

Purpose

The purpose of this document is to provide Quest Events' efforts to implement and encourage social distancing and other infection control measures to help reduce the likelihood that our workforce contracts or spreads COVID-19.

1. Monitor State and Local Requirements

During the pandemic, Quest Events routinely monitors OSHA's website as well as state and local websites and other resources for information on social distancing, PPE requirements and other infection control measures. Quest continues to provide PPE per guidelines and regulations from such authorities. Our practices are subject to change with the introduction of additional governmental guidelines.

2. Implement General Principles for Social Distancing

Quest Events implements the following social distancing principles throughout its workplace sites whenever possible:

- a. Reduce Physical Interaction: To curb the spread of the coronavirus, Quest Events employees continue to reduce their physical interaction. We have reorganized physical layouts to ensure compliance, including reduced seating/workstation capacities in the main areas as well as folding and drape processing areas, adding partitions where possible.
- b. Reduce In-Person Meetings. Quest Events reduces in-person meetings in favor of virtual communication using teleconferencing, email and phone, when reasonable and appropriate. We also continue to eliminate all unnecessary business travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions. When traveling in delivery vehicles, only two employees are permitted per van and four per truck.
- c. No-Contact Policy. Quest Events employees are discouraged from shaking hands, exchanging monies, business cards, order forms, etc. We are working to provide a touchless, no-contact delivery when possible.

3. Implement Additional Infection Control Measures

- a. Screening. Quest Events continues to implement screening procedures to screen its employees for potential COVID-19 infection, inclusive of temperature checks at the beginning of shifts.
- b. Personal Protective Measures and Respiratory Etiquette. Quest Events has signage in employee areas to inform its workforce of COVID-19 best practices. These include reminders to avoid touching face, cover coughs. They also have reminders to wash or sanitize hands every 60 minutes when engaging in high-risk activities, such as sneezing, cleaning. Quest has ensured that hand soap and hand sanitizer are readily available throughout the workplace, including critical entrances.
- c. Property Cleaning and Disinfecting. Quest Events maintains regular housekeeping practices, including routine cleaning and disinfecting of high-touch surfaces, equipment, and other elements of the work environment every day upon entry. Trucks are also disinfected upon return to the warehouse.

4. Operational Processes

- a. Electronic Check-ins. Quest Events employees take part in no-contact check in at the venue when possible. They follow all physical distancing guidelines, specifically plexiglass barriers and floor markers.
- b. Reduce Physical Interaction. Quest Events employees maintain a six-foot distance between individuals at all times while onsite. Our crews use appropriate PPE, as recommended by the CDC, Federal, State and Local authorities, and follow the appropriate guidelines at all times.
- c. Sanitization Processes. Before delivery to show site and upon return to the warehouse, Quest Events employees clean and disinfect all materials according to CDC guidelines. Specialty tables are linenless, and signature soft seating is antimicrobial; both can be easily wiped down and disinfected with EPA-approved products by clients during multi-day events.