



COVID-19  
Employee and  
Client Health &  
Safety Interim  
Guidance



**Overview:** This interim guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19), from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [World Health Organization \(WHO\)](#). COVID-19 is a respiratory illness that can spread from person to person. This is intended to prevent risks associated with workplace exposure to the Covid-19 virus.

**ON Site stands ready and committed to comply with all [state](#), [local](#), and [facility](#) guidelines and requirements to provide safe and effective meeting and event experiences.**

### General Employee Information:

For everyone, regardless of specific exposure risks, it is always a good practice to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Use company-supplied personal protection equipment (PPE) as recommended.
- Practice appropriate social-distancing as recommended, both front and back of house.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize personal risk factors. [According to U.S. Centers for Disease Control and Prevention \(CDC\)](#), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.





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## **General Client Guest Information:**

ON Site is dedicated to resuming and continuing its best-practices in safe and effective meetings and events. We participate and rely on numerous industry associations on the best guidance, including:

[International Association of Venue Managers \(IAVM\)](#)  
[American Hotel and Lodging Association \(AHLA\)](#)  
[Meeting Professionals International \(MPI\)](#)  
[International Association of Exhibitions and Events \(IAEE\)](#)  
[Professional Convention Management Association \(PCMA\)](#)  
[Audiovisual and Integrated Experience Association \(AVIXA\)](#)

**Your ON Site consultant is ready to customize your audio visual service needs to the best safety and effectiveness. As the preferred service provider for the facility, we will:**

- Assist in program and agenda design, including additional audio and video recording for streaming and archive.
- Display informational posters in all office and storerooms areas.
- Comply with new room layout and capacity, in accordance with local social distancing guidelines.
- Enhance equipment cleaning protocols, including additional sanitization procedures on “high - touch” items using [CDC-recommended ingredients](#). A “high-touch” item is considered to be any equipment that is touched or handled by multiple people or any item that is used in close proximity to the mouth or nose. Some examples of high-touch equipment:

**Handheld and lavalier microphones, laptops, tablets, mice/keyboards, laser pointers, remote controls, communication headsets, flipchart markers, control knobs, etc.**

- For specific meeting room applications, ON Site will enhance its industry-leading Strive For Five<sup>®</sup> protocol. Not readily available from outside vendors, the complimentary Strive For Five<sup>®</sup> program has your ON Site technician checking your event throughout the day: event start, morning break, lunch, afternoon break, and event end. As desired, ON Site will sanitize and/or replace high-touch equipment, along with any other changes or requests.
- For events with multiple presenters, an in-room Operator Technician may be required.

The health, safety, and comfort of our client guests has always been and will continue to be a top priority in resuming meetings and events. ON Site will continue to research and improve best practices as new information is provided. For any questions or concerns regarding your event, please contact the ON Site representative for a personal consultation on executing your next event.

