



Safety & Cleanliness Guidelines/Procedures

Scope

In coordination with meeting facilities, vendor/supplier partners and Union/labor pools across the U.S., Projection will follow safety and cleanliness guidelines recommended by the Centers for Disease Control and Prevention (CDC), as well as implement additional protocols to enhance the safety and cleanliness of our personnel and audiovisual equipment while on show site. The following measures will be discussed with clients prior to each event to determine appropriate intervals:

- Disinfecting equipment throughout the day/week/show
- Masks for staff and technicians
- Temperature assessment of staff/technicians
- Hand washing, sanitizer usage throughout day by staff/technicians

CDC recommended cleaning and disinfecting supplies

- Clorox Disinfecting Wipes
- Clorox Healthcare Bleach Germicidal Wipes
- Windex Electronic Wipes
- Miracle Wipes for Electronics
- Microfiber Cloth
- Isopropyl Alcohol (>70% Alcohol)
- Alcohol-based (>60% alcohol) hand sanitizer



Equipment to be disinfected

Meeting Rooms

- LCD Projector
- Video Switcher
- Video Monitor
- Computer/Laptop
- Mouse/Keyboard
- Laser Pointer
- Speaker Timer
- S.O.S. Help Button
- Flipchart and Markers
- Audio Mixer
- Microphones (Podium, Lavalier, Table & Floor)

Equipment to be disinfected:

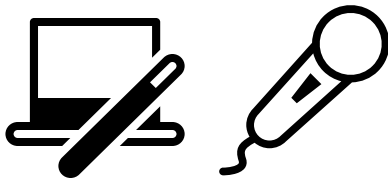
- After setup
- Every morning before sessions
- During long breaks (lunch, GS, exhibit only time)

Exhibit Hall

- Video Monitor (LED/Touchscreen)
- Computer/Laptop
- Mouse/Keyboard
- Audio Mixer
- Microphones (Podium, Lavalier)
- Wireless Headsets

Equipment to be disinfected:

- After setup
- Every morning before exhibits open



Speaker Ready Room (SRR)

- Video Monitor
- Computer/Laptop
- Mouse/Keyboard
- Printer
- Hand sanitizer/wipes available in room
- SRR cue line to be addressed if social distancing is still in effect

Equipment to be disinfected:

- Every morning before SRR opens
- Periodically throughout the day

General Session

- Video Monitor
- Computer/Laptop
- Mouse/Keyboard
- Wireless Remote Control
- Laser Pointer
- Microphone (Podium/Lavalier/Table/Floor)
- Water Bottles (Podium/Panel)
- Green Room backstage
- Hand sanitizer/wipes placed at Podium/Panel and in Green Room

Equipment to be disinfected:

- Every morning before GS session
- After each GS session, if multiple sessions per day

Office Equipment

- Video Monitor
- Computer/Laptop
- Mouse/Keyboard
- Printer
- Walkie/Talkies

Equipment to be disinfected:

- After setup