

event essentials

COVID-19 Workplace Response Plan

General Guidelines:

- It is the responsibility of everyone to practice the sanitary practices outlined in efforts to keep COVID risks at a minimum
- The health and safety for all our employees, clients and families are of the utmost importance
- If you have been exposed, or someone in your household has been exposed/diagnosed with coronavirus, stay home
 - o Contact your supervisor immediately
- We insist that you stay home if you are not feeling well, with a fever and a cough
 - o Contact your supervisor immediately
- If you have a pre-existing health concerns that heighten your risk and concern to COVID-19 please speak with your supervisor
- Please be sure to discuss any additional safety and health concerns with your supervisor
- We are following all federal and state guidelines, to the best of our abilities
- In addition, as a member of American Rental Association (ARA) we are collaborating with industry experts to determine and implement best practices for our industry

Building Protocol:

- All employees will enter the warehouse through the main employee entrance (outside Design Room)
- Management will be present to take daily temperatures of all employees
 - Anyone with an elevated temperature, above 99.4 degrees, will be sent home immediately
- Each day a face mask will be provided, we ask that face masks are worn at ALL times in the presence of others
 - If working on a project alone or in a private office the removal of the mask is acceptable
 - Masks are for individual use and should never be shared
 - The mask will be turned in at the end of the day, at the same location of pick up
 - Masks will be marked for individual employees and be laundered in house
- Hand sanitizer will be provided and required for use upon arrival and departure of building
- We ask that everyone maintains six-foot social distancing as much as possible



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Truck & Vehicle:

- No more than 2 employees in any normal cab delivery truck, with no more than 4 in any extended cab delivery truck
 - Face masks should be worn at all time when sharing space in a work vehicle
 - Same rules apply to all other work vehicles
- All vehicles are to be cleaned out and all surfaces wiped down- door handles, seats, steering wheel, radio- after use
 - Sanitizing products will be provided and are to be kept in the truck cab

Sales Floor:

- All individuals entering the building must have had an appointment
 - Anyone arriving without an appointment will be instructed to call the front desk prior to entry, 608.846.5004
- No more than one appointment in the building at a time
- No more than 3 individuals at each appointment
- On site meetings will be booked with a full half an hour between appointments, to allow time for cleaning
- It will be encouraged that all that enter the building use sanitizer or wash their hands
- Masks will be encouraged, but not required

Will Call:

- All will call orders must have an E-signature and paid in full ahead of time
- Client's will be asked to call, 608.846.5004, when arriving or have arrived at the building
 - They will no longer need to check in at the front desk
- Once they have called, the order will be opened per usual practices
 - We will ask the client whether they would like to load the equipment or if they care for Event Essentials to load the equipment
 - The client will be directed to door C for pick up
 - A copy of the order will then be sent to a printer at Will Call
 - An announcement of the pickup will still be made over the PA system, with indication of assisted loading or self-loading



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- Refrain from physical contact with others in the workplace
- Keep with good hygiene practices- washing hands frequently, avoid touching your face and please use be sure to cover your mouth for coughs and sneezes, with a tissue or your elbow
 - Hand sanitizing stations will be provided and should be used throughout the day
- Please stay in your assigned work area, unless assistance is required elsewhere
 - Similarly, do not use other people's phones, workstations, or tools
 - If you happen to use other's items disinfect after use
- No more than five people in the break room at any given time
 - Outside seating is encourage when weather permits
- Be extra mindful of shared equipment- i.e. forklifts, tools, wackers, stake pullers, dollies, door handles, computer keyboards- be sure to sanitize before and after use of this equipment
- Daily end of work shift sanitizing is mandatory, all common areas are to be sanitized
 - Including vehicles used
 - We all have a responsibility to keep up with these sanitizing practices

Equipment Handling:

- When cleaning any rental equipment protective gloves and masks are to be worn and changed as needed to maintain sanitary conditions
- All rental equipment will be wiped down on pickup before entering truck, if possible
 - Sanitizing products will be provided where needed
- Once equipment has returned to the warehouse, before unloading, the equipment will be ozone generator in each truck of equipment
 - The ozone generator is a machine that creates ozone gas from normal air and are normally used as room disinfectants
 - Ozone has a 99% effectiveness when killing pathogens like the flu, SARS and the coronavirus- <https://www.noai.org/ozone-kills-coronavirus>
- Any other precautions will be taken, if deemed necessary, after the ozone treatment
- All linens (i.e.- tablecloths, napkins, runners and overlays) and kitchen products (i.e.- dinnerware, glassware, flatware, etc) have been and will continue to be cleaned with professional grade machines and detergents
 - All products are then covered or packaged according to standards for protection
 - Professional grade machines and detergents
- All tents will be left standing for multiple days after use before removal and washed in an industrial grade tent washer when needed



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- Returned items will be handled similarly- client is asked to call upon arrival, unload their equipment and leave it outside door C
 - All will call orders, for the day, will be placed in the lean-to shed to be treated with the ozone generator at the end of each day
- Masks and gloves must be worn at all times assisting customers

Job Sites:

- Clients are to be called upon arrival to the job site
- When on an interior job site a mask must be worn at all times
 - Working exterior, a mask is to be worn when working in close proximity to others
- Rubber gloves must be worn at all times when handling client equipment
 - Put gloves on as soon as getting out of the truck
 - Remove the gloves after delivery and before entering the truck
 - Wash hands regularly with portable wash station provided

