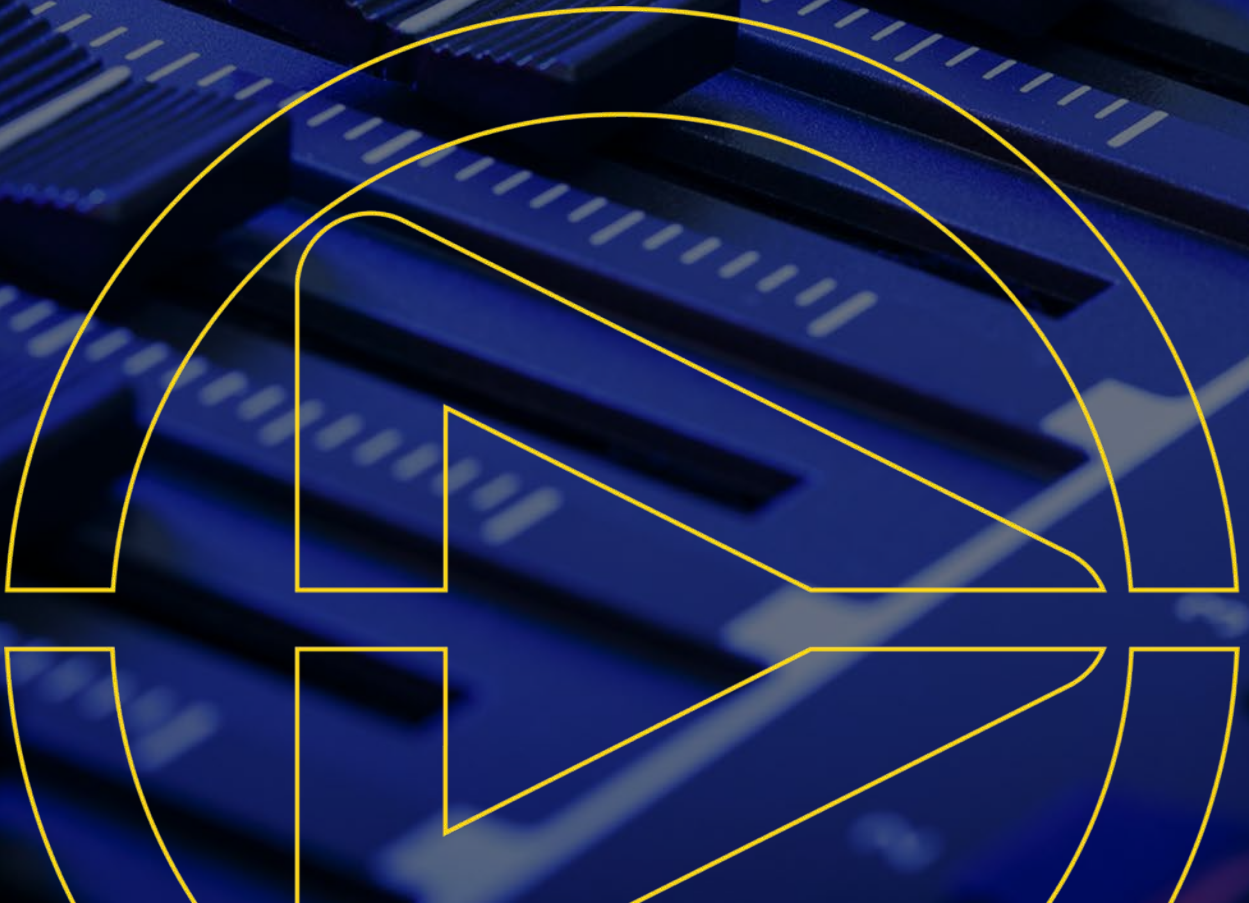




AVmedia

SAFETY AND SANITATION





AVmedia

SAFETY AND SANITATION



The wellbeing of our AVmedia family members and clients is our top priority. In an effort to protect their health, we have enhanced our Safety and Sanitation procedures. These procedures will allow us to safely “serve people the way they want to be served,” giving them the peace of mind to focus on the business at hand.

GENERAL GUIDANCE FOR ALL AVmedia EVENTS

- ④ 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% alcohol. Always wash hands that are visibly soiled.
- ④ Avoid touching your eyes, nose, or mouth with unwashed hands.
- ④ Practice good respiratory etiquette, including covering coughs and sneezes.
- ④ Place hand sanitizer on all crew tech tables.
- ④ Wear facial masks and gloves when required and per guidelines from the venue and/or AVmedia.
- ④ Practice Social Distancing, this is very important in the hospitality industry due to the personal nature of the business. Crew work areas will be built with social distancing guidelines top of mind.
- ④ Avoid contact with people who are sick.
- ④ Crew members that are sick will be required to stay home and notify their supervisor and healthcare provider immediately.
- ④ Crew members who are well but have a sick family member at home with COVID-19 should notify their manager and follow the CDC recommended precautions.
- ④ Recognize personal risk factors in others. 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.

NEW GUIDANCE FOR CREW AND GUEST EXPERIENCE INTERACTIONS

General practices;

- ④ Our Employee Handbook and Independent Contractor Service Agreements have been updated to include “NEW General Sanitation and Safety requirements.”
- ④ We have added “General Sanitation and Safety Guidelines” to our daily crew check-in & safety communications.
- ④ We have added enhanced Sanitation Kits to all our On-site locations and our mobile production workboxes, which include:
 - ④ Forehead thermometer
 - ④ Disinfectant Spray
 - ④ Multiple hand sanitizer bottles (for tech tables and other tech area’s)
 - ④ Disinfecting wipes for all high touch surfaces (Laptops, keyboards/Mouse, Lecterns, audio, lighting and video control surfaces, etc.)
- ④ As an additional precaution, our staff will avoid shaking hands and use other noncontact methods of greeting

NEW GUIDANCE FOR CREW AND GUEST EXPERIENCE INTERACTIONS

Presenter & guest safety and social distancing procedures;

- ⦿ We here at AVmedia are prepared to assist you in designing and executing your next event using safe meeting practices in accordance with the latest government guidelines. Some of the services we offer are;
 - ⦿ Consultation on safety best practices
 - ⦿ Social distancing meeting room design drawings
 - ⦿ Networked Multiroom event space planning
 - ⦿ Virtual, streaming and hybrid meetings
 - ⦿ Technology to support these meeting designs

NEW GUIDANCE FOR CREW AND GUEST EXPERIENCE INTERACTIONS

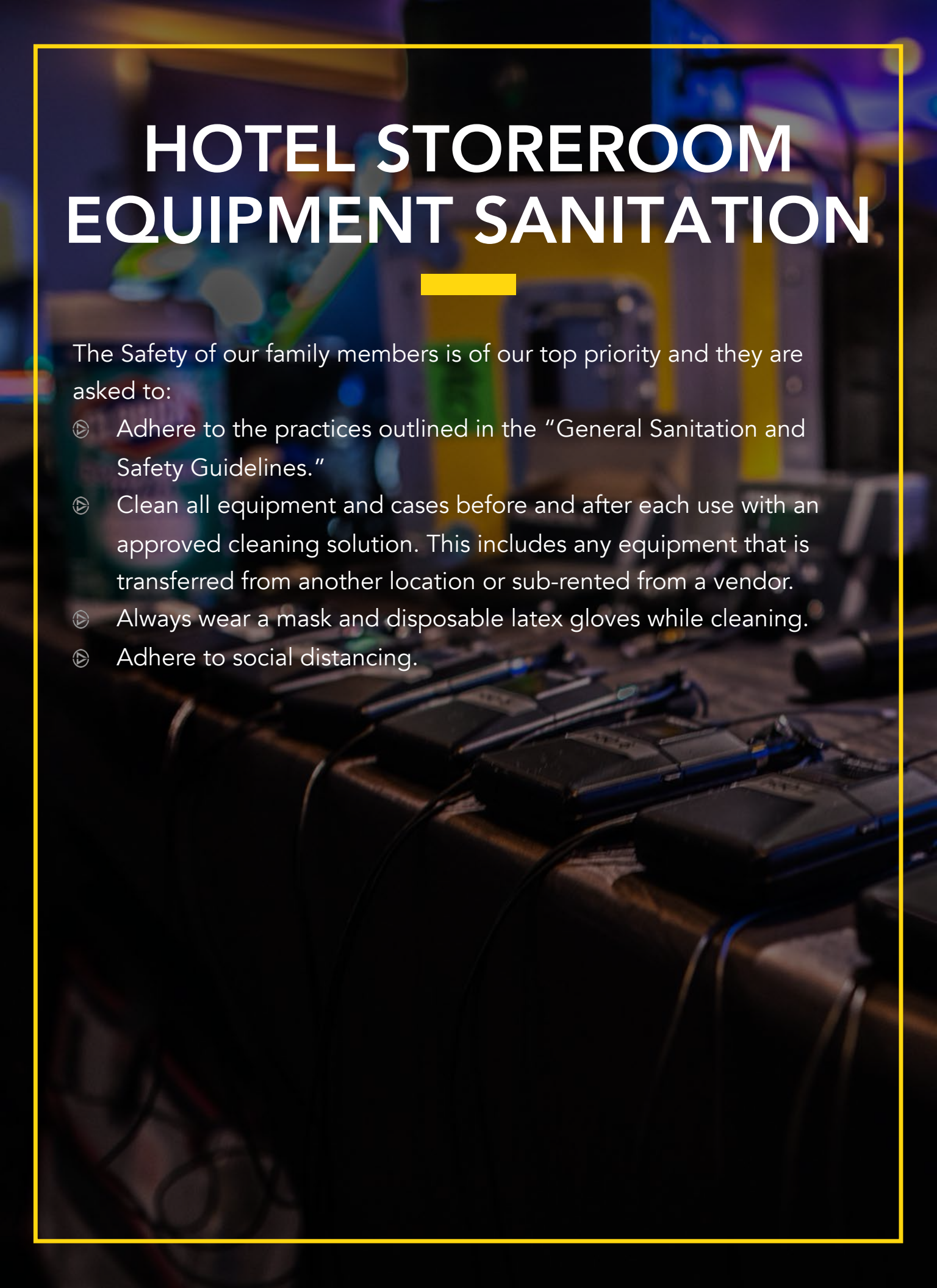
General Session safety improvements;

- ⦿ A “Clean Zone” will be created for presenters & guests backstage that is isolated from all crew work areas (A sanitized Green room if you will)
- ⦿ Utilize our new “No touch Mic-up”
 - ⦿ Sanitized Microphone(s) delivered by audio assist (A2) to a neutral zone between the client “clean zone” and crew backstage areas
 - ⦿ The presenter(s) would mic themselves up while the A2 demonstrates the process from a safe social distancing position, like a mirror to what the presenters is doing...touchless service.
- ⦿ Suggest eliminating high touch surfaces and items;
 - ⦿ Audience microphones can be replaced by personal smart phones for Q&A
 - ⦿ Lecterns are a high touch surface that poses safety concern. Alternatives are High-boy tables or smaller pedestals that are less prone to touch to keep notes, water or other presentation support items.

HOTEL STOREROOM EQUIPMENT SANITATION



The Safety of our family members is of our top priority and they are asked to:

- ⦿ Adhere to the practices outlined in the “General Sanitation and Safety Guidelines.”
 - ⦿ Clean all equipment and cases before and after each use with an approved cleaning solution. This includes any equipment that is transferred from another location or sub-rented from a vendor.
 - ⦿ Always wear a mask and disposable latex gloves while cleaning.
 - ⦿ Adhere to social distancing.
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WAREHOUSE/ SHOWROOM EQUIPMENT SANITATION

The Safety of our showroom family members is of our top priority and they are asked to;

- ⌚ Adhere to the practices outlined in the "General Sanitation and Safety guidelines."
- ⌚ Always wear a mask and disposable latex gloves while cleaning.
- ⌚ Adhere to social distancing.



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WANT TO HEAR MORE?
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