can't touch this

a comprehensive guide to events post COVID-19
transportation
vehicle protocol to ensure your safety

loading the vehicle
- All vehicles will have hand sanitizer available upon boarding
- Vehicles will be loaded from back to front
- Vehicles will unload from front to back
- Each row will have two individuals alternating as shown in diagram above

after each run
- All vehicles will be wiped down with CDC recommended cleaner
- All trash will be removed
- Seat covers will be removed and replaced if applicable to program

your dedicated driver
- All drivers will be wearing face masks
- Clean gloves will be worn for loading & unloading the vehicle
- Drivers will undergo daily temperature checks prior to shift

when the day is over
- Outside of vehicle will be washed with soap and water
- All hard surfaces will be cleaned inside the vehicle
- Aerosol disinfectant will be sprayed on all seats
- Seat covers will be replaced if applicable to program

Policies will be adjusted to be in accordance with CDC Guidelines at all times
event design
strategic seating placement & designs

around the dining table
• Reduction in the amount of seats per table
  ◦ 72" Rounds | 6-7 guests
  ◦ 66" Rounds | 5-6 guests
  ◦ 8’ Rectangular | 6 guests
  ◦ 6’ Communal Tables | 2-4 guests
• The service perimeter around each table will be moved from 4’ to 6’

sit back and relax
• Lounge chairs with individual end tables rather than community groupings with shared coffee tables
• End tables can be placed in the middle of sofas to promote social distancing

barriers & event signage
• Clear event entrance & exit points to reduce traffic
• Hedge walls & other themed decor walls can help section off areas to promote smaller groups per area
• Floor decals at bars and entertainment stations can help assist people to distance themselves while waiting in lines

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what you'll see onsite
practices during the duration of your program

event & airport staff - the real arizona experts
- Masks are now part of the standard uniform
- Temperature checks will be performed before every shift
- Social Distancing is practiced during all shifts between attendees and fellow workers
- Staff is supplied with hand sanitizer and will use gloves when handling any attendee material, luggage or belongings
- Each staff is limited to an eight hour shift to help limit potential exposure

tours & teambuilding - let's get back out there safely
- Group maximums are applied which are appropriate to each activity to ensure social distancing
- All equipment used is sanitized and disinfected prior to and after each activity
- Previously stated transportation guidelines apply if applicable
- Facilitators, Guides and/or Docents are temperature checked prior to all activities and will adhere to proper hand washing/sanitizing guidelines

rental items - making the space look good
- Items are sanitized at the warehouse prior to arrival at event
- Crew will wipe down items after they are placed in event space for attendee use
- Crew will continually wash hands while on site for delivery and strike
- Crew will monitor temperature and will be sent home if temperature reaches above 100 degrees per CDC guidelines
- Crew will practice social distancing best as the event space allows
- Items are sanitized once returned to the warehouse

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