

Indiana Convention Center & Lucas Oil Stadium Workplace COVID-19 Mitigation Plan (Version 1)

This plan will be effective May 11, 2020 until further notice. Please check this site periodically for subsequent changes.

The health and safety of our employees, contractors and visitors remain our top priority as we move into the next phase of our coronavirus response. During the coming months as local and state governmental orders restrict the size of gatherings and require social distancing, we will be following the policies and procedures listed below. This mitigation plan applies to anyone entering the Indiana Convention Center (ICC) or Lucas Oil Stadium (LOS).

Entrance/Access to ICCLOS

ICC and LOS are currently closed to the public and will remain so until access needs change based on our event calendar. Employees, contractors and all visitors to the buildings during this time shall enter the facilities at the following entrances only (subject to change):

- Capitol Ave. & South St. Entrance (by the parking lots south of ICC) and/or
- ICC administrative entrance just south of the intersection of Capitol Ave. and Maryland St.
- Access to Lucas Oil Stadium will be provided through the connector tunnel between the two facilities.
- The entrance at Capitol Ave. & Georgia St. will remain closed.

Pre-scheduled visits for facility tours, staff meetings, and other access to ICCLOS are strongly encouraged at this time.

Temperature Screening

Employees and contractors should self-test temperature before and after work to help with the self-screening process. Employees and contractors should not come into work if they have a fever of 100.4 or above. A fever must immediately be reported to HR, or if a contractor to his/her ICCLOS contact. Employees must keep ICCLOS informed about medical condition and recommendations to ensure a timely return to work.

All persons entering into ICC or LOS will submit to a no-touch temperature check by an IU Health medical professional and complete a simple health questionnaire.

- A screened-off area will be provided for privacy.
- People who have a temperature above 100.4 F will be directed to leave the facility and provided information on medical care.
- Isolation spaces have been established for individuals who may become symptomatic while in the facilities until such time that they can be removed.
- HR Manager and Business Operations Director will be present at entrances during peak morning hours (7:30 - 9:30 a.m.).

Facemasks and Gloves

Facemasks protect other people against infection from the person wearing the mask by trapping large particles of body fluids that may contain bacteria or viruses expelled by the wearer when

talking, coughing, or sneezing. Gloves protect the wearer from getting the virus from touching common surfaces.

Employees, contractors, and visitors must wear a cloth facemask and gloves while in ICCLOS common areas, including:

- Entering and exiting offices or buildings
- Halls, docks, bathrooms, on their way to places and from places
- Employees may remove mask and gloves while in their office if it is not a shared space.

Employees are encouraged to bring a fabric mask from home. However, a disposable cloth facemask will be provided by ICCLOS to any employee, contractor, or visitor who does not have a mask. Event attendees will be responsible for their own facemasks to comply with ICCLOS policies. (Persons may wear an N95 facemask if they provide their own; ICCLOS is not requiring use of N95 facemasks.) Do not share masks.

Employees may bring and use their own gloves of any type; however, cloth gloves are not disposable and should be laundered regularly. ICCLOS recommends nitrile or any other type of rubber gloves needed for the tasks being performed. ICCLOS will provide disposable gloves to any employee, contractor, or visitor who does not have them. Event attendees will be responsible for their own facemasks to comply with ICCLOS policies. Do not share gloves.

The following safety habits should be observed when wearing gloves:

- Do not touch any part of your face, head, or neck with a gloved hand.
- Dispose of disposable gloves in the trash at the end of the day.
- Launder reusable cloth gloves daily to kill germs.
- Gloves with holes, rips, or tears shall be disposed of and new gloves obtained.
- Reusable rubber-type gloves shall be disinfected with a minimum of soap and water at the end of the day.

Hand Washing

Employees and contractors are required to wash hands frequently. Visitors are encouraged to do the same. Use hand sanitizers when soap and water is not available. While not a substitute for thorough handwashing, sanitizers can quickly reduce the number of germs on hands in many situations. Additional handwashing and/or hand-sanitizing stations have been provided throughout the buildings.

Social Distancing

Employees, contractors, and visitors must practice social distancing throughout ICCLOS, with interactions kept at a six-foot minimum distance. Whenever feasible, meetings and event inquiries will be held via phone or teleconference. Otherwise, meetings will be held in rooms large enough to maintain the required minimum distance.

Floor plans have been designed to maintain social distancing for exhibit halls, meeting rooms, and ballrooms and must be used. ICCLOS requests that people limit the use of common areas and obey all signage and seating restrictions in those areas. To view revised floor plans, contact your supervisor or event manager.

ICCLOS has or will be installing non-removable wraps for chairs and limited table settings per table and among tables in common areas to maintain physical distance between seated individuals. In addition, televisions, tables, and chairs have been removed from breakrooms.

Moving Through the Facility

Employees, contractors, and visitors traveling in hallways and corridors are required to travel single file on the right side of the hallway in the direction they are heading. They should not cross in front of individuals traveling in the opposite direction or pass individuals traveling in the same direction. ICCLOS will work with clients and events to develop event plans that rely on timed and/or single-file access to trade shows and exhibit halls depending on event needs.

Event Plans

ICCLOS event managers will work with and require clients to provide event-specific logistics and guest experience plans for all event programming and load-in/load-out consistent with the protocols for use of the buildings. Plans must include event-specific crowd management and movement plans to ensure the minimum six-foot physical distancing and one-way travel through the facility at all times. Clients and event planners are encouraged to utilize appointment-based programming whenever practicable.

ICCLOS event staff is in the process of determining the maximum capacity for event spaces based on event type and set ups using the following formula: (Usable Square Footage – Area used by FFE/Booths) divided by 36 (or 6'x6'). ICCLOS staff will provide draft model floor plans for each room by event type as a planning resource for current and prospective clients and event planners.

Safety and Wayfinding Enhancements

ICCLOS has added hand-sanitizing stations throughout the facilities and will monitor and refill them daily. Touchless bathroom fixtures are being installed along with plexiglass shields at all service areas, reception areas, and points of sale. The outside air circulation system will now run during all events 24 hours a day, seven days a week using hospital-grade air filters.

New audio/visual technology capacity is being added to supplement the meeting experience (if necessary) while maintaining social distancing best practices.

ICCLOS is also installing signage instructing employees, vendors and visitors on these new policies and practices. Additional signage will be posted and/or displayed on video monitors to remind people in the facilities about masks, gloves, hand washing with soap and water and how to prevent the spread of respiratory illnesses in restrooms.

Floor and/or wall decals will be used to reinforce travel and wayfinding limitations.

Food and Beverage Service

At this time, ICCLOS is not providing food or beverage service for employees, contractors, or visitors. This policy will be updated under the guidance of state and local public health departments. When available, the following changes will be implemented for food and beverage service:

- “Grab-&-Go” food service areas and points of sale

- Cashless points of sale for food service and vending machines
- Reverse cash-to-card ATM machines
- Self-service buffets and beverages, including refills, will be prohibited
- Bar service will be by individual, unopened can or bottles (if permissible).
- Plasticware will be individually wrapped.
- Food service employees will be behind plastic barriers and/or with faces covered by a plastic shield to ensure their health as well as the health and safety of visitors.

Cleaning and Disinfecting

ICCLOS uses the Clorox Total 360 system, an innovative electrostatic spray for hard surface disinfecting that provides coverage at 18,000 square feet per hour. It kills 99.9% of bacteria in 5 seconds and inhibits the growth of mold and mildew for up to 7 days. Additional products used to clean, disinfect, and deodorize washable surfaces, restrooms, and floors include Crew Restroom Floor & Surface Cleaner and Bio-Protect. For a complete list of cleaning products, ask your supervisor or event manager.

The ICCLOS cleaning staff will:

- Thoroughly clean and disinfect every restroom daily
- Routinely monitor and wipe down restrooms with disinfectant as well as respond to emergency cleaning needs
- Routinely disinfect all surfaces, including door handles, push plates, restroom partitions, restroom fixtures, tables, lobby furniture, trash cans, information centers, telephones, escalators, and elevators on a 24/7 basis
- Routinely monitor and wipe down restrooms with disinfectant as well as respond to emergency cleaning needs (vomit, urine, etc.)
- Increase daily disinfecting of technology and equipment (microphones, cameras, sound and light boards, etc.)
- Routinely clean all carpet throughout the building

COVID-19 Policies for Employees and Contractors

Based on Center for Disease Control (CDC) guidelines, persons with COVID-19 who have symptoms and have been directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications;
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 7 days have passed since symptoms first appeared.
- or-
- Resolution of fever without the use of fever-reducing medications;
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart

Based on the CDC guidelines, persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when:

- At least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.

- For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present.
- In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

Additional Policies for Employees and Contractors

- Supervisors will determine shift staggering at the discretion of departmental leadership and based on staffing needs to minimize the number of employees present during shift changes and ingress/egress of employees.
- Supervisors also will stagger break times for employees to minimize employees present during breaks.
- Those employees that can work from home should primarily continue to work from home with approval from their managers. Additional considerations may be made for employees that are considered high risk.
- Employees are tasked with cleaning and disinfecting their personal work areas and common areas they use.
- Supervisors and Executive Team shall perform and provide increased and enhanced training on COVID-19 related practices and protocols.