

## Message from the President

We are living through challenging and uncertain times, but one element remains constant: our commitment to the well-being of the Washington State Convention Center's (WSCC) clients, guests, and staff. To this end, the WSCC Safety First Overview provides general highlights of what we will do to maximize safety at our facility; it will be refined and updated as CDC, governmental and industry best practices evolve. Detailed operational procedures, under development by WSCC staff and service partners, will be available soon.

This Overview outlines the guidelines, precautionary measures, and requirements to be followed by all who enter the doors of WSCC. We trust this advance communication provides an opportunity to understand and adapt to our new operating environment, providing peace of mind. And, while there is no guarantee of an illness-free event, everyone must take responsibility to adhere to these reasonable health and safety measures. Together we will mitigate known risk factors for in-person events.

Clear communication is essential in understanding your event's specifications, goals, and challenges. Our expert team will help you adjust to today's reality, including physical distancing, audience engagement, catering modifications, remote access opportunities, or whatever keeps you up at night, so that you and your attendees can focus on your program content. In a nutshell, let us know what you need. Feel free to contact your WSCC Event Manager or email me at [jeff.blosser@wsc.com](mailto:jeff.blosser@wsc.com).

Thank you for your continued partnership and we look forward to seeing you soon!



Jeff Blosser  
PRESIDENT/CEO



## Safety First General Principles

1. WSCC adheres to applicable COVID-19 guidelines and requirements as determined by the City of Seattle, King County, Washington State, and Centers for Disease Control and Prevention.
2. We will remain flexible to adjust standards and protocols as new information becomes available.
3. WSCC's staff and in-house service partners (LMG, Edlen, Smart City and Aramark) will work closely with show organizers to ensure the objectives of the program can be met in a safe and comfortable environment.
4. Everyone, from WSCC staff and in-house service partners to event management, event contractors and event attendees, plays a part in maintaining a healthy environment.



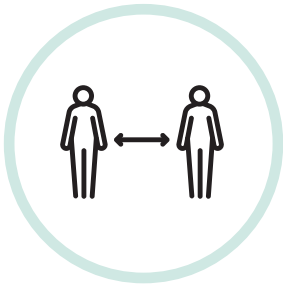
## Cleaning, Disinfecting, and Infectious Disease Prevention

- WSCC is pursuing the Global Biorisk Advisory Council (GBAC) STAR™ accreditation. GBAC, a division of the worldwide cleaning association ISSA, was created specifically to deal with pandemics such as we are experiencing today with absolute effectiveness and integrity.
- Frequent cleaning and disinfecting routines are followed during event hours, and deep cleaning and disinfecting will take place between event days and events, with a focus on restrooms and high-touch areas.
- Cleaning products utilized consist of those on the Environmental Protection Agency (EPA)-approved list for use against COVID-19 and other infectious agents.
- Courtesy notepads and pens will no longer be provided by WSCC.



## Event Access and Flow

- Directional hallways and passageways have been established for foot traffic, and separate routes will be designated for entry and exit into the building, meeting rooms, and other shared spaces where possible.
- Advance registration of meeting attendees and distribution of badges or event credentials is strongly encouraged.
- Advance health screening of meeting attendees is strongly encouraged.
- Public (non-event) access to the building is restricted.
- Everyone is to wear a mask upon entry to the building.



## Physical Distancing

- Room sets can be arranged to achieve recommended physical distance between attendees, and to not exceed Fire Marshal-mandated occupancy limitations.
- WSCC will work with show management to develop physical distancing plans and administrative controls, e.g., breaks between sessions and schedule adjustments, to minimize congestion for ingress and egress, registration (if on property), and any other special needs.
- WSCC will work with show management and contractors to modify layout requirements for trade show and exhibit components.
- The number of individuals riding in elevators may be limited, with priority given to ADA patrons (where appropriate); others will be encouraged to use escalators and stairs.
- Move-in and move-out operations will be reviewed and modified as needed.
- Public seating areas are modified and/or removed.



## Personal Protective Equipment and Personal Hygiene

- All staff and event attendees are required to wear face coverings while in and around the facility, including sidewalks while queueing, Ellis Plaza and garages. Attendee masks will be provided by show management or attendees may provide their own.
- Hand sanitizer stations are provided near building entrances and areas such as accesses to meeting rooms, lobbies, and escalator/elevator landings. Touch-free dispensers are used when possible and a schedule established for ensuring they are filled.



## Food and Beverage

- Per-table dining capacity is limited.
- Longer and/or assigned meal times for attendees.
- Suspension of self-serve buffet style food service to be replaced by alternative service styles.
- Modified menu that offers more self-contained, grab-and-go meal/snack options.
- Consideration of packaged, sustainable utensils.
- Water fountains are turned off; modified water stations are available in each meeting space.



## Messaging

- Entrances, exits and directional pathways are clearly marked.
- Electronic and/or physical reminders regarding physical distancing and personal hygiene are displayed in the building.
- WSCC will assist in developing pre-event messages to inform attendees of health and distancing measures in advance of arrival.
- Emergency preparedness and response plans will be communicated for potential outbreaks while at the facility.
- The most current event-related requirements and cleaning and disinfection protocol will be available on the WSCC website at [www.wsc.com/safetyfirst](http://www.wsc.com/safetyfirst).

We assure you we will make every effort to maintain a healthy environment for your event, and we ask for your support. Each of us plays a role in healthy and safe operations.

*safety first*