



# 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 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, especially of high touch areas.

#### GENERAL PREVENTION

- Event equipment will be cleaned, following set up.
- Disinfectant spray will be available to event staff for continuous cleaning of their assigned areas.



#### 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.

Clients must comply with state and local guidelines for events, which may include:

- Gathering size restrictions.
- Screening of guests: temperature checks, health status and exposure questionnaires.
- Masks required for entry.
- Security or client representative to enforce guidelines.

*Client may handle the above directly or may contract CRE to facilitate.*

Optional Client Upgrades Available:

- Capacity can be controlled with an online registration platform with assigned entry times or a (1) comes out/(1) goes in system.
- One direction crowd flow through event from entry to exit may be implemented.
- Masks and individual sanitizer bottles can be customized with your company logo and distributed to guests at entry.

#### CRE PROVIDED SEATING AREAS

- Hand sanitizer will be available under dining tents.

Optional Client Upgrades Available:

- Tables and chairs can be spread out with some placed as open-air seating to promote distance between groups and limit the number of guests under tenting.
- 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.
- The assigned cleaning staff will continuously clean 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

- The number of guests at a time will be reduced and limited by inflatable size and capacity.
- 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

- Game pieces, balls and equipment will be cleaned continuously throughout the event.

### BINGO

- The PA System and microphone will be cleaned and disinfected between staff use.
- Bingo cards will be disposable/single use.

Optional Client Upgrades Available:  
◦ Disposable/single use Bingo Cards can replace the standard reusable cards.

### ARTS + CRAFTS

- The number of guests at a time at each station will be reduced.
- Staff at close contact activities such as Face Painting will wear a face shield.

Optional Client Upgrades Available:  
◦ Craft Kits can be made available for guests to complete at home.

### DJ GAMES +GAME SHOW ACTIVITIES

- All equipment and game pieces will be cleaned prior to guest use.
- Contracted DJs can make announcements regarding protocols, safety measures and other important information during the event.
- High contact games 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 that cover or touch the face will not be allowed.

### FEATURED ATTRACTIONS

- The number of guests at a time will be reduced and limited by attraction size and capacity.
- Harnesses and seats will be cleaned continuously throughout the event.



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## CATERING

### KITCHEN + 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.

Optional Client Upgrades Available:

- Concessions 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.
- 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 continuously cleaned throughout the event.
- Common use condiment bottles and shakers will change to individual packets.

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

- 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 regular basis.
- 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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