<table>
<thead>
<tr>
<th></th>
<th>1. COVID-19 Operational Protocol Committee and Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Environmental Hygiene</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>3. Customer Journey</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>4. Workforce</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>5. Food Service</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>6. Technology and Equipment</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>7. Public Awareness</td>
</tr>
</tbody>
</table>
1 - Introduction

Pittsburgh’s David L. Lawrence Convention Center (DLCC) is committed to providing a safe and productive learning environment to help our valued clients get “Back to Business”. Through public health organizations such as the Center for Disease Control (CDC) and the PA Dept. of Health (PDOH) we are staying abreast of the latest updates and developments as they occur. Our local staff is also being supported by ASM Global corporate resources and our newly implemented VenueShield Environmental Hygiene Program to ensure that we implement operational best practices throughout our network of facilities.

This plan will be reviewed weekly by the COVID-19 Committee and will be updated based on County, State, CDC, OSHA or other regulatory guidelines changes.

A dedicated Event Manager (EM) will be assigned to Show Management to assist in all event related details and working protocols of the Center.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Muldoon</td>
<td>DLCC General Manager &amp; Pandemic Safety Officer</td>
<td>412.325.6150</td>
<td><a href="mailto:Tmuldoon@pittsburghcc.com">Tmuldoon@pittsburghcc.com</a></td>
</tr>
<tr>
<td>Ryan Buries</td>
<td>Assistant General Manager</td>
<td>412.325.6151</td>
<td><a href="mailto:Rburies@pittsburghcc.com">Rburies@pittsburghcc.com</a></td>
</tr>
<tr>
<td>George Meehan</td>
<td>Levy General Manager</td>
<td>412.325.6230</td>
<td><a href="mailto:Gmeehan@pittsburghcc.com">Gmeehan@pittsburghcc.com</a></td>
</tr>
<tr>
<td>Jennifer Carter</td>
<td>Director of Event Services</td>
<td>412.325.6171</td>
<td><a href="mailto:Jcarter@pittsburghcc.com">Jcarter@pittsburghcc.com</a></td>
</tr>
<tr>
<td>Guy DeFazio</td>
<td>Director of Facilities</td>
<td>412.325.6179</td>
<td><a href="mailto:Gdefazio@pittsburghcc.com">Gdefazio@pittsburghcc.com</a></td>
</tr>
<tr>
<td>Chris Lannen</td>
<td>Security Director</td>
<td>412.325.6149</td>
<td><a href="mailto:Clannen@pittsburghcc.com">Clannen@pittsburghcc.com</a></td>
</tr>
<tr>
<td>Doug Straley</td>
<td>SEA Project Executive</td>
<td>412.393.0207</td>
<td><a href="mailto:Dstraley@pgh-sea.com">Dstraley@pgh-sea.com</a></td>
</tr>
<tr>
<td>Bill Williams</td>
<td>SEA Facilities Director</td>
<td>412.325.3003</td>
<td><a href="mailto:Bwilliams@pgh-sea.com">Bwilliams@pgh-sea.com</a></td>
</tr>
</tbody>
</table>
ASM Global's VenueShield Program

VenueShield is ASM Global's new proprietary environmental hygiene protocol developed in partnership with AECOM and is being deployed at more than 325 ASM Global Facilities worldwide.

The VenueShield program offers best practices across work streams related to environmental hygiene, food service, customer journey, talent, public awareness, and technology and equipment, including a state-of-the-art standard operating procedures (SOPs) for environmental hygiene.

The comprehensive new protocol was developed in partnership with AECOM and its international team of sports venue design, and environmental hygiene and biocontainment experts. The VenueShield program is also being guided by scientific and medical research input from Drexel University College of Medicine (DUCOM) and its interdisciplinary team of expert faculty and graduate medical students, under the direction of Dr. Charles Cairns, dean of DUCOM. These critical healthcare insights, facilitated by Drexel Solutions Institute (DSI), will provide ongoing recommendations for COVID-19 mitigation strategies.

Additionally, SERVPRO, will serve as ASM Global's primary partner in the implementation of the pro-active viral pathogen cleaning process. The customized, in-depth workflows for venue re-occupancy include industrial disinfection and workforce safety initiatives, developed in accordance with international guidelines from the CDC, NHS, PHAA and WHO, among others.
ASM Global's VenueShield Program

Building on early successful implementations in several ASM Global facilities, VenueShield has been active at the David L. Lawrence Convention Center since June 2020 and operates in alignment with approvals from local government officials and health care experts. Phases of VenueShield include the implementation of new guidelines for Workplace Safety, Technology & Equipment, Food Safety and Public Awareness as they support future efforts.

VenueShield will be the ongoing effort to define the customer journey of the future.

It is designed to provide an evolving approach to the unique aspects surrounding each of ASM Global's facilities and is guided by consistent input from the company's venue experts around the world, representing every venue type.
Disinfectants:
Cleaning products used at the DLCC meet or exceed recommended CDC guidelines for effective disinfecting. Disinfecting products (biocides) are regulated by the Environmental Protection Agency (EPA) as a subcategory of pesticides.

Extreme care should be taken when preparing and applying solutions to surfaces. Safety Data Sheets (SDS) and manufacturer's instructions will be thoroughly reviewed by all individuals who will handle and oversee the disinfection process per ASM Global SOP 02.02.07.01 Hazard Communication. Only disinfectants that are approved by the EPA and used in accordance with the manufacturer's instructions will be effective in ensuring that any viral material will be sufficiently deactivated.

Disinfecting Protocol:
WET - the surface to be decontaminated thoroughly. The area should look wet to the touch

WAIT - allow the wet surface to sit undisturbed for the amount of time prescribed by the manufacture. The duration (contact time) is product specific and may be a few seconds up to 10 minutes

WIPE - the surface to remove the excess moisture from the surface. Remember to use a new clean wipe for each area to prevent cross contamination
Disinfectants used at the DLCC:
Clean by Peroxy, all purpose hydrogen peroxide cleaner

An all-in-one, multi-purpose, hard surface cleaner. The phosphate-free formula is safe to use on all surface and is a better choice for environmental health.

Effective
• Hydrogen peroxide active ingredient
• This product meets Green Seal standard GS-37 based on effective performance, concentrated volume, minimized/recycled packaging and protective limits on: VOCs and human & environmental toxicity
• Safe to use on all surfaces

Easy-to-Use and versatile
• Used as a spray or floor cleaner
• Based on dilution, can be used for light, medium, or heavy-duty cleaning

PPE used by Staff when cleaning:
Staff will use the proper PPE when cleaning in the building. This includes disposable gloves for the hands, face coverings that will cover both the mouth and nose, and robes in situations where robes are necessary.
Electrostatic Disinfection
Electrostatic cleaning is a method designed to evenly disperse disinfectants onto surfaces and objects.

The sprayer is designed to allow staff to cover a large amount of square footage on a single tank of fluid. In addition, it is designed to save time and labor, spray less liquid, and cover more surfaces.

Air Quality
- The unique natural ventilation system, enhanced by the sweeping roof allows fresh air from over the Allegheny River to enter the halls. By regulating air control, the Center reduces the demand for artificial cooling and heating in the building.
- The DLCC has upgraded to antimicrobial air filters. These filters are commonly used in building types such as hospitals, nursing homes, laboratories, and commercial buildings and are designed to effectively control microbial growth such as fungus, mold, mildew and bacteria.
Our staff will maintain the following high touch point cleaning areas:

- Elevator buttons, interior and exterior
- Escalator handrails
- Handles within facility, crash bars, and doorways
- Water fountains and water bubblers
- Restrooms
- ATM’s
- Regional gallery lounge
- Light switches in meeting rooms and ballroom
- Braille signage
- Parking garage entrance/exit machines and pay machines

Touchless Hand Sanitizer Stations will be provided in the following areas:

- Restroom entrances
- Spirit of Pittsburgh Ballroom Gallery
- 5 in Hall A, 5 in Hall B, 2 in Hall C, 2 in Hall D, 2 in Hall E
- Concourse
- Should show management request additional stations, each station will be charged at the prevailing rate
Hand Sanitizer Pump Stations will be provided in the following areas:
- Exhibitor Service Desk
- Luggage Check
- Mothers Room
- Should show management request additional stations, each station will be charged at the prevailing rate

Cleaning of all Breakout Rooms
- A "Speaker Sanitization Station" will be provided in each meeting room or ballroom. Each room will have its own supply of cleaning product staged next to each podium
- Wastebaskets will be placed next to each podium to safely discard used cleaning supplies throughout the day
- Wiping down of tables will happen during the lunchtime break and at the end of the day

Cleaning Staff
The DLCC will maintain the proper number of cleaning personnel per event day to maintain all licensed areas.
Environmental Hygiene (con't)

Wheelchairs
The DLCC provides complimentary wheelchairs on a first come first serve basis to our attendees. When a guest is in need of a wheelchair, they will check in at the security welcome desk in the East lobby. The following protocols have been put in place to obtain and use the chairs:

- Wheelchairs are staged in the East Lobby storage room
- When a wheelchair is needed, the lobby guard will retrieve from storage and wipe it down prior to usage
- When the guest turns over their ID, the ID will be wiped down before placing in the lock box
- Gloves will be worn during all wipe down efforts
- When returned, an exception to exiting via the West Lobby will be made for the guest to return the wheelchair to the East Lobby and exit via East Lobby
- If wheelchairs are needed at the Spirit of Pittsburgh Ballroom security station, a rover will deliver to the security desk (same cleaning process as East Lobby)

Coat and Luggage Check
Coat check can be offered but with limited number of coats to a rack.

Luggage check can be maintained with the following measures put in place:

- Upon rolling luggage up to attendant, the attendee will take a sanitizer wipe and wipe down handle
- Trash cans are available for discarding all used sanitizer wipes
- The attendant will tag and store luggage
- All attendants to be provided gloves and masks
It is important to recognize that there are three customers for every event we manage: the show organizer, the exhibitor, and the attendee.

We will continue to monitor guidance from public health officials and will work closely with individual event planners to customize health and safety measures to the specific meeting needs within the life cycle of an event: move-in, event, and move out.

Outlined below is the journey visitors will take when visiting our facility. It begins with the opportunity for guests and meeting planners to tour the facility virtually and follow the journey through the event space.

Recognizing the need to reinforce current physical distancing and proper safety protocols, this plan outlines a series of recommendations for the use of these spaces.

Provided in this plan are examples of reduced capacities in meeting spaces with examples showing meeting room drawings for various functions based on current CDC guidelines.
Show Management Operational Plan
Each show manager can fill out the DLCC Event Operations Plan to alert the Center of any additional protocols they are taking. This plan asks each show manager to cover their protocols for employees, volunteers, attendees and exhibitors. The plan covers:

- tracking attendance
- social distancing
- high risk attendees
- signage
- payment options
- hygiene and sanitization
- additional safeguards

DLCC Parking Garage

- Staff that will be handling cash, will be wearing gloves.
- All common areas (lobby, elevators, door bars, active stairwells, revenue control equipment and any areas being touched regularly) to be cleaned twice daily
- Mounted touchless sanitizer machines will be placed next to the three pay station locations and one at the electric charging parking spots.
- Please visit www.alcoparking.com for all details regarding rates and general information
Traffic Flow for Conventions and Meetings
The DLCC lobbies for events (other than public/gated shows), will be designated in and out through the main lobby sliders of east and west lobbies on 10th Street. However, based on health and safety plans of each show promoter, the DLCC will work with you to create entry and exit points that work best for you and your attendees.

Options include:

**Option 1:**
- East Lobby designated for entering
- West Lobby designated for exiting
- Escalators for each lobby operating to match the flow of traffic
- Security personnel costs my be applied if Halls DE are not licensed

**Option 2:**
- Each lobby designated as entrance and exit
- 10th Street doors designated as the entrance and Ft. Duquesne doors designated as the exit
- Stanchion would be required by the escalators to aide in the flow of traffic to the Ft. Duquesne Doors
- Security personnel costs may be applied if Halls DE are not licensed

**Westin Walkway:**
To help with high foot traffic from the Hotel, the Q2 Stairwell (emergency exit) can be temporarily opened. Coordination with your Event Manager on hours will be required.
Meeting Rooms

- For meeting rooms with two doors; designate one door as entrance and one door as exit
- For meeting rooms with one door; it is suggested these rooms be assigned as storage rooms, offices, and other uses that do not include attendees

Spirit of Pittsburgh Ballroom A

- This ballroom has one bank of doors (two double doors)
- Stanchion will be added to divide the doorways on the interior and exterior of the ballroom
- One set of doors will be assigned as the entrance while the other will be the exit
- DLCC Placards will be used for additional signage to assist in traffic flow

Spirit of Pittsburgh Ballroom BC

- This ballroom has two banks of doors
- One bank of doors will be the assigned entrance while the other bank will be the exit
- When Stairwell Q2 is open to assist with foot traffic from the Westin, the bank of doors designated for exit will be split. Same procedures for Ballroom A will be followed
- DLCC Placards will be used for additional signage to assist in traffic flow
Social Distancing
The state of Pennsylvania does not require social distancing.

It is the decision of each planner as to the level of health and safety practices that they would like to administer for their attendees at their event. The DLCC will assist in creating that environment.

Face Coverings
All unvaccinated DLCC employees are required to wear face coverings.

While inside the DLCC, all unvaccinated guests are recommended to wear a face mask. It is encouraged for vaccinated guests to wear a face mask.
Box Office Management

- It is strongly recommended to use credit or debit cards to minimize person to person contact (the DLCC will have cash for attendees who do not have credit or debit card, but a heavier need to promote use of credit cards is recommended)
- We will work to schedule police for crowd safety & management outside the building (ie: crosswalks, vehicular traffic) with show management approval
- Plexiglas will be added for ticket seller and ticket taker stations
- Recommend the promoting of pre-sale tickets to lessen the number of on-site sales
- Ticket sales will not begin until the doors to the event are open by show or building management to minimize crowding inside the Center (Show management will need to promote to their attendees via websites, social media and all digital and printed materials)
- A hand sanitizer station will be placed just after ticket takers for attendees
- All proper PPE will be provided to ticket sellers and takers
Public Seating Areas in the East Lobby and Regional Gallery
"Relax & Recharge" signage has been added to public seating areas reminding guests to continue to practice proper health and safety protocols.

Mothers Room
- A hand sanitizer station will be added into the room
- As with normal protocol, security control is called to open up the mother's room. When security opens the room for use, the guard is to inform the guest that when complete, they are to call security control to let us know. At this point, we will then dispatch a cleaner who will wipe down the room prior to its next use.
- A sign will be added inside the room to remind the guest to call security control when done
- A house phone is mounted outside the room with the security control phone number provided.
Exhibit Floor
Show Management
- Floor plans provided at least 90 days out
- See Food Service Section for Attendee and Exhibitor guidelines

Exhibitors
- Suggested to limit giveaways in booths to pre-packaged items only
- See Food Service Section for Guidelines

Aisles and Traffic Flow
- Designate multiple entrance and exit doors. Show management to provide proper signage to assist in wayfinding

Responsibility in the Booth
- Vendors are responsible for cleaning their own materials
- Normal vacuuming and porter services are still available to purchase through the DLCC Service desk
Exhibit Floor

Service Desk

- Identify standing space for exhibitors
- Approximately 30 pens and two baskets will be stocked - one clean basket and one used basket. Once a vendor has used the pen, it will be placed in the used basket. When all pens are depleted, the service desk manager will use sanitizer wipes to clean all pens for re-use

Move in

- Show Managers are to urge all exhibitors to use the advance shipment to warehouse option vs shipping direct to show site. (This will allow for a smoother transition process and lessen demand/congestion on the loading dock.)
- Recommend a timed move-in to maintain a safe level of occupancy in the hall and loading docks.
- Do not allow vendors to wander the show floor during setup. Use PA System for reminder announcements
- Main ramp and top or bottom level ramp guards will be required to maintain overall loading dock use.
Exhibit Floor

Booth Drop
- This is a safety brochure for exhibitors that is distributed during move in.
- This informational piece has been updated to include COVID-19 information.

Move out
- For all POV's requiring loading dock access, the service contractors will need to inspect the booth and confirm it is completely packed. Once confirmed, they are to provide the exhibitor with a loading dock access pass, which will be presented to the security guard at the loading dock entrance on Ft. Duquesne Blvd.
- There will be no access to the dock without the pass. A copy of the pass should be provided to the EM prior to move out.
- Ramp and top or bottom level ramp guards will be required to maintain overall loading dock use to maintain safe occupancy levels.
**Registration**

All outside registration companies will need to submit their company protocols to the assigned EM for review and approval. Protocols should identify:

- Equipment has been cleaned prior to coming into the Center
- Space management for queue lines
- Plexiglas use at counters

**Additional recommendations**

- Using a contactless payment system
- Pre-printed badges and no badge collection
- On-site registration should be scheduled in shifts
- Pre-distribution of badges and collateral prior to arriving
- Satellite registration at airport or hotels

**Shuttle Service**

All outside shuttle service companies will need to submit their company protocols to the assigned EM for review and approval. Protocols should identify:

- Number of shuttles
- Number of passengers permitted on a shuttle
- Boarding/Disembarking procedures which should include queuing needs
- Frequency of shuttle cleaning
- Determination if traffic detail will be required due to safety guidelines, street access/size
Audio Visual 3rd Party Providers
All outside AV providers will need to submit their company protocols to the assigned EM for review and approval.

Protocols should identify:
- Verification all equipment being brought into the Center has been cleaned
- Provide a breakdown on staff working levels/labor management
- Provide a maintenance equipment plan to include a cleaning schedule
- Provide a microphone management plan
- PPE plan for workers not staffed by the DLCC
- Scissor lift or boom should be limited to one person in the lift when feasible. If more than one person is required to perform the duty, each worker should protect themselves to the best of their ability.
Customer Journey (con't)

Decorator 3rd Party Providers
All outside decorators will need to submit their company protocols to the assigned EM for review and approval.

Protocols should identify:
- Verification all equipment being brought into the Center has been cleaned
- Provide a breakdown on staff working levels/labor management
- Freight management
- Equipment cleaning plan for forklifts, pallet jacks, flat beds, taylor dunns, etc
- Service desk plan
- PPE plan for workers not staffed by the DLCC
- Scissor lift or boom should be limited to one person in the lift when feasible. If more than one person is required to perform the duty, each worker should protect themselves to the best of their ability. Ways to help protect during 2+ person work tasks are to limit time working together in close proximity, and to wash hands regularly due to shared working surfaces or use touchless hand sanitizing stations provided in service corridors.
There are five key elements to minimizing the potential transmission of COVID-19: enhanced environmental hygiene, maintaining social distancing, implementing effective health screening, using face coverings (where required), and most importantly, instilling a culture of awareness.

ASM Global Team Members will work together to establish a culture of embracing these elements in order to keep co-workers and guests safe. The policies and procedures will be communicated clearly and regularly to Team Members, and feedback, concerns, suggestions and issues will be actively sought.

The DLCC has appointed the General Manager as the Pandemic Safety Officer. This role will serve as the primary point of contact for implementing COVID-19 related actions, answering questions from staff and the public and responding to regulator agency requests. To assist the Pandemic Safety Officer, the COVID-19 Operational Protocol Committee will assist in:

- Communicating and helping to implement public health and safety guidelines
- Ensuring that existing safety programs are modified for compatibility with new safety and health considerations and protocols related to COVID-19 guidelines
- Helping to create or modify Team Member training that applies current information about recognized workplace COVID-19 hazards and infection control measures, including social distancing, wearing face coverings, hand washing, temperature checking and disinfecting high-touch surfaces
- Working closely with event organizers to implement event health and safety plans
- Collaborating with management and event organizers to determine safety and health protocols governing how Team Members and guests can safely conduct their event
DLCC Staff

The DLCC is asking and expecting all employees to assist in the prevention and spread of the COVID-19 disease while at work. Everyone MUST play their part and adhere to the restrictions and safety measures put in place to ensure our health and well-being. The DLCC will institute various housekeeping measures to increase our health and safety posture. While social distancing is no longer required, the DLCC will continue to minimize close gatherings throughout the building in areas such as work cubicles, kitchens, break rooms, office boardroom, break rooms, trade shops, security control, service hallways, etc.

All employees must follow these guidelines and practices for everyone’s safety. All employees are expected to report to their Manager or Supervisor if they are experiencing signs or symptoms of COVID-19 as described below and they should not report to work until advised to do so. If at work, they should immediately distance themselves from everyone else and contact a Manager or Supervisor by phone to discuss the next steps. This is a highly communicable disease that spreads quickly.

Symptoms may include but not be limited to:
- Fever > 100.4 F
- Body aches
- Fatigue
- Cough
- Shortness of breath or difficulty breathing
- Vomiting or diarrhea
- Persistent pain or pressure in the chest
- Loss of taste and smell
DLCC Staff
The Center for Disease Control recommends individuals to self-isolate if they become sick or are exposed to an individual that is sick. Symptoms may appear 2-14 days after exposure. It is also recommended that all personnel contact their Primary Care Physician (PCP) and seek immediate medical care if experiencing any of the above symptoms.

- If you are ill, please isolate for 5 days.
- If you are exposed, please quarantine for 5 days and no fever for at least 24 hours.
- Testing is suggested for those ill and exposed prior to being permitted back to work.

Precautions to be taken:
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing or sneezing (if soap and water are not available use hand sanitizer that contains at least 60% alcohol).
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Practice “social distancing” to avoid close contact with other people.
- Refrain from skin to skin contact with other people such as handshakes or hugs.
- Cover your mouth and nose with a tissue when you cough/sneeze or use the inside of your elbow and immediately cleanse your hands with soap and water or sanitizer.
- Clean & disinfect frequently touched surfaces daily (doorknobs, light switches, handles, keyboards, phones, desks)
- Anyone that self-reports with symptoms will be asked to separate and the Acting HR Manager will be contacted for next steps.
Employee Training

- All full and part-time DLCC employees working at the DLCC will be required to participate in a COVID-19 Preparedness Training prior to returning to work.

Training to include:

- Information on COVID-19 and how to protect against its transmission
- Expectations regarding social distancing between staff-staff and staff-guest
- Guest circulation through the venue
- Use of public areas and restrooms
- Enhanced cleaning processes and expectation of team members in maintaining safe work spaces
- Appropriate methods of managing a guest who presents COVID-19 symptoms
- PPE provisions
- New employee entrance location and clock in and out methods
- Operational event day briefings
- Break room policies
- Proper hygiene practices for shared equipment, touch points, kitchen, desk, hands and respiratory

So we all remain healthy and safe, a team effort is expected and will require everyone's acceptance, participation and adherence
- For certification purposes, employees will be required to sign-in for this training
Protective Protection Equipment (PPE)

- Touch free sanitizer stations will be available in high touch point areas
- Sanitizer wipes will be purchased and supplied for wiping all high touch points and personal spaces
- OSHA has indicated that if an employee has a reliable report of a positive test for the COVID-19 virus, it does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids

These measures are subject to change as needed/warranted

Employee Entrance

- A new Penn Avenue entrance has been designated for part-time trades, catering staff, and other personnel. This will help to screen staff when arriving to work and to lessen congestion in the East Lobby
- A plexiglas divider will be provided between the security guard and sign in area
- Sign-in at Security Desk and utilize hand sanitizer, receive working pass sticker
Face Coverings

- All unvaccinated Employees, subcontractors and vendors are recommended to wear face coverings.
- The DLCC will provide a face covering to all staff who need one when working for ASM Global
- All subcontractors are to provide face coverings to unvaccinated crew who will be under their supervision
- Face coverings may be removed during a meal break while seated at a table. Once meals are complete, the face covering must be worn

What type of face covering should be worn?
- Disposable or cloth coverings are permitted
- Coverings should meet CDC guidelines

How should face coverings be worn?
- Wash hands before putting on a covering
- Make sure the same side of the covering is against face each time to avoid wearing the "Contaminated side" against nose and mouth
- Remove face covering using the straps, avoid touching the part that protects face area
- Face coverings should cover both mouth and nose
EXPOSURE POLICY FOR STAFF, SHOW MANAGEMENT, ATTENDEES AND EXHIBITORS:

DLCC Employee
The following outlines the ASM Global exposure policy broken into 3 scenarios:
Scenario A - Exposure to an Unconfirmed Case of COVID-19
Scenario B - Exposure to a Confirmed Case of COVID-19
Scenario C - Confirmed Diagnosis of COVID-19

Scenario A (Unconfirmed Case): Team Member reports exposure to an unconfirmed case of COVID-19

Action: 1) Notify local HR of possible exposure. HR can advise the General Manager and local Workforce Health & Safety Coordinator.
Self-quarantine 2) The Team Member should talk to their PCP about possible COVID-19 testing.
3) Positive or negative test results should be shared with HR.
4) If the unconfirmed case tests positive, Scenario B guidelines will be followed
EXPOSURE POLICY FOR STAFF, SHOW MANAGEMENT, ATTENDEES AND EXHIBITORS:

Scenario B (Confirmed Case): Team Member reports direct exposure to a confirmed case of COVID-19

Action:
(1) Advise the Team Member to stay home and self-quarantine for a minimum of 5 days
(2) Notify local HR, General Manager, and local Workforce Health & Safety Coordinator. Local HR should immediately notify ASM Global's Corporate HR Dept.
(3) Advise the Team Member that they need to notify the local HR Director if:
   a. They become symptomatic but DO NOT get tested
   b. They become symptomatic but DO get tested and the results are negative
   c. They become symptomatic and DO get tested and the results are positive - follow SCENARIO C (Confirmed Diagnosis)

Action: Return to work when/if
If the Team Member remains non-symptomatic OR they become symptomatic but fall under (3a) or (3b) above, employees may return to work when the following conditions are satisfied:
   • 5 days quarantine is completed AND
   • No fever for at least 24 hours without using fever-reduced medication AND
   • Other symptoms have improved (cough or shortness of breath) AND
   • At least 5 days have passed since onset of any symptoms
EXPOSURE POLICY FOR STAFF, SHOW MANAGEMENT, ATTENDEES AND EXHIBITORS:

Scenario C (Confirmed Diagnosis): Team Member with a confirmed case of COVID-19

Action: Self-quarantine

(1) Advise the Team Member to stay home and seek medical treatment

(2) Notify local HR, General Manager, and local Workforce Health & Safety Coordinator. Local HR should immediately notify ASM Global's Corporate HR Dept.

Action: Return to work when/if:

If the Team Member has a confirmed diagnosis of COVID-19, they may return to work when the following conditions are satisfied:

- 5 days quarantine is completed AND
- No fever for at least 24 hours without using fever-reducing medication AND
- Other symptoms have improved (cough or shortness of breath)
- Positive or negative test results should be shared with HR Manager
- At least 5 days have passed since their symptoms first appeared
EXPOSURE POLICY FOR STAFF, SHOW MANAGEMENT, ATTENDEES AND EXHIBITORS:

If Show Management or an Attendee exhibit symptoms of COVID-19

- The DLCC will follow the current CDC risk assessment guidelines when determining what actions should be taken in the event of an individual testing positive for COVID-19
- Show Management should designate a room within their licensed area as a holding room for any staff or attendee to be held in, in the event symptoms of COVID-19 are present
- Your Event Manager is to be notified immediately
- The Event Manager will notify the Pandemic Safety Officer
- If necessary, transportation will be arranged to ensure their safety
- The guest will need to provide an account of where they were in the building throughout the day. All areas where the individual had contact will be sanitized
- Show Management will need to provide a full list of attendees registered for any event, excluding ticketed events. For ticketed events, only exhibitor listings will need to be supplied

If an Exhibitor exhibits symptoms of COVID-19

- The same protocols as listed in Show Management will apply; AND
- In the event a booth construction has been finalized and the vendor is the only representative on-site, authorization forms should be created and signed, identifying the hired service contractor can tear down the booth and ship back and allowing cleaning personnel to sanitize all booth materials prior to packing; at the cost of the vendor
Quality Control COVID-19 Response

In response to the novel coronavirus (COVID-19), Levy understands that the communication and execution of food operation and sanitation is more important now than ever before. We are diligently monitoring and following CDC, OSHA, FDA and WHO recommendations regarding COVID-19, and we're stepping up emphasis on our personal health and food service practices accordingly. We are committed to providing our partners, our team members and our guests with peace of mind. To do this we know that transparency regarding our actions is critical.

Food and Beverage

- Levy will follow all mandated CDC, Federal, State and Local guidelines and/or restrictions for all service procedures, service equipment and service areas that support the F&B operations.
- We have a dedicated team working through all service considerations in this new service environment and preparing our teams returning to work.
- PPE equipment for team members will be provided to ensure they have the right safety measures in place when they arrive to work each day.
- Levy offers touchless credit card pay options for all restaurant service transactions utilizing Apple Pay and all major credit cards.
- As part of Levy's standard operation procedures, DLCC Executive Chef has been identified as a "sanitarian" and will work closely with the local health department teams to implement all Levy required standards and all necessary local and county safety measures.
Food and Beverage Continued

- Levy will frequently and as needed clean/sanitize all high touch point areas within Restaurant Services and Catering functions - counter tops, self serve beverage stations, buffets, etc.
- DLCC back-of-the-house and pantries will be equipped with hand sanitizer stations.
- Hand sanitizer will be provided to all guests at food and beverage stations that are self-serve such as beverage stations and buffets.
- Catering Menus are updated regularly to reflect the current standards and prepackaged menu offerings including any updates due to supply chain challenges.

Levy offers new presentation options, service styles, and vessels to support serving our client's events while maintaining the highest level of health and safety:
1. Changes to food practices on certain items, such as bulk offerings to pre-packaged.
2. The use of disposable/compostable vessels/service ware is applied to all food and beverage functions vs. china/silver to minimize contact (unless a plated meal function).
3. All bulk condiments changed to individual packets.
4. Individual portions, individually wrapped/packaged items, and bottled/canned beverage are available for catered meal functions - please see catering menus for additional details and pricing.

*Food & Beverage details can be discussed in their entirety with the Catering Sales Department.*
As an industry leader, showNets provides fast, secure and reliable internet and customer networking solutions for trade shows, corporate events and convention centers. They offer a comprehensive solution for telecommunications and facility network technology to ensure your event space is capable of meeting the high-density requirement of today's events demand. Networks are tailored to deliver each client's specific needs with solid performance and exceptional service. Our operations team has the ability to stream content from inside the building to other rooms or out to the internet to remote locations. Within the building we currently offer a fully redundant enterprise network design and deployment with capabilities of up to 1G of bandwidth and have access to additional CISCO gear should it be needed to supplement the event.

Visit Pittsburgh and the DLCC established a virtual tour option of the Convention Center. This tool will allow for planners to view space prior to site visits or revisit space during their planning process. Please visit our link at www.threshold360.com to see not only the DLCC but downtown Pittsburgh and all it can offer!

Additional information regarding site visits
- Site visits are recommended to be limited to 10 people per visit when possible
- The DLCC Staff and Partners will be scheduled to time slots to minimize the number of people gathered at any given time
- Promote the use of Virtual Site Visits and schedule DLCC Staff and Partners accordingly
Technology and Equipment (con't)

Air Filters
The DLCC has upgraded to antimicrobial air filters. These filters are commonly used in building types such as hospitals, nursing homes, laboratories, and commercial buildings and are designed to effectively control microbial growth such as fungus, mold, mildew and bacteria.

Plexiglas
We have added plexiglass to areas in which close contact between staff and guest may occur.

These areas include:
- Administration receptionist desk(s)
- Security Control
- Employee check in entrance
- DLCC service desk
- Box office operations between guests at ticket sellers and ticket taker locations
- Security badge check areas
Technology and Equipment (con't)

Health Questionnaire App
All personnel staffed by the DLCC, DLCC Partners and 3rd Party Providers who have not received a vaccination, are able to check in each morning using the app prior to working.

For employees who do not wish to use the app, paper forms are also made available.
Public Awareness (con't)

Resources on COVID-19

- White House Opening Up America Gain Guidelines
- U.S. Department of Health and Human Services: www.hhs.gov/coronavirus
- National Institutes of Health: www.nih.gov
- U.S. Department of Labor: www.dol.gov/coronavirus
- Occupational Safety and Health Administration: www.osha.gov
Thank you for helping the DLCC stop the spread of COVID-19