



# Letter of Acknowledgement

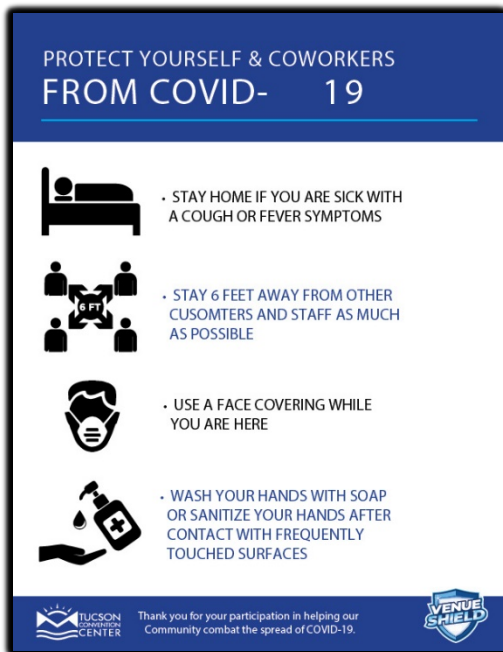
## COVID-19 Exposure Prevention, Preparedness, and Response Plan for Licensee, Contractors and Subcontractors Working at the Tucson Convention Center

The Tucson Convention Center (TCC) takes the health and safety of our employees, clients, contractors, subcontractors, and guests seriously. With the spread of COVID-19, a respiratory disease caused by the SARS-CoV-2 virus, we must remain vigilant in mitigating the outbreak. In order to maintain safe operations at the TCC, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan (Plan) in order to help stop the spread. The TCC may, at its discretion, amend this Plan based on new information provided by the CDC, World Health Organization (WHO), Arizona Public Health, Pima County Health Department, or City of Tucson related to COVID-19 or based on operational needs that may arise at the TCC from time to time.

### Contractor Responsibilities

All contractors and subcontractors working at the TCC must be familiar with this Plan and TCC's Back to Business Plan, which is event specific. Contractors and subcontractors (contractors) must be ready to implement all of the actions set forth in the Plan. The managers and supervisors of each contractor must always set a good example by following this Plan. This involves implementing good personal hygiene and jobsite safety practices to prevent the spread of COVID-19. Managers and supervisors of each contractor must encourage this same behavior from all its employees.

We are asking every one of our contractors to assist with our prevention efforts while at the TCC. In order to minimize the spread of COVID-19 at the TCC, we all must play our part. As set forth below, the TCC has instituted various housekeeping, social distancing, and other best practices within our facilities. All contractors must follow these practices. In addition, contractors must make sure that all employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below.



Please note City of Tucson, Pima County Health Department, CDC, and National Institute of Health recommendations related to COVID-19:

- Wash hands frequently with soap and water for at least 20 seconds. Use hand sanitizer often
- Wear a face covering over your nose and mouth while inside TCC facilities
- If you are feeling ill, showing any cold/flu like symptoms, and/or have a temperature of 100.4°F or more, stay home
- Always sneeze and/or cough into a tissue and immediately throw the tissue into the trash
- Avoid physical contact, which includes handshakes, high fives, embraces, etc.
- Never touch your face, nose, or eyes
- Be mindful of everyone's personal space. Practice social distancing of at least 6 feet.
- If gloves are not worn, use hand sanitizer often, especially after touching any material and/or products
- If you are a high risk (65 years of age or older or with a pre-existing medical condition) of developing severe illness from COVID-19 or if you are in contact with individuals who would be considered high risk it is recommended that you stay home
- If you have been in contact with someone who has tested positive for COVID-19 or if you suspect that you have been in contact with someone within the last 14 days, stay home

In addition, all contractors must ensure their employees familiarize themselves with the symptoms of COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If one of your employees develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, they must be instructed to STAY HOME and to call their healthcare provider right away. Likewise, if one of your employees comes into close contact with someone showing these symptoms, they must also be instructed to STAY HOME and call their healthcare provider right away.

## **Job Site Measures While Working at the TCC**

The TCC has instituted the following protective measures to be followed by all contractors and their employees while working at the TCC.

### *A. General Safety Rules and Regulations*

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the TCC immediately
- Any employee/contractor/visitor having a temperature of 100.4°F or above will not be allowed in the TCC
- Employees of contractors must avoid physical contact with others and employees/contractors/guests shall increase personal space to at least six (6) feet, whenever possible
- Face coverings are always required inside the TCC
- Contractors are encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group on break or at lunch
- The TCC understands that due to the nature of the work, access to running water for hand-washing may be impracticable at times. In these situations, the contractor should maintain a supply of alcohol-based hand sanitizers and/or wipes for their employees to use.
- Employees of contractors should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the contractor should provide alcohol-based wipes to clean tools before and after use
- Employees of contractors are required to utilize appropriate PPE while inside the building, including face coverings and gloves
- If possible, contractor's employees should use/drive the same truck or piece of equipment during every shift
- In lieu of using a common source of drinking water, such as a cooler, employees of contractors should use individual water bottles

### *B. Workers entering the TCC*

- When contractors perform work at the TCC, please be aware that different locations within the TCC present unique hazards regarding COVID-19 exposure. All contractors should evaluate the specific hazards when determining the best practices related to COVID-19 for the specific area where they are performing construction or maintenance activities
- While performing work at the TCC, contractors should sanitize the work areas upon arrival, throughout the workday, and immediately before departure
- Employees of contractors should ask other occupants at the TCC to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing their work

*C. Job Site Visitors*

- The number of visitors to the TCC will be limited to only those necessary for the work
- Contracted employees are required to complete health screening and temperature screening upon arrival. Individuals who have successfully completed the health screening and have registered a temperature below 100.4°F will be issued a wrist band and allowed to proceed
- Health screening questions are listed below. If the employee answers “yes” to any of the following questions, he/she will not be asked to leave TCC facilities.
  - Are you experiencing any of the following symptoms?
    - Fever of 100.4°F degrees or above
    - Difficulty breathing
    - Cough
    - Sudden loss of taste or smell
    - Sore throat
  - Are you taking any medication for the above symptoms?
  - Have you been in close contact with any person who has been confirmed positive for COVID-19?
- Event deliveries will be determined on a case-by-case basis and should be properly coordinated with the Event Services Department

**Cleaning and Disinfecting**

The TCC has instituted regular housekeeping practices. However, contractors shall also clean and disinfect frequently used tools and equipment and other elements of the work environment, whenever possible. Contractors and their employees should regularly do the same in their assigned work areas.

- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider
- Whenever any disinfection is deemed necessary, the disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant
  - Alcohol solution with at least 60% alcohol
  - Diluted household bleach solutions (these can be used if appropriate for the surface).
- The contractor shall maintain Safety Data Sheets of all disinfectants used at the TCC

### **Jobsite Exposure Situations**

- **When a contractor's employee exhibits COVID-19 Symptoms**

If an employee of a contractor becomes ill at the TCC, the employee should immediately notify their supervisor, and the employee should follow their company policy or COVID-19 procedures. The employee's supervisor is required to contact TCC Event Services Department immediately. TCC Security will create an incident report that will be held on file for contact tracing if needed. The employee will be asked to leave TCC facilities

- **When a contractor's employee tests positive for COVID-19**

If an employee of a contractor tests positive for COVID-19, that employee must be directed to self-quarantine away from the TCC facilities. Employees who test positive and are symptom free may return to work when:

- at least 14 days have passed since the date of his or her first positive test
- have not had a subsequent illness
- no fever for at least 72 hours (3 full days) without using fever-reducing medication
- at least 10 days have passed since the onset of any symptom.

The TCC will require that a contractor's employee provide documentation clearing their return to work prior to re-entering the TCC facilities.

- **When a contractor's employee has close contact with an individual who tests positive for COVID-19**

Contractor's employees who have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet for a prolonged period of time.

If a contractor learns that an employee has tested positive, the contractor must investigate and identify contractor employee(s) or TCC staff who may have had close contact with the confirmed-positive employee within 14 days prior to employee's positive test result. Those individuals who have had close contact with the confirmed-positive employee will be asked to self-quarantine for 14 days from the last date of close contact with the carrier. If a contractor's employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and also self-quarantine for 14 days from the last date of close contact with the carrier.

**Confidentiality/Privacy**

Except for circumstances in which the TCC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable laws and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum in order to comply with legally-required reporting, but also to ensure proper care of the employee and to detect situations where the potential for transmission may increase. The TCC reserves the right to inform its employees, clients, and guests that an employee of a contractor working at the TCC (without disclosing the person’s name) has been diagnosed with COVID-19 so the employee/client/guest can determine if they might have been exposed to the disease so they may take measures to protect their own health.

**Acknowledgement of Acceptance of this Plan**

By signing below, the licensee, contractor and or subcontractor, acknowledges that it accepts this Plan and will carry out all the obligations stated herein to the best of its ability. The person signing below represents and warrants that he/she is authorized to act on behalf of the contractor.

Name of CONTRACTOR/SUBCONTRACTOR: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

