

# COVID-19 EVENT GUIDELINES

FOR BOTH FOUNDATION SOFTWARE AND PAYROLL4CONSTRUCTION.COM

\*GUIDELINES ARE CURRENT AS OF 8/7/20 AND ARE SUBJECT TO CHANGE

## Event Cancellation Decision Factors

- **Foundation Software and Payroll4Construction.com** will frequently refer to the most-recent guidance on mass gatherings from the [World Health Organization](#) regarding the risk level of events.
- **Local and state laws** of the event location will dictate minimum event standards and procedures. Foundation Software, Inc. and Payroll4Construction.com may elect to increase prevention methods above and beyond what is required by law. In addition, the companies will use the following metrics to make informed decisions about cancelling an event:
  - **Local Covid-19 alert level** – by reviewing the local [event risk level](#) based on likelihood of transmission between attendees.
  - **Group size bans** – if the local or state government entities enact group size bans that would impact the event.
  - **Local quarantine orders** – if residents are required to stay at home in the city or county of the event venue.
  - **Travel restrictions** – if transportation vendors are prohibited from or electively choose to reduce service to the event city, or on a national, regional level that would affect the majority of attendees.
- Any cancellation decision will be confirmed no later than *two weeks* prior to the event scheduled date.

## Employee Practices and Daily Expectations

- Foundation Software, Inc. and Payroll4Construction.com employees are expected to conduct a **daily self-assessment** prior to traveling to an event and then each day of the event before reporting to work. Employees can utilize the online assessment tool [here](#), or review the CDC's list of symptoms [here](#). If displaying symptoms, employees should not report to work and contact the event leader. In addition, employees will follow the protocol below at events:
  - **Wash your hands** upon entry to the facility and frequently throughout the day.
  - **Disinfect any workstations** you use throughout the day when finished.
  - **Wear your mask** when you are in an enclosed space. Masks do not need to be worn in outdoor spaces *unless* 6 feet of distance between others cannot be maintained.
  - **Avoid congregating** at water fountains, coffee stations, etc.
  - **Wipe down** commonly used client equipment with disinfectant before and after use (e.g. pens, CPE sign-in stations, etc.)
  - **Ensure proper social distancing** at all times, with colleagues and clients.

## Attendee Expectations

- By registering to attend, guests acknowledge that there is a risk of potential exposure to Covid-19. As such, attendees will be expected to follow Foundation Software, Inc. and Payroll4Construction.com's following guidelines to reduce the risk of transmission:
  - **Conduct a daily self-assessment** prior to traveling to the event and each day thereafter. One option is to utilize the online assessment tool [here](#). Alternatively, you can review the CDC's list of symptoms [here](#). If displaying symptoms, guests should *NOT* enter the event facility and make sure to notify event staff.
  - **Wash your hands** upon entry to the facility and frequently throughout the day.
  - **Wear your mask** when you are in an enclosed space within 6 feet of event staff. Masks do not need to be worn in outdoor spaces *unless* 6 feet of distance between others cannot be maintained.
  - **Avoid congregating** at water fountains, coffee stations, etc.
  - **Ensure proper social distancing** at all times, with event staff and other attendees.

## Venue Expectations

- **Foundation Software, Inc. and Payroll4Construction.com** prefer to partner with venues that have secured a [GBAC-STAR accreditation](#), signaling their commitment to the highest standards in cleaning and disinfecting. If a venue does not have accreditation, they will provide documentation on how they address at least 15 of the 20 program elements.

## Event Operations Guidelines

- **Federal, [state and local laws](#)** will dictate minimum event standards and procedures. Foundation Software, Inc. and Payroll4Construction.com may elect to increase prevention methods above and beyond what is required by law at the time of the event. The companies will keep attendees informed during the planning process as standards may change.
- Transmission Prevention
  - **Event Space Setup**
    - All meeting rooms will allow for guests to keep 6 feet of distance between each other.
    - Attendees will be given a seat name tag and instructed to sit in the same seat for the duration of the event.
  - **Food Service**
    - All food and drink items will be served in individually packaged containers, or served by hotel staff.
  - **Registration & Materials**

- Registration materials will be delivered to the guest rooms for those staying at the host hotel(s) or scheduled registration queues for others
- **Attendee Screening**
  - A medical concierge will be on site taking the temperature of guests each day prior to entry.
  - Signs will be posted near the entrance, instructing attendees to not enter if they are displaying any known Covid-19 symptoms.
- **Transmission Response**
  - Should an attendee or employee display any symptoms, the medical concierge will separate them into a quarantined area for additional screening and testing. The staff will then determine if the attendee should be transported to a medical facility for treatment.
  - If the individual does not need treatment but is displaying symptoms or awaiting test results, they must isolate in their hotel room until symptoms subside or they receive a negative test result.
  - Staff will follow protocol with local health department officials to update them on any potential or confirmed Covid-19 cases.
  - If a guest or employee attends the event and develops symptoms or receives a positive test result within two weeks of returning home, they must inform event organizers.
  - All attendees will be informed of any confirmed Covid-19 cases during the event or after guests have returned home.