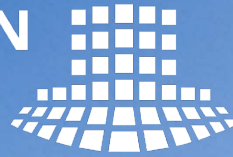


Los Angeles

CONVENTION
CENTER

Managed By **ASM**
GLOBAL



ROADMAP TO RECOVERY



WE'LL MEET YOU THERE!

AS OF: NOVEMBER 5, 2020

This recovery plan is based on anticipated reopening protocols set forth by the LA County Department of Public Health and is subject to change. While the specific date has yet to be determined, LACC is earmarked to reopen in Phase IV of the state and county reopening plan. LACC will comply with any and all protocols established by Public Health in order to open its doors for business and will update its policies and procedures accordingly.

TABLE OF CONTENT

OVERVIEW

We will continue our commitment as a key economic driver, supporting a wide array of jobs in the Los Angeles region and relying on a strong, transparent partnership with LA County Public Health.

SMART INFECTION CONTROL

We will wear face masks, maintain physical distancing, wash hands frequently and recognize symptoms to stay home.

ENVIRONMENTAL HYGIENE

We will maintain the highest standard of cleanliness and disinfection implementing the LACC Blue Tower Program, ASMG VenueShield and GBAC.

A SAFE WORKPLACE

We will inform and educate our staff to practice smart infection control and we will create a safe and healthy work environment for all.

THE ART OF THE SHOW

We will work with event organizers to implement innovative ideas to maintain physical distancing and adjust operating standards to ensure events are produced with public health protocols in the forefront.

FOOD SERVICE

We will set the industry standard on operating a culinary operation that is strongly committed to environmental health as it is to creative food & beverage experiences.

COMMUNICATION & PUBLIC AWARENESS

We will set focus on accurate and timely communication with event organizers and the public and create a signage program that will offer clear and consistent messaging.

EXHIBITS

Exhibit A:
LACC Blue Tower Program

Exhibit B:
Physical Distancing
Space Capacities

Exhibit C:
Sample Physical
Distancing Floor Plans



WE'LL MEET YOU THERE! LACC ROADMAP TO RECOVERY

OVERVIEW

The Los Angeles Convention Center (LACC) is a key economic driver for the local and regional community. Owned by the City of Los Angeles and managed by ASM Global, the LACC boasts over 867,000 square feet of flexible event space and hosts over 300 events annually. The dynamics involved with executing each event are complex and made possible by 230 full-time and part-time team members. Events at the LACC support the livelihood of countless hospitality workers, tourism staff, union labor, contractors and vendors throughout the greater LA region.

As Los Angeles County begins to reopen, the LACC is committed to remaining relevant and continuing its contribution to the vitality of the region's business and economic story. This plan lays out our role in this phased recovery as we navigate a changing world in a responsible and safe manner. The health and safety of all those who enter the LACC will always be our top priority. To that end, we will continue to rely on scientific guidelines and the partnership of local public health leaders to help our venue clients produce safe and unique event experiences.

We recognize there is a long journey ahead. The collaboration between the LACC team, LA County Department of Public Health (LADPH), the City of Los Angeles, event organizers and event contractors will ensure that road will lead to the destination we are all looking towards. The LACC is anxious to host LA's most iconic events again and "we will meet you there."

MILE MARKERS

As with any road trip, mile markers indicate the progress made along on the journey. The LACC Roadmap to Recovery will rely on mile markers that will build on the previous step, yet each will stand firmly on its own merit.

We will make sure that a safe and healthy environment is the consistent commitment in the execution of this plan. The goal is to instill confidence and trust in all our visitors that the LACC is a safe place to do business, work and experience amazing events. This will be accomplished through the following:

- Mile 1 SMART INFECTION CONTROL**
- Mile 2 ENVIRONMENTAL HYGIENE**
- Mile 3 A SAFE WORKPLACE**
- Mile 4 THE ART OF THE SHOW**
- Mile 5 FOOD SERVICE**
- Mile 6 COMMUNICATION & PUBLIC AWARENESS**

DEFINITIONS

Within the scope of this recovery plan, the following terminology should be referenced as:

Building Cleaning: Cleaning and waste management responsibilities specifically assigned to LACC staff. These tasks include overall building cleaning of back-of-the-house areas, shared public areas, restrooms and other general cleaning necessary whether, or not, an event is active in the venue.

Contact Tracing: A system in which, at minimum, requires the collection of two (2) forms of contact information for every individual who enters the Los Angeles Convention Center. Contact information includes, but is not limited to, email, phone or mailing address.

Event Cleaning: Cleaning and waste management responsibilities specifically assigned to the authorized cleaning contractor hired by the Licensee (event organizer) and executed by the contractor's separate labor force. These tasks include, but are not limited to, licensed areas, exhibit booths, loading docks and other event-activated spaces.

Infection Control: A collective reference of mandatory practices which mitigates the spread of COVID-19 that include (a) use of face mask; (b) physical distancing; (c) proper and frequent handwashing; (d) isolation of those who feel ill and (e) contact tracing. Infection control practices are mandated by LA County Department of Public Health.

In-House Partners: Lines of businesses based at the Los Angeles Convention Center. This includes Taste of LA by Levy, Encore Event Technologies, ABM Industries, Smart City, Edlen Electrical, IQ Plus and Classic Parking.

LACC: The Los Angeles Convention Center

LADPH: The Los Angeles County Department of Public Health

Licensee: The entity which contractually leases space at the LACC for an event and is responsible for the marketing, admission, production and execution the event. Also known as the event organizer, show management or building client.

Physical Distancing: The spatial requirement of at least (6) feet between individuals which must be maintained at all times. Also known as social distancing.

PPE: Personal Protective Equipment. This includes face masks, gloves, shields, harnesses and any other protective equipment required by OSHA to perform specific tasks safely.

Temporal: The temple region of the skull. Also referred to as the forehead area.



WE'LL MEET YOU THERE!: LACC ROADMAP TO RECOVERY

SMART INFECTION CONTROL

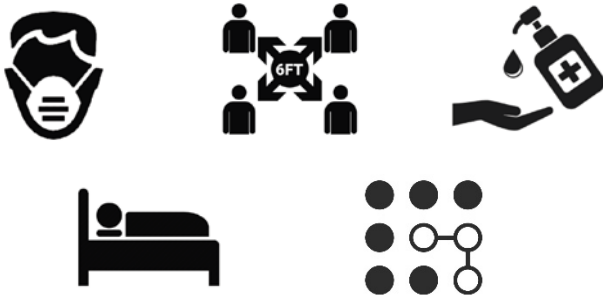
The cornerstone to reopening the Los Angeles Convention Center will be implementing key infection control practices that will be required for staff, clients, attendees, exhibitors and contractors. These smart infection control requirements will help in mitigating the spread of COVID-19 and will be the basis of best practices for a safe and healthy venue.

Collectively, infection control is LADPH mandated practices that include:

- Wearing face masks/covering
- Maintaining (6) feet physical distancing
- Frequent handwashing for a minimum of (20) seconds
- Monitoring and isolation of those who present symptoms
- Contact tracing

LACC will implement required standards in accordance to LADPH protocols for the two distinct sectors of staff and visitors to the LACC.

- **LACC STAFF, IN-HOUSE PARTNERS & LACC VENDORS**
- **EVENT-RELATED PERSONNEL**



LACC STAFF, IN-HOUSE PARTNERS & LACC VENDORS

Points of Entry. Points of entry for LACC staff and vendors will be limited. Entry to the West Hall will only be permitted via the rear access doors behind the West Administration Office. Admission to South Hall will be at Security Command. At these points, signage on LADPH infection control practices will be posted.

Face Masks / PPE. Face masks and appropriate OSHA-mandated PPE will be worn by all LACC employees and vendors working at the Los Angeles Convention Center.

Physical Distancing. LACC employees and vendors will maintain (6) feet distancing from one another and avoid areas where physical distancing has reached its maximum capacity.

Handwashing / Hand Sanitizers. LACC staff will be instructed to wash their hands, or use hand sanitizer every (60) minutes and after the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving active public spaces, going on break and before or after starting a shift. LACC will install additional hand sanitizing stations in the back-of-the-house and in employee areas.

Wellness Check. LACC personnel, in-house partners and contractors are required to complete a digital self-evaluated wellness survey daily prior to coming onsite. LACC will comply with administering temporal temperature checks if mandated by LADPH health orders. In either scenario, personnel who report symptoms, are potentially exposed or have a temperature over 100.4°F will be prohibited from entering the venue and will be sent home immediately.

LACC In-House Partners. All LACC in-house partners will implement the same standards and practices outlined above.

EVENT-RELATED PERSONNEL

Points of Entry. It will be essential for event organizers to designate specific point(s) of entry for staff, attendees, exhibitors and contractors. At these points, the Event Security or EMT contractor will conduct a general wellness screening and signage on LADPH infection control practices will be posted. Licensee will ensure that two (2) forms of contact is obtained from all event-related personnel.

Face Masks / PPE. Face masks and appropriate OSHA-mandated PPE will be required for all event-related personnel (event organizer/staff, attendees, exhibitors and contractors) entering the Los Angeles Convention Center.

Wellness Check. Event organizers and service contractors will administer wellness check process for personnel, including temporal temperature checks if mandated by LADPH health orders. Personnel reporting symptoms, who may have been potentially exposed or have a temperature over 100.4°F will be prohibited from entering the venue.

Physical Distancing. All events must maintain and enforce (by contracted event security) physical distancing of (6) feet between individuals from move-in through move-out.

Handwashing / Hand Sanitizers. Event organizers and their service contractors will provide additional hand sanitizers within contracted event space from move-in through move-out. LACC has installed additional hand sanitizing stations in public areas.



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ENVIRONMENTAL HYGIENE

As local communities around the world consider reopening parts of their economies in the safest way possible, ASM Global, the world's leading venue management and services company, and the leadership team behind the Los Angeles Convention Center, are committed to a safe and healthy venue by using the most effective cleaning products on the market, investing in trusted and innovative equipment, enhancing overall standards and procedures and relying on the guidance of leading public health experts at the CDC, OSHA and the LA County Department of Public Health.

Our goal is to raise the bar on cleaning and sanitation at the convention center while instilling confidence and assurance to all those who enter our venue. LACC will use a three-prong approach in its strategy to address public concerns stemming from the COVID-19 pandemic.

- THE LACC BLUE TOWER PROGRAM
- ASM GLOBAL'S VENUESHIELD
- GBAC STAR FACILITY ACCREDITATION

THE BLUE TOWER PROGRAM

Recognizing that operating venues of mass gathering has significantly changed in the wake of the COVID-19 pandemic, the Los Angeles Convention Center has modified its cleaning and building maintenance operations to ensure a safe and healthy environment. This new approach to the well-being of those who enter our venue is called the **Blue Tower Program**, a conscious and intentional plan adopting the following elements:

- Staff training
- Awareness of infection control practices
- Enhanced cleaning and disinfection procedures
- Targeted cleaning SOP's scaled for event days and non-event days
- Use of the most effective products, equipment and technology in the market
- Clear and consistent signage
- Workplace safety
- Focused maintenance plans



The LACC is proud to hold the designation of a LEED GOLD O+M building and the Blue Tower Program remains mindful to be eco-friendly and sustainable in all efforts. The comprehensive and detailed version of the Blue Tower Program is incorporated into this plan as Exhibit A.

ASM GLOBAL VENUESHIELD

ASM Global subject matter experts have partnered with experts, health officials, and industry leaders in environmental hygiene, sanitization, and fulfillment on all facets of the **VenueShield** Program.



The program is designed to provide an evolving approach to the unique aspects of ASM Global-managed venues and is guided by input from the company's venue experts around the world, representing every venue type. **VenueShield** provides for the highest levels of cleaning and safety, while inspiring consumer confidence, all in partnership with leading certified industrial hygienists, medical professionals, industry experts and public health officials.

The worldwide VenueShield Task Force is continuing to refine and develop the **VenueShield** Program by collecting and monitoring data, researching new technology and products, and updating best practices.

VenueShield is a comprehensive, industry-leading reactivation guide created by ASM Global in response to the COVID-19 pandemic.

The LACC will benefit from ASM Global's worldleading footprint and the best practices employed in more than 325 ASM-managed facilities across five continents.

VenueShield practices will result in the highest levels of disinfection, social distancing, and minimized contact to give guests the confidence to return to live events safely

VenueShield has consulted with public health officials and has been adapted locally to follow local government requirements and protocols.

*We realize that each one of our venues across the globe is an **economic engine** for its community, representing local tax revenues, travel revenues and jobs. **We look forward to reopening** these local and regional economic foundations, stimulating local economies, and again delivering the **entertainment experience** that has defined us for decades."*

*- Bob Newman, President and CEO
ASM Global.*



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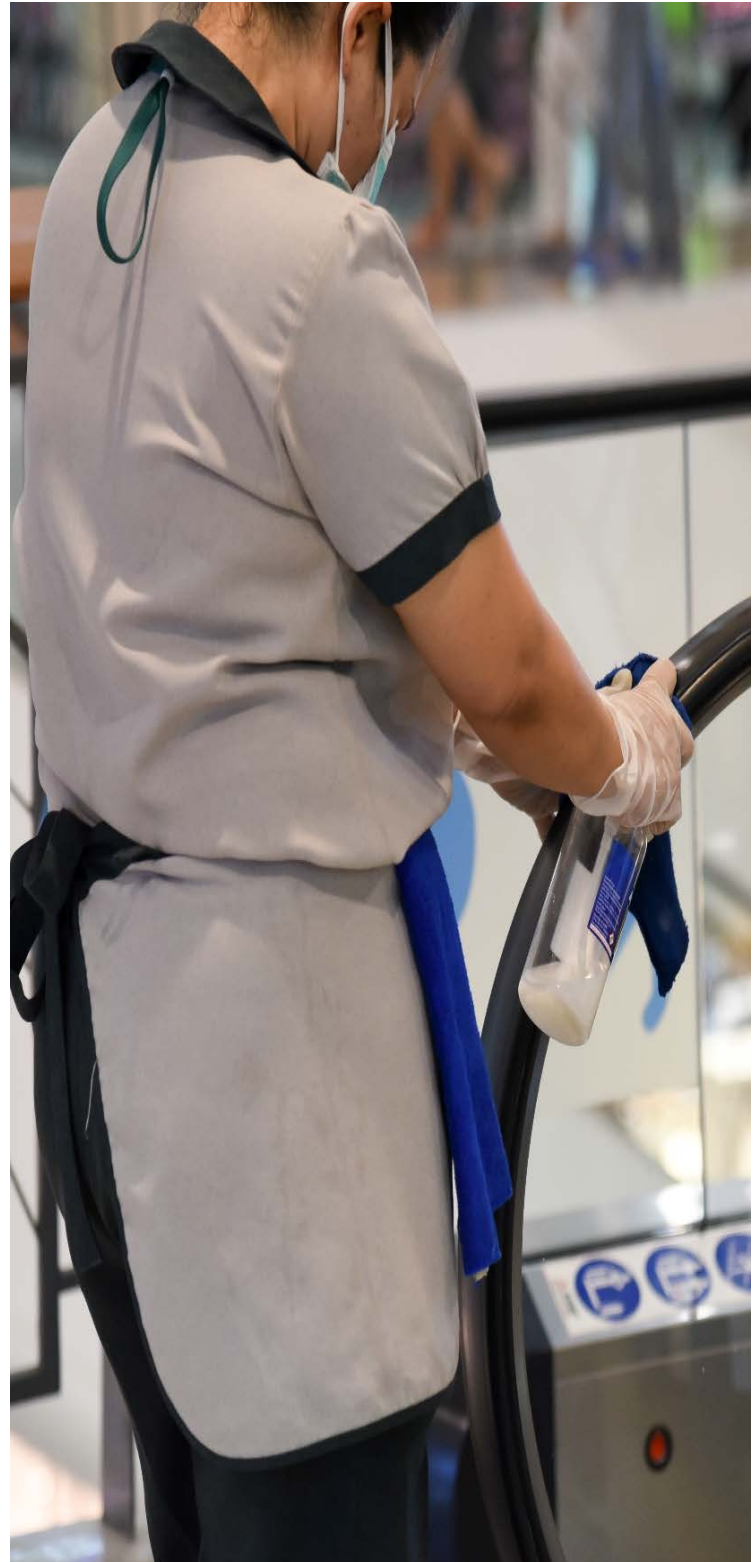
GBAC STAR FACILITY

A division of ISSA, the Global Biorisk Advisory Council® (GBAC) helps organizations and businesses prepare for, respond to, and recover from biological threats, biohazard situations and real-time crises.



The LACC is a GBAC STAR™ accredited venue and holds the distinction as being the first convention center on the West Coast to earn this accreditation for our high-level standards on outbreak prevention, response and recovery. Recognized as the gold standard of safe venues, GBAC STAR™ provides third-party validation to ensure the implementation of rigorous protocols in response to biorisk situations. Venues earning this accreditation have:

- Established and maintained a cleaning, disinfection, and infectious disease prevention program to minimize risks associated with infectious agents such as the novel coronavirus (SARS-CoV-2).
- Developed the proper cleaning protocols, disinfection techniques, and work practices in place to combat biohazards and infectious disease.
- Highly skilled cleaning professionals who are trained for outbreak and infectious disease preparation and response.



WE'LL MEET YOU THERE!: LACC ROADMAP TO RECOVERY

A SAFE WORKPLACE

The foundation and the success of the Los Angeles Convention Center rests squarely on our dedicated team members and in-house partners. Ensuring that we are creating a safe workplace for our most important asset is essential in our reopening plan.

This section will address how the LACC plans to implement standard operating procedures to safeguard our staff and operate the venue daily, whether there is an active event or not.

An important segment of the labor force that works within the LACC are service contractors and local union labor who are hired by the Licensee. Without this labor force, events cannot be produced successfully.

A safe workplace will incorporate the following:

- **GENERAL BUILDING OPERATION & SECURITY**
- **STAFF POLICIES & PROCEDURES**
- **EVENT CONTRACTORS REQUIREMENTS**

GENERAL BUILDING OPERATION & SECURITY

Perimeter Doors. Only automatic sliding doors will be used at the main entrances to the building whenever possible. When non-automatic doors are necessary for access, they must be propped open and staffed by event security.

Staff Screening Staffing. LACC security will establish, staff and operate designated staff entrances and conduct established health screening as required by LADPH.

Infection Control Enforcement. LACC security will play the ultimate role of enforcing all established infection control practices. During events, LACC security will work with the event security contractor to ensure that contractor personnel enforce expected practices.

Public Restroom. LACC will comply with LADPH protocols on physical distancing within restroom areas. Clear signs will be posted reiterating proper handwashing requirements.

Event Security and Medical Services Contractor Reorientation. Prior to reopening, LACC will conduct a reorientation with LACC authorized event security contractors and medical services contractors on the infection control practices and operational expectations outlined in this plan.

Increased Patrols and Monitoring. We will continue our commitment to "See Something, Say Something," by increasing vigilance during our security patrols and monitoring of CCTV to ensure compliance to the standards of this plan and

to be watchful of scenarios or incidents that risk health and wellness.

Lobby Furniture. Lobby furniture, charging stations and hallway seating have been removed to alleviate areas where the public may congregate in mass.

STAFF POLICIES & PROCEDURES

COVID-19 Orientation. All LACC staff will be required to complete training and orientation on LADPH protocols prior to returning to the workplace. Orientation will include information on self-check of symptoms, practicing infection control protocols, avoiding the workplace when not well and COVID-19 support resources available.

Face Masks & PPE. In line with LACC's sustainability commitment, staff will be encouraged to use self-provided, cloth face masks when working. LACC will provide any necessary disposable face masks, gloves and/or other forms of PPE as required by OSHA for the specific assigned task.



Points of Entry. Employees will be required to use specific designated staff points of entry when reporting to work. A brief general wellness screening will be conducted (and temporal scans if required by LADPH) at all staff entrances.

Contact Tracing. LACC will use its existing ID badge system to maintain contact tracing for all employees who report to work.

Safe Work Areas. All employees will be required to maintain healthy and safe work areas by using sanitizing wipes on all high-touch areas, washing hands frequently, using appropriate PPE and practicing physical distancing. Flexible breaks will be extended to accommodate frequent handwashing. Where necessary, the LACC will modify work areas to ensure that workstations are distanced properly. All work areas will be cleaned and disinfected by housekeeping daily in accordance to LACC Blue Tower standards.



WE'LL MEET YOU THERE!: LACC ROADMAP TO RECOVERY

Communal Areas. LACC will establish and post maximum static capacities at all staff communal areas to promote appropriate physical distancing, including but not limited to administration reception area, copy rooms, break rooms/staff kitchen and restrooms.

Work Equipment. Equipment should be used exclusively by the staff member to whom it was issued and not shared with other staff. This may include, but is not limited to, laptops, mobile phones/devices, radios, earpieces, tools and PPE. In the event work equipment needs to be shared, the equipment must be cleaned and sanitized after each use.

Golf Carts. No more than (1) person ride in a LACC golf cart. Larger golf carts may accommodate more than (1) person provided physical distancing can be maintained.

Unwell Staff. Any staff member who reports that they are not feeling well or scan above the temperature threshold of 100.4° will be immediately sent home. Staff will be given information to [isolation/quarantine](#) and on seeking medical assistance and [testing](#).

EVENT CONTRACTOR REQUIREMENTS

Communication / Orientation. LACC will share this recovery plan and conduct an orientation for all authorized contractors to review this plan prior to reopening.

Points of Entry & Contact Tracing. Event contractors must designate a specific point of entry for all staff and labor to include infection control screening and the ability to obtain at least (2) forms of contact information from staff and contracted labor.

Infection Control Screening. All event contractors will be required to comply with the infection control standards:

- Face masks must always be worn. Proper PPE must be used based OSHA standards.
- Physical distancing of (6) feet between personnel is required at all times.
- Frequent hand-washing for at least (20) seconds
- Staff and labor who are sick should be immediately sent home.

Temperature Check. If required by LADPH, contractor will conduct non-invasive temporal temperature checks at the designated points of entry. Any individual confirmed to have a temperature of 100.4°F or more will not be allowed entry to the property.

Communication & Signs. Event contractors will communicate the expectations and requirements of this plan to staff and its contracted labor force. Signs must be placed at the point of entry and throughout the workplace to help enforce infection control requirements.

Hand-Sanitizing Stations. Event contractors will supply additional hand-sanitizer stations in all work areas during move-in and move-out days.



Staffing Density. Contractors must ensure that staffing density for any scope of work must always adhere to physical distancing requirements.

Golf Carts. No more than (1) person may operate or share golf carts unless the size of the golf cart allows proper physical distancing.

Cleaning & Sanitation. Event cleaning contractors are required to comply with the cleaning standards outlined in this document and the requirements of the LACC Blue Tower Plan without exception. Please refer to Exhibit A.

Floor Plans. Floor plans provided by contractors must comply with capacity and set-up standards as outlined in the Event Services section of this plan. Floor plans must indicate measurements between seats/attendees in areas where some form of congregate activity is planned and where protective barriers may be used. Aisle widths must be marked and must indicate direction if one-way aisles are implemented. Floor plans are subject to review and approval of the LACC Fire Marshal and, as necessary, the LA County Department of Public Health.

Shared Equipment. Contractors should consider minimizing sharing of equipment whenever possible. Contractors are required to clean and disinfect any shared equipment after each use.

Incidents or Illness. Event contractors' staff and contracted labor who do not feel well should not report to work. In the event an onset of illness happens onsite, contractors should go home or immediately report to the first aid office for further medical exam.



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THE ART OF THE SHOW

The Los Angeles Convention Center hosts a wide array of unique events – varying in type, space use, objectives and attendance. No two event that are exactly alike, and each requires careful and flexible considerations. This is what we call the Art of the Show.

The LACC is committed to maintaining its reputation of providing world-class customer service to our clients while ensuring that local public health requirements are squarely front and center on how an event is operated and executed.

This section will showcase the event customer journey from pre-event site visits to execution and will address:

- **BEFORE THERE IS AN EVENT**
- **ARRIVING AT THE LACC**
- **NEW EVENT SERVICES GUIDELINES**
- **BEST PRACTICES FOR LICENSEE**
- **ENHANCED CLEANING STANDARDS FOR EVENTS**

- All site visit participants must complete the LACC digital wellness survey prior to arrival. Those not meeting the health threshold will not be allowed on site.
- LACC will send an email to the site visit organizer with instructions, a map of the meeting location and a reminder of infection control protocols. LACC will also remind participants that they should stay at home if they are not well or may have been exposed to COVID-19.

Site visits will be limited to (10) people max to ensure proper physical distancing and will be dependent on (a) the availability of LACC staff and (b) other events happening at LACC during the site visit.

All site visits will begin in the West Lobby outside of the reception area. LACC will have hand-sanitizing stations available and signs on infection control protocol will be posted. Face masks and disposal gloves will be made available if needed.

ARRIVING AT THE LACC

Staff Training. LACC will conduct training with parking staff on infection control requirements, physical distancing and updated cleaning protocols. All staff will be required to wear PPE.

Hand Sanitizing Station. LACC will provide additional hand-sanitizing stations in the garage leading to the venue entrances.

Minimize Touch Process. In order to reduce contact, LACC will operate garage admission exclusively via self-help credit card transactions. Cash transactions will not be conducted.

Parking Staff. LACC will maintain minimum staffing to assist with customer service issues and ADA accommodations. Staff will always be equipped with PPE and exercise physical distancing.

Transportation / Hotel Shuttles. Event organizers must ensure that their transportation provider incorporates physical distancing when moving attendees to/from the Los Angeles Convention Center. Busses must be cleaned and disinfected after each use and onsite transportation staff must use PPE and practice physical distancing.

NEW EVENT SERVICES GUIDELINES

Floor Plan Review. All floor plans are required to comply with the new LACC set-up standards. Floor plans for exhibits/tradeshows must include specific details on activations that may create congregate situations. In all cases, floor plans are subject to the review and approval of the LA County Department of Public Health and the LACC Fire Marshal.

Space Capacities. The LACC have adjusted existing published capacities for rentable space to reflect physical distancing. LACC will comply with LADPH guidance on overall capacity limitations for reopening.

BEFORE THERE IS AN EVENT

Capacities. The LACC sales team will sell event space based on updated physical distance capacities until Phase V or as determined by LA County Department of Public Health. See attached Exhibit B.

Lobbies / Public Areas. The LACC sales team will consider overall space used concurrently to ensure the ability to maintain proper physical distancing in lobbies and shared areas. In the booking process, use of flexible outdoor space will be aggressively considered to allow for options to accommodate physical distancing requirements.

Site Visits. Whenever possible virtual site visits will be encouraged. When physical site visits are essential, the LACC will use the following guidelines:

- All site visits must be scheduled in advance at least 72-hours in advance. Pop-up site visits will be accommodated on case-by-case basis.
- No later than (24) hours prior to the site, LACC will require a list of names of all site visit participants and two (2) forms of contact information for each. Unannounced or unconfirmed participants may be accommodated on case by case basis.



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New Set-Up Standards. Incorporating physical distancing of (6) feet on center between seats, the chart below outlines the updated set-up standards at the LACC. Perimeter aisle requirements remain the same per the LACC Fire Life Safety Guidelines. See Exhibit C for sample room set-ups.

	Physical Distancing Set-up Standards	% of Published Capacity with Social Distancing (Avg)
Theater	Chairs 6' on center	20%
Classroom	Rows distanced 5' (table to table) & 1-2 chairs interchanged per table.	25%
Banquet	9' between tables & (3) chairs max per table	25%
Hollow-Square	1-2 chairs interchanged per table	40%
Head Table	Interchange 1-2 chairs per table at 6' on center	N/A

Head Table Water Service. To minimize shared contact items and in line with our sustainability efforts, bottled water for the head table will no longer be provided. Licensee should encourage speakers to bring refillable water bottles that can be replenished at existing water filling stations.

Table Linens. To ensure that table surface is disinfected properly after each session, table linens will no longer be used. Head tables will still be skirted, without linen covering.

Meeting Technology Options. Whenever possible, the LACC will encourage event organizers to consider streaming or virtual meeting technology to supplement their event.

Site Inspections and Planning Meetings. The LACC Event Management team will follow the same protocol as outlined for site visits in this plan. Planning meetings will be done via a virtual platform whenever possible. In the event an onsite planning meeting is necessary, participants will wear face masks and capacity will adhere to physical distancing requirements.

Pre-Con Meetings. Pre-con meetings will be conducted via a virtual platform whenever possible. In the event an onsite planning meeting is necessary, participants will wear face masks and capacity will adhere to physical distancing requirements. All meeting materials will be provided digitally.

BEST PRACTICES FOR LICENSEE

Pre-Event Communication. Licensee will be required to provide clear and consistent communication to staff, attendees, contractors and speakers on the following requirements while at the Los Angeles Convention Center.

- Cloth face masks must be worn.
- Maintain (6) feet physical distancing.
- No handshakes or contact greeting.
- Frequent handwashing for a minimum of 20 seconds.
- Stay at home if you are sick with a cough, fever or have been exposed to COVID-19.

Disposable Gloves. Use of disposable gloves are strongly recommended for activities where there is a greater risk of physical contact. These may include, but not limited to registration, tradeshow floor, meeting room monitors or bookstore.

Wellness Check. Event organizers will administer wellness check process for attendees, including temporal temperature checks if mandated by LADPH health orders. Attendees who do not meet the health threshold will not be allowed onsite.

Contact Tracing. Licensee will be required to collect (2) forms of contact information for show staff, contractors, attendees and invited guests and maintain the information for a minimum of (60) days after the event should the need for contact tracing arise.

Medical Services. Events with a daily attendance of (100) people or more are required to contract medical services (EMT) from the LACC authorized list. This applies during move-in days, event days and move-out day.

Floor Plans. LACC will require event organizers to work within the space capacities, room set-up standards and floor plan review process as outlined in the Event Services section of this plan. Floor plans must indicate measurements between seats/attendees in areas where some form of congregate activity is planned. Aisle widths must be marked and indicate direction if one-way aisles are implemented. Floor plans are subject to review and approval of the LACC fire marshal and, as necessary, the LA County Department of Public Health.



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Queue Lines. Queue lines where a large mass may assemble will not be allowed. Queue lines must incorporate use of stanchions and floor markings to support physical distancing requirements which will be enforced by the event organizer's event security contractor. Event organizers will be asked to consider alternatives to alleviate queue lines by way of their registration/ticket process, use of overflow space and/or their schedule to open doors earlier.



Registration. To minimize the impact of physical distancing onsite, event organizers will be encouraged to implement a minimal touch process for registration or ticket sales. Contact tracing will be required, and clear protective barriers are to be used at registration counters/box office. Event organizers will be encouraged to consider the following:

- Registration badges (or wristbands) sent in advance or printed from home
- Use an exclusively digital application where registration (admission) can be scanned on mobile phones.
- Satellite registration offsite (hotels) to alleviate congregate mass in one location.

Conference Bags & Collateral. All conference materials, handouts, collateral and sponsor giveaways should be avoided unless there is a pre-approved process to sanitize items that are handed out.

Exhibit Areas/Trade Shows. Exhibit areas and tradeshow flow will be similar to retail stores in a shopping center. Capacity will be determined by LADPH protocols and physical distancing is required. Entrance and exit to the exhibits area will be touchless and show organizers will have hand sanitizers throughout the show floor. Licensee's event security contractor will monitor and enforce physical distancing and use of face masks. To maximize foot traffic while ensuring public safety, Licensee will consider the follow options:

- Design wider aisles at (15) feet or more.
- Use one-way aisle alternately
- Reverse tradeshow – pre-scheduled appointments
- Staggered admission
- Implement assigned, timed access to spread out mass
- Extend exhibit hours
- Use (8) feet side drape

- Add floor graphics to designate safe distancing areas
- Incorporate clear, protective barriers
- Encourage digital collateral @ booths
- No-touch ingress and egress to the show floor

Density. Current physical distancing requirements is based on a 6-feet radius space between individuals. Based on this, the radial space is approximately (28) square feet per person. To calculate density, divide the total available, usable space in the exhibit hall by (28) square feet per person. Available, usable space is defined as square footage that can be occupied by an attendee or exhibitor without obstructions or limitations. Areas that are excluded as available, usable space include, but is not limited to, storage space, offices, boneyard areas, theater/classroom space, back-of-the-house areas, service desks, stairways and stages.

Exhibit Booth Capacity. Physical distancing is required within the exhibit booth footprint and must account for exhibit booth staff and attendees when determining booth capacity. The use of floor graphics and a single designated entrance and exit can be helpful in ensuring that physical distancing is maintained.

Product Sampling and Giveaways. Until local and statewide reopening enters Phase V or as allowed by LADPH, exhibitors will not handout marketing material, promotion items or product samples. Additionally, no food and beverage sampling will be permitted.

General Session / Meeting Rooms. Set-up for general sessions and meeting rooms shall incorporate physical distancing. Whenever possible, the LACC will encourage event organizers to consider streaming or virtual meeting technology to supplement their event. Event organizers are required to clean and disinfect any shared equipment (lecterns, microphones, laptops, AV accessories, etc) after each speaker/presenter. Licensee should distribute session materials in a digital format exclusively, forgoing traditional handouts. Each meeting room and general session will be cleaned and disinfected after each session and event organizers must allow time within their program to accomplish this. Event organizers may want to consider overflow space if needed.



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Program Timelines. LACC will comply with the most current Center for Disease Control cleaning, sanitation and disinfection standards for cleaning between sessions. Licensee will need to account for adjusted break periods to meet these guidelines. Licensee should consider minimizing back-to-back sessions and use breakout space intermittently whenever possible. In the event back-to-back use of space is necessary, Licensee should apply the following break time between sessions.

Standard Meeting Rooms (up to 4,200 sq ft)	(30) minutes
Larger Meeting Rooms (4,201 – 21,000 sq ft)	(1) hour
Exhibit Halls (More than 21,000 sq ft)	(3) hours

Hybrid Events. Consider hybrid programming that includes live and virtual event experience to offer attendees options to participate while maximizing attendance/registration goals.

Safe Event Operation Plan. Event organizers will be required to develop and submit an Event Operation Plan to LACC no later than (30) days prior to move-in which outlines how they will plan and execute a safe event in compliance with public health orders. This plan must identify a COVID-19 coordinator designated within Licensee's staff.

ENHANCED CLEANING STANDARDS FOR EVENTS

Reorientation. The LACC will conduct training and reorientation with all four LACC authorized event cleaning contractors on the expectations and standards of the LACC Blue Tower Program prior to reopening.

Cleaning Protocols. Prior to reopening, all authorized event cleaning contractors must provide LACC with a plan that outlines their company's cleaning protocols, including staff health screening, PPE standards, products, equipment and procedures that will be implemented. This plan is subject to the review and approval of the LACC VP Operations.

Staffing Levels. Authorized cleaning contractors must provide a staffing plan to LACC no later than two (2) weeks prior to the event to be reviewed and approved by the VP Operations.

PPE Waste Handling. Disposal of face masks and gloves used commercially will be handled as standard landfill waste. Face masks and gloves used in a clinical or medical setting where there is a known or presumptive exposure to COVID-19 will be bagged separately prior to disposal.

Areas of Responsibilities. In accordance with LACC event cleaning guidelines, event cleaning contractors will continue to take the lead on cleaning exhibit halls and licensed areas activated for specific event use. In addition to frequent trash removal, focus attention is required to enhanced cleaning and disinfection of, but not limited to, the following:

- High-touch areas & surfaces
- Registration counters
- Exhibit booths
- Show carpet
- Freight and exhibit booth products
- Lecterns, microphones and other shared equipment.
- Lounges, demonstration areas, theater set and other communal space.
- Loading dock areas



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FOOD & BEVERAGE SERVICE

Taste of LA by Levy is the exclusive food and beverage (F&B) partner of the Los Angeles Convention Center. The Levy management team is responsible for overseeing concession stands, cafes, catering, culinary operations, portables and food trucks and employs a dedicated labor force to operate these areas.

Taste of LA by Levy uniquely curates F&B service for each event based on numerous event-related factors. To ensure that environmental and public health protocols are in place while creating an innovative F&B experience, the following will be outlined in this section:

- **THE LEVY PROMISE**
- **ELEVATED FOOD & BEVERAGE OPERATIONS**



THE LEVY PROMISE

Quality Control. 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. CDC, OSHA, FDA and WHO recommendations regarding COVID-19 are being diligently monitored. Emphasis has been stepped up accordingly with regard to both employee's personal health and foodservice practices. Levy is committed to providing all partners, team members and guests with peace of mind. To do this, transparency regarding our actions is critical.

Planning Task Force. Levy has a robust and required multi-faceted safety and sanitation program. At the corporate level, a dedicated task force has been formed to ensure all locations are provided with the most up-to-date information and tools needed to properly maintain a safe environment. This planning task force is working through operational considerations including but not limited to: Health and Safety; Service Ware / Utensils; Beverage Service; Transactions / Payments; Operational Strategy; Menu Engineering; Training; Communication; and more. Multiple locations are working closely together to develop strategies in all venue departments that can be flexed up or down pending future guidance from the CDC, state health departments, partners, leagues or Levy. Lastly, attention is

being paid to the supply chain for any considerations that may have a longer lead time.

Considerations

Levy has assessed and will continue to monitor the below focus areas as an organization. Each strategic and tactical area has a working group that will coordinate with on-site leaders to build out a comprehensive plan for each topic that is specific to you.

Health & Safety	Concessions & Restaurants & Cafes	Premium Ops	Technology Strategy	People	Communications
PPE	Service Ware & Utensils	Service Ware & Utensils	Transactional	In-Venue	Staff
Sanitation	Condiments	Carts & Tables	Automation	Entry	Guests
Signage	Beverage	Furniture	Operational	Training	Partners
Operations	Menu Engineering	Beverage	People Tech	Food	Media
		Menu Engineering			

ELEVATED FOOD & BEVERAGE OPERATIONS

- 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 operation.
- A dedicated taskforce team has been created to work through all service considerations in this new environment and to prepare teams to return to work.
- Employee health screening upon arrival for all staff which includes the CDC recommended questionnaire is mandatory.
- PPE equipment has been secured to ensure the right safety measures are in place when team members return to work.



- Adjustments will be made to dining seating areas to ensure physical distancing is maintained and that seating capacity meets LADPH requirements. Signs will be placed to remind patrons to remain 6 feet apart from one another unless they reside in the same household.



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- At a minimum all POS terminals will be sanitized between users. touchless payment options to support location payments are being reviewed.
- Sanitarians have been identified in each venue as part of Levy's standard operating procedure to work closely with the local health department teams. They will implement all Levy required standards and all necessary local and county safety measures.
- All F&B concession counters, portables and chef's tables will be cleaned and sanitized every 15 minutes.
- Placement of hand sanitizers at hand wash sinks in back-of-the-house and pantries will be enhanced.
- Levy employs an outside sanitation consultant to conduct food safety/sanitation/HACCP inspections and training. These inspections are done periodically throughout the entire year. The purpose of these inspections is to determine the Location's compliance with federal, state and local requirements for serving safe food.
- New receiving protocols are being implemented as directed by state guidelines.
- New menus featuring a wide selection of individually packaged meals have been developed. Levy plans to offer new presentation options, service styles, and vessels to support servicing our client's events while meeting the mandated service requirements. A few examples of this are:
 - Change food practices on certain items, for example bulk offerings to pre-packaged.
 - Chef's tables/buffets to be served by Levy team member(s). No self-service F&B offerings unless pre-packaged.
 - Recommending all disposable/compostable vessels/service ware vs. china/silver to minimize contact.
 - No longer offer self-serve beverages. Levy team member must serve for the guest (single- use cup).
 - All bulk condiments changed to personal-consumption packets.



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COMMUNICATION & PUBLIC AWARENESS

Managing expectations through effective communication of the LACC reopening guidelines will be critical in the months leading up to opening of our doors through the end of an event. This is especially important as the battle with COVID-19 changes course frequently and the need to safeguard public health shifts dynamically.

Advance communication and ensuring that clients, visitors and contractors are aware of the LACC reopening guidelines are crucial to recovery.

- STAFF AREAS
- PUBLIC AREAS
- EVENT COMMUNICATION
- WEBSITE & MEDIA

Note: Images depict sample signs only.

PUBLIC AREAS

LACC will provide appropriate signage to communicate best practices for infection control in the following public areas:

- Parking Garages
- Entrance Doors
- Restrooms
- Lobbies,
- Elevators & Escalators
- Dining Cafes



STAFF AREAS

The LACC will post signage on mandatory infection control protocols in all back-of-the-house employee areas. This message will be reinforced by supervisors with staff onsite, through the staff newsletter, all-staff meetings and emails.



WEBSITE & SOCIAL MEDIA

The LACC has a vast following on social media and maintains a robust website to support digital communication. We will use these channels to ensure that the public is aware of infection control protocols at the venue and to send out communication on current "state of the city" regarding COVID-19.

Partnering with the Los Angeles Tourism and Convention Board (LATCB), a concerted effort will be made to communicate and provide situational awareness to events with attendees coming beyond California or from international destinations.

EVENT COMMUNICATION

Licensee will use digital communication, websites, social media and other appropriate forms of communication to provide frequent and clear messaging on infection control and physical distancing requirements at the Los Angeles Convention Center. Messaging should also include location and hours of the event's first aid services and how to seek assistance if staff, attendee, exhibitors or contractors feel unwell.



Event organizers will provide appropriate signage to communicate best practices for infection control, no-touch greeting (no handshakes), physical distancing and reporting illness in all event-related areas such as exhibit halls, general sessions, breakout sessions, registration areas, lobbies plazas and other areas where an event activation is located. This signage program should be considered from move-in through move-out.

When appropriate, LACC digital reader boards can be used to support event-related communication.



The background of the entire page is a photograph of a modern skyscraper at night, illuminated with a vibrant blue light. The building's facade is a grid of windows, many of which are glowing. In the lower-left foreground, a portion of a bridge or overpass structure is visible, also bathed in the same blue light. The overall atmosphere is futuristic and high-tech.

EXHIBIT A

BLUE TOWER PROGRAM

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Common Terminology

- **Administrative Controls:** Administrative Controls are the first and most important level of hierarchy. These are management measures that are intended to reduce the risk of exposure of people suspected-of or confirmed cases of COVID-19
- **Air Purifier or Air Cleaner:** A portable electrical indoor device intended to remove, inactivate, or destroy potentially harmful particles from the circulating air.
- **Building Cleaning:** Cleaning and waste management responsibility specifically assigned to LACC staff. These tasks include overall building cleaning of back-of-the house areas, shared public areas, restrooms and other general cleaning necessary whether, or not, an event is active in the venue.
- **Cleaning:** Refers to the removal of pathogenic viruses, bacteria, dirt, and impurities from surfaces. Cleaning does not kill pathogenic organisms, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting:** Refers to using chemicals to kill viruses on surfaces. This process does not necessarily clean dirty surfaces or removes viruses, but by killing pathogenic organisms on a surface after cleaning, it can further lower the risk of spreading infection.
- **Engineering/Environmental Controls:** The second level of hierarchy is the use of environmental controls to prevent the spread of infectious airborne droplets and reduce their concentration.
- **Event Cleaning:** Cleaning and waste management responsibilities specifically assigned to the authorized cleaning contractor hired by the Licensee (event organizer) and executed by the contractor's separate labor force. These tasks include, but not limited to, licensed areas, exhibit booths, loading docks and other event-activated space.
- **High Touch Surfaces:** Refers to porous and non-porous material surfaces where direct human contact may be made. **High contact** refers to those surfaces where human contact by hand, face, arm or aerosolized mucous or saliva may contact. These include, but are not limited to, handles, doorknobs, elevator buttons, handrails, keypads, computer mouse, telephone and headsets, thermostats, light switches, desktops, counters and arm rests. **Low contact** refers to all other material surfaces where human contact may not exist, however, may be proximal to infected or potentially infected persons. These include, but are not limited to, flooring, walls, chairs, tables, stairs and light fixtures.
- **Personal Protective Equipment:** Also known as PPE. Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. This includes but is not limited to respiratory protection controls. It is the third level of the hierarchy.

Overview

Due to the COVID-19 pandemic, our industry has taken an unprecedented hit that will impact the method in which we conduct business going forward. The way large public events are scheduled and executed will be changed forever. In our effort to adapt to change, cleaning and building maintenance has been improved to provide a safe and healthy building.

To remain proactive, we have re-engineered our cleaning plan and Standard Operating Procedures (SOPs) for the Los Angeles Convention Center (LACC). In this document, you will find new procedures, equipment, staffing changes, and best practices for an enhanced cleaning and maintenance program. Operations will play a significant and important role in helping LACC's valued guests feel comfortable coming back to the many events held annually. We must take a visible approach to show our guests that they are entering a clean and safe environment.

The main purpose of our enhanced recovery program is to highlight the elevated procedures used in our routine cleaning, surface disinfecting, and air quality to promote safe environments while being able to address special circumstances of the many events held at LACC. This renewed focus on excellence is called **The Blue Tower Program**, which is LACC's commitment to implementing conscious and intentional processes to promote healthy best practices that event organizers can adopt at their own events and will become a consistent priority for all our events during high- and low-risk time periods alike.

LACC firmly believes that we must be the leaders in showcasing safe conferences and events while still allowing all attendees to have fun and book business. The Blue Tower Program was created to demonstrate our leadership and enhance cleaning and maintenance procedures. Through these enhancements, we promote safe and healthy practices within the facility.

The Blue Tower Program encompasses enhanced cleaning and maintenance, attendee safety and compliance, and workplace safety. The Blue Tower Program strives to be eco-friendly and sustainable at the LEED GOLD O&M level, utilizing EPA and Green certified approved cleaning supplies to limit harmful chemicals and maintain cleanliness. This is to ensure best practices toward the human experience, including air quality and wellness.

Employee Guidelines

On-site Access

Only essential staff scheduled will be allowed on-site. They will check in with security prior to entering the building.

Hand Washing

Employees will use proper hand washing etiquette, including washing hands with soap and water for at least 20 seconds, or using hand sanitizer if hand washing is not available. Employees will wash hands or use sanitizer immediately after using the restroom, sneezing, coughing, blowing the nose, cleaning, eating, drinking, smoking, entering and leaving the offices, and before and after their shift.

Medical (Thermal) Screening *

LACC may conduct temperature checks before entering the facility for staff and employees. As more health measures become available, we will research their implementation, anyone with an elevated temperature over 100 degrees or fever will not be allowed into the facility.

Face Protection Policy

Employees will be required to properly use face coverings while on property and in common areas. Face coverings may be removed for the following reasons: in individual offices, when person is alone, with doors closed only. Cubicles are in common areas and, therefore, not an exempt location. Masks are provided to essential workers as PPE.

Employees Training *

Prior to returning to work, all employees are to receive training on COVID-19 safety and sanitation

Employee Health *

Employees must not have symptoms related to COVID-19 for at least 2 weeks. Current CDC guidelines describe COVID-19 symptoms as fever, shortness of breath, cough, chills, body aches, sore throat.

Physical Distancing

Practice physical distancing by maintaining a minimum 6-foot distance from others when possible. Use technology (2-way radios, email, texts, conference calls, Microsoft Teams, etc.) to communicate and collaborate whenever possible.

Break Room Areas

Use only designated break areas and practice physical distancing.

Do not move or rearrange chairs/furniture in break areas.

Employees must use sanitation products available to clean before and after use. Do not remove sanitation products from specified room/area.

Reporting Safety Issues *

Prior to returning to work, all employees receive training on COVID-19 safety and sanitation protocol. The health and safety of our employees remain our top priority. It is vital that employees communicate safety issues immediately to their direct supervisor or contact Security Command Center to dispatch appropriate resources. Employees can also contact Human Resources to report non-urgent safety issues.

(*) In any emergency, contact Security Command Center to dispatch first responders.

Building Enhancements

The Los Angeles Convention Center takes every measure to ensure our facility upholds an inclusive infectious disease prevention program. This includes the latest measures to promote engineering controls and administrative controls for the most risk mitigation for employees, clients, and customers. The following technologies are used within LACC's risk mitigation to infectious disease.

Air Quality Monitoring

Indoor air quality will be constantly monitored by engineering team. Team members are to utilize control room monitoring of quality control and increase staff rounds on air quality measurements throughout the facility. Air quality measurements include active VOCs, TOCs, and CO2 readings.

HVAC System

We use engineering controls to isolate potential hazards to customers, clients and employees. This includes disinfecting methods of air filters, duct cleaning, and overall monitoring of comfort system. Air filters are utilized throughout the facility's comfort system. Filters can trap a minimum of 99.97% of submicron airborne particulate contaminants down to a particle size of 0.3 micron. Duct cleaning includes vacuuming, brush downs, and proper wipe downs of HVAC ducts and vents within the system.

NanoSeptic Technology

NanoSeptic surfaces utilize mineral nanocrystals which create a powerful oxidation reaction. Working 24/7, the surface continually oxidizes organic contaminants. Unlike traditional disinfectants and cleaners, the NanoSeptic surface uses **no poisons, heavy metals or chemicals**, and nothing is released from the surface since the nanocrystals are molecularly bonded to the material. NanoSeptic technology will be utilized in the facility when possible on escalator rails, elevator buttons, and door handles.

Touch Free Technology

Touch free technology is used throughout the facility including hand sanitizers, paper towel dispensers, soap dispensers, water closets, faucets and water filling stations.

Vertical Transportation Cleaning

Vertical transportation (elevators and escalators) will be disinfected throughout the day when in use. NanoSeptic technology and disinfectant staff will upkeep and minimize the chance of contamination.

Signage

Handwashing Signage

Additional signage will be posted to encourage hand washing of staff and attendees parking areas, public entrances, exteriors, back of house locations, and food areas.

Physical Distancing signage

Additional signage to encourage safe spacing within the facility will be available for all staff and attendees in parking areas, entrances, exteriors, back of house locations, and food areas.

Infection Control Signage

Signage for staff and attendees shall be placed as a reminder to properly use PPE equipment, and follow CDC recommendation on proper sanitizing of equipment, signs of sickness, and regular cleaning and wipe downs of high touch items and areas.

Employee Equipment

Trades

Tools and Shop Inventory

Staff is responsible of sanitizing any high touch equipment after using and placing back into inventory. All staff tools and equipment should be routinely cleaned and sanitized as needed.

Setup

Head Table Water

To minimize contamination, attendees are encouraged to bring refillable water bottles and fill bottles at any of our 21 touch-free water filling stations throughout the facility.

Tables

Setup tables to be sanitized upon collection of storage and after setup of any room or exhibits. Additional clean downs during shows to be scheduled with event cleaning.

Chairs

Chair and chair accessories to be routinely sanitized upon setup and clear outs. Additional shampooing of chairs to be conducted routinely after equipment is collected for inventory storage.

Inventory

Staff is responsible of sanitizing any high touch equipment after using and placing back into inventory.

Aisle Ways

Show management will be responsible to ensure larger aisle ways with dedicated travel lanes in the trade show and appointment areas to help manage traffic. This will prevent attendees from bumping into each other or crowding in certain areas on the trade show floor.

Session Spacing

It is encouraged by show management to maintain sessions and tradeshow floors that will be set up to allow for 6-foot space between chairs. The trade show floor and other spaces will also have 6' space markers for attendees to follow so they are aware of the acceptable amount of space to remain physically distant.

Enhanced Cleaning Standard Operating Procedures (SOP's)

Disinfectant Team

Disinfectant Team Members

Team members will be visible in all public spaces to properly maintain high frequency areas and will easily be identifiable with the Blue Tower Logo.

High Touch Areas

High touch areas such as doorknobs, arms of chairs, elevator buttons, stair railings, common area telephones, restroom surfaces, furniture will be cleaned more frequently with approved EPA disinfectant sprays and wipes.

Visual Checklist

Checklist and safe space Blue Tower Logo stickers will be visible in restrooms, meeting rooms, and public locations and updated regularly when our disinfectant teams complete their tasks.

Disinfectant Equipment

Cleaning vs Disinfecting

- The disinfecting options listed are not a replacement for cleaning.
- Surface dirt and grime cannot be disinfected. so the first step in any enhanced cleaning program should be cleaning visible spots.
- General purpose cleaner inventory will be reduced and replaced by additional disinfectant.
- See more of information on cleaning and disinfecting details under event cleaning section.

Emerging Pathogens Claims

Enhanced cleaners and disinfectants utilizing the EPA's emerging pathogens rating on labels are used in the facility to ensure we are utilizing the most effective chemicals on the market to best protect guests against the widest category of pathogens.

- EPA list N includes chemicals that are effective against SARS-CoV-2, however they may not have the Emerging Pathogen.
- Emerging Pathogen Claim includes a kill claim for the pathogens that newly appeared in a population or have existed, but are rapidly increasing in incidents or geographic range and are often harder to kill.
- Selecting a disinfectant with this claim ensures you are using the most effective chemical on the market to best protect guests from the widest catalog of pathogens.

Physical Equipment

Cleaning and disinfectant teams are supplied with individual janitorial station carts, including disposable materials for single use.

Industrial Grade Scrubbing Machines

LACC utilizes industrial powered machines to sanitize and scrub exhibit hall floors. The M30 Ride-On Sweeper-Scrubber and Tennant T12 Ride-On Floor Scrubber machines deliver exceptional sweeping and scrubbing technology and is used to clean exhibit hall floors after every event. These heavy-duty floor scrubbers are engineered with innovative features and substantial scrubbing power for heavy-duty, edge-to-edge cleaning in exhibit halls. The machine electrically infuses water with oxygen bubbles to create highly oxygenated water to attack and break down the dirt into small particles that is easily pulled away by the scrubber's pad –without the use of harsh cleaners.

Disinfectant Equipment (*continued*)

Electrostatic Sprayers

Spraying is performed contingent on event schedules before, during, and after events when public is not present.

- Must be a product registered with the EPA
- Both concentrated and ready-to-use are available
- Ensure proper training on disinfectant/dwell time is conducted with staff prior to use and required PPE is readily available
- Select disinfectant with a neutral pH to protect surfaces and finishes
- Disinfectant Examples: Morning Mist, Alpha HP, Virex Plus, Virex TB, Virex II 256, Crew NA, Oxivir Five 16, Oxivir 1RTU

Disinfectant Wipes

- Single use wet and dry wipes will be used in the process of high touch cleaning.
- Must be a product registered with the EPA
- Ensure proper training on disinfectant wipes/dwell time is conducted with staff prior to use and required PPE is readily available
- Best product available for disinfecting electronic equipment such as computer, keyboard, mouse, phone, printer, etc.
- Disinfectant Wipe Examples: Oxivir 1 Wipes, Oxivir TB Wipes, and hydroperoxide Clorox Wipes.

Event and Base Cleaning

Increased Cleaning Frequency (Non-Event/Base Cleaning)

Staff Training

- All staff will be trained on identifying and disinfecting high touch surfaces in every area of the venue with pictures posted in the supervisor office. Additional refresher training for existing staff will be conducted quarterly, with all trainings documented and filed in the housekeeping office. Trainings include:
 - COVID-19 education, prevention, and symptoms
 - Physical distancing
 - Face coverings/shields
 - Washing hands
 - Cough and sneezing etiquette
 - Sanitation procedures

Meeting Rooms, Medical Rooms, and Gym

- At a minimum, spray down and wipe down after use. Wipe downs to include doors, lighting controls, and other touchable surfaces.
- Please see appendix for more high touch area wipe downs

Entrances

- All entrances to the venue will be emphasized for disinfecting high traffic touch points
- The main staff and employee entrances will be disinfected on a routine basis. This includes all door handles, lighting controls and touchable surfaces.
- Please see appendix for more high touch area wipe downs.

Break Rooms, Kitchenettes, and Restrooms

- These areas will be put on a schedule for disinfecting during the DAYTIME. This includes electro spray usage, wipe down of all touchable surfaces, lighting controls, and handles.
- Please see appendix for more high touch area wipe downs

Furniture

- All furniture will be reorganized or removed to encourage physical distancing for attendees and employees.
 - Tables and chairs
 - Rails and stanchions
- All trashcans will be cleaned and washed.

First Aid rooms, Employee Break Rooms, Employee locker rooms, Event Security Offices

- All floors to be swept and mopped with a disinfectant detergent solution.
- All restrooms, shall be thoroughly cleaned and sanitized, including all toilets, urinals, sinks, mirrors, and counters.
- Please see appendix for more high touch area wipe downs

Timekeeping Devices

- Staff will be instructed to disinfect the timekeeping devices before and after use
- Disinfectant will be stationed by the device with signage posted.

Increased Cleaning Frequency (Non-Event/Base Cleaning) – (continued)

Other Areas

- All cleaning and disinfecting include areas such as:
 - Compass Café
 - Trade Winds
 - West Tower Lobby
 - Vending machine room
 - Business Center furniture
 - Hallway furniture
 - LATCB Booths

Increased Cleaning Frequency (Pre-Event)

Employee Check-In

- Physical Distancing: Shifts will be staggered in 15-minute intervals to prevent large crowds of staff from arriving at the same time
- Building Cleaning ABM Questionnaire: Provided questions will be asked to employees prior to the start of an employee's shift.
 - Have you sanitized your hands upon entry?
 - Do you have any of the following symptoms? (cough, shortness of breath, fever, chills, muscle pain, sore throat, vomiting, loss of taste or smell)
 - Have you worked in another facility recently with a known COVID-19 case?
- PPE Distribution: Staff will receive either a disposable mask or assigned their own towels, mask and gloves, depending on their assigned task.

Pre-Event Cleaning

- Prior to event, a disinfecting crew will focus on final cleaning of public facing spaces occupied such as meeting rooms, restrooms and entrances.
- In order to minimize guest interaction with high touch surfaces, restroom doors will be propped open wherever possible

Increased Cleaning Frequency (Event)

In an effort to disinfect and sanitize the venue throughout an event we will employ additional team members to act as restrooms porters that will maintain and disinfect all high touch surfaces in the areas during the event.

Restroom Attendant Responsibilities

- All restrooms shall be thoroughly cleaned and sanitized.
- Restock all toilet tissue, facial tissue, soap, towels, seat covers, and sanitary napkin as necessary.
- Wipe all high frequency touch points, such as door handles, counters, mirrors, paper towel dispensers, RR faucet handles, bowl aisle handrails, among other surfaces.

Housekeeping Equipment Maintenance, Cleaning, and Sanitation

- All janitor carts will be sanitized at the start and end of each shift.
- All shared tools and equipment will be sanitized at the start and end of each shift.
- All mop heads, brushes and equipment used in restrooms are to be sanitized thoroughly with a peroxide cleaner daily and changed out with new equipment when necessary.
- Single use disposable towels/ and or wipes will be used to wipe down all touch points. In the event that reusable towels and cleaning cloths need to be used, they will be laundered in high temp following CDC guidelines, with peroxide based detergent.
- All used PPE will be disposed of in designated trash bins in back-of-house areas.

Event Cleaning

- Staff tasks and responsibilities will be reassigned to ensure that we always maintain and disinfect areas that are critical to maintain such as escalator handrails and public area surfaces.
- Additional staff will be uniformed, equipped with disinfectant and paper towels concentrating on high frequency touch points.
- Disinfecting logs, located at each restrooms and meeting rooms, will be signed by each employee throughout the day.

Increased Cleaning Frequency (Post-Event)

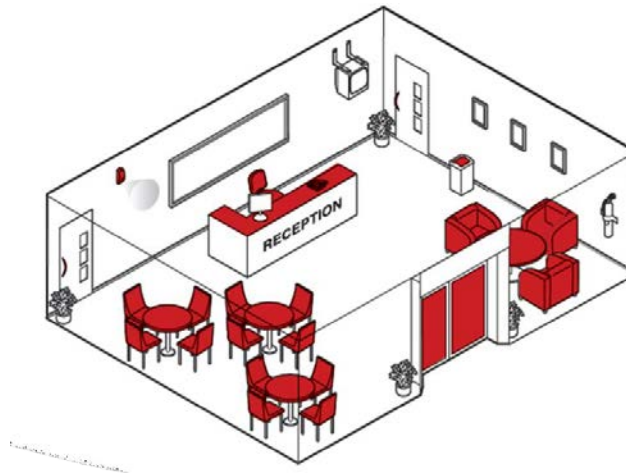
Post Cleaning

- Proper disinfection cannot occur without surfaces being cleaned and free of visual dirt/grime. Standard cleaning procedures must be completed.
- Disinfectant teams will disinfect after cleaning to ensure all surfaces and touch points are thoroughly disinfected.
- Spray bottles will be used in restrooms, entrances, and meeting rooms.
- After the seating bowl is cleaned, a crew will follow behind with sprayers to mist disinfectant over seat.

Appendix

High Touch Surfaces

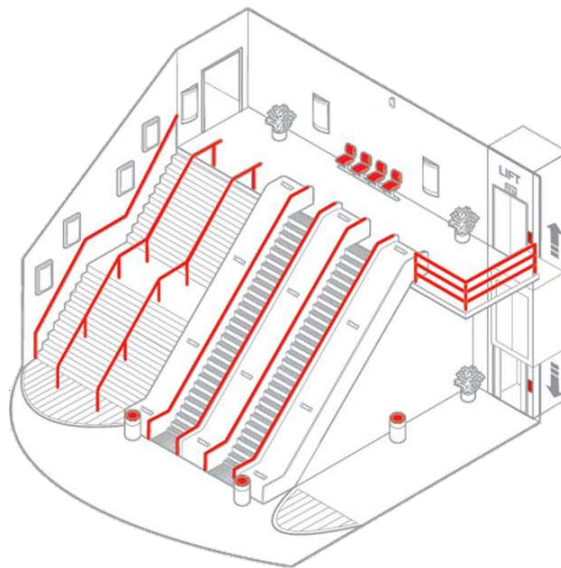
Public Areas, Reception and Lobbies



Touchpoints:

-  door handles
-  switches
-  dispensers (loaded, in good order, clean)
-  table tops / reception surface
-  telephone
-  water fountain
-  armrests

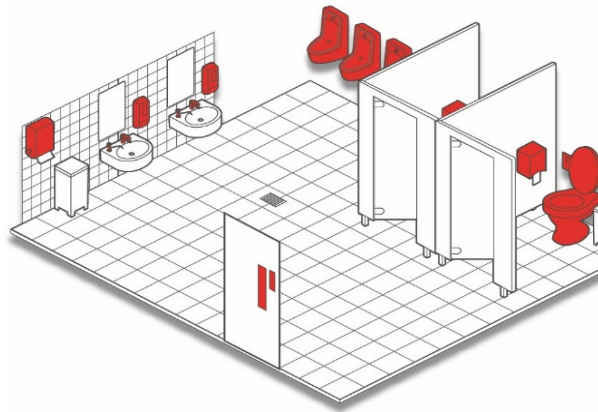
Lifts, Stairs and Escalators



Touchpoints:

-  door handles
-  switches
-  dispensers (loaded, in good order, clean)
-  table tops / reception surface
-  telephone
-  water fountain
-  armrests

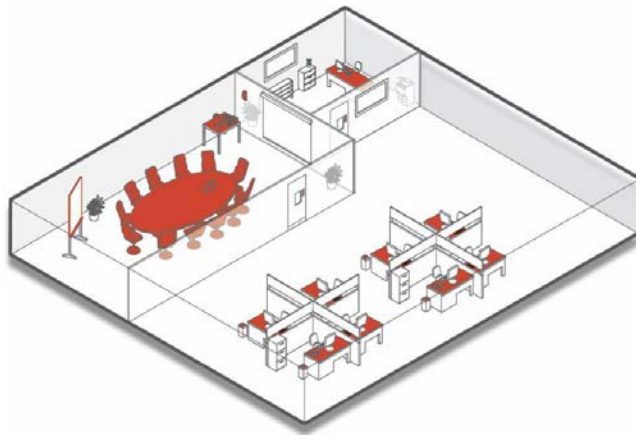
Restrooms




Touchpoints:

-  door handles
-  switches
-  dispensers, paper towel holders
-  bathroom handles, toilet flush, shower control, taps
-  toilet seats, splash walls

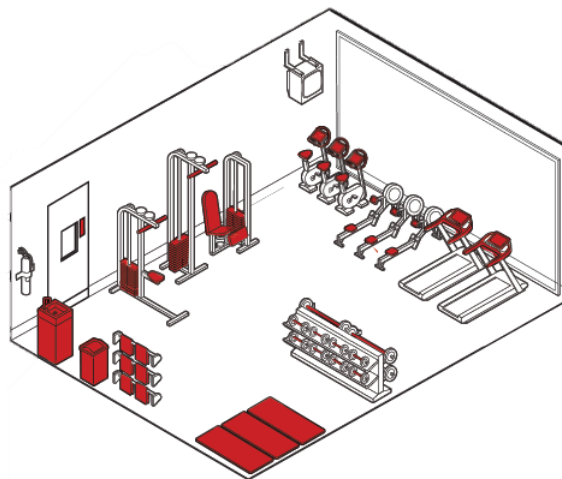
Offices and Conference Areas



Touchpoints:

-  telephones
-  desks
-  switches
-  door handles
-  metal surfaces
-  chairs
-  table tops

Gym (The Cave)



Touchpoints:

-  hard surface benches / chairs
-  athletic equipment



Los Angeles

CONVENTION
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Managed By **ACM**
GROUP



EXHIBIT HALLS

EXHIBIT B

SPACE SPECIFICATIONS: PHYSICAL DISTANCING CAPACITIES

Los Angeles

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Updated: 10.01.20

AV & PRODUCTION: Physical distancing capacities are set to max wherever possible as allowed by fire code requirements.

These capacities does include production (AV) or technical elements - capacities subject to change

PUBLIC HEALTH PROTOCOLS: Capacities noted are based on seat placement adhering to current public health distancing guidelines.

It is important to note that capacities are subject to change based on mandated public health guidelines at the time of the event. This may include, but not limited to, one-way ingress and egress routes, sanitation station placements, wider aisles and limited capacities due to health orders.

In all cases, room set-up must also comply with local fire code.

EXHIBIT HALL	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET
West Hall					
A	342 x 363	147,506	2,134	N/A	1,799
B	342 x 194	63,619	1,156	N/A	902
AB Combined	342 x 557	210,685	3,323	N/A	2,792
Petree Hall					
C	83 x 114	9,462	182	182	122
D	111 x 114	11,926	233	189	168
CD Combined	194 x 112	21,557	411	365	284
Concourse Hall					
150A or C, 153A or C	40 x 33	1,320	80	22	20
150B or 153B	40 x 42	1,680	32	32	29
150AB or 150BC / 153AB or 153BC	40 x 75	3,000	57	52	47
150ABC or 153ABC	40 x 109	4,360	80	72	50
151 or 152	74 x 117	8,658	172	172	137
151 & 152	148 x 117	17,316	317	338	242
Concourse E (150 & 151 combined)	115 x 109/117	13,123	267	220	194
Concourse F (152 & 153 combined)	115 x 109/117	13,123	267	220	194
Concourse EF (150, 151, 152, 153 combined)	230 x 109/117	26,342	527	466	410
South Hall					
G	300 x 360	96,660	1,495	N/A	1,140
H	180 x 360/460	76,785	N/A	N/A	N/A
J	180 x 360/460	76,785	N/A	N/A	N/A
K	300 x 360	96,660	1,495	N/A	1,140
GH combined	480 x 360/460	173,445	2,531	N/A	1,923
HJ combined	360 x 360/460	153,570	2,300	N/A	1,617
JK combined	480 x 360/460	173,445	2,531	N/A	1,923
GHJ/HJK combined	600 x 360/460	250,230	3,771	N/A	3,138
GHJK combined	940 x 360/460	346,890	5,134	N/A	3,999

*Capacities subject to change based on staging and audio-visual. • **25' Soffit • ***15' Soffit •

(a) Classroom tables are 8'x18" • (b) Banquet tables are 66"DIA

N/A: Certain rooms have not been designated capacity by the Fire Marshal due to unique features in the space.

Set-up and capacities in these rooms will be reviewed on case-by-case basis by the Fire Marshal.

MEETING ROOMS

EXHIBIT B

SPACE SPECIFICATIONS: PHYSICAL DISTANCING CAPACITIES



Updated: 10.01.20

AV & PRODUCTION: Physical distancing capacities are set to max wherever possible as allowed by fire code requirements.

These capacities do not include production (AV) or technical elements - capacities subject to change.

PUBLIC HEALTH PROTOCOLS: Capacities noted are based on seat placement adhering to current public health distancing guidelines.

It is important to note that capacities are subject to change based on mandated public health guidelines at the time of the event. This may include, but not limited to, one-way ingress and egress routes, sanitation station placements, wider aisles and limited capacities due to health orders.

In all cases, room set-up must also comply with local fire code.

MEETING ROOM	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET
300 Meeting Rooms					
301 A	46 x 28	1,288	22	25	20
301 B	46 x 29	1,334	22	25	20
301 AB	46 x 58	2,668	47	50	38
302 (Show Office)	46 x 19	874	Max (14) conference seating with physical distancing		
303 A or B	46 x 28	1,288	22	25	20
303 AB	46 x 57	2,622	47	50	38
304 A, B, or C	46 x 29	1,334	22	25	20
304 AB or BC	46 x 59	2,714	56	50	38
304 ABC	46 x 89	4,094	72	74	56
305 (Show Office or Meeting Room)	46 x 29	1,334	22	25	20
306 A or B	46 x 28	1,288	22	25	20
306 AB	46 x 57	2,622	47	50	38
307 (Show Office)	46 x 19	874	Max (14) conference seating with physical distancing		
308 A	46 x 29	1,334	26	25	20
308 B	46 x 28	1,288	22	25	20
308 AB	46 x 58	2,668	47	50	36
309	35 x 57	1,995	37	36	29
400 Meeting Rooms					
401	37 x 23	851	12	8	9
402 A or B	37 x 41	1,517	30	20	18
402 AB	37 x 82	3,034	65	40	45
403 A	53 x 82	4,346	87	63	45
403 B	50 x 82	4,100	87	63	45
403 AB	103 x 82	8,446	178	135	105
404 A or B	41 x 41	1,681	30	20	18
404 AB	41 x 82	3,362	65	40	45
405	41 x 40	1,640	30	20	18
406 A or B	41 x 41	1,681	30	20	18
406 AB	41 x 82	3,362	65	40	45
407	41 x 40	1,640	30	20	18
408 A or B	52 x 82	4,264	87	63	45
408 AB	104 x 82	8,528	178	135	105
409 A or B	41 x 41	1,681	30	20	18
409 AB	41 x 82	3,362	65	40	45
410	41 x 40	1,640	30	20	18
411 (Theatre)		3,940	(170) fixed seating with physical distancing		
500 Meeting Rooms					
501 A or B or C	41 x 28	1,148	21	13	13
501 AB or BC	57 x 41	2,337	43	43	37
501 ABC	87 x 40	3,480	73	67	55
502 A or B	86 x 55	4,730	97	85	73
502 AB	84 x 110	9,240	209	193	145
503	57 x 42	2,394	43	42	37
504	45 x 27	1,215	16	16	10

MEETING ROOMS

SPACE SPECIFICATIONS: PHYSICAL DISTANCING CAPACITIES

Los Angeles

CONVENTION
CENTER



Updated: 10.01.20

AV & PRODUCTION: Physical distancing capacities are set to max wherever possible as allowed by fire code requirements.

These capacities do not include production (AV) or technical elements - capacities subject to change.

PUBLIC HEALTH PROTOCOLS: Capacities noted are based on seat placement adhering to current public health distancing guidelines.

It is important to note that capacities are subject to change based on mandated public health guidelines at the time of the event. This may include, but not limited to, one-way ingress and egress routes, sanitation station placements, wider aisles and limited capacities due to health orders.

In all cases, room set-up must also comply with local fire code.

MEETING ROOM	DIMENSIONS	SQUARE FEET	THEATER	CLASSROOM	BANQUET
505	45 x 27	1,215	16	16	10
506	45 x 27	1,215	16	16	10
507	41 x 31	1,213	19	19	13
508 A (Lounge)	27 x 31	837	Max (14) conference seating with physical distancing		
508 B or C (Boardroom)	15 x 28	420	Max (7) conference seating with physical distancing		
509 A (Show Office)	12 x 15	180	Max (2) reception desk seating with physical distancing		
509 B (Show Office)	55 x 16	880	Max (14) conference seating with physical distancing		
509 C (Show Office)	27 x 15	405	Max (7) exisiting boardroom seating with social distancing		
510	45 x 27	1,170	16	16	10
511 A or B	42 x 28	1,176	13	10	7
511 C	42 x 28	1,176	13	10	7
511 AB or BC	57 x 42	2,394	29	29	25
511 ABC	86 x 40	3,440	49	49	37
512	45 x 27	1,215	16	16	10
513	42 x 27	1,134	16	16	10
514	42 x 27	1,134	16	16	10
515 A or B	104 x 55	5,720	100	108	97
515 AB	102 x 110	11,220	223	241	149
516	23 x 14	322	6	4	4
517	22 x 14	308	6	4	4
518	57 x 42	2,394	43	41	37
519	24 x 15	360	6	4	4

(a) Classroom tables are 8'x18" • (b) Banquet tables are 66"DIA





Petree C

THEATER SEATING

Published Capacity: 1,010

Physical Distancing Capacity: 182

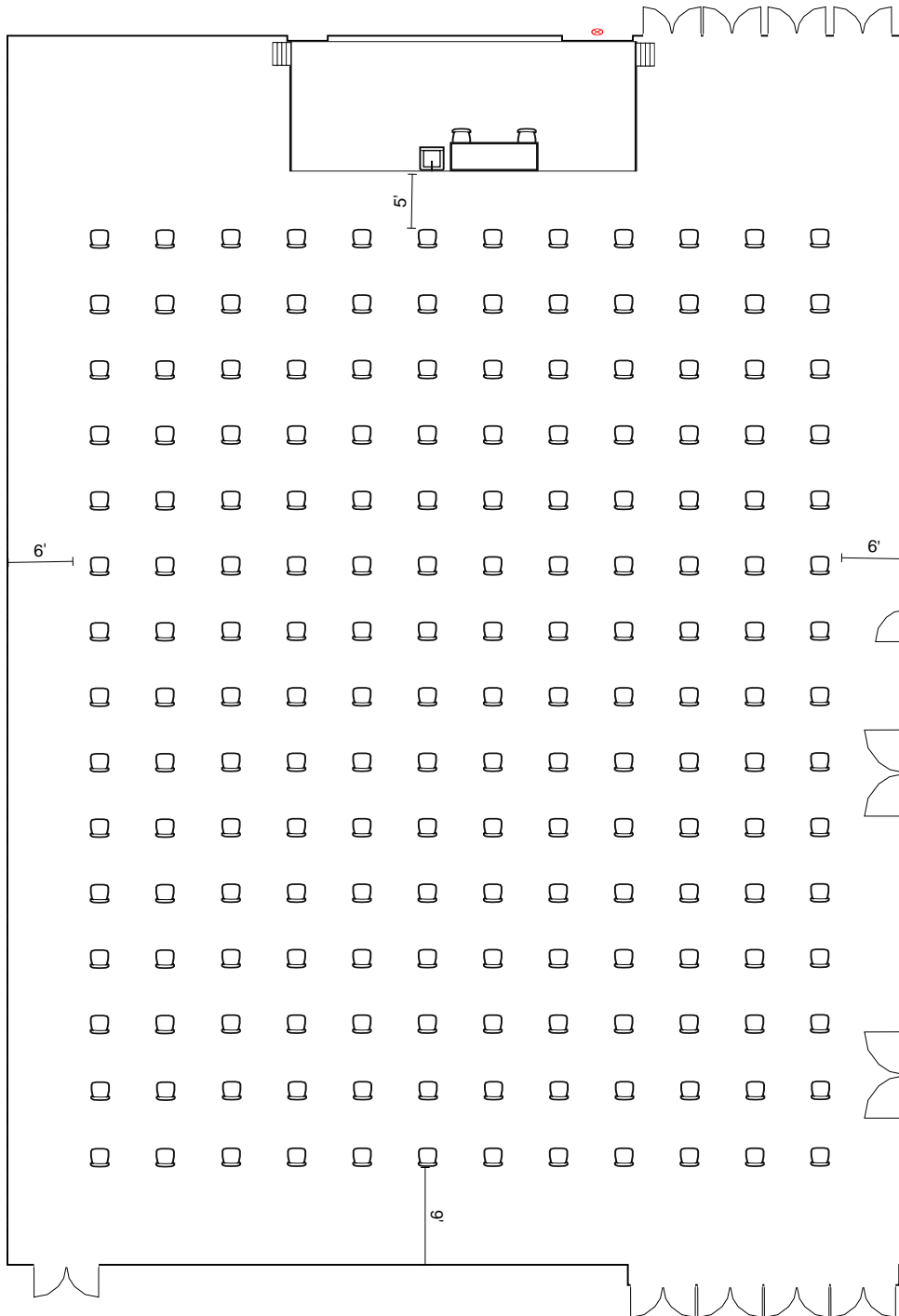


EXHIBIT C

THEATER SEATING

Published Capacity: 22,870

Physical Distancing Capacity: 5,134

South Exhibit Hall

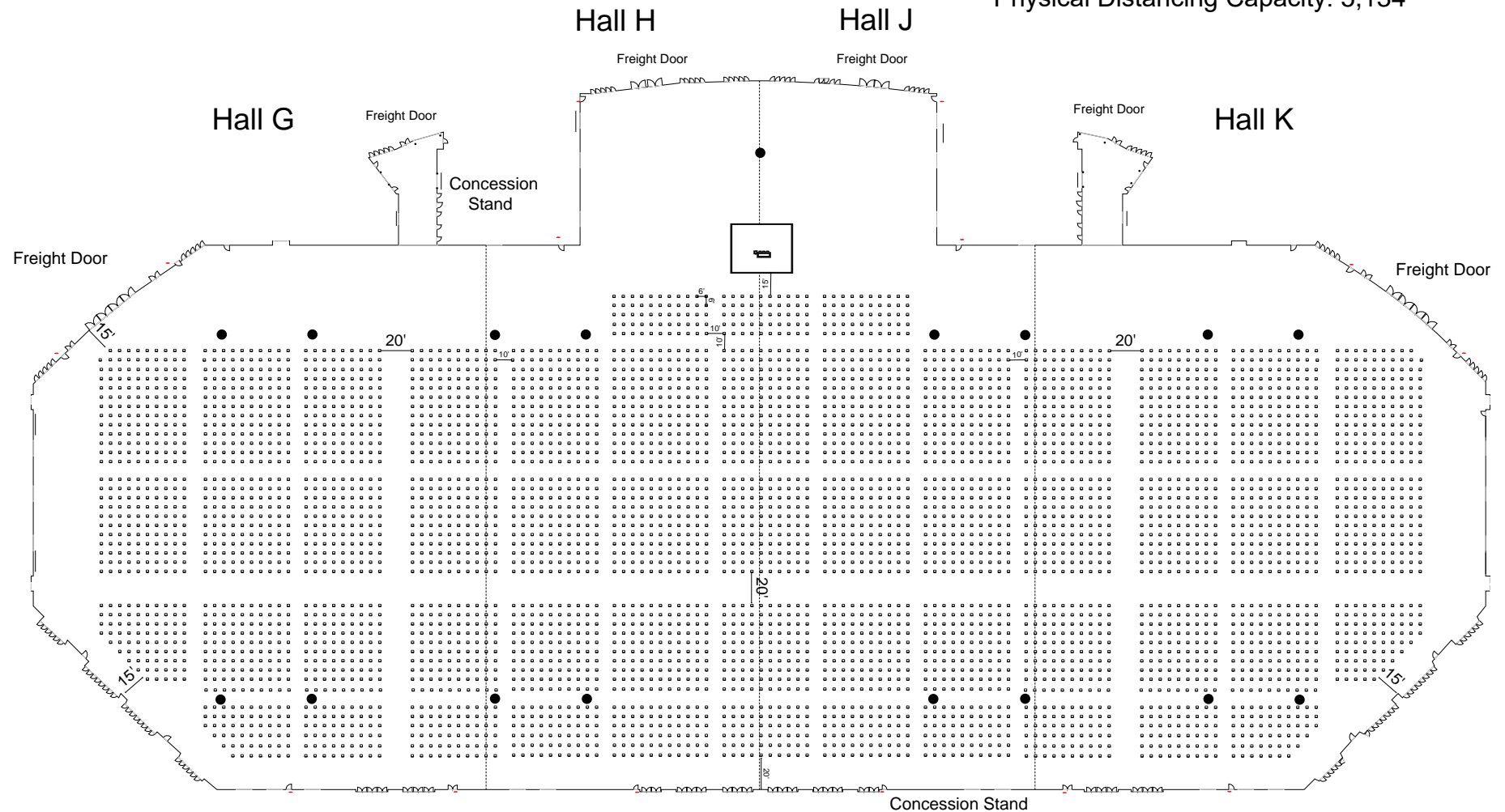




EXHIBIT C

CLASSROOM SEATING

Published Capacity: 160

Physical Distancing Capacity: 40

Meeting Room 409AB

409 B

409 A

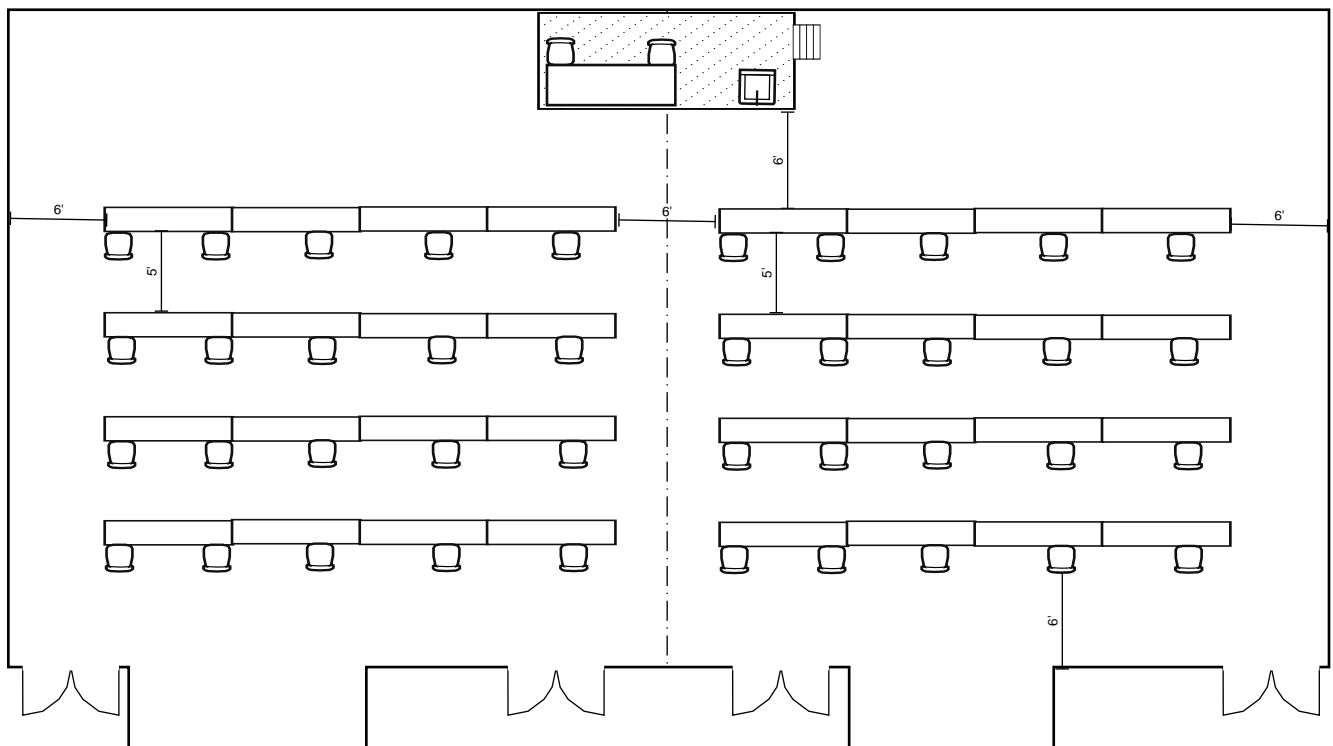




EXHIBIT C

CLASSROOM SEATING

Published Capacity: 720

Physical Distancing Capacity: 241

Meeting Room 515AB

515 B

515 A

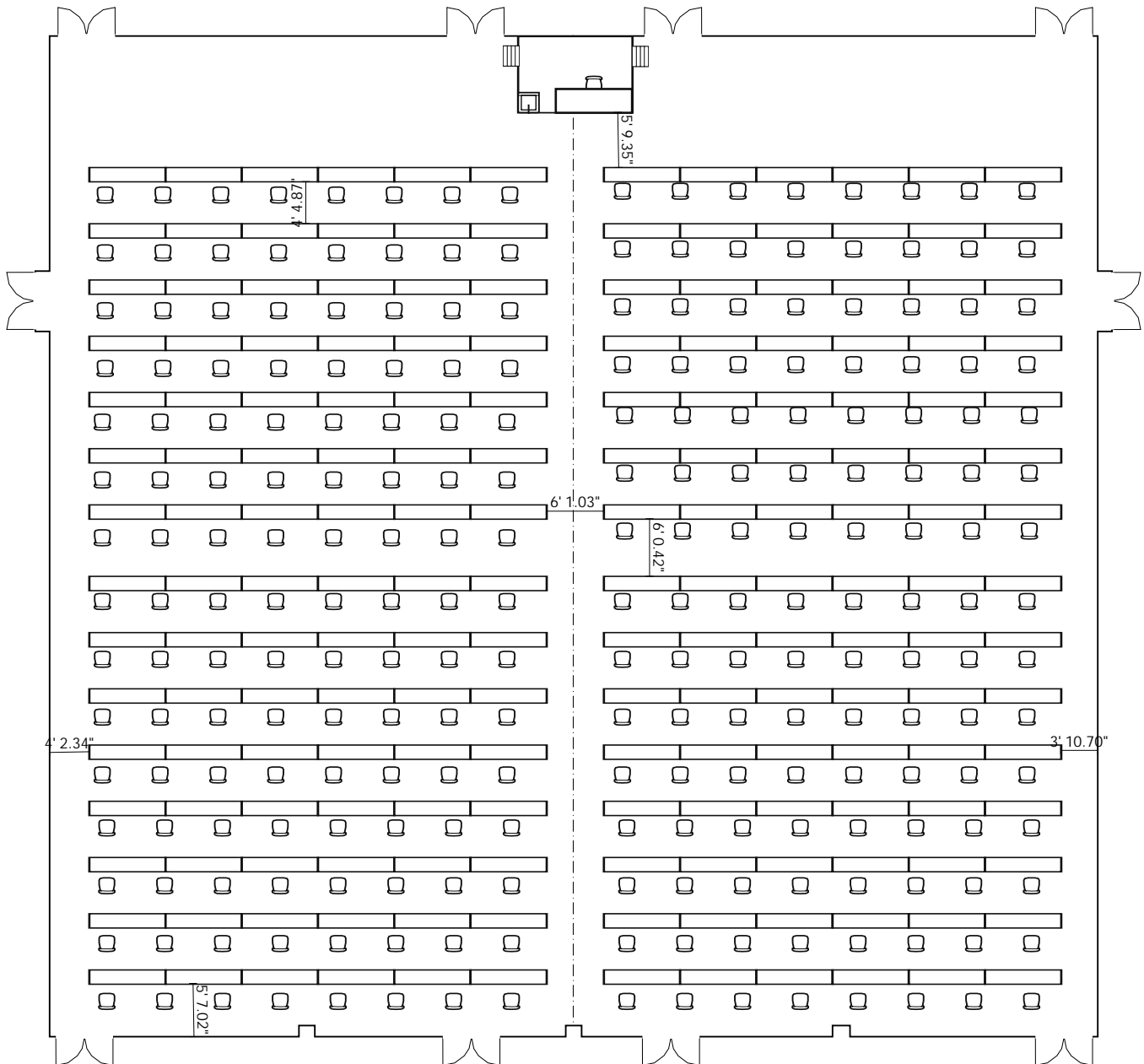




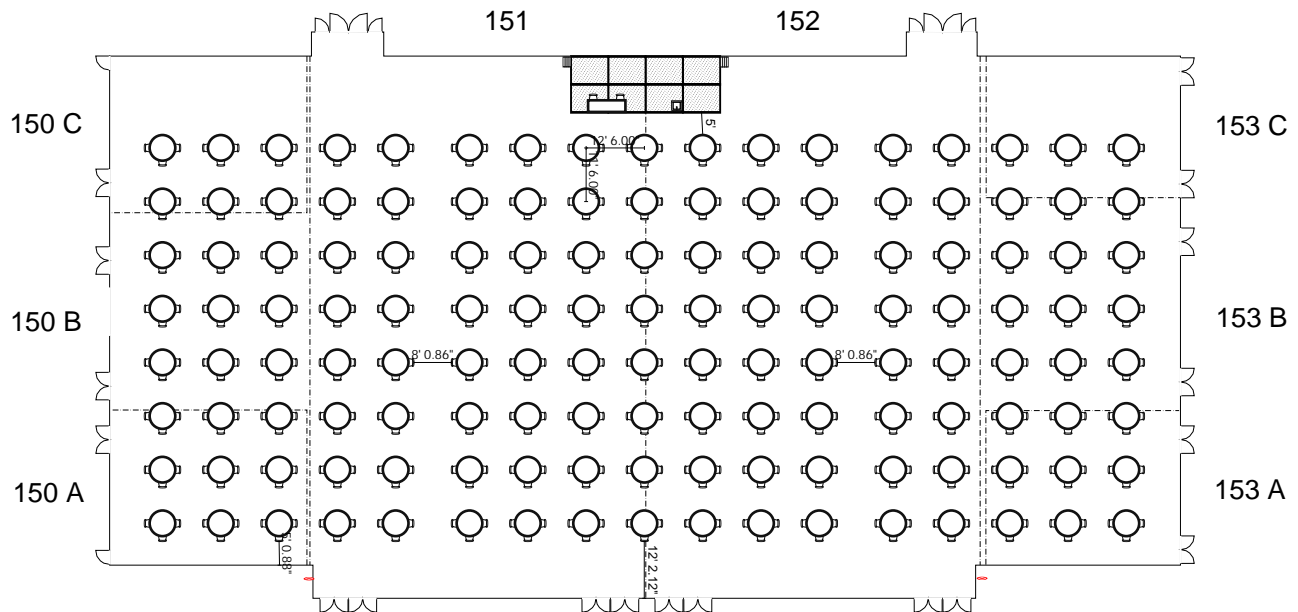
EXHIBIT C

BANQUET SEATING

Concourse Hall

Published Capacity: 2,700

Physical Distancing Capacity: 410



South Hall GH

EXHIBIT C

BANQUET SEATING

Published Capacity: 6,400

Physical Distancing Capacity: 1,923

Hall H

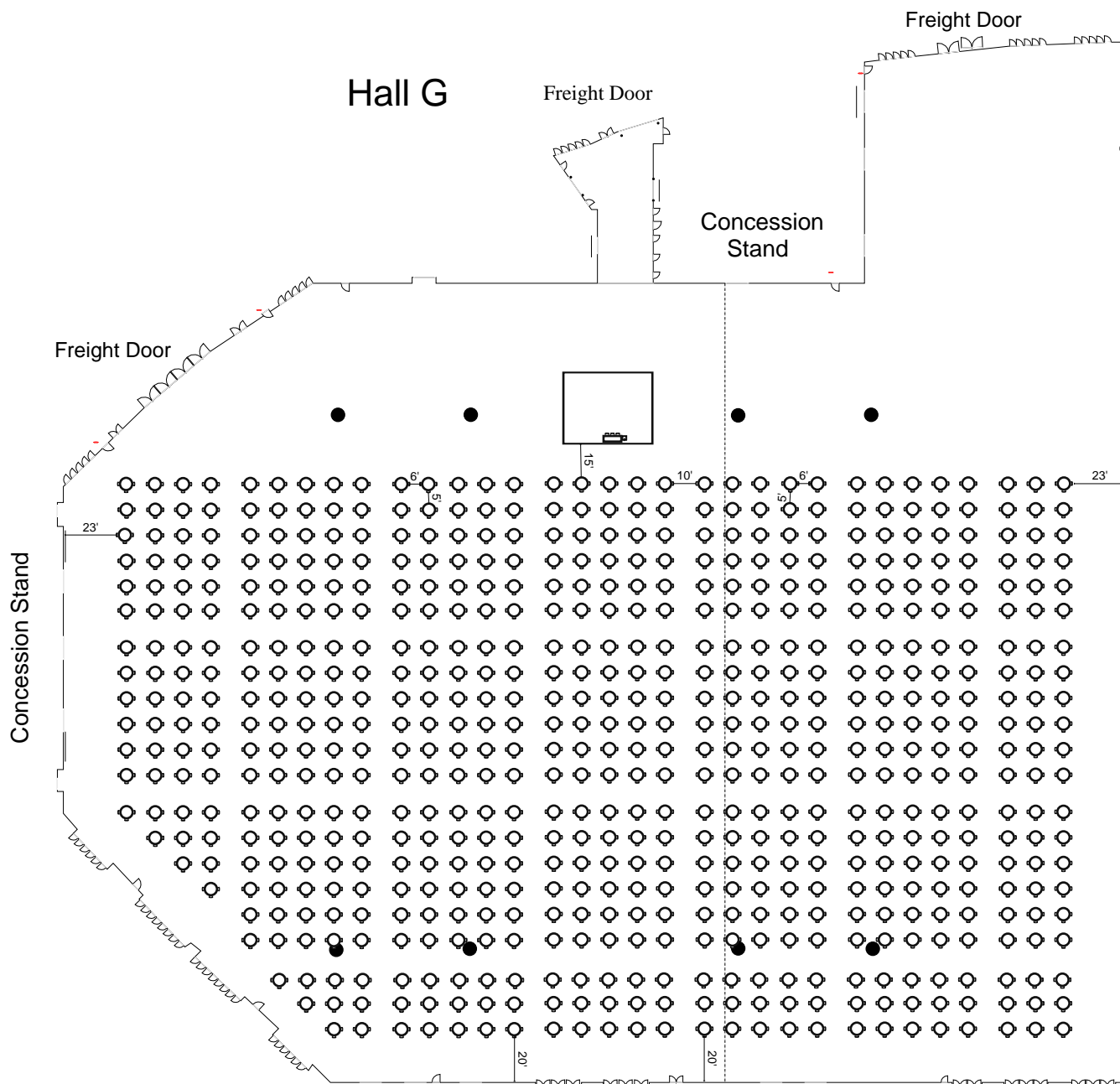


EXHIBIT C

HOLLOW SQUARE SEATING

Meeting Room 503

Published Capacity: 64

Physical Distancing Capacity: 25

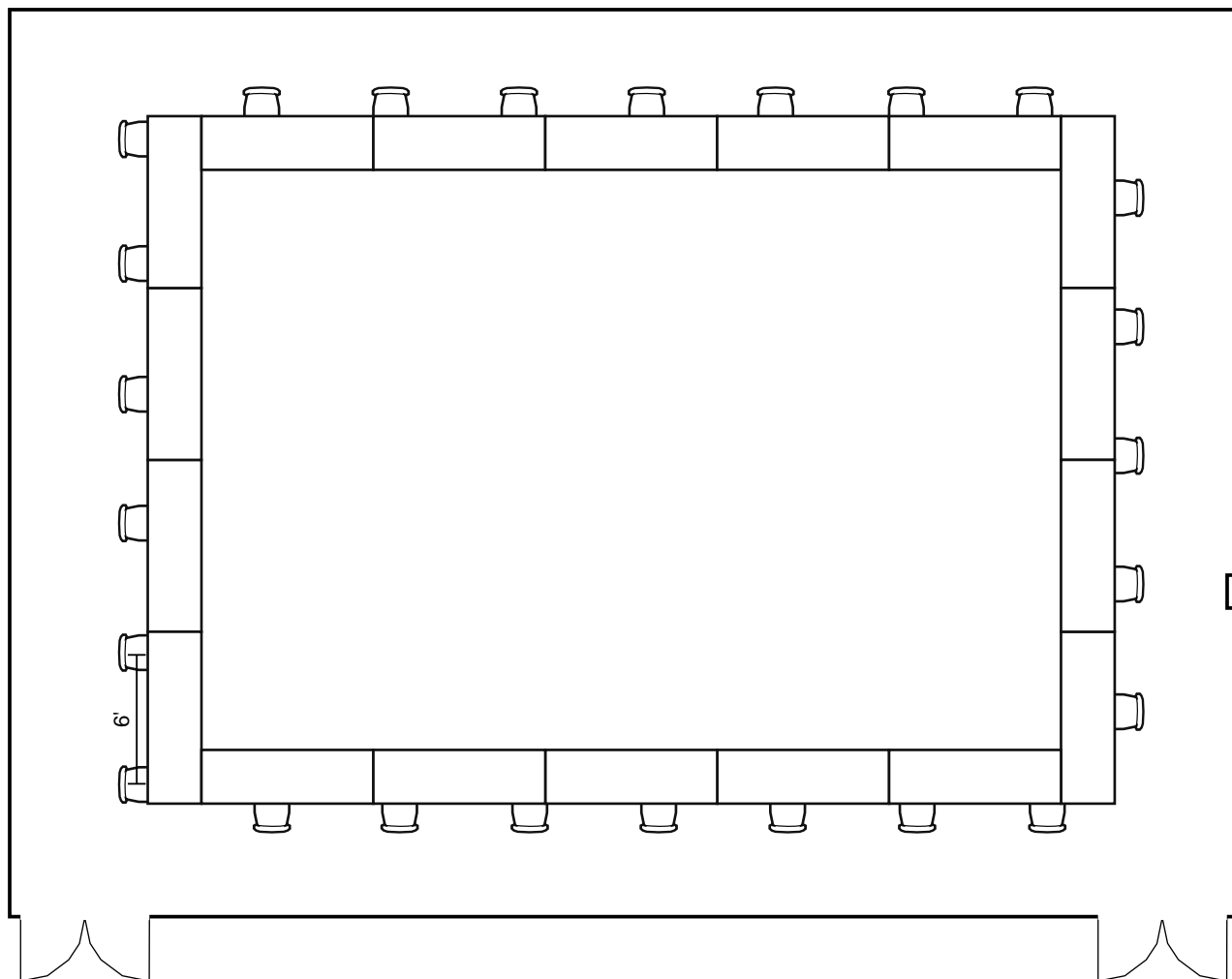




EXHIBIT C

CONFERENCE SEATING

Meeting Room 514

Published Capacity: 26

Physical Distancing Capacity: 10

