



COVID-19 SAFETY PROTOCOLS

Navigating a safe, successful event delivery.

As America gets back to work, we know many companies are keen to host Employee Meals, Company Picnics, Anniversary Celebrations or Family Days. At Compass Rose Events, our entire team has been hard at work determining the safest ways to be able to host your celebrations. This year, perhaps more than ever, employee events are crucial to your workforce feeling supported, valued, and appreciated. The following is a list of all the procedures we are putting in place to keep your guests and our staff safe and healthy at every event.

EVENT SITE

EVENT MANAGERS + STAFF

- All staff will be screened prior to their shift.
- All staff will be required to wear a mask and wear gloves where appropriate.
- A designated cleaning crew will be scheduled during each event, responsible for continuous cleaning and disinfecting, especially high touch areas. The cleaning staff will be wearing vests for identification.

GENERAL PREVENTION

- Event equipment will be cleaned, and disinfected following set up.
- Individually bagged table covers will be placed on tables shortly before the event begins.
- Disinfectant spray will be available to event staff for continuous cleaning of their assigned areas.



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WELCOME/ REGISTRATION AREA

- A hand sanitizer station will be available for guest use.
- Signs will be displayed regarding COVID-19 symptoms and encouraging social distancing.
- Markers spaced 6ft apart will encourage social distancing for those waiting in line.

Optional Client Upgrades Available:

- Individual screening of guests including temperature checks, current health status or exposure questionnaires can be implemented.
- An online registration platform is available to control capacity with assigned entry times.
- The event capacity can be controlled with a (1) comes out/(1) goes in system.
- One direction crowd flow through event from entry to exit may be implemented.
- Masks can be distributed to guests upon entry. Masks can be customized with your company logo.
- Bottles of hand sanitizer can be distributed to guests upon entry. Sanitizer bottles can be customized with your company logo.

CRE PROVIDED SEATING AREAS

- Hand sanitizer will be available under dining tents.
- Tables and chairs will be continuously cleaned and disinfected. At least (1) member of the cleaning crew will be assigned specifically to this area.
- Tables and chairs will be spread out with some placed as open-air seating to promote distance between groups and limit the number of guests under tenting.

Optional Client Upgrades Available:

- Clients may choose to add additional tenting to their program in lieu of open-air seating.
- Clients may choose to add additional tables to their program to place (4-6) chairs per table instead of the standard (8).

CRE PROVIDED PORTABLE RESTROOMS

- A hand sanitizer station will be available for guest use.
- Disposable gloves will be available for guest use.
- The assigned cleaning staff will continuously clean and disinfect restroom door handles throughout the event.

Optional Client Upgrades Available:

- Clients may add portable hand washing sinks (subject to availability).

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ENTERTAINMENT AND ATTRACTIONS

INFLATABLES

- Inflatables will be limited to (2) guests at a time.
- Inflatables will close on a staggered basis for a brief period every 2 hours to be cleaned and disinfected.
- Inflatable activities that are enclosed or require face shields or helmets should be exchanged for alternate inflatables or activities. Please discuss options with your Project Manager.

GAMES

- Extra game pieces/balls will be available so staff may clean and sanitize them continuously throughout the event.
- Archery, Laser Skeet and Laser Tag equipment will be cleaned between each guest use.

BINGO

- The PA System and microphone will be cleaned and disinfected between staff use.
- Bingo cards will be disposable/single use.
- Participants will be limited to (50) per round.

ARTS & CRAFTS

- There will be a limit of 2 guests per station at opposite ends of a 6' table at any time.
- High contact activities such as Face Painting, Temporary Tattoos and Bead Art should be exchanged for activities requiring less contact. Please discuss options with your Project Manager.

Optional Client Upgrades Available:

- Craft Kits can be made available for guests to complete at home.

DJ GAMES AND GAME SHOW ACTIVITIES

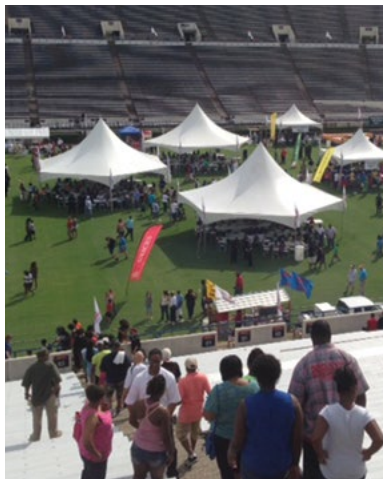
- All equipment and game pieces will be disinfected prior to guest use.
- Contracted DJs can make announcements regarding protocols, safety measures and other important information during the event.
- High contact games such as Treasure Hunt should be exchanged for activities requiring less contact. Please discuss options with your Project Manager.

DIGITAL PHOTO STATION

- The picture area will be placed a minimum of 6 ft. away from the camera.
- Reusable photo props and costume items will not be allowed.

FEATURED ATTRACTIONS

- Including Rockwall, Trampoline Bungee Bounce, Zip Line, Mechanical Rides, Trackless Train, Etc.
- Staff will clean and sanitize harnesses and seats continuously throughout the event.



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CATERING

KITCHEN AND FOOD PREP AREAS

- All staff will be required to wear gloves and masks at all times.
- Food safe disinfectant spray and sanitizer will be used for continuous cleaning during the event.
- CRE will increase the number of handwashing stations available for staff use in all food prep areas.

DRINK SERVICE

- Hand sanitizer will be placed at all drink stations.
- Masked and gloved staff will distribute drinks to guests.

CONCESSION SERVICE

- Hand sanitizer will be placed at all concession stations.
- Masked and gloved staff will distribute concession items to guests.
- Markers spaced 6ft apart will encourage social distancing for those waiting in line.

Optional Client Upgrades Available:

- Service can be upgraded to prepackaged or "To-Go" service.



FOOD SERVICE AREAS/BUFFET LINES

- All staff will be required to wear gloves and masks at all times.
- Markers spaced 6ft apart will encourage social distancing for those waiting in line.
- Event staff will be placed at the front of the service lines, enforcing guest use of hand sanitizer. Guests will have the option to take disposable gloves in lieu of hand sanitizer.
- Serving Utensils will be exchanged and sanitized every 15 minutes.
- Condiment stations will change to a (3) table horseshoe set-up with service staff located inside of the horseshoe.
- Common use condiment bottles and shakers will change to individual packets.
- Fresh produce will be served by masked and gloved staff.

Optional Client Upgrades Available:

- A time ticketed system can be implemented to minimize/control lines and crowd flow. This can be done using an online registration platform or tickets handed out at the welcome area.
- Standard double sided self-service buffets can be upgraded to single sided buffet lines in horseshoe shape with staff serving guests from inside the horseshoe.
- Buffet service can be changed to prewrapped sandwiches served in paper boats or "To-Go" service with meals served in take out containers.

DETAILS

EQUIPMENT PROCESSING

- Event equipment will be disinfected prior to being loaded onto the truck at each event site.
- All game pieces and accessories and inflatable accessories will be washed, sanitized and bagged upon return.
- All food service equipment and concession machines will be washed, sanitized and bagged (if applicable) upon return.
- All CRE equipment warehouses will be commercially disinfected on a bi-weekly basis, at minimum.
- The inside of all delivery trucks will be cleaned before deployment.
- Hand sanitizer will be available in the cab of each delivery vehicle.

RISK MANAGEMENT + FLEXIBILITY

- Compass Rose Events will continue to offer its flexible change policy with every contract. Clients may postpone or cancel the event should the need arise.
- Compass Rose Events will monitor the community status and all local guidelines and restrictions regarding gatherings and food service to be sure we are adhering to regulations. Project Managers will advise clients of any changes that may be necessary.



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