

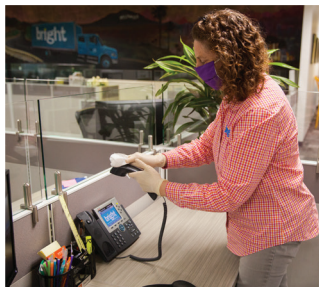


QUALITY
SERVICE
EXPERIENCE
INNOVATION

Chairs to China

Linens to Lighting

Tables to Tents



Health and Hygiene
Program



WELCOME TO BRIGHT EVENT RENTALS

Dear Bright Team Members, Clients, Event Professionals, and Industry Partners:

The past several months have seen our emotions go from the high of a great start to the year, to the low of Stay@Home orders and no events, to the confusion of what comes next, to the optimism of "we will figure this out!" It's now time to reinvent/reshape ourselves and what we do, so we can get back to the world of indelible experiences that we call special events. This is our "Why" at Bright and we will work hard to make this happen. We have had the great fortune to brainstorm, learn from, and share with each other as teammates, constituents, clients, and vendors over the past couple of months. Out of those interactions has come a series of steps, products, services, and ideas that will be the future of events. This remains incredibly dynamic and will clearly continue to evolve over the weeks, months, and years to come.

The following document is one step of many that Bright is taking in response to the new world we will be living and working in during and after the COVID19 pandemic. The safety of our team members, valued customers, industry partners, and event guests is the top priority of Bright Event Rentals. We have adopted these additional guidelines to promote healthy and hygienic practices within our organization. These guidelines were developed carefully and methodically, taking into consideration the guidance from the Centers for Disease Control and other health agencies. As the guidance from these groups is modified and changed, Bright will update and amend these policies and practices.

These policies are based on widely adopted and common-sense practices to keep our workspaces, event spaces, and equipment clean and sanitary. They are also designed to ensure our team members work in a safe and healthy environment, while minimizing exposure through the proper use of screening, personal protective equipment, hygiene, and physical distancing. Bright is posting this and views this as open source code. Please feel free to borrow for your own operations. We also welcome feedback, suggestions, and ideas. We are all in this together and getting it right is good for all of us.

Be safe, be healthy, be Bright!

Mike Bjornstad

President | CEO

TABLE OF CONTENTS

Section 1	Work Safe Guidelines
Section 2	Daily Employee Screenings
Section 3	Front Office Guidelines
Section 4	Warehouse Department Guidelines
Section 5	Field Operations & Fleet Guidelines
Section 6	Equipment Recovery Guidelines
Section 7	Presumptive Covid-19 Case Notification & Recovery Plan
Section 8	References & Resources

SECTION 1

Work Safe Guidelines

Bright has adopted the following guidelines at each of its facilities. They should be posted in English and Spanish at each entrance, break room, and time clock.

Each facility should be using a single point of entry for team members prior to the start of each shift. The entry point will include a screening process (See Section 2) to ensure symptomatic team members are not permitted to enter the facility or begin work.

If you are **SICK**
(fever, cough,
shortness of breath),
please **DO NOT**
enter this facility.

Work Safe Guidelines

Attention Team Members

FACE MASKS MUST BE WORN

- In all areas of the office, warehouse, and outdoors when physical distancing (6') is not possible
- If two or more team members occupy a Bright truck.
- At all work sites if more than 1 person is present.

WHEN ENTERING THE OFFICE OR WAREHOUSE

- After completing the screening process, WASH or SANITIZE your hands and wear your mask.
- Upon arrival: Use the provided sanitizing solution and towels to clean all door handles and light switches for restrooms, storage closets, break room, and front door. Time clocks, printers, copiers, and other shared office equipment should be sanitized as well.
- Leave commonly used doors propped open so we can move freely without touching anything.
- Change gloves and repeat the process for your keyboard, mouse, desk phone, and cell phone.
- Once this is complete, wash your hands for 30 seconds using soap and warm water.
- Visitors and delivery personnel should not be entering our office or warehouse until permitted by local health guidelines.

DURING THE DAY

- If you leave your work area, use the restroom, or go outside: wash your hands thoroughly upon reentry and clean your cell phone again.
- Try not to touch your face until your hands have been washed or you have used hand sanitizer.

WORKING IN THE WAREHOUSE

- Sanitize your work area and wear gloves while handling equipment or tools.
- Sanitize forklifts, pallet jacks, dollies, and other equipment prior to use.
- Wash your hands before and after breaks, lunch, or using the restroom.

WORKING IN THE FIELD & TRUCK SANITIZATION

- Sanitize all surfaces inside the truck cab before use. This includes door handles, hand holds, steering wheel, controls, keys, seats, and dashboard. Sanitize the lift gate controls, handrails, latch, and door handle. Follow the SOP for vehicle sanitization.
- Ensure all team members have proper cleaning supplies & PPE for making deliveries. This includes masks, gloves, eye protection, sanitizing solution, towels, and trash bags.
- Team members should wash or sanitize their hands before and after each stop.
- Wear gloves during each stop. Change gloves before each stop.

SECTION 2

Daily Employee Screenings

In accordance with health guidelines and practices adopted in other industries, Bright will conduct a daily health screening of each team member reporting to work. This process will check for symptoms of Covid-19 and include a temperature check. Any team member presenting symptoms or having a fever greater than 100.4 degrees, will not be permitted to enter the facility. The team member will be instructed to contact their doctor or a Covid-19 testing center for further evaluation. The team member will need to provide the results of this follow-up evaluation and that he/she is not Covid-19 positive before returning to work.

The results of the screening process are to remain confidential. Only designated screeners, local management team, and the human resources department will have access to these results. The results will be stored in a shared excel file document for easy access by authorized team members to aid in contact tracing if required.

Screening Area Requirements

Each location will determine practical location(s) to screen team members. Each screening location will need the following:

- Bright Screening Signage
- Private screening tent or screening area (see examples images below).
- Physical distancing markers for team members queuing to be screened.
- Stagger start times for team members to minimize queue length.
- A private area for secondary screening (if necessary).

Screening Tents Examples

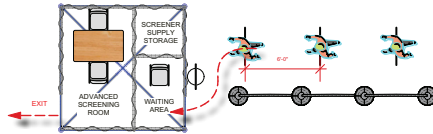
EXAMPLE STAFF ADDITIONAL SCREENING TENT

10' x 10' FRAME TENT ON 10' LEGS

PRIVATE SCREENING ROOM

STORAGE SPACE FOR SCREENING SUPPLIES

COVERED WAITING AREA FOR "NEXT IN LINE"



EXAMPLE STAFF SCREENING TENT

10' x 10' FRAME TENT ON 10' LEGS

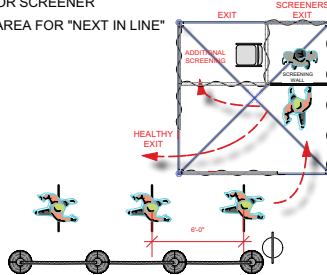
PRIVATE PRIMARY SCREENING POINT

PRIVATE SECONDARY SCREENING ROOM

SEPARATE EXITS FOR HEALTHY/UNHEALTHY

CLEAR PARTITION FOR SCREENER

COVERED WAITING AREA FOR "NEXT IN LINE"



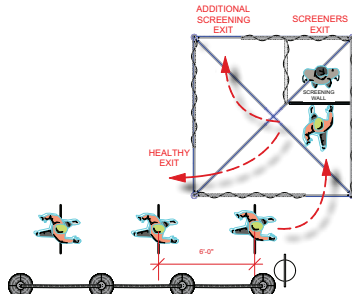
EXAMPLE STAFF SCREENING TENT

10' x 10' FRAME TENT ON 10' LEGS

PRIVATE PRIMARY SCREENING POINT

SEPARATE EXITS FOR HEALTHY/UNHEALTHY

CLEAR PARTITION FOR SCREENER



Health Screening Guidelines

The safety and health of our team members, customers, and visitors is extremely important at Bright Event Rentals.

- All team members & visitors must complete a daily health screening prior to the start of each shift or prior to entering any Bright showroom or facility.
- All team members arriving to work should be wearing a face mask and gloves.
- Follow existing Safe Work guidelines for sanitization of work areas and vehicles.
- Each location will set up a screening location all team members must use prior to starting their shift. Consider drive up screenings if space is limited.

The results of the screening process will remain confidential, however in the event any team member tests positive for COVID-19, Bright is obligated by law to notify the workforce of that positive test without revealing the identity of the infected team member.

- Screening location should include extra gloves, hand sanitizer, no-contact thermometers, and extra masks.
- Schedule start times to avoid crowding at the screening location.
- Maintain physical distancing at all times. Use tape or cones to indicate 6' spacing for 5 – 8 people in line at any one time.

COVID-19 SCREENING PROTOCOL

Screen everyone who enters facility, including:

- All team members before the start of each work shift.
- All visitors. Confirm if visitors are permitted into facility before screening.
- Screener and team member must wear PPE. Disposable gloves, face mask.
- Hand sanitizer must be available at screening location.

Use the screening log:

- Use the online screening form to record the person's name, screening question answers, temperature, and if a secondary screening is required.

Ask the following questions when you screen employees and visitors:

"YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:" (A client may state they haven't been to your facility before - In that event, ask them about "the last few weeks")

- Have you been in contact with anyone confirmed to have COVID-19?*
- Have you had a fever (100.4F/ 38C or higher), or a sense of having a fever?*
- Have you had a new cough that you cannot attribute to another health condition?*
- Have you had shortness of breath that you cannot attribute to another health condition?*
- Have you had a new sore throat that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*
- Have you had a recent loss of taste or smell that you cannot attribute to another health condition?*
- Using the No-Contact Thermometer, check the person's forehead temperature, record the results.*

*** If a team member or visitor answers YES to any of the screening questions or has a temperature above 100.4F/ 38C, instruct the person to move to an isolated area and conduct your local manager for a secondary screening. DO NOT permit entry until a secondary screening has been performed.**

If the team member or visitor successfully completes the screening:

- Use the provided temporary ID badges/wrist bands.
- Write the date of issue and screeners initials.
- Ensure the Bright Safe Work Guidelines have been reviewed.
- Ensure the team member has on all PPE prior to entering.

If the team member or visitor does not successfully complete the screening:

- Explain they cannot be permitted based on the symptoms they have presented.
- Instruct them to contact a local COVID-19 Testing center or their physician and schedule an appointment for a test..
- Team members sent for testing will need to contact the local manager once the results are complete, and if any additional actions were recommended by the testing center.

*** Screening results will be recorded in a confidential online form.**

SECTION 3

General Office Guidelines

This section applies to all office spaces including; sales office, showrooms, dispatch offices, break rooms, meeting rooms, and other office spaces in each of our facilities.

General Office Guidelines

Masks are to be worn when physical distancing is not possible. Examples of this would be: If a team member work location is adjacent to a walkway that is used frequently; masks should be worn by all team members using that area. If a team member has private/semi-private office space, the mask only needs to be worn when moving through the facility or if another team member enters the space.

Frequent hand washing and sanitizing is required throughout the workday per the Bright Work Safe Guidelines. This should be done anytime the team member leaves their workspace and uses another portion of the facility.

Hand Sanitizer (if available) should be provided at entrances, break rooms, outside of restrooms, in shared hallways, meeting rooms, and at the top and bottom of staircases.

Commonly used doors should be left open to minimize the need for physical contact. Use of a proper door stopper is required.

Personal Workspaces/Desks

Team members assigned a specific workstation or desk should adhere to the following guidelines.

- At the start of the workday, use an appropriate sanitizing solution to clean all desktop surfaces, drawer handles, computer equipment, phone equipment, and desktop office equipment like staplers, pens, etc.
- Do not share your personal supplies with other team members or visitors.
- Do not use other team members personal workstations, phones, computers, etc.
- Desks are to be configured so team members are not facing one another.
- Partitions must be installed when team members will be facing each other or are within 6' of one another.

Reception Desk

Although all visitors and team members will have completed the screening process prior to entry of the facility, the reception desk may have a clear vinyl or plexiglass barrier. If space permits, a mark should be placed on the floor 6' from the desk for visitors to interact with the receptionist.

Meeting Rooms/Conference Rooms

In-person meetings of 2 or more people should be kept to a minimum whenever possible. If these meetings must occur, the seating should be arranged to allow 6' of separation between attendees. Meetings should be conducted in a quick and expedient manner. Do not allow attendees to linger before or after the meeting without maintaining the appropriate physical distancing.

When using the meeting room:

- Meeting rooms should have their own supply of disinfectant and cleaning supplies including wipes, sprays gloves, and trash receptacles.
- All surfaces and equipment must be cleaned and disinfected with the appropriate solution. This includes tabletop, chairs, arm rests, computer equipment, light switch, counter tops, etc. This should occur before and after the meeting takes place.
- If a conference phone or computer is to be used in the meeting, only 1 team member will be permitted to use those devices during the meeting.

Break Rooms/Vending Machines/Kitchenette Areas

Break rooms & office kitchens are to be supplied with disinfectant wipes and other cleaning & sanitizing supplies (gloves, solutions, etc.). Users of these spaces must properly disinfect the surfaces they use before and after each use. Users of these spaces must also wash their hands before and after using shared appliances.

This will include:

- Break room tables & chairs
- Microwaves (controls & handles)
- Ice Cream machine (SB, SF & PD Only)
- Refrigerators
- Vending Machines
- Coffee Machines
- Sinks & Dishwashers

Break rooms will need to be reconfigured so that physical distancing can be maintained. The seating must ensure 6' separation between chairs and that no one is sitting across from another person. Seats can be arranged across from one another or closer together if partitions are used to delineate these spaces.

Masks should always be worn in these areas (passing through, preparing food, etc). The exception to this is when the team member is seated and in the act of eating or drinking. The mask is not required as long as physical distancing and/or the use of partitions are in effect.

Include signage for proper hand washing technique at sinks.

Some locations provide washable plates, glassware, and flatware to their team members. Environmentally friendly disposable products should be used in place of these items. This will expedite the time team members will spend in the break room and minimize the chance of exposure if not cleaned properly.

The use of shared condiments and other food items must be discontinued. Single serve condiments (salt, pepper, sugar, creamers, etc.) will be permitted.

Break times will need to be staggered due to the reduced capacity of the break-room. Additional space for breaks may be needed but must also adhere to the guidelines above.

Where possible, outdoor break spaces should be considered but must comply with appropriate physical distancing and cleaning requirements.

Showrooms

Team members working in showroom spaces must:

- Wear gloves and a mask before entering showroom to work.
- Any items touched while in the showroom must be segregated to a common table or waiter tray & stand for cleaning after the session is complete.
- Disinfect & clean all items handled while in the showroom.
- Once all items have been cleaned and put away (including the table or tray), remove and safely dispose the gloves.

When customers are permitted to visit our showrooms, the following guidelines will apply:

- Customers will need to follow the health screening process before entering the facility. No one is to be allowed into the facility that presents Covid-19 symptoms or has a fever.
- Customers should be advised of this policy before scheduling the showroom appointment. Masks are to be provided for use by our customers and should be worn while in the showroom or office spaces.

Showrooms (continued)

- Masks are to be provided for use by our customers and should be worn while in the showroom or office spaces.
- Gloves are to be provided for use by our customers but are not required.
- Hand sanitizer is to be provided in each showroom and should be used before and after visiting the showroom.
- Customer visits to the showroom must be supervised and will be permitted by appointment only.
- No more than one customer group (limit of 4 people per group) may visit the showroom at any one time.
- Any items touched while in the showroom must be segregated to a common table or waiter tray & stand for cleaning after the session is complete.
- Disinfect & clean all items handled while in the showroom.
- Once all items have been cleaned and put away (including the table or tray), remove and safely dispose the gloves.
- Appointment schedules and timing must be followed strictly and allow ample time to disinfect and clean the showroom between appointments. Customers arriving early for a showroom appointment may not enter the facility while another customer group is still in the showroom.
- Other measures may be required due to local health department guidelines.

Restrooms

Restrooms in each facility will be monitored and cleaned on a more frequent basis. A team member will be assigned the duties to regularly clean the restrooms. This range could vary from once a day to several times per day. Additional rest room guidelines are:

- If a restroom accommodates more than 1 person at a time, capacity must be reduced to ensure proper physical distancing. Closure of stalls or urinals may be required.
- Include signage for proper hand washing technique at sinks.
- Provide additional waste receptacles near doors and stalls so users can open doors with a paper towel and dispose of it properly after use.
- Where possible, a cleaning station equipped with disinfecting wipes, cleaning solution (diluted bleach & water), disposable paper towels, gloves, and waste receptacle are to be provided at restroom locations.

Routing & Planning Tables (Shared Workspaces)

Many of our Operations Centers and Dispatch Offices have a shared planning/routing table. If more than one dispatcher will be handling the printed routes for the day, the following guidelines are to be followed.

- At the start and end of each shift, all shared surfaces and tables are to be cleaned and sanitized.
- Face masks are to be worn when working at a shared planning/routing table.
- This applies even if only one person is working at that time.
- Hands should be washed / sanitized frequently throughout the day.
- Proper sanitizers, wipes, and cleaning solutions are to be provided in each operations center/dispatch office.

CAD Stations

Certain locations have in-house CAD Technicians. The practice of “sitting with” the CAD person will be discontinued. The same guidelines for the personal workspace/desk apply to the CAD station. If a team member wishes to have a meeting with the CAD technician, the same guidelines for meeting rooms will apply. Physical distancing and the use of masks will be required.

The use of an online meeting platform such as Zoom or MS Teams may be a more effective way to conduct these sessions. The participants can take turns sharing their screen as the layouts are being developed.

SECTION 4

Warehouse Guidelines

Will Call Station

The Will Call station should adhere to the following guidelines:

- Staffed by no more than one team member per shift.
- The pre-shift and end of shift guidelines for a personal workspace apply to the will call station.
- When interacting with a customer, will call attendants must wear a mask and gloves.
- Hand sanitizer and gloves are to be provided at each will call station for customers and team members use.
- Customers are required to load and unload all rental equipment from their vehicles. Team members are not permitted to go inside or touch the customer vehicles.
- Will call orders should be pre-packed and staged on a pallet or cart to minimize the amount of time a customer spends in the will-call area.
- Only 1 customer will be permitted in the will-call area at a time. Other customers will be instructed to wait in their vehicles until the area is clear.
- When paperwork is to be signed by the customer, the attendant will use a sanitizing wipe on the pen they offer the customer before and after the customers use.
- RETURNS: Returned items are to be stacked on a pallet or cart. They must be immediately tagged as a return (red shrink wrap or other process). All returns are to follow the Equipment Recovery Guidelines in Section 6.

Dish/ Linen/ Shop Operations

These departments require team members to operate a variety of machinery and tools to accomplish their daily tasks. Wherever possible, physical distancing is required in each department. The floor in these departments is to be marked at 6' intervals indicating where team members are to stand while working in these stations.

Other guidelines for these areas include:

- Gloves and masks are required for team members working in these areas in addition to other required PPE.
- Safety glasses are REQUIRED in dish room & laundry processing areas.
- Safety glasses must be worn when using chemicals, cleaners, or when other debris and liquid are possible when processing rental equipment.
- All machines, control panels, smooth surfaces, and tools are to be cleaned and sanitized at the start and end of each shift.
- Team members who leave the area for breaks, rest room use, etc. must wash and sanitize their hands prior to putting on new gloves when they return.
- Dollies, linen carts, and other material handling equipment must be cleaned and sanitized at the start and end of each shift.
- Hand tools and pens must not be shared wherever possible. Each team member will be assigned these items and sanitize them at the beginning of their shift as needed. If sharing of tools is required, they must be cleaned and sanitized before and after each team member uses them.
- Workstations located in a department are to be treated as a shared workspace and is covered by the guidelines for the planning/routing tables in Section 3.

Other Warehouse Operations

All other warehouse areas and departments are to be treated in line with comparable areas already mentioned in Section 3 & Section 4.

- Cleaning and disinfecting supplies must be available and easily accessible to all warehouse team members.
- Team members are required to frequently wash/sanitize their hands and utilize masks and gloves (as required by the task) while working in the warehouse.
- Dollies, carts, and material handling equipment must be cleaned before and after each use.
- Forklifts and powered lift equipment are to be cleaned and sanitized before and after each use. This includes handholds, seats, steering wheels, and controls.

DO NOT SHARE HARD HATS. Each team member needing a hard hat will be issued one as part of their required uniform.

SECTION 5

Field Operations & Fleet Guidelines

Field Operations Guidelines

Our field operations team members going on routes need to take extra precautions due to the nature of their work. A typical route will have them come in contact with several different customers over the course of the day. Repeated use of gloves and hand washing/sanitizing will be required to ensure a high level of hygienic practices.

Guidelines for the field operations team are:

- Wash/sanitize your hands before/after the route.
- Wear protective gloves at each stop.
- After each stop: carefully remove gloves turning them “outside-in” and place in a trash bag that is kept in the truck.
- This bag should be disposed at the end of the route.
- Wash or sanitize hands after each stop.

Fleet Hygiene Protocol

As always, the Bright fleet of trucks and other vehicles are an important part of showing our customers our attention to detail and cleanliness. This now include frequent sanitizing to ensure our team members stay safe and healthy while executing for our customers.

- Clean and disinfect each truck at the start of the day, the end of the day, and after each stop.
- Use Lysol or similar disinfectant spray. Bleach based cleaners or bleach diluted with water at 20 parts water to 1 part bleach can be used as well.
- Apply to all commonly touched surfaces inside and outside of the truck.

- This includes the steering wheel, door handles, hand holds, dashboard, seatbelts, liftgate controls, roll-up door handle & latch, and any other surface that is regularly touched by our team members.
- After the truck is returned to the shop and emptied out, the interior box sides and floor must be spray sanitized/disinfected.
- Proper PPE must be used during this process including gloves, mask, and eye protection.
- Each truck will be equipped with a hygiene kit that includes:
 - Disposable gloves (nitrile/latex/non-latex).
 - Antibacterial hand cleaner or soap.
 - Antibacterial/Alcohol based wipes (this may be currently difficult to find.).
 - Option: Antibacterial hand soap used without water.
 - Lysol/germ killing antiseptic cleaner.
 - Paper Towels.
 - Small plastic trash bag to collect used gloves, towels, and wipes during the day.

All should be available from our approved vendors such as Uline, Ecolab, Grainger, Amazon, or Costco

Other Field Operations Considerations

Field operations team members must adhere to similar guidelines as referenced above in regard to meal breaks, gas station visits, and rest room breaks.

- Wash/sanitize hands after each meal break, rest room break, or filling a vehicle at a gas station.
- Wear a mask and gloves whenever you visit any establishment during the course of daily activities.
- Change gloves after each visit and wash/sanitize your hands before and after wearing gloves.

SECTION 6

Recovery & Disinfecting of Rental Equipment Guidelines

Field Operations Guidelines

All Operations Team Members (Field Ops/Warehouse) Must wear all appropriate PPE:

- Long sleeve shirt/full length pant - strongly suggested.
- Disposable gloves (nitrile/latex) - change out periodically throughout shift, carefully turning inside out, disposing of properly, wash hands, reapply new.
- Protective eye wear (safety glasses/goggles/face shields) - wipe these down/clean periodically throughout shift. Must be worn when spraying.
- Wear proper face masks as required during the shift.
- Anti-bacterial hand cleaner/soap.
- Follow proper WHO and CDC hygiene suggestions - wash hands frequently, do not touch face, etc.

Field Ops Responsibilities:

- Use of proper PPE is required. Refer to Section 5.
- Disinfectant (spray or wipe) the following items in the field before handling/striking:
 - Tent legs
 - Drape pipe uprights
 - Stage step rails and guard rails
 - Hand trucks/dollies
- Carry 10-12 trash bags on your truck for disposing of used masks, rags, paper towels, wipes, disposable gloves, etc.
- Dispose of the used and tied up trash bags as soon as you return to the shop.

Linens:

- Put on the appropriate PPE as outlined above before starting work.
- Follow standard handling/cleaning procedures.
- Wash laundry and hanger return bags every time.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

Dish/Tabletop:

- Put on the appropriate PPE as outlined above before starting work.
- Follow standard handling/cleaning procedures.
- Ensure ALL glass racks, dish crates, flatware totes, chafer tubs, etc. go through the dish machines for cleaning and sterilization.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

Tenting:

- Put on the appropriate PPE as outlined above before starting work.
- Follow standard handling/cleaning procedures.
- Utilize the standard authorized tent cleaning products only.
 - Avoid bleach or bleach-based products!
- Field Ops will disinfect leg pipes in the field on pickups. The balance of pipes and parts should be fine provided PPE and proper handling habits are maintained by all.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

Kitchen Equipment:

- Put on the appropriate PPE as outlined above before starting work.
- Follow standard handling/cleaning procedures.
- Be sure to wipe down the entire unit with disinfectant.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

Chairs/Tables/Dance floor Sections Trim:

- Put on the appropriate PPE as outlined above before starting work.
- Spray and wipe with disinfectant first, then...
- Follow standard handling/cleaning procedures. (For dance floor, all trim should also be treated and cleaned.)
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

Turf:

- Put on the appropriate PPE as outlined above before starting work.
- Spray the turf with bleach diluted with water: 30-parts water and 1-part bleach. Use a misting type sprayer.
- Follow standard handling/cleaning procedures.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

Furniture:

- Put on the appropriate PPE as outlined above before starting work.
- Spray all fabric-based furniture with anti-bacterial spray (such as Febreze Professional if available) prior to cleaning.
- Follow standard handling/cleaning procedures.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

All other products:

- Put on the appropriate PPE as outlined above before starting work.
- Spray and wipe with disinfectant first, as needed.
- Follow standard handling/cleaning procedures.
- Empty the department trash cans more frequently than normal. Suggest 3-4 times per day.

SECTION 7

Presumptive Covid-19 Case Notification & Recovery Plan

If a team member reports testing positive for Covid-19, the following steps are to be taken:

- To the extent possible, while we are legally obligated to NOT share the health status of an individual team member with others, we are obligated to notify our workforce that a team member has tested positive for Covid-19 without disclosing the identity of the infected team member. This is to allow for proper contact tracing and other preventative measures to be taken.
- Advise the team member to follow the instructions of their health care provider.
- Determine if the team member reported for work during the previous 14 days.
 - If the team member did not report to work, no additional steps are needed.
 - If the team member did report to work, make a list of all team members that may have been exposed to the sick team member.
 - If the sick team member also worked off-site at a customer location, prepare a list of those contacts as well.
- Immediately contact the CEO & CFO of Bright Event Rentals and advise them of the sick team member and the others he may have been in contact with.

- The “exposed group” should be notified as soon as possible with the following information:
 - “A fellow team member recently tested positive for Covid-19. We have determined you may have been exposed to this person while working. In accordance with CDC guidelines, please contact your doctor or a Covid-19 testing site to determine if you should be tested and treated. Additionally, you will need to self-isolate for a period of 14 days or until you are cleared by a doctor to return to work.”
 - A similar message will need to be delivered to any customers or vendors that may have been in contact with the sick team member.
- The CEO, CFO, & local management team will review what areas of the facility and/or vehicles may need additional cleaning and disinfecting.
- Options to ensure these areas have been sanitized properly include:
 - Localized deep cleaning of affected areas with the standard solutions and methods.
 - Localized deep cleaning & sanitization by a 3rd party commercial provider of those services.
 - Full scale cleaning & sanitization of the entire facility by a 3rd party commercial provider of those services.

SECTION 8

References & Resources

- “Wynn Las Vegas Health & Disinfection Program,” Wynn Resorts, Version 2.5, May 9, 2020.
- “The San Luis Obispo County START Guide”, County of San Luis Obispo Public Health Department, updated May 5, 2020.
- “Health Officer Order NO. 2020-8.1”, County of Santa Barbara Health Department, Effective May 8, 2020.
- “Reopening Guidance for General Office Settings”, American Industrial Hygiene Society, Version 1, May 3, 2020.
- “Guidance for Daily COVID-19 Screening of Staff and Visitors”, Washington State Department of Health, updated April 30, 2020.
- “COVID-19 Guidance for the Package Delivery Workforce”, Occupational Safety and Health Administration, May 2020.
- “COVID-19 Guidance for the Manufacturing Industry Workforce”, Occupational Safety and Health Administration, May 2020.
- “Guidance on Preparing Workplaces for COVID-19”, Occupational Safety and Health Administration, March 2020.
- “Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19)”, Centers for Disease Control, May 2020.
- “The Event Safety Alliance Reopening Guide: For Event Professionals During the COVID-19 Pandemic”, Event Safety Alliance, Edited by Steven A. Adelman, May 2020.

Showrooms throughout CA & AZ

Northern California Showroom

San Francisco/Bay Area
145 Park Lane
Brisbane, CA 94005
415.570.0470
sales-sf@bright.com

St. Helena
115 Main Street
St. Helena, CA 94574
707.940.6060
sales-son@bright.com

Sonoma/Napa
22674 Broadway Suite A
Sonoma, CA 95476
707.940.6060
sales-son@bright.com

Healdsburg
139 Healdsburg Avenue
Healdsburg, CA 95448
707.940.6060
sales-son@bright.com

Southern California Showroom

Los Angeles
1640 West 190th Street
Los Angeles, CA 90501
310.202.0011
sales-la@bright.com

West Los Angeles
10531 West Pico Boulevard
Los Angeles, CA 90064
310.202.0011
sales-la@bright.com

Santa Barbara
1120 Mark Avenue
Carpinteria, CA 93013
805.566.3566
sales-sb@bright.com

Orange County
3101 South Harbour Boulevard
Santa Ana, CA 92704
714.540.6111
sales-oc@bright.com

San Diego
7069 Consolidated Way Suite 300
San Diego, CA 92121
858.496.9700
sales-sd@bright.com

Arizona Showroom

Phoenix
3103 East Broadway Road #400
Phoenix, AZ 85040
602.232.9900
sales-phx@bright.com

Palm Springs
72-009 Metroplex Drive
Thousand Palms, CA 92276
760.343.5110
sales-ps@bright.com



bright.com

Los Angeles • West Los Angeles • Santa Barbara • Orange County • San Diego
Palm Springs • San Francisco • Sonoma • Saint Helena • Healdsburg • Phoenix