in the spreadsheet that outlines the meetings and conventions requirements in the different state identified risk areas. Below is a chart that shows some descriptive changes to occupancy numbers.

SPCC						
Area	Square footage (GROSS)	Square Footage (NET)	Number of persons	Number of persons	square feet/per son	square feet/per son
Full Facility (Trade Show)	500,000	250,000	50,000	6,945	5	36
Grand Ballroom - Banquet	45000		2600	348-1300		
Grand Ballroom -Theater	45000		4900	504		
Grand Ballroom - Classroom	45000		2500	432		
MR 250 - Banquet	8300		490	66-220		
MR 250 -Theater	8300		850	120		
MR 250 - Classroom	8300		430	116		
	Green Risk Level					
	Yellow/Orange Risk Level					

Occupancy Management by Show Type

While we host many different types of events, at the most general level of distinction, there are really only two types. These are: Public Events and Events with Registered Attendance. The key distinction is that Public Events do not have an attendance limit and do not require that tickets are purchased in advance, rather they operate on a “first com, first served” philosophy.

Events with Registered Attendance generally require that access is purchased in advance and limit the number of passes sold. In all circumstances, a plan to remain within occupancy guidelines established by the yellow and orange risk levels must be developed through consultation with the Licensee for the event. I also suggest that the service restrictions required in these higher risk levels do provide a Force Majeure trigger by either party (SMG or Licensee) if a plan is determined as impossible or impractical.

- **Public Events:** This show type is the most difficult to manage the occupancy demand as the number of attendees is typically undetermined as is their arrival and stay pattern. Similar to a retail outlet, these events operate by posting show hours and allow attendees to arrive and depart on their own schedule within the posted times. Steps to consider employing to achieve occupancy management:
 - Monitor entrances and possibly the exits to track the number of attendees inside the venue at any given time.
 - Establish “vantage point” locations inside the show using elevated walkways, scissor lifts, or meeting rooms to evaluate social distancing success.
 - Establish and control a queue on the exterior of the venue that works to achieve proper social distancing requirements.
 - Post wait times in lines if practical.
 - In consultation with the Licensee, approximate average “stay times” by attendees and limit ticket sales to time blocks accordingly.
 - Extend show hours, increase space licensed, and increase the number of show days at no additional cost to the Licensee to assist in meeting business objectives.

- **Events with Registered Attendance:** This show type is simpler to manage because we understand the number of attendees in advance. Steps to consider employing to achieve occupancy management:
 - Extend show hours, increase space licensed, and increase the number of show days at no additional cost to the Licensee to assist in meeting business objectives.
 - Establish assigned time blocks for attendees for badge pick-up and onsite registration issues to achieve proper social distancing guidelines.
 - Create multiple onsite registration/badge locations to reduce the risk of congregating.

ATTACHMENT #2

Room Sets & Drawings Links

Please follow the links below to see numerous drawings prepared by our Events Team.
Drawings include views of theatre, classroom, and banquet sets for the majority of space.

Exhibit Hall(s)

- [Hall 1](#)
- [Hall 2-3](#)
- [Hall 4](#)
- [Hall 5](#)
- [Hall A](#)
- [Hall A/B](#)
- [Hall C](#)
- [Hall B/C](#)
- [Hall D](#)
- [Hall E](#)

[Grand Ballroom](#)

Meeting Room(s)

- [150/151](#)
- [250](#)
- [251](#)
- [252](#)
- [253](#)
- [254](#)
- [255](#)
- [257](#)
- [258](#)
- [259](#)
- [260](#)
- [355](#)

ATTACHMENT #3

Facility Cleaning/Disinfection Sign-Off Sheet

In order to provide our employees and attendees with a safe facility,
this area was recently cleaned or disinfected in guidance with all
health agency and corporate recommendations.

Area Cleaned/Disinfected: _____

Date: _____

Employee Providing Service: _____

Cleaning ☐ Disinfecting ☐
 Start Time: _____ End Time: _____

Cleaning/Disinfecting Duties Performed:

<input type="checkbox"/> Countertop(s) <input type="checkbox"/> Sink(s)/Faucet(s) <input type="checkbox"/> Toilet(s) <input type="checkbox"/> Stall Door(s)/ Handle(s) <input type="checkbox"/> Floor(s) <input type="checkbox"/> Entrance Door Handles(s) <input type="checkbox"/> Mirror(s) <input type="checkbox"/> Cabinet Door(s)/ Handle(s) <input type="checkbox"/> Garbage(s) Emptied <input type="checkbox"/> Towel Dispenser(s)	<input type="checkbox"/> Towel Dispenser(s) Restocked <input type="checkbox"/> Stair Handle(s)/Railing(s) <input type="checkbox"/> Elevator Button(s) <input type="checkbox"/> Elevator Interior(s) <input type="checkbox"/> Public Facing Surfaces(s) <input type="checkbox"/> Escalator Handle(s) <input type="checkbox"/> Interior Door Handle(s) <input type="checkbox"/> Lighting Control(s) <input type="checkbox"/> Other: See Additional Details
--	--

Products Utilized: _____

Additional Details: _____

ATTACHMENT #4

“How Are You Feeling?” Signage



How Are You Feeling?

If You Are Experiencing The Following Symptoms:

- Fever
- Coughing
- Shortness Of Breath

We strongly encourage you to seek medical attention before attending your scheduled event. Our hope is to limit exposure of infectious disease, of any kind, to other attendees and our facility staff.

We Also Strongly Encourage:

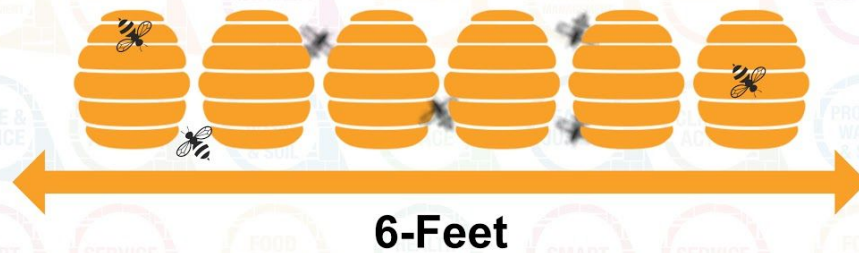
- Hand Washing & Sanitization
- Proper Sneeze & Cough Etiquette



ATTACHMENT #5

Social Distancing Signage

Keep Six Beehives Apart!



Social Distancing Guidelines:

- Provide 6ft of distance between yourself and others.
- We recommend wearing a mouth and nose covering inside and outside of our facility.
- Refrain from gathering in groups.
- Do not linger in public areas to avoid unintentional congregation.

We Also Strongly Encourage:

- Hand Washing & Sanitization
- Proper Sneeze & Cough Etiquette



We thank you for your patience and participation. These guidelines have been put into place to offer the safest facility for all attendees and employees.

ATTACHMENT #6

Health Check & Reporting Process

As we continue to respond to the ongoing Covid-19 pandemic, we want to ensure the health and safety of all our employees. Out of an abundance of caution; if you at anypoint are feeling ill and are specifically experiencing symptoms closely related to Covid-19, you should take the following precautions:

1. Please notify your immediate supervisor of your illness.
2. If you have not yet arrived to work, please refrain from coming in. If you are currently at work, we ask you to coordinate with your supervisor to be excused.
3. As you speak with your supervisor it is vital to provide information of recent travels to suspecting Covid-19 outbreak geographies, timeline of illness, exposure to other employees, and any information that we can provide to local health agencies in order to help them mitigate further outbreaks.
4. Make contact with the Utah Department of Health Covid-19 Hotline at 1-800-456-7707 to determine your best course of medical attention.
5. Once you have seeked appropriate medical attention, it will be vital to remain in contact with your supervisor and HR. Alerting your supervisor and HR of a positive or negative test will help determine the best course of action to help you return to work. Should you test positive you must head the guidance of your medical provider.
6. Do not attend work until properly assessed by a medical provider, proper quarantine procedure has been followed, and symptoms have ceased for a period greater than 48 HRS.

We continue to monitor the situation closely, and are dedicated to providing you with the most up to date information.

Symptoms of Covid-19

- Fever (>100.4 F), Chills, or Sweating, Muscle Pain, and Aching Throughout the Body
- Shortness of Breath or Difficulty Breathing
- Cough/Sore Throat
- Vomiting or Diarrhea
- Sudden or New Loss of Taste or Smell

ATTACHMENT #7

ATTENDEE HEALTH QUESTIONNAIRE

ATTENDEE HEALTH QUESTIONNAIRE



Name: _____

Date: _____

Phone #: _____

Event
Attending: _____

Email: _____

ARE YOU EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:

- Fever (>100.4 F), Chills, or Sweating.
- Shortness of Breath or Difficulty Breathing
- Cough
- Vomiting or Diarrhea
- Muscle Pain or Aching Throughout the Body
- Sore Throat
- Sudden or New Loss of Taste or Smell

YES NO
☐ ☐

ARE YOU TAKING ANY MEDICATIONS FOR THESE SYMPTOMS?

YES NO
☐ ☐

IS SOMEONE YOU LIVE WITH EXPERIENCING ANY OF THESE SYMPTOMS?

YES NO
☐ ☐

IS SOMEONE YOU HAVE COME INTO CONTACT WITH IN THE LAST TWO WEEKS EXPERIENCING ANY OF THESE SYMPTOMS?

YES NO
☐ ☐

BY SIGNING BELOW, I AM CERTIFYING ALL INFORMATION ON THIS FORM TO BE ACCURATE TO THE BEST OF MY KNOWLEDGE:

Attendee Signature: _____

FOR HEALTH SCREENER USE ONLY:

ATTENDEE TEMPERATURE WAS AT OR BELOW 100.4F

YES NO
☐ ☐

Screener Signature: _____

If you are experiencing symptoms related to Covid-19 we ask you to; reconsider your attendance to your scheduled event, distance yourself from other attendees and facility employees, seek proper medical attention, and visit our facility again once cleared by a medical provider or you are symptom free for 48hrs.

