

FREEMAN<sup>®</sup>

**safety  
for you  
saves  
events.**

FREEMAN COMMITMENT AND HYGIENE PROTOCOLS







# our promise

At Freeman, the health and safety of our teams, our customers and the wider community in which we work is our highest priority. These times have been extremely challenging for all of us and we at Freeman understand how significantly our world has changed. In response these changes, Freeman has moved forward in implementing the health and hygiene protocols designed to keep our people, and our customers, safe.

Our commitment to you is that Freeman will identify and implement the health and hygiene practices we need in order to keep you safe while onsite for one of our events. We will utilize best practices as recommended by the global and local public health authorities including the World Health Organization (WHO) and the Centers for Disease Control (CDC) in order to ensure that our protocols have been vetted by experts and are supported by sound scientific research.

In support of this commitment, Freeman has implemented several required practices for all Freeman employees and recommendations for any guests who attend our events.

# Education and Training

Freeman will provide a safety talk to all employees at the start of each shift to reiterate the importance and necessity of proper health, hygiene and safety practices as provided in this document.

Freeman will place heavily visible safety signs throughout the show floor as reminders for all employees and attendees to practice proper health and hygiene practices.

Freeman will provide frequent reminders that no employees, under any circumstances, should travel in to work if they are experiencing any flu-like symptoms such as a cough, fever or difficulty breathing. Freeman will fully support any employee in staying home upon notification that they are ill.

# Proper Health and Hygiene

Wash hands often. Everyone should do their part by frequently washing their hands with soap and hot water for at least 20 seconds (or with hand sanitizer, that contains at least 60% alcohol).

All Freeman equipment and materials will be wiped down with an alcohol based hand sanitizer or sprayed down with hospital-grade disinfectant prior to being moved on to the show floor and will be cleaned in the same manner again prior to removing the equipment and materials.

All packages and large freight received by Freeman at the event will be sprayed with an EPA approved disinfectant prior to moving to the show floor.

Freeman, with our venue and association partners, will fully support the proper and frequent placement of hand sanitation stands throughout show site.

Freeman, with our venue and association partners, will fully support the use of non-invasive infrared thermometers and/or thermal cameras to temperature check each person who enters the event. Those confirmed to have a temperature over 100.4°F/38°C will undergo further medical assessment and be directed to appropriate medical care.

Freeman employees and those at the event need to practice proper coughing and sneezing etiquette by covering their mouth and nose with a flexed elbow or anti-bacterial tissues (throw away the tissue immediately and wash hands).

Freeman employees will be provided their own dedicated equipment, tools and stationary wherever possible and strongly encouraged not to share them with their colleagues. If sharing is necessary, the items will be thoroughly wiped down with an alcohol based hand sanitizer or sprayed with an EPA approved disinfectant.

All work surface areas will be cleaned frequently throughout the day including desks, worktables, communal tools and equipment, printers, keyboards and any other “high-touch” areas.



## Social Distancing

A key tenant of minimizing the risk of infection is based on managing physical/social distancing between individuals. There are formulas below to assist in calculating the number of people who should be allowed in a given area. Movement within the space, potential bottlenecks and areas attracting greater frequency of congregation should also be considered. Here are some guidelines to assist in determining capacities that allow for physical distancing.

Identify realistic capacities for the location adjusted to allow for 6 feet (2 meters) of physical distancing between individuals. This calculates to a 36-square-foot (4 square meters/per person) square or 28.3-square-foot circle per person. Both calculations maintain six feet between individuals. The 28.3-square-foot circle calculation accounts for a more efficient use of the space. It is important to confirm these guidelines with the location's local health officials.

Freeman will use the guidance above and work to design events that promote social distancing including:

- Utilize one way aisles.
- Redesign the registration process to significantly decrease the number of in person interactions.
- Restructure meeting room spaces and floor layouts to decrease the density of attendees.
- Incorporate transparent barriers into Freeman designed booths.

Freeman will implement sneeze guard protections for any customer-facing desks or work stations in addition to floor decals, separated six feet apart, denoting where people waiting in line need to stand.

Freeman will implement social distancing for all its employees through a variety of practices including minimizing the size of all work groups in close proximity to one another and utilizing virtual meetings wherever possible, even if individuals are at the same physical location.

# Personal Protective Equipment (PPE)

Freeman will provide all employees with an ample supply of the following PPE and hygiene products:

- Alcohol based wet wipes.
- Hand sanitizer containing over 60% alcohol.
- Masks (cloth or non-woven based material).
- Disposable gloves.

All Freeman employees are required to wear the PPE and use the hygiene materials as directed.

## Crisis Management Planning

Freeman will provide a crisis management plan for each event addressing its roles and responsibilities.

Freeman will review the crisis management plan with all key participants involved in running the event to verify that critical tasks and activities are properly assigned and addressed. This includes protocols around security and medical facilities.





# Case Notification

If an employee or attendee experiences symptoms indicative of COVID-19 (cough, fever, trouble breathing) they should be immediately provided with a mask and sent to the on-site medical station (if available) or directed to the closest health care facility for testing and treatment.

Freeman will vigorously enforce these practices with all team members and strongly recommends that anyone else on the show floor do the same.

## Further Event Recommendations for Customers and/or Venue Partners



### **Emergency Medical Technicians**

Consider providing Emergency Medical Technicians (EMTs) onsite at all times during the event.



### **High Frequency Sanitation**

Consider providing personnel dedicated to cleaning all high frequency touch points (i.e. stair railings, escalators, elevator buttons, etc.) multiple times per day.



### **Thermal Cameras and/or Infrared Thermometers**

Consider requiring temperature checks for all employees and attendees of the event.



### **Health and Hygiene Gift Bags**

Consider providing each guest at an event with a complementary health and hygiene welcome package containing a facemask, hand sanitizer, wet wipes and a pack of tissues.



### **Frequent Signage**

Consider providing frequent and highly visible signage reminding employees and attendees to practice proper health and hygiene.



### **Enforce Physical Distancing**

Identify potential high congestion points such as elevators, entrances, lobby areas or bathrooms and take steps to limit the number of individuals in these areas at the same