

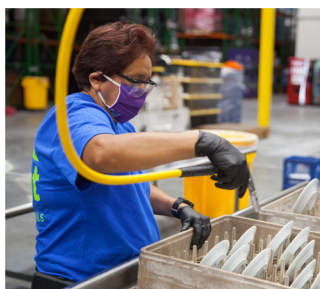
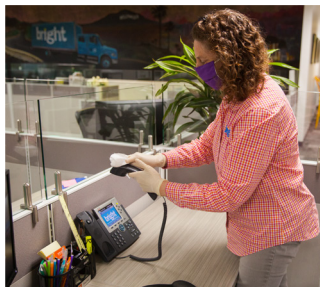


QUALITY
SERVICE
EXPERIENCE
INNOVATION

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

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SECTION 1

Work Safe Guidelines

When contacting an employee for their first day back at bright we will inform them of the new basic requirements they will need to bring and do on their first workday.

The facility has 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.

Basic Requirements:

Upon arrival team member will need to bring and wear a mask to keep on at all times.

All team members need to enter and be processed through the screening tent before entry to facility.

Always keep a social distance of 6'

No gatherings permitted

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.



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

Work Safe Guidelines

Attention Team Member

All team members and visitors must complete a health screening prior to entry each day.

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.
- When required by the Bright Health & Hygiene Program based on the task performed.

WHEN ENTERING THE OFFICE OR WAREHOUSE:

- After completing the screening process, wash or sanitize your hands and wear your mask. Wear gloves when you are engaged in cleaning and sanitizing.
- 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.
- Repeat the process for your keyboard, mouse, desk phone, and cell phone.
- Once this is complete, wash your hands for 20 seconds using soap and warm water.
- Visitors and delivery personnel should not be entering the offices 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 before and after each shift. Wear gloves when you are engaged in cleaning and sanitizing.
- Sanitize forklifts, pallet jacks, dollies, tools and other equipment prior to use.
- Wash your hands before and after breaks, lunch, or using the restroom.

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

Work Safe Guidelines

Attention Team Members (cont.)

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 when cleaning and sanitizing equipment. After removing gloves, wash/sanitize your hands.

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.
- Time clock access for team members to use while waiting to be screened.
- Stagger start times for team members to minimize queue length.
- A private area for secondary screening (if necessary).

Screening Tents Examples

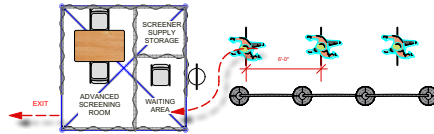
EXAMPLE STAFF ADDITIONAL SCREENING TENT

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

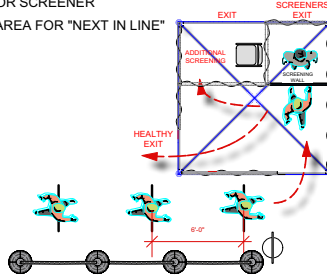
PRIVATE PRIMARY SCREENING POINT

PRIVATE SECONDARY SCREENING ROOM

SEPARATE EXITS FOR HEALTHY/UNHEALTHY

CLEAR PARTITION FOR SCREENER

COVERED WAITING AREA FOR "NEXT IN LINE"



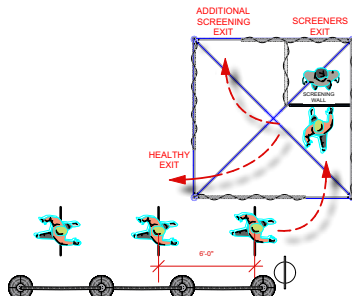
EXAMPLE STAFF SCREENING TENT

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.
- 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.
- Hourly, non-exempt team members are to clock-in prior to starting the screening process.

COVID-19 SCREENING PROTOCOL

Screen everyone who enters your facility, including:

- All team members before the start of each work shift
- All visitors. Confirm if visitors are permitted into the facility before screening.
- Screener and team member must wear a 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 symptoms, that you cannot contribute to another health condition?” (A client may state they haven't been to your facility before - In that event, ask them about “the last few weeks”)

- Have you had any of the following symptoms that you cannot contribute to another health condition?
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Unusual or new headache in last 24 hours
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Have you been in contact with anyone confirmed to have COVID-19?*
- Have you been in contact with anyone who is sick with any of the above symptoms? (This includes family, friends, or other groups you interact with outside of work.)
- Using the No-Contact Thermometer, check the person's forehead temperature, record the result in the confidential online form.

*If a team member or visitor answers YES to any of the screening questions or has a temperature at or above 100.4° F / 38°C, instruct the person to move to an isolated area and contact your local manager for a secondary screening.

Do not permit entry until a secondary screening has been performed.

COVID-19 SCREENING PROTOCOL (cont.)

If the team member or visitor successfully completes the screening:

- Issue the team member a temporary wrist band to be worn for the duration of the shift.
- Ensure the Bright Safe Work Guidelines have been reviewed.
- Ensure that 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 for evaluation of their symptoms.
- Follow the guidelines for a presumptive COVID-19 case found in the Bright Health & Hygiene Program.

Immediately refer to “Section 8: Presumptive Covid-19 Case Notification & Action Plan” if:

- A team member reports testing positive for Covid-19
- A team member reports being exposed to someone who has tested positive to Covid-19
- A team member reports being exposed to someone who has any symptoms of Covid-19
- A team member reports symptom(s) of Covid-19:
 - During the screening process -or-
 - While working
 - During non-work hours.
 - When calling in sick for a scheduled shift.

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

SECTION 3

Reorientation for Returning Team Members

All returning team members will go through a reorientation. In the orientation the presenter will review new guidelines and responsibilities to keep team member and others safe.

After completing the orientation team member will meet with their department supervisor or manager to review new guidelines and responsibilities that are exclusive for that department.



SECTION 4

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.

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.

PART A - Reception Area

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.

PART B - 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.

PART C - 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.

PART D - Personal Workspaces /Desks

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

- All workstations need to be clear of clutter.
- 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



PART E - 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 for 6' of separation between attendees. The 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.

PART F - 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 and handles)
- Ice Cream Machine
- 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 breakroom. 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.



PART G - Showrooms

Team members working in showroom spaces must:

- Wear 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. Gloves are to be worn when cleaning.
- Once all items have been cleaned and put away (including the table or tray), remove gloves and wash/sanitize your hands.

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.
- 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. Gloves are to be worn when cleaning.
- Once all items have been cleaned and put away (including the table or tray), remove gloves and wash/sanitize your hands.
- 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



PART H - Restrooms

Restrooms in each facility will need to be monitored and cleaned on a more frequent basis than before. A team member will be assigned the duties to regularly clean the rest rooms based on the needs of the location. 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 receptables 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.



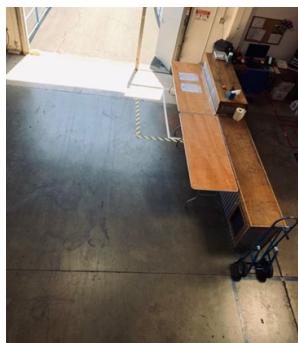
SECTION 5

Warehouse Guidelines

PART A - Will Call Department

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.
- 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.
- All delivery packages (FedEx, UPS) will be put in a designated area to be sanitized before package can be picked up or handed out.

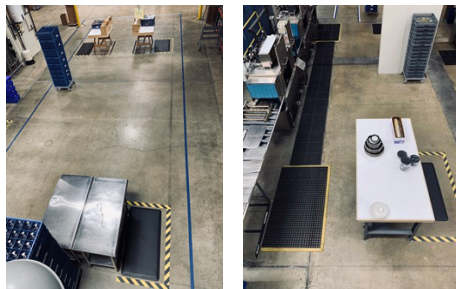


PART B - Dishroom / Linen / Laundry Departments (Processing Areas)

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.
 - o Safety glasses are REQUIRED in dish room & laundry processing areas.
 - o 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 before returning to the station.
- Dollies, linen carts, and other material handling equipment must be cleaned and sanitized at the start and end of each shift. Gloves are to be worn when cleaning.
- 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.



PART C - Shop Department

The Shop Department guidelines align with all of the Dishroom guidelines with some additional as indicated below.

Additional Shop Department Guidelines:

- PPE is required at all times (mask, glasses/face shield, gloves, steel-toe shoes)
- At start and end of shift all workstations need to be cleaned and sanitized.
- Assigned tools need to be cleaned and sanitized after each use. Shared tools need to be cleaned and sanitized before and after each use.
- If a team member leaves department for any reason during shift they are required to wash hands before reentering department.

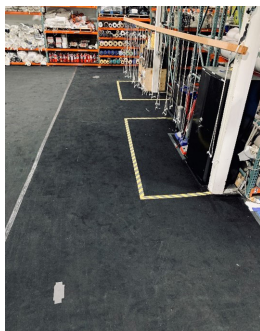


PART D - Tenting Department

The Tenting Department guidelines align with all of the Dishroom guidelines with some additional as indicated below.

Additional Tenting Department Guidelines:

- Paperwork should be handled by the department lead only.
- In addition to the standard warehouse PPE face guard / eye protection should be worn when tent cleaning chemicals are being used.
- Sharing of cleaning tools will not be permitted. (mops, rags, cleaners, sprayers, etc) All department team members will be assigned their own.
- Sharing of pallet jacks is not permitted.
- Tenting area including floor should be cleaned and sanitized at the end of each shift.
- Marked areas are to have only 1 team member at a time.

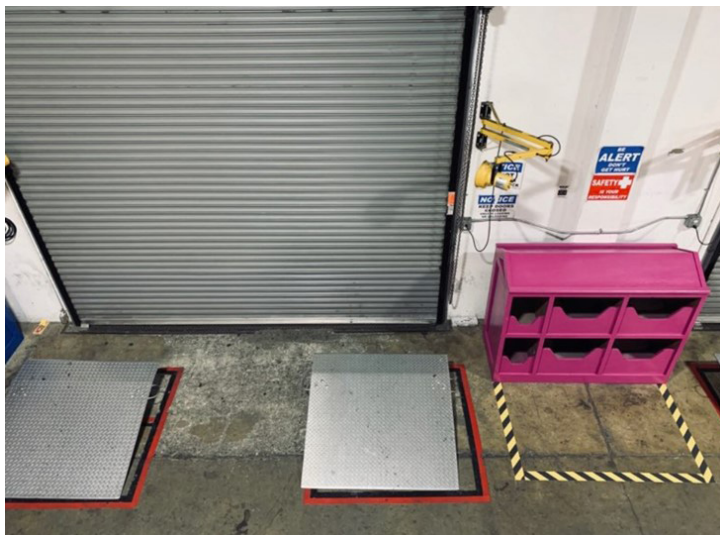


PART E - Loaders Department

The Loaders Department guidelines align with all of the Dishroom guidelines with some additional as indicated below.

Additional Loaders Department Guidelines:

- Paperwork will be handled only by the supervisor and the lead that is noting what is getting loaded (both should be wearing a mask and washing hands frequently).
- All loaders should be assigned with their own pen, highlighters and markers.
- Only 2 team members are allowed per loading dock and no more than 2 inside a truck. Only 1 team member at a time allowed at the workstation.
- When truck loading is complete and it is parked in the lot, it will need to be completely sanitized (cab of the truck, doorknobs, back door handle of the truck and moving equipment).
- Night crew supervisor will leave the keys sanitized and the paperwork in the driver cabinet.
- At the end of the shift loading dock should be sanitized (floor, stations and forklifts).



SECTION 6

Field Operations & Fleet Guidelines

Field Operations Guidelines

Our field operations team members going out 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 starting the route.
- Wear mask and gloves when cleaning and sanitizing equipment. After removing gloves, wash/sanitize your hands. Used gloves are to be placed into a trash bag that will be kept in the truck.
- This bag should be disposed of at the end of the route.
- Wash or sanitize your hands after each stop.
- Occupants in vehicles will be reduced to accommodate social distancing. No more than 2 team members per vehicle unless approved by the local manager. To minimize close contact situations, implement a process to establish “crews” of the same team members riding in the same vehicle.

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. Gloves and mask are to be worn when cleaning.
- 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.
- After sanitation/disinfecting the vehicle leave tag with initials and date completed.
- 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:
 - o Disposable gloves (nitrile/latex/non-latex).
 - o Antibacterial hand cleaner or soap.
 - o Antibacterial/Alcohol based wipes (this may be currently difficult to find.).
 - o Option: Antibacterial hand soap used without water.
 - o Lysol/germ killing antiseptic cleaner.
 - o Paper Towels.
 - o 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.
- Gloves are to be worn when cleaning. Wash/sanitize your hands before and after wearing gloves.



SECTION 7

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) - Gloves are to be worn when cleaning or sanitizing equipment. Dispose used gloves properly. Wash/sanitize hands before and after wearing gloves.
- 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 cleaning items 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 8

Presumptive Covid-19 Case Notification & Recovery Plan

Bright's Health Screening Tool will be used to gather required information for:

- Daily health screenings
- Positive COVID-19 cases
- Symptomatic team members
- Team members determined to be close contacts with a symptomatic or positive case

The screening tool will ask for specific information depending on how it is being used.

Symptomatic Cases:

- Date of onset of symptoms.
- Last day the team member worked.
- Any close contacts the team member may have had.

Positive Cases:

- Date test was given.
- Date results were sent to team member.
- Date when Bright knew about the results.
- Last day the team member worked.
- What type of test did they receive?
- Were there any close contacts with other team members, customers, or vendors.
- Where do they think they were exposed?
- The team members ID number.

Close Contacts:

- When did the close contact occur?
- Last day the team member worked?
- Where did the close contact occur?
- Did they have any other close contacts after their exposure?

The screening tool must be used for each type of situation. The same team member could have multiple entries if their condition changes from one to another.

Bright Event Rentals Presumptive COVID-19 Notification & Action Plan Updated 11/2/2020	
FIRST INDICATION / NOTIFICATION OF PRESUMPTIVE CASE	
Scenario 1	Team member arrives to work or is working and has 1 or more symptoms
Scenario 2	Team member is not at work but says they have symptoms
Scenario 3	Team member contacts local management team indicating a positive test for COVID-19
Scenario 4	Team member is identified as a "close contact" with a known or presumed COVID-19 case
<i>Symptoms that can be attributed to another medical condition (allergies, recent physical activities) do not indicate a presumptive case. However, new or unusual symptoms would indicate a presumptive case and must be reported to the local management team.</i>	
PRESUMED COVID NOTIFICATION PLAN	
The location GM or designated manager must immediately contact Mike Bjornstad, Tom Conway, and Matt Wiltshire in the event of a presumptive COVID-19 case. A group text or phone call is to be used for this initial notification.	
1. Team member to be instructed to self-isolate and contact a medical provider for evaluation of symptoms and treatment (if required). We should strongly encourage the team member to seek out a COVID-19 test. <ol style="list-style-type: none"> Important information is needed from the team member IMMEDIATELY: <ol style="list-style-type: none"> Date & time of notification Date & time of 1st symptoms Possible close contacts (see below) Possible affected areas/vehicles (see below) 	
The CDC recommends self-isolation for anyone who is sick with COVID-19 or thinks they might have COVID-19. <ul style="list-style-type: none"> * Stay home except to get medical care * Separate yourself from other people. * Monitor your symptoms * Take care of yourself * Stay in touch with your doctor Seek immediate medical treatment for: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or any other severe symptoms.	
2. Local management team to immediately identify any possible "close contacts" using 6-15-24-48 rule. <p>You will need presumptive cases to identify other team members, clients, or vendors who worked within 6 feet of them, for 15 minutes or more during any 24 hour period, within the 48 hours prior to showing symptoms, with or without a mask. -OR- Anyone that may have been exposed to respiratory secretions during that period through direct contact, sneezing, coughing or similar exposure.</p>	
3. Local management team to identify any areas within the facility, vehicles, or tools that were used by the presumptive case. <ol style="list-style-type: none"> Arrange for deep cleaning and disinfection of these areas if the contact was within the past 7 days. Where possible, do not use these areas within 24 hours of contact to reduce the risk of transmission. 	
4. NOTIFICATIONS: The notification plan must be approved by the CEO or CFO of Bright Event Rentals. <p>To the extent possible, 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 affected team member.</p> <ol style="list-style-type: none"> Close Contacts (Team Members) to be notified directly and instructed to self-isolate and contact a medical provider. Close Contacts (Customer/Vendor) to be notified directly by the General Manager. A location notification will be delivered indicating that 1 or more team members may be positive for COVID-19. Everyone should continue to follow the cleaning and sanitization protocols. Everyone should continue to self-monitor for symptoms and immediately report any new symptoms to a manager or supervisor. If symptoms present themselves while away from work, contact your supervisor and stay home if you are sick. 	
CALIFORNIA LOCATIONS: If a team member tests positive for COVID-19, this MUST be reported to W.C. insurer within 3 days by Matt Wiltshire. We will need: The employee ID - Date of Test - Date Last Worked - Date we were notified of positive test. <p>If the team member believes COVID-19 was contracted at work: Provide a DWI-1 claim form & report to our worker's compensation insurer.</p>	
THESE NOTIFICATIONS MUST BE REVIEWED AND APPROVED BY THE CEO OR CFO of Bright Event Rentals	

COVID-19 POSITIVE CASE NOTIFICATION LETTER INSTRUCTIONS

In the event of a POSITIVE CASE of COVID-19 for one of Bright's team members, written notification to INDIVIDUAL close contacts as well as a GROUP notification to team members working at the location are required within 1 business day.

INDIVIDUAL CLOSE CONTACT NOTIFICATION

- Review the INDIVIDUAL NOTIFICATION TEMPLATE
- The manager will need to replace certain sections of text with:
 - o Close Contact Name
 - o Location Name
 - o Manager Name
 - o Describe findings of affected locations or areas
 - o Describe remedies to these areas
 - o Name of manager preparing the letter.
- Bright will reimburse the cost of testing, if the team member is unable to obtain testing for free.
 - o Contact your local clinic to see if they offer this service

GROUP NOTIFICATION

- When a positive COVID-19 case is identified, the team members working during the infectious period will need to be notified. This includes any visitors or vendors present during that time and in the areas used by the positive case.
- Review the GROUP NOTIFICATION TEMPLATE
- The manager will need to replace certain sections of text with:
 - o Location Name
 - o Last day worked by the positive case
 - o Whether there were close contacts or not
 - o Describe findings of affected locations or areas
 - o Describe remedies to these areas

- o Remove text depending on whether an Outbreak occurred or not
 - o Name of manager preparing the letter
- An outbreak is generally 3+ cases at a worksite during a 14-day period. If this occurs, the local health department will be contacted first. If they deem that an outbreak has occurred the following steps will be needed.
 - o Bright will provide on-site testing to all team members present during the period of the outbreak.
 - o Follow up testing will be provided on a weekly basis until no longer required.
 - o Bright will consult the local health department for guidance on when to implement on-site testing, and when it will no longer be required.

RETURN TO WORK CRITERIA

Team members testing positive or identified as a presumptive case may return to work under the following conditions:

SYMPTOMATIC and/or POSITIVE Case:

- 10 days have passed after symptoms began or the date of the positive test
- AND they have had no fever for at least 24 hours (>100.3 degrees without the use of medicine to reduce fever)
- AND their symptoms have improved.

CLOSE CONTACTS (Asymptomatic & Negative Test or No Test):

- 14 days have passed since their most recent exposure to a positive or symptomatic case

SECTION 9

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 and Prevention, 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.
- "Prevent Getting Sick – When to Wear Gloves", Centers for Disease Control and Prevention, May 2020
- "CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again", Centers for Disease Control and Prevention, May 2020
- "Responding to COVID-19 in the Workplace", California Department of Public Health, Sonia Y. Angell, MD, MPH, June 16, 2020
- "When You Can be Around Others After You Had or Likely Had COVID-19", Centers for Disease Control and Prevention, May 2020.

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