SAN DIEGO CONVENTION CENTER CORPORATION
BOARD OF DIRECTORS MEETING

TUESDAY, JUNE 22, 2021, NOON
AGENDA
(Meeting to be held via teleconference pursuant to State of California Executive Order N-29-20)

Telephone number for members of the public to observe, listen, and address the meeting telephonically: 1(888) 251-2909 – Access code is 6724115#

1. **Call to Order – Elvin Lai, Chair**

2. **Non-Agenda Public Comments**

This portion of the agenda provides an opportunity for members of the public to address the Board on items of interest within the jurisdiction of the Board that are not on the posted agenda. Pursuant to the Brown Act, no discussion or action shall be taken by the Board on items not posted on the agenda.

3. **Board Committee Reports and Board Action Items**

Consent Agenda:

A. **Approval of Minutes of Board Meeting of May 25, 2021**

B. **Authorization to Accept Revisions to the San Diego Convention Center Corporation COVID-19 – Interim Personnel Policy – California Supplemental Paid Sick Leave (SB95)**

C. **Authorization to Accept Revisions to the San Diego Convention Center Corporation COVID-19 – Interim Personnel Policy – Families First Coronavirus Response Act (FFCRA)**

D. **Authorization to Accept Revisions to the San Diego Convention Center Corporation Policy re: Wardrobe & Grooming Policies for Uniformed and Non-Uniformed Staff**

Action Item(s):

E. **Budget Committee (Allan Farwell)**

(1) **Acceptance of May and June Financial Reports from Chief Financial Officer**

(2) **Authorization to Approve Second Revised Budget for Fiscal Year 2022**

F. Audit Committee (Carlos Cota)

(1) Authorization to Accept Money Purchase Pension Plan Audited Financial Report for the Plan Year Ended December 31, 2020

(2) Authorization to Approve the San Diego Convention Center Corporation Injury and Illness Prevention Program

(3) Authorization to Approve the San Diego Convention Center Corporation Coronavirus Prevention Program

4. Chair's Report (Elvin Lai)

5. President's Report (Rip Rippetoe)

6. Board Comment [Govt. Code § 54954.2(a)(2)]

7. Closed Session

A. CONFERENCE WITH LEGAL COUNSEL---ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code section 54956.9(d)(4)
(5 cases)

B. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION
Govt. Code section 54956.9 (d)(1)- 2 cases
Case No. 37-2020-00008163-CU-OE-CTL
Case No. 37-2020-00008111-CU-WT-CTL

Adjournment

This information is available in alternative formats upon request. To request an agenda in an alternative format, or to request a sign language, oral interpreter, an Assistive Listening Devise ("ALD"), or other reasonable accommodation for the meeting, please call Pat Evans at (619) 525-5131 at least two working days prior to the meeting to ensure availability. **Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com to request a copy.**

In compliance with Government Code section 54957.5, non-exempt written material that is distributed to the Board prior to the meeting will be available at the meeting or it may be viewed in advance of the meeting online at visitsandiego.com. Materials distributed to the board after the posting of this agenda also will be available. Please contact Pat Evans at (619)525-5131 or pat.evans@visitsandiego.com if you would like to receive a copy of any material related to an item on this agenda.

Action items on this agenda may be consolidated for voting purposes into a single vote of the Board, to the extent they are routine or otherwise do not require further deliberation. A Board member may comment on an action item before it is voted upon as part of the consolidated vote; however, if a Board member wishes to discuss an action item, that item will not be included in the consolidated vote. If a member of the public wishes to comment upon an action item, they should so advise the Board chair at or before the public comment portion of the meeting, in which case that item will not be included in any consolidated vote.

Agenda Item 3.A

MINUTES*
SAN DIEGO CONVENTION CENTER CORPORATION
THE BOARD OF DIRECTORS

SPECIAL BOARD MEETING OF MAY 25, 2021
Via Teleconference

BOARD MEMBERS PRESENT:	Chair Elvin Lai and Directors Allan Farwell, Jeff Gattas, Shawn VanDiver and Jaymie Bradford
BOARD MEMBER(S) ABSENT:	Directors Carol Kim and Carlos Cota
STAFF PRESENT:	Rip Rippetoe, Mardeen Mattix, Andy Mikschl, Kelly Revell and Pat Evans (Recorder)
ALSO PRESENT:	Jennifer Lyon, General Counsel, Julie Coker, SDTA President & CEO

*Audio copies of Board of Director meetings are available upon request. Please contact Pat Evans at (619)525-5131 or **pat.evans@visitsandiego.com to request a copy.**

1. **Call to Order**

Chair Elvin Lai called the Board Meeting to order at 10:05 p.m. in the Executive Boardroom of the San Diego Convention Center Corporation, 111 West Harbor Drive, San Diego, CA 92101. Chair Lai then called roll to determine which Directors were present on the teleconference:

Director Lai – Present
Director Kim – Absent
Director Farwell – Present
Director Cota – Absent
Director Gattas – Absent
Director VanDiver –Present
Director Bradford – Present

All Directors were present except Directors Kim and Cota. Chair Lai noted that all votes taken during this meeting would be recorded via roll-call vote.

2. **Non-Agenda Public Comment – None**

3. **Board Committee Reports and Board Action Items:**

Consent Agenda:

A. Approval of Minutes of Board Meetings of April 27, 2021.

Directors Gattas and VanDiver moved and seconded, respectively, to approve the Consent Agenda set forth hereinabove.

Director Lai – Aye
Director Kim –Absent
Director Farwell – Aye
Director Cota – Absent
Director Gattas – Aye
Director VanDiver – Aye
Director Bradford – Aye

Vote: Unanimous

AYES: 5 NAYS: 0 ABSTENTIONS: 0

Action Item(s):

B. Budget Committee (Allan Farwell)

(1) Authorization to Process EIS Vendor Payments

Directors Farwell and VanDiver moved and seconded, respectively, to Authorize Processing of EIS Vendor Payments

Director Lai – Aye
Director Kim – Absent
Director Farwell – Aye
Director Cota – Absent
Director Gattas – Aye
Director VanDiver – Aye
Director Bradford – Aye

Vote: Unanimous

AYES: 5 NAYS: 0 ABSTENTIONS: 0

C. Sales & Marketing Committee (Jeff Gattas)

(1) Authorization to Accept and Approve San Diego Tourism Authority "Program of Work"

Ms. Coker provided an overview of the Program of Work and she discussed the long-term sales team's future staffing needs and future sales and event booking strategy.

DRAFT

Directors Gattas and VanDiver moved and seconded, respectively, to Authorize Acceptance and Approval of the San Diego Tourism Authority "Program of Work"

Director Lai – Aye
Director Kim – Absent
Director Farwell – Aye
Director Cota - Absent
Director Gattas – Aye
Director VanDiver – Aye
Director Bradford – Aye

Vote: Unanimous

AYES: 5 **NAYS: 0** **ABSTENTIONS: 0**

4. **Chair's Report (Chair Elvin Lai): Chair Lai reported:**

   - The next Board meeting is scheduled for June 22, 2021.

5. **President's Report (Rip Rippetoe)** – Mr. Rippetoe reported:
   - Mr. Rippetoe will be off site on vacation from May 28 – June 1, 2021. Ms. Mattix will be available to respond to business needs.
   - Staff has received the clarification they were seeking regarding the reopening guidelines. The guidelines now allow for "self-assessment" stations to confirm attendees have negative COVID tests or that they are fully vaccinated. If an event has more than 5,000 attendees, show organizers can ask attendees if they have been fully vaccinated or if they have negatively tested (verbal or written confirmation) when they are registering. The Corporation's reopening FAQs are being amended on the website to reflect this clarification.
   - The Corporation will also be amending the FY 2022 budget to include funds for limited travel in order to promote communication with clients.

6. **Board Comment [Govt. Code § 54954.2(a)(2)] – None**

7. **Closed Session** – The Board entered into closed session at 10:26 a.m. to discuss:

   A. CONFERENCE WITH LEGAL COUNSEL---ANTICIPATED LITIGATION Initiation of litigation pursuant to Government Code section 54956.9(d)(4) (5 cases)

The Board returned to open session at 10:52 a.m.

Reporting out of closed session, General Counsel Lyon stated that the Board discussed item "7A" and direction was given but no reportable action was taken.

There being no further business, the meeting adjourned at 10:52 a.m.

I, Carlos Cota, Secretary of the Board of Directors of the San Diego Convention Center Corporation, Inc., do hereby certify that the foregoing is a true and correct copy of the minutes of the business transacted by the Board of Directors of the San Diego Convention Center Corporation, Inc., at a duly noticed meeting held on May 25, 2021 and that said minutes were approved by the Board of Directors on June 22, 2021.

_____

Carlos Cota, Secretary

DRAFT

San Diego Convention Center Corporation
COVID-19 – Interim Personnel Policy

Subject: **California Supplemental Paid Sick Leave (SB 95)**
(Effective: March 29, 2021 – September 30, 2021)
Policy No.: COVID-19-1-2021
Issue No.: 1
Date: **April 12, 2021**
Supersedes: **April 1, 2021**

Covered Employers

SB 95 requires private and public employers with more than 25 employees to provide additional COVID-19 sick leave.

Reasons for Leave

California Supplemental Paid Sick Leave (SPSL) is available when an employee is unable to work or telework because the employee:

- is subject to a quarantine or isolation period related to Covid-19 as defined by an order or guidelines of the State Department of Public Health, the CDC, or a local health officer with jurisdiction over the workplace, or
- has been advised by a health care provider to self-quarantine due to concerns related to Covid-19, or
- is attending an appointment to receive a vaccine for protection against contracting Covid-19, or
- is experiencing symptoms related to a Covid-19 vaccine that prevent the employee from being able to work or telework, or
- is experiencing symptoms of Covid-19 and seeking a medical diagnosis, or
- is caring for a family member who is subject to a quarantine or isolation order or guidelines, or who has been advised to self-quarantine by a health care provider, or
- is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to Covid-19.

As soon as is practicable, notify your supervisor of your need for this leave.

SPSL will not be denied based ***solely*** on a lack of certification from a health care provider, but ***SDCCC reserves the right to request documentation for consideration*** when it has a reasonable belief that an employee is requesting SPSL for an invalid reason.

Amount of Leave & Pay Rates

Full-time employees are entitled up to 80 hours SPSL.

Part-time employees who work regular schedules are entitled to the total number of hours they are typically scheduled to work in a two-week period. There are specific calculations for part-time employees with variable schedules.

Non-exempt employees will be paid at the highest of:

- their regular rate during the workweek in which they take the leave; or
- the total wages (not including overtime) divided by the total hours worked in the past 90 days of employment; or
- the state minimum wage; or
- the local minimum wage.

Exempt employees will be paid through the same method they are normally paid leave.

Regardless of an employee's regular wages, this benefit is capped as follows: daily - $511, and aggregate cap of $5,110.

SPSL is not an accrued benefit, therefore, SPSL is not paid out at the time of employment separation.

Written Requirements

The total amount of leave available to you will be indicated on your pay statement. When employees have variable schedules, the SDCC will perform an initial calculation of paid leave available, and then indicate "variable" next to that calculation on the wage statement.

Additional information is available on the poster posted on the bulletin boards located in Facility Services Breakroom, Finance, P1 Lobby, West Building Administration Office breakroom and on UKG Pro Home Page.

Retaliation & Discrimination Protections

Our policies and state law prohibit an employee from being retaliated or discriminated against for requesting or using SPSL benefits. If an employee believes they have been retaliated or discriminated against in violation of their rights, please inform department director, Executive Director, Human Resources or any member of the Executive Team *immediately*.

Retroactive Effect

The law is retroactive to January 1, 2021, and applies through September 30, 2021.

If an employee took time off for a covered reason between January 1, 2021 and March 28, 2021, and makes an oral or written request for supplemental sick pay on or after March 29, 2021, the company will issue retroactive payments (or replenish a time off bank) to the employee by the payday for the next full pay period.

If ePSL or eFML was applied during this period for a covered reason and if a full-time employee was paid full wages or if part-time and/or working variable hours calculated as noted in this policy then no back pay is owed. Employees should review their pay statements for the time period or check with a Human Resources Representative.

Families First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act ("ARPA")

SDCC voluntarily provides emergency paid sick leave (ePSL) pursuant to the FFCRA, which was recently expanded by ARPA. Note that SPSL available to an employee under this policy (SB 95) is subject to offset with ePSL depending on the reason(s) the employee is taking SPSL. The benefits run concurrently. For example, if an employee takes ePSL for a reason that qualifies the employee to take SPSL, the SPSL available to the employee will be offset by the number of hours of ePSL the employee used. For example:

> *Part-time employee "Susan" is entitled to 40 hours of SPSL. Susan is experiencing COVID-19 symptoms and seeks treatment from her health care provider. After a full day (8 hours) off of work, she is ready to return to work because her health care provider treated her symptoms and confirmed through a diagnostic test that Susan does not have COVID-19. The 8 hours of sick leave Susan took qualifies her for ePSL, so the ePSL hours (8) she took will be deducted from her 40 hours of SPSL. Susan now has 32 hours of SPSL remaining.*

DRAFT

San Diego Convention Center Corporation
COVID-19 – Interim Personnel Policy

Subject: **California Supplemental Paid Sick Leave (SB 95)**
(Effective: March 29, 2021 – September 30, 2021)
Policy No.: COVID-19-1-2021
Issue No.: 1
Date: **April 12, 2021**
Supersedes: **April 1, 2021**

Covered Employers

SB 95 requires private and public employers with more than 25 employees to provide additional COVID-19 sick leave.

Reasons for Leave

California Supplemental Paid Sick Leave (SPSL) is available when an employee is unable to work or telework because the employee:

- is subject to a quarantine or isolation period related to Covid-19 as defined by an order or guidelines of the State Department of Public Health, the CDC, or a local health officer with jurisdiction over the workplace, or
- has been advised by a health care provider to self-quarantine due to concerns related to Covid-19, or
- is attending an appointment to receive a vaccine for protection against contracting Covid-19, or
- is experiencing symptoms related to a Covid-19 vaccine that prevent the employee from being able to work or telework, or
- is experiencing symptoms of Covid-19 and seeking a medical diagnosis, or
- is caring for a family member who is subject to a quarantine or isolation order or guidelines, or who has been advised to self-quarantine by a health care provider, or
- is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to Covid-19.

As soon as is practicable, notify your supervisor of your need for this leave.

SPSL will not be denied based ***solely*** on a lack of certification from a health care provider, but ***SDCCC reserves the right to request documentation for consideration*** when it has a reasonable belief that an employee is requesting SPSL for an invalid reason.

Amount of Leave & Pay Rates

Full-time employees are entitled up to 80 hours SPSL.

PROPOSED - FINAL

Part-time employees who work regular schedules are entitled to the total number of hours they are typically scheduled to work in a two-week period. There are specific calculations for part-time employees with variable schedules.

Non-exempt employees will be paid at the highest of:

- their regular rate during the workweek in which they take the leave; or
- the total wages (not including overtime) divided by the total hours worked in the past 90 days of employment; or
- the state minimum wage; or
- the local minimum wage.

Exempt employees will be paid through the same method they are normally paid leave.

Regardless of an employee's regular wages, this benefit is capped as follows: daily - $511, and aggregate cap of $5,110.

SPSL is not an accrued benefit, therefore, SPSL is not paid out at the time of employment separation.

Written Requirements

The total amount of leave available to you will be indicated on your pay statement. When employees have variable schedules, the SDCC will perform an initial calculation of paid leave available, and then indicate "variable" next to that calculation on the wage statement.

Additional information is available on the poster posted on the bulletin boards located in Facility Services Breakroom, Finance, P1 Lobby, West Building Administration Office breakroom and on UKG Pro Home Page.

Retaliation & Discrimination Protections

Our policies and state law prohibit an employee from being retaliated or discriminated against for requesting or using SPSL benefits. If an employee believes they have been retaliated or discriminated against in violation of their rights, please inform department director, Executive Director, Human Resources or any member of the Executive Team *immediately*.

Retroactive Effect

The law is retroactive to January 1, 2021, and applies through September 30, 2021.

If an employee took time off for a covered reason between January 1, 2021 and March 28, 2021, and makes an oral or written request for supplemental sick pay on or after March 29, 2021, the company will issue retroactive payments (or replenish a time off bank) to the employee by the payday for the next full pay period.

If ePSL or eFML was applied during this period for a covered reason and if a full-time employee was paid full wages or if part-time and/or working variable hours calculated as noted in this policy then no back pay is owed. Employees should review their pay statements for the time period or check with a Human Resources Representative.

PROPOSED - FINAL

Families First Coronavirus Response Act (FFCRA) and the American Rescue Plan Act ("ARPA")

SDCC voluntarily provides emergency paid sick leave (ePSL) pursuant to the FFCRA, which was recently expanded by ARPA. Note that SPSL available to an employee under this policy (SB 95) is subject to offset with ePSL depending on the reason(s) the employee is taking SPSL. The benefits run concurrently. For example, if an employee takes ePSL for a reason that qualifies the employee to take SPSL, the SPSL available to the employee will be offset by the number of hours of ePSL the employee used. For example:

> *Part-time employee "Susan" is entitled to 40 hours of SPSL. Susan is experiencing COVID-19 symptoms and seeks treatment from her health care provider. After a full day (8 hours) off of work, she is ready to return to work because her health care provider treated her symptoms and confirmed through a diagnostic test that Susan does not have COVID-19. The 8 hours of sick leave Susan took qualifies her for ePSL, so the ePSL hours (8) she took will be deducted from her 40 hours of SPSL. Susan now has 32 hours of SPSL remaining.*

PROPOSED - FINAL

Agenda Item 3.C

San Diego Convention Center Corporation
COVID-19 – Interim Personnel Policy

Subject: **Families First Coronavirus Response Act (FFCRA)-DRAFT**
(Extended through September 30, 2021)
Policy No.: COVID-19-2-2020
Issue No.: 2
Date: **April 09, 2021**
Supersedes: **April 10, 2020**

Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) originally signed by President Trump making the bill into law the same day, April 1, 2020, has been extended and expanded. The law was initially effective April 1, 2020 through December 31, 2020. On December 31, 2020, the law was extended on an employer (those with fewer than 500 employees) optional basis from January 1, 2021 through March 31, 2021.

As part of the American Rescue ~~Act~~ Plan Act of 2021 (~~ARAP~~ARPA), the law has been extended again, on an employer (those with fewer than 500 employees) optional basis, from April 1, 2021 through September 30, 2021. In addition, FFCRA substantive provisions have been expanded.

This policy describes the two components of the Act that affect employers' leave policies: the Public Health Emergency Leave and Emergency Paid Sick Leave.

FMLA Public Health Emergency Leave

~~Under the Act~~Effective April 1, 2021 and through September 30, 2021, San Diego Convention Center Corporation (Corporation) will provide eligible employees with up to 12 weeks of emergency family and medical leave (Expanded Leave) for a qualifying need related to ~~-~~the COVID-19 public health emergency. If an employee qualifies for Emergency Paid Sick Leave (EPSL), an employee may potentially have 14 weeks of paid leave available.

~~The ARPA resets employees' FFCRA sick leave rights to zero on April 1, 2021. Therefore, if employees took FFCRA sick leave prior to April 1, 2021, that does not count against their future right to leave right. However, the Act expanded qualifying reasons for an employee to take FMLA. Only the FFCRA sick leave rights reset. FMLA taken for any non FFCRA qualified reason continues to count on a rolling 12-month period.~~

Eligibility

~~The FMLA Public Health Emergency~~Expanded Leave is available to all employees that have been employed by the Corporation for at least 30 calendar days.

Reasons for Expanded Leave

Expanded Leave under this policy is no longer limited to circumstances where ~~you~~ employees are unable to work or work from home due to your need to care for ~~your~~ a minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency. The Act now allows Expanded Leave for any of the qualifying reasons found under Emergency Paid Sick Leave, which have also been expanded in 2021. Employees may qualify for Expanded Leave under this policy for any of the qualifying reasons listed below.

Employer Notification

When an employee requests Public Health Emergency Leave, or when the Corporation acquires knowledge than an employee's leave may be for a qualifying reason, the Corporation will notify the employee of their right to take Public Health Emergency Leave. If you need to take Public Health Emergency Leave under this policy, provide notice as soon as possible.

Employee Eligibility

An employee must have worked for the Corporation for at least 30 calendar days.

Compensation

~~The first 10 days of leave under this policy are unpaid, but employees may substitute any already accrued paid leave, or leave under the Emergency Paid Sick Leave that may be available pursuant to the Act.~~

If an employee qualifies for Expanded Leave, and assuming the employee has not previously used any Family Medical Leave, then he or she will have the full 12 weeks of leave paid at the 2/3 rate of their regular rate of pay

~~The remaining 12 weeks are paid at 2/3 of an employee's regular rate for the number of hours they would otherwise be scheduled to work~~ (with a maximum payment of $200 per day and $120,000 total).

Job Restoration

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Emergency Paid Sick Leave

Under certain conditions, the Corporation provides eligible employees with Emergency Paid Sick Leave. Note that the Corporation provides eligible employees with Supplemental Paid Sick Leave pursuant to California state law (SB 95). Please see the California Supplemental Paid Sick Leave (SB 95) policy dated April 1, 2021.

Eligibility

There is no waiting period. Regardless of how long the employee has been employed by the employer, all employees are eligible for emergency paid sick leave if they meet one or more of the requirements, below.

DRAFT

Terms Applicable to both the FMLA Public Health Emergency Leave (Expanded Leave) and Emergency Paid Sick Leave (EPSL)

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Reasons for Leave and Compensation

According to the Act, Employees are entitled to Emergency Paid Sick Leave or Expanded Leave ~~at their regular rate of pay~~ if they are unable to work or telework (work from home) for the following reasons:

1. They are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. They have been advised by a health care provider to self-quarantine because of COVID-19;
3. They are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;

Newly added:

4. Are unable to work because they are obtaining a COVID-19 vaccine, or are recovering from any illness, injury or condition related to such vaccine (side effects);
5. Are unable to work because they are seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis.

~~Paid leave~~EPSL under this policy is to be paid at the employee's regular rate of pay, up to $511 per day ($5,110 in total) where leave is taken for reasons 1, 2, or 3 (generally, an employee's own illness or quarantine).

Employees are entitled to ~~Emergency Paid Sick Leave~~EPSL at two-thirds of the employee's regular rate of pay if they are unable to work or telework (work from home) because:

6. They are caring for an individual or are advised to quarantine or isolate (or has been advised as described in paragraph 2 above);
7. They are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
8. They are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Paid leave under this policy is to be paid at two-thirds of the employee's regular rate of pay, not to exceed $200 per day ($2,000 in total) where leave is taken for reasons 6, 7 or 8 (generally, an employee's care for others or school closures).

The Act permits employees to supplement the two-thirds pay with their accrued paid time off (PTO) to achieve 100% of their regular rate of pay.

~~**Terms Applicable to both the FMLA Public Health Emergency Leave and Emergency Paid Sick leave**~~

Son or Daughter – same definition as FMLA

- Biological
- Adopted
- Foster
- Stepchild
- Legal Ward
- Child of a person standing in loco parentis

Child is:

- Under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

Carryover/Benefit

FFCRA sick leave rights resets to zero on April 1, 2021. If an employee took FFCRA sick leave prior to April 1, 2021, that does not count against their future ~~right to leave right~~EPSL allotment. The optional Employer participation ends September 30, 2021. Upon Act ending all remaining time under the FFCRA and reasons for leave under FFCRA end and cannot continue to be used. In addition, Emergency Paid Sick Leave is not an accrued benefit therefore any remaining time will not be paid out upon the employee's separation from the Corporation.

California Supplemental Paid Sick Leave (SB 95)

On March 29, 2021, California passed new COVID-19-related legislation that requires all employers with 25 or more employees to provide California employees up to 80 hours of COVID-19 paid sick leave in addition to other mandated paid sick leave, to employees who are not able to work or telework due to COVID-19 impact (SB 95). Accordingly, the Corporation provides eligible employees with Supplemental Paid Sick Leave (SPSL). Please see the California Supplemental Paid Sick Leave (SB 95) policy dated April 1, 2021. Note that SPSL may be offset by any EPSL taken under this policy.

Please see a Human Resources representative for more details.

San Diego Convention Center Corporation
COVID-19 – Interim Personnel Policy

Subject: **Families First Coronavirus Response Act (FFCRA)-DRAFT**
(Extended through September 30, 2021)
Policy No.: COVID-19-2-2020
Issue No.: 2
Date: **April 09, 2021**
Supersedes: **April 10, 2020**

Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) originally signed by President Trump making the bill into law the same day, April 1, 2020, has been extended and expanded. The law was initially effective April 1, 2020 through December 31, 2020. On December 31, 2020, the law was extended on an employer (those with fewer than 500 employees) optional basis from January 1, 2021 through March 31, 2021.

As part of the American Rescue Plan Act of 2021 (ARPA), the law has been extended again, on an employer (those with fewer than 500 employees) optional basis, from April 1, 2021 through September 30, 2021. In addition, FFCRA substantive provisions have been expanded.

This policy describes the two components of the Act that affect employers' leave policies: the Public Health Emergency Leave and Emergency Paid Sick Leave.

FMLA Public Health Emergency Leave

Effective April 1, 2021 and through September 30, 2021, San Diego Convention Center Corporation (Corporation) will provide eligible employees with up to 12 weeks of emergency family and medical leave (Expanded Leave) for a qualifying need related to the COVID-19 public health emergency. If an employee qualifies for Emergency Paid Sick Leave (EPSL), an employee may potentially have 14 weeks of paid leave available.

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Eligibility

Expanded Leave is available to all employees that have been employed by the Corporation for at least 30 calendar days.

PROPOSED FINAL

Reasons for Expanded Leave

Expanded Leave under this policy is no longer limited to circumstances where employees are unable to work or work from home due to your need to care for a minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency. The Act now allows Expanded Leave for any of the qualifying reasons found under Emergency Paid Sick Leave, which have also been expanded in 2021. Employees may qualify for Expanded Leave under this policy for any of the qualifying reasons listed below.

Employer Notification

When an employee requests Public Health Emergency Leave, or when the Corporation acquires knowledge than an employee's leave may be for a qualifying reason, the Corporation will notify the employee of their right to take Public Health Emergency Leave. If you need to take Public Health Emergency Leave under this policy, provide notice as soon as possible.

Employee Eligibility

An employee must have worked for the Corporation for at least 30 calendar days.

Compensation

If an employee qualifies for Expanded Leave, and assuming the employee has not previously used any Family Medical Leave, then he or she will have the full 12 weeks of leave paid at the 2/3 rate of their regular rate of pay (with a maximum payment of $200 per day and $12,000 total).

Job Restoration

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Emergency Paid Sick Leave

Under certain conditions, the Corporation provides eligible employees with Emergency Paid Sick Leave. Note that the Corporation provides eligible employees with Supplemental Paid Sick Leave pursuant to California state law (SB 95). Please see the California Supplemental Paid Sick Leave (SB 95) policy dated April 1, 2021.

Eligibility

There is no waiting period. Regardless of how long the employee has been employed by the employer, all employees are eligible for emergency paid sick leave if they meet one or more of the requirements, below.

PROPOSED FINAL

Terms Applicable to both the FMLA Public Health Emergency Leave (Expanded Leave) and Emergency Paid Sick Leave (EPSL)

Reasons for Leave and Compensation

According to the Act, Employees are entitled to Emergency Paid Sick Leave or Expanded Leave if they are unable to work or telework (work from home) for the following reasons:

1. They are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. They have been advised by a health care provider to self-quarantine because of COVID-19;
3. They are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;

Newly added:

4. Are unable to work because they are obtaining a COVID-19 vaccine, or are recovering from any illness, injury or condition related to such vaccine (side effects);
5. Are unable to work because they are seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis.

EPSL under this policy is to be paid at the employee's regular rate of pay, up to $511 per day ($5,110 in total) where leave is taken for reasons 1, 2, or 3 (generally, an employee's own illness or quarantine).

Employees are entitled to EPSL at two-thirds of the employee's regular rate of pay if they are unable to work or telework (work from home) because:

6. They are caring for an individual or are advised to quarantine or isolate (or has been advised as described in paragraph 2 above);
7. They are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
8. They are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Paid leave under this policy is to be paid at two-thirds of the employee's regular rate of pay, not to exceed $200 per day ($2,000 in total) where leave is taken for reasons 6, 7 or 8 (generally, an employee's care for others or school closures).

The Act permits employees to supplement the two-thirds pay with their accrued paid time off (PTO) to achieve 100% of their regular rate of pay.

PROPOSED FINAL

Son or Daughter – same definition as FMLA

- Biological
- Adopted
- Foster
- Stepchild
- Legal Ward
- Child of a person standing in loco parentis

Child is:

- Under 18 years of age; or

- 18 years of age or older and incapable of self-care because of a mental or physical disability.

Carryover/Benefit

FFCRA sick leave rights resets to zero on April 1, 2021. If an employee took FFCRA sick leave prior to April 1, 2021, that does not count against their future EPSL allotment. The optional Employer participation ends September 30, 2021. Upon Act ending all remaining time under the FFCRA and reasons for leave under FFCRA end and cannot continue to be used. In addition, Emergency Paid Sick Leave is not an accrued benefit therefore any remaining time will not be paid out upon the employee's separation from the Corporation.

California Supplemental Paid Sick Leave (SB 95)

On March 29, 2021, California passed new COVID-19-related legislation that requires all employers with 25 or more employees to provide California employees up to 80 hours of COVID-19 paid sick leave in addition to other mandated paid sick leave, to employees who are not able to work or telework due to COVID-19 impact (SB 95). Accordingly, the Corporation provides eligible employees with Supplemental Paid Sick Leave (SPSL). Please see the California Supplemental Paid Sick Leave (SB 95) policy dated April 1, 2021. Note that SPSL may be offset by any EPSL taken under this policy.

Please see a Human Resources representative for more details.

PROPOSED FINAL

Agenda Item 3.D

Revision Insert to Wardrobe & Grooming Policies for Uniformed and Non-Uniformed Staff

Face ~~Masks:~~Coverings:

As recommended by the Center for Disease Control (CDC) and required by the State of California and the County of San Diego,~~,~~ the SDCCC requires all employees to wear a face ~~mask~~ covering to slow the spread of the COVID-19 virus and to help people who don't realize they have the virus from transmitting it to others in the workplace. Employees may wear their own face ~~mask~~ covering as long as in compliance with CDC recommendations. ~~Masks~~ Face coverings must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist and~~;~~ must not promote violence or a hostile work environment.

Department management may request company approved disposable face masks from Facility Services to provide to employees. The disposable face masks are for single use while at work. All employees are required to watch the Personal Protective Equipment (PPE) video available on GO1 for instruction on how and when to wear masks. Everyone is required to sign off with their management that they have watched the video and understand the need.

Select employees may be required to wear a department--approved face mask or advanced PPE depending on the work assigned. Training is available on the proper way to wear advanced PPE.

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Employees seeking an exemption from wearing a face covering due to a medical condition, mental health condition, or disability should contact the Human Resources Department.

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Agenda Item 3.D

Revision Insert to Wardrobe & Grooming Policies for Uniformed and Non-Uniformed Staff

Face Coverings:

As recommended by the Center for Disease Control (CDC) and required by the State of California and the County of San Diego, the SDCCC requires all employees to wear a face covering to slow the spread of the COVID-19 virus and to help people who don't realize they have the virus from transmitting it to others in the workplace. Employees may wear their own face covering as long as in compliance with CDC recommendations. Face coverings must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist and must not promote violence or a hostile work environment.

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Select employees may be required to wear a department-approved face mask or advanced PPE depending on the work assigned. Training is available on the proper way to wear advanced PPE.

Employees seeking an exemption from wearing a face covering due to a medical condition, mental health condition, or disability should contact the Human Resources Department.

PROPOSED FINAL

San Diego Convention Center Corporation

Grooming, Dress and Uniform Policies

Wardrobe & Grooming Policies for Uniformed Staff

In the spirit of SDCCC's core values of integrity, service and accountability, employee appearance is critical to the success of the Corporation and the events we host in our facility. As a result, the Corporation places a very strong emphasis on cleanliness and appearance. Whether you are working on the frontlines or behind the scenes, the appearance of the overall organization continues to be one of the important elements of our success.

The following guidelines apply only to uniformed employees.

Uniforms:

Uniforms have been carefully developed to meet the Corporation's specifications. Employees working in positions requiring a uniform will be issued uniforms by the Wardrobe Division. It is the employee's responsibility to ensure that the issued uniforms are neat and clean at all times. When uniformed, you are responsible for the proper care and maintenance of your uniform. Any soiled, damaged or ill-fitting uniforms are to be returned to the Wardrobe Division for cleaning, repair or replacement.

Employees who are permitted to take their uniforms home are required to change into their full uniform PRIOR to clocking in for work and before the staff briefing.

Your supervisor will advise you of the procedure for receiving and returning your uniforms. All uniforms are the property of the Corporation and are to be returned immediately upon request, resignation or termination from the Corporation.

Face Coverings:

As recommended by the Center for Disease Control (CDC) and required by the State of California and the County of San Diego, the SDCCC requires all employees to wear a face covering to slow the spread of the COVID-19 virus and to help people who don't realize they have the virus from transmitting it to others in the workplace. Employees may wear their own face covering as long as in compliance with CDC recommendations. Face coverings must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist and must not promote violence or a hostile work environment.

Department management may request company approved disposable face masks from Facility Services to provide to employees. The disposable face masks are for single use while at work. All employees are required to watch the Personal Protective Equipment (PPE) video available on GO1 for instruction on how and when to wear masks. Everyone is required to sign off with their management that they have watched the video and understand the need.

Select employees may be required to wear a department-approved face mask or advanced PPE depending on the work assigned. Training is available on the proper way to wear advanced PPE.

Employees seeking an exemption from wearing a face covering due to a medical condition, mental health condition, or disability should contact the Human Resources Department.

Shoes:

Employees are required to provide their own shoes. Employees are required to wear suitable footwear consistent with the type of work being performed, hazards involved and employee job duties. Further footwear guidance can be found in the Safety Guidelines.

Hair:

Hair should be clean and combed. Natural and muted, soft colors (pale pink, light grey, lilac, light blue, etc.) are permitted as long as maintained. Muted, soft colors can be mixed with a natural hair color (See examples #1). Hair should not be disheveled. Facial hair is permitted as long as it is within safety guidelines and is neatly trimmed and shaped.

Name Badges:

All employees are issued a photo identification badge and a name badge. The photo ID badge, which also serves as a proximity device for access into the building and other restricted areas, may be worn on a breakaway lanyard or on a badge clip. Name badges are to be worn on top of clothing on the upper right chest area or the lapel of a jacket. Badges are to be worn at all times so that they are clearly visible. Only photo identifications, name badges or other special event ribbons or pins issued or authorized by the Corporation are to be worn.

Jewelry and Body Piercings:

Ear piercings and small ear gauges (may not exceed ½" or 12.7 mm) are permitted. For safety reasons, an employee may be restricted to stud earrings.

Small nostril, stud piercings are permitted (See example #2). All other facial piercings must be concealed with a flesh-colored retainer.

Necklaces, bracelets and rings are permitted as long as the employee is not under safety guidelines that would restrict these types of jewelry.

Tattoos:

Visible tattoos are permitted except for on the face, knuckles, neck or head. Tattoos must not display any obscene words or profane language, including anything that is racist, sexual, homophobic, ageist, or that contains, or promotes violence or a hostile work environment.

Perfume/Cologne:

If used, perfume, cologne or any other scents must be used sparingly. Keep in mind that some employees may be sensitive or allergic to the chemicals in perfumes.

Hats:

Only hats issued by the Corporation are to be worn. All other hats are prohibited.

Socks:

It is recommended that employees wear socks as appropriate.

Fingernails:

Fingernails should be clean. Nails should not extend more than ½ inch past the tip of the finger.

Makeup:

An appropriate professional business appearance is required at all times.

Summary:

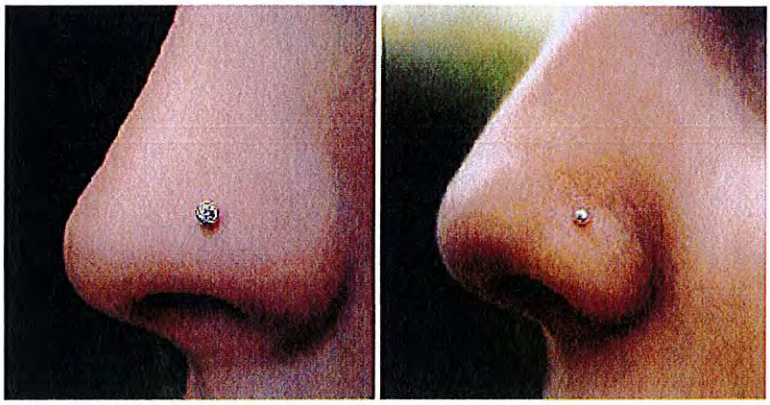
If in doubt, employees should check with management. Special dress and/or grooming requirements may be established by division leadership as necessary for employee safety. Through an interactive process with Human Resources, an adjustment to the Wardrobe and Grooming Policies may be made as a reasonable accommodation for an employee. Any other requests for exceptions not already addressed in this section, must be addressed and approved by the Executive Director, Human Resources and/or the Chief Operating Officer and/or President & CEO.

Management reserves the sole right to determine the appropriateness of employee appearance. The policies and guidelines developed in this handbook have been developed by the Corporation and may be changed at any time. Failure to adhere to these or any subsequently established or modified standards will result in appropriate disciplinary action.

Example #1 – Hair



Example #2 – Nostril Piercing



Wardrobe & Grooming Policies for Non-Uniformed Staff

In the spirit of SDCCC's core values of integrity, service and accountability, employee appearance is critical to the success of the Corporation and the events we host in our facility. As a result, the Corporation places a very strong emphasis on cleanliness and appearance. Whether you are working on the frontlines or behind the scenes, the appearance of the overall organization continues to be one of the important elements of our success.

The following guidelines apply only to non-uniformed employees.

Clothing

Employees may wear Smart Casual attire except when Business Professional attire is necessary.

Smart Casual attire includes:

- Bottoms including khakis, slacks, chinos, skirts. All bottoms must not be shorter than two finger widths above the knee. Tailored capris are permitted; however, shorts are not permitted. Dark, solid color leggings and jeggings must be opaque and are only permitted to be worn with a dress.
- Jeans, defined as hard-wearing trousers made of denim or other cotton fabric, for informal wear, may be worn on Fridays only as appropriate and must be without holes, fading, wrinkles or frays. (See example #1)
- Tops including blouses, polos and casual button-downs. If the shirt is sleeveless, it should have a thick strap that covers the entire top of the shoulder. Tops must cover the midriff and not be low-cut or bare-back. No t-shirts are permitted.
- Dresses. Sleeveless dresses should have a thick strap that covers the entire top of the shoulder. Sun/beach dresses are not permitted. Length must not be shorter than two finger widths above the knee.
- Clothing must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist; must not promote violence or a hostile work environment.
- Only Corporation hats are to be worn; all others are prohibited. Head covers, as approved as a reasonable accommodation through Human Resources, are permitted.

Business Professional attire includes:

- Bottoms including slacks, chinos, dress pants and skirts. Skirts must not be shorter than two finger widths above the knee.
- Tops including collared button downs, dress shirts and blouses. Tops must cover the midriff and not be low-cut or bare-back. No t-shirts or tanks are permitted.
- Professional dresses with sleeves. Length must not be shorter than two finger widths above the knee.
- Blazers, suits or ties are not required, unless the employee is meeting with a client that is dressed at this level or it is requested by their manager/director.
- Hats are not permitted. Head covers, as approved as a reasonable accommodation

through Human Resources, are permitted.
- Sleeveless tops must be worn with a suit jacket or business type covering.

When to wear Business Professional attire:
- When attending a Board of Directors meeting
- When with a client who dresses at this level
- When with an outside stakeholder or vendor
- When presenting or attending a presentation or ceremony in the community

In general, if employees are with a client, they should match the client's level of attire. If the client wears Smart Casual attire, the employee may also wear Smart Casual attire. If the client wears Business Professional attire, the employee should wear Business Professional attire. If the occasion does not meet the reasons listed above for Business Professional attire, employees are permitted to wear Smart Casual attire.

Face Coverings:

As recommended by the Center for Disease Control (CDC) and required by the State of California and the County of San Diego, the SDCCC requires all employees to wear a face covering to slow the spread of the COVID-19 virus and to help people who don't realize they have the virus from transmitting it to others in the workplace. Employees may wear their own face covering as long as in compliance with CDC recommendations. Face coverings must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist and must not promote violence or a hostile work environment.

Department management may request company approved disposable face masks from Facility Services to provide to employees. The disposable face masks are for single use while at work. All employees are required to watch the Personal Protective Equipment (PPE) video available on GO1 for instruction on how and when to wear masks. Everyone is required to sign off with their management that they have watched the video and understand the need.

Select employees may be required to wear a department-approved face mask or advanced PPE depending on the work assigned. Training is available on the proper way to wear advanced PPE.

Employees seeking an exemption from wearing a face covering due to a medical condition, mental health condition, or disability should contact the Human Resources Department.

Shoes:

Employees are required to wear suitable footwear consistent with the type of work being performed, hazards involved and employee job duties. Further footwear guidance can be found in the Safety Guidelines.

Shoes must cover the toes and be attached around the back of the foot. Sandals such as flip-flops, crocs, or thongs are not permitted. Running/athletic sneakers are permitted, as approved by division management. If employees choose to wear open-toed shoes, it is advisable they not be worn to walk on the exhibit floor during move-in or move-out, docks or areas under construction.

For Smart Casual attire, dress shoes, clean and conservative dress-style sneakers, boat shoes, boots/booties, flats, heels, pumps and wedges are permitted. For Business Professional attire, only dress shoes, flats, heels and pumps are permitted.

Hair:

Hair should be clean, well-groomed, and neat. Natural and muted, soft colors (pale pink, light grey, lilac, light blue, etc.) are permitted as long as maintained. Muted, soft colors can be mixed with a natural hair color (See examples #2). Hair should not be disheveled. Facial hair is permitted as long as it is within safety guidelines and is neatly trimmed and shaped.

Name Badges:

All employees are issued a photo identification badge and a name badge. The photo ID badge, which also serves as a proximity device for access into the building and other restricted areas, may be worn on a breakaway lanyard or on a badge clip. Name badges are to be worn on top of clothing on the upper right chest area or the lapel of a jacket. Badges are to be worn at all times so that they are clearly visible. Only photo identifications, name badges or other special event ribbons or pins issued or authorized by the Corporation are to be worn.

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Necklaces, bracelets and rings are permitted as long as the employee is not under safety guidelines that would restrict these types of jewelry.

Tattoos:

Visible tattoos are permitted except for on the face, knuckles, neck or head. When in Business Professional attire, tattoos should be covered. Tattoos must not display any obscene words or profane language, including anything that is racist, sexual, homophobic, ageist, or that contains, or promotes violence or a hostile work environment.

Perfume/Cologne:

If used, perfume, cologne or any other scents must be used sparingly. Keep in mind that some employees may be sensitive or allergic to the chemicals in perfumes.

Fingernails:

Fingernails should be clean. Nails should not extend more than ½ inch past the tip of the finger.

Makeup:

An appropriate professional business appearance is required at all times.

Summary:

If in doubt, employees should check with management. Special dress and/or grooming requirements may be established by division leadership as necessary for employee safety. Through an interactive process with Human Resources, an adjustment to the Wardrobe and Grooming Policies may be made as a reasonable accommodation for an employee. Any other requests for exceptions not already addressed in this section, must be addressed and approved by the Executive Director, Human Resources and/or the Chief Operating Officer and/or President & CEO.

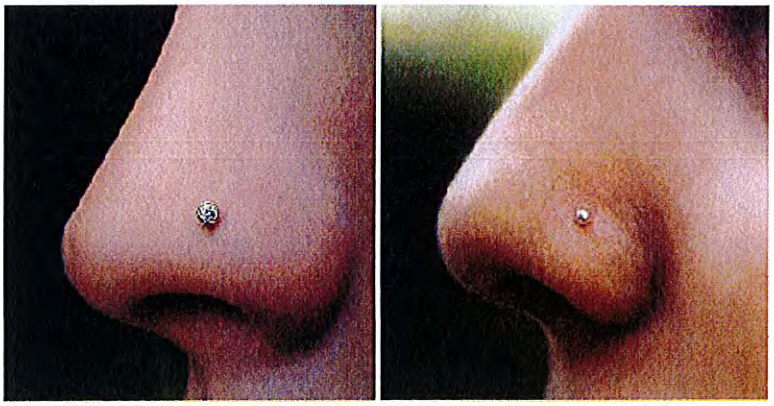
Example #1 – Jeans



Example #2 – Hair



Example #3 – Nostril Piercing



Agenda Item 3.E.2

SAN DIEGO CONVENTION CENTER CORPORATION

M E M O R A N D U M

TO: Board of Directors

FROM: Allan Farwell, Budget Committee Chair

DATE: For the Agenda of June 22, 2021

RE: FY2022 Revised Proposed Budget (since BOD approval 3-23-2021)

BACKGROUND

The San Diego Convention Center Corporation budget is adopted by San Diego Convention Center Board of Directors and approved by the City Council of San Diego. The FY2022 budget was approved March 23, 2021. SDCC entered into a **Federal emergency intake site (EIS) agreement to shelter unaccompanied minor children seeking asylum in the United States** just as the budget was being presented in March. The agreement duration is March 26, 2021 – July 15, 2021 and provides rent, reimbursement of utilities and various services provided to support this operation. The estimated bottom line impact to the Corporation is budgeted to yield $13M. Corporation has not been able to successfully submit an invoice for payment of services for the first half of the contract period and therefore expects cash flow pressure well into the fall of 2021.

DISCUSSION

The FY2022 Budget approved on March 23, 2020, produced a zero ending reserve balance after receiving an operational subsidy from the City of San Diego of $10.2M. Overall Net Operating Loss was budgeted at ($13,558,320) assuming reopening in October 2021. Since that meeting, state guidance allowed for a reopening plan due to vaccination rates increases combined with reduction in positive COVID case rates, allowing the Convention Center to open earlier in August 2021. With the EIS demobilizing on July 15, 2021 and many events still holding on for hopes to salvage their event, Corporation will welcome back their first event in nearly eighteen months, SPIE Optical + Photonics. SDCC anticipates a slow ramp up for events to resume over the first half of the year with greater consumer confidence in the second half for the seventy contracted events scheduled during the fiscal year. Attendance is anticipated to rebound to an estimated 85% pre-pandemic level by the end of FY2022. Corporation will still face a Net Operating Loss of ($11,427,010) before receiving subsidy support from the City.

Operating Revenues in the original adopted FY2022 budget were $16.4M assuming an October reopening. The updated budget increases operating revenues to $21.0M due to an added two months of event activity along with an additional $2.4M produced for rent and services from the EIS operation before considering City subsidy support. City operational subsidy support at this time remains at $10.2M with the caveat for a Quarter 1 review in the latter part of the calendar for re-evaluation by City Council. FY2022 total operational inflow increased to $33.7M compared to

$26.7M in the prior submitted budget.

Offsetting the increase in revenue are increased costs in expenses. Personnel costs increased by $3.2M mainly due to recalling staff to support the EIS operation earlier than previously budgeted. The EIS operation allowed SDCCC to retain our core operations team to service the operation while allowing us to better prepare for the return of events. The FT staff recalled will remain employed in order to maintain the level of service our clients expect, with furloughs continuing when necessary as events demand dictates. As event activity stabilizes, FT staff will receive hours as a priority and then will augment with PT's as needed. Overall personnel costs in the original budget were $17.8M and has been increased to $21.0M in this budget submission.

Non-personnel costs for general building support, repairs & maintenance, insurance, travel and ancillary support costs increased from $12.1M to $13.9M, mostly due to additional equipment needs, repair costs, anticipated special event expense requests and increased utilities as we reopen the Center earlier than previously planned.

PPP Loan forgiveness expected of $4.387M in FY2021 will delay into FY2022. The initial submission of the forgiveness application required an additional level of support backup will be submitted late July. The other $2M PPP loan is still expected to be forgiven in FY2022, totaling $6.4M to be forgiven by the end of FY2022.

Debt service remained the same.

CIP and Operating Capital increased by $1.1M due to a few additional emergent items occurring over the last few months not previously identified. The fire pump replacement will significantly increase due to permit change requirements imposed by the City of San Diego making our existing pump replacement plan change course from installing a diesel pump to an electric one. Additionally, two dewatering pumps in the parking garage have failed and will need replacement. Corporation staff will be working with City engineering staff and Port to discuss a plan to resolve the aged dewatering system in the near future.

STAFF RECOMMENDATION

Approve authorization of FY2022 Revised Budget with the expectation it will be reviewed during Quarter 1 City Council budget review in late fall 2021.

___/s/_____
Allan Farwell
Budget Committee Chair

SAN DIEGO CONVENTION CENTER CORPORATION
FY2022 BUDGET - (AUGUST OPENING)

Jun 10, 2021
11:01 AM

	FY17 - FY19 Average	FY2021 BUDGET	REVISED FY2021 FORECAST	FY2022 Board Approved 3.26.2021	FY2022 REVISED BUDGET	FY2023 PROJECTION	FAVORABLE / (UNFAVORABLE) FY2022 Revised Budget vs. FY2022 Approved	FY2022 Recovery to Pre-Pandemic Levels	FY2023 Recovery to Pre-Pandemic Levels
OPERATING REVENUES									
Building Rent	$9,200,000	$588,310	$403,530	$6,220,630	$6,859,910	$9,496,950	$639,280	74.6%	103.2%
Food & Beverage	11,400,000	763,510	1,279,870	3,914,420	5,193,910	10,320,530	1,279,490	45.6%	90.5%
Event Services	4,220,000	469,150	311,510	1,420,250	2,021,060	4,307,200	600,810	47.9%	102.1%
Utilities	6,000,000	347,190	40,370	1,983,740	3,249,140	4,993,860	1,265,400	54.2%	83.2%
Telecommunications	4,750,000	578,090	629,900	1,977,670	2,575,680	3,676,210	598,010	54.2%	77.4%
Audio & Visual	1,430,000	57,550	72,170	410,810	577,570	988,440	166,760	40.4%	69.1%
Business Development	175,000	181,450	168,750	433,490	504,500	817,600	71,010	288.3%	467.2%
Interest/Investment Income	175,000	19,230	3,000	9,600	9,600	14,000	-	5.5%	8.0%
Other Revenues	145,000	34,410	51,700	22,260	27,060	84,550	4,800	18.7%	58.3%
TOTAL OPERATING REVENUES	$37,495,000	$3,038,890	$2,960,800	$16,392,870	$21,018,430	$34,699,340	$4,625,560	56.1%	92.5%
OPERATING INFLOWS									
City of San Diego - Marketing	$2,900,000	$0	$0	$0	$0	$0	$0		
City of San Diego - Funding	0	0	0	10,196,440	10,196,440	0	-		
City of San Diego - Shelter Operations	0	13,798,200	20,335,020	0	0	0	-		
SD Tourism Marketing District (TMD)	0	0	0	90,000	90,000	0	-		
Emergency Intake Site	0	0	16,640,000	0	2,400,000	0	2,400,000		
TOTAL OPERATING INFLOWS	$2,900,000	$13,798,200	$36,975,020	$10,286,440	$12,686,440	$0	$2,400,000		
TOTAL REVENUES AND INFLOWS	$40,395,000	$16,837,090	$39,935,820	$26,679,310	$33,704,870	$34,699,340	$7,025,560	83.4%	85.9%
OPERATING EXPENSES									
Salaries & Wages - Full Time	13,065,000	$9,022,880	$9,495,500	$10,888,620	$12,842,240	$13,535,270	-$1,953,620	98.3%	103.6%
Salaries & Wages - Part Time	4,300,000	599,370	1,619,390	2,202,960	3,008,430	4,220,100	-805,470	70.0%	98.1%
Fringe Benefits	5,275,000	5,760,110	4,683,170	4,745,760	5,177,410	5,081,510	-431,650	98.1%	96.3%
TOTAL PERSONNEL EXPENSES	$22,640,000	$15,382,360	$15,798,060	$17,837,340	$21,028,080	$22,836,880	-$3,190,740	92.9%	100.9%
General Expenses	2,550,000	$1,654,600	$1,294,200	$1,402,390	$1,951,300	$2,123,130	-$548,910	76.5%	83.3%
Repair & Maintenance	2,741,000	2,411,110	1,676,850	3,232,870	3,851,190	3,188,190	-618,320	140.5%	116.3%
Utilities	4,100,000	2,995,490	3,344,400	3,425,250	3,917,350	4,015,000	-492,100	95.5%	97.9%
Contracted Services	930,000	1,001,270	423,880	691,580	691,580	913,650	0	74.4%	98.2%
Travel & Transportation	115,000	12,940	8,380	58,240	83,240	64,770	-25,000	72.4%	56.3%
Insurance	363,000	621,890	527,570	717,790	717,790	906,730	0	197.7%	249.8%
Telecommunications	47,000	51,420	39,320	52,300	52,300	52,310	0	111.3%	111.3%
Sales & Marketing	2,145,000	1,515,230	1,502,100	1,966,500	2,030,520	2,359,480	-64,020	94.7%	110.0%
Supplies	650,000	380,750	562,480	566,930	612,090	609,340	-45,160	94.2%	93.7%
TOTAL SUPPLIES & SERVICES	$13,641,000	$10,644,700	$9,379,180	$12,113,850	$13,907,360	$14,232,600	-$1,793,510	102.0%	104.3%
TOTAL OPERATING EXPENSES	$36,281,000	$26,027,060	$25,177,240	$29,951,190	$34,935,440	$37,069,480	-$4,984,250	96.3%	102.2%
NET OPERATING REVENUES / EXPENSES	$4,114,000	-$9,189,970	$14,758,580	-$3,271,880	-$1,230,570	-$2,370,140	$2,041,310		
EXTRAORDINARY GAIN ON DEBT FORGIVENESS	$0	$4,387,000	$0	$2,000,000	$6,387,000	$0	$4,387,000		
DEBT SERVICE EXPENSES									
Interest Expense	$0	$864,220	$864,220	$836,100	$836,100	$806,980	$0		
Loan Admin Fee	0	72,220	74,300	72,030	72,030	69,670	0		
Principal: Warehouse Lease	2,197	2,200	2,200	2,200	2,200	1,650	0		
Principal: IBank Loan	0	783,200	758,250	783,200	783,200	811,320	0		
TOTAL DEBT SERVICE EXPENSES	$2,197	$1,721,840	$1,698,970	$1,693,530	$1,693,530	$1,689,620	$0		
NET OPERATING RESERVE IMPACT	$4,111,803	-$6,524,810	$13,059,610	-$2,965,410	$3,462,900	-$4,059,760	$6,428,310		

OPERATING RESERVE ACTIVITY		FY2021 BUDGET	REVISED FY2021 FORECAST	FY2022 Board Approved 3.26.2021	FY2022 APPROVED BUDGET	FY2023 PROJECTION	FAVOR / (UNFAV) FY2022 Revised vs. FY2022 Approved		
Beginning Operating Reserve		$3,464,820	$3,464,820	$4,179,660	$16,227,650	$17,376,300	$12,047,990		
+ Net Operating Revenues / (Expenses)		-9,189,970	14,758,580	-3,271,880	-1,230,570	-2,370,140	2,041,310		
+ PPP Loan Forgiveness		4,387,000	0	2,000,000	6,387,000	0	4,387,000		
- Debt Service Obligation		-1,721,840	-1,698,970	-1,693,530	-1,693,530	-1,689,620	0		
- Capital Outlay:									
Capital Infrastructure Projects		-325,000	-100,000	-3,500,000	-4,500,000	-4,125,000	-1,000,000		
Operating Capital		-757,790	-196,780	-464,250	-564,250	-469,500	-100,000		
+ Debt Finance Capital		0	0	2,750,000	2,750,000	4,050,000	0		
Ending Reserve Balance	$13,674,080	-$4,142,780	$16,227,650	$0	$17,376,300	$12,772,040	$17,376,300		
Reserve Minimum Balance (8%)		$3,246,580	$3,246,580	$3,003,000	$2,989,110	$2,577,730	$13,890		
Over / (Under) Reserve Minimum Balance		-$7,389,360	$12,981,070	-$3,003,000	$14,387,190	$10,194,310	$17,390,190		

Proposed Budget for Board Approval 6.22.2021

FY2022 and FY2023 CIP/O&M: Critical Capital Infrastructure and Equipment replacement plan

CIP (Capital Infrastructure Projects)

Capital Type	Year	PRIORITY	PROJECT DESCRIPTION	Account Type	(Carryover)	FY 2022	FY 2023
CIP	FY21	1	Cast iron drain pipe replacement (mtg rooms/east kitchen)	Capital - Leasehold Improvements (30)	75,000	100,000	-
CIP (NEW)	FY22	1	P2 Dewatering Pumps/Fencing replacement (need to discuss with City)	Capital - Leasehold Improvements (15)		200,000	
CIP (NEW)	FY22	1	Fire Pump Replacement (new permits required, changing to electric)	Capital - Leasehold Improvements (15)		700,000	
CIP	FY22-FY23	1	West Building Roof	Capital - Leasehold Improvements (30)		2,750,000	4,050,000
CIP	FY22	2	Modernization (Carpet) - Meeting Rooms	Capital - Leasehold Improvements (10)		750,000	
CIP	FY23	2	Digital Conventions phase III wiring	Capital - Telecomm (5)			75,000
				Total		4,500,000	4,125,000
				Covered by IBank Debt		(2,750,000)	(4,050,000)
				Funded from Reserves		1,750,000	75,000

O&M (Capital Operating & Major Maintenance)

Capital Type	Year	PRIORITY	PROJECT DESCRIPTION	Account Type	(Carryover)	FY 2022	FY 2023
Cap O&M	FY22	1	Glassware Dish Machine	Capital - Operating Equipment (15)		45,000	
Cap O&M	FY22	1	Broiler - Kitchen Equipment	Capital - Operating Equipment (15)		30,000	
Cap O&M	FY21-FY22	2	ERP Conversion (Event MGT. / Finance software system)	Capital - Information Systems (10)	150,000	200,000	
Cap O&M	FY22	2	Injector Pumps, Controls & Alarms: Replace - P2 South	Capital - Operating Equipment (15)		150,000	
Cap O&M	FY22	2	Barometric Damper controls (Albireo)	Capital - Operating Equipment (15)		58,000	
Cap O&M	FY22	2	Ansul (fire hood) - West Kitchen	Capital - Operating Equipment (15)		81,250	
Cap O&M	FY23	3	Bobcat SkidSteer S590 with grapple bucket, excavator, stump grinder	Capital - Operating Equipment (15)			95,000
Cap O&M	FY23	3	Trash Can cleaning machine	Capital - Operating Equipment (15)			90,000
Cap O&M	FY23	3	File server replacements (Security video)	Capital - Information Systems (10)			38,000
Cap O&M	FY23	3	19' Scissor Lifts: Replace	Capital - Operating Equipment (7)			18,000
Cap O&M	FY23	3	Carpet Vacuum (to replace sweeper) x 2	Capital - Operating Equipment (7)			50,000
Cap O&M	FY23	3	Robotic Vacuum 1 - Manufacturer/model TBD	Capital - Operating Equipment (7)			50,000
Cap O&M	FY23	3	Sweeper, Large ride on, Tennant S30	Capital - Operating Equipment (7)			39,000
Cap O&M	FY23	3	32' Boom Lift: Replace	Capital - Operating Equipment (7)			38,000
Cap O&M	FY23	3	Electric Tow Tractor (Mule) - 2	Capital - Operating Equipment (7)			16,500
Cap O&M	FY23	3	Yale Electric Forklift with Charger	Capital - Operating Equipment (7)			35,000
				Funded from Reserves		564,250	469,500
				Total Capital Spend		5,064,250	4,594,500
				Total Financed through Debt		(2,750,000)	(4,050,000)
				Total funded from SDCC Reserves		2,314,250	544,500

Priority Ranking (definitions):

Score	Considerations for ranking includes:
1	HEALTH; PUBLIC SAFTEY; MANDATES
2	Frequent Problems, aging infrastructure/equipment (w/ a direct impact to P&L)
3	Public Demand; Benefits to the Community; Synergy w/ other projects
4	Dependent on available funding and planned replacements

Agenda Item 3.F.1

SAN DIEGO CONVENTION CENTER CORPORATION
MEMORANDUM

TO: Board of Directors

FROM: Carlos Cota, Audit Committee Chair

DATE: For the Agenda of June 22, 2021

RE: Acceptance of Money Purchase Pension Plan Audited Financial Report for the Plan Year Ended December 31, 2020

BACKGROUND

Annually, the Corporation files a Public Retirement Systems Financial Transaction Report with the State Controller's Office of the San Diego Convention Center Corporation Money Purchase Pension Plan (MPPP) performance based on a limited scope annual independent audit.

DISCUSSION

The accounting firm of Considine & Considine, LLP has completed the limited scope audit of the Corporation's MPPP for the plan year ended December 31, 2020. They have served as our auditors for many years. The five (5) year contract term expired last year however, I extended it for an additional year given the complexity of a plan conversion during calendar 2020 and the timeline constraint we were facing given the limited resources in finance over the past year.

The purpose of this audit to express an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP) and whether the supplemental schedules are fairly stated in all material respects in relation to the financial statements as a whole. I am happy to report a successful audit with confirmation that our financial statements are fairly presented in conformity with U.S. GAAP, the notes include all disclosures required by laws and regulations to which the plan is subject

_/s/_____
Carlos Cota
Audit Committee Chair

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SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN
FINANCIAL STATEMENTS
DECEMBER 31, 2020 AND 2019

SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN

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		Pages
I	Index	1
II	Independent auditor's report	2 - 3
III	Statements of net assets available for benefits	4
IV	Statements of changes in net assets available for benefits	5
V	Notes to the financial statements	6 – 14
VI	Required supplemental information:	
	- Schedule of assets (held at end of year)	15 - 17

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INDEPENDENT AUDITOR'S REPORT

To the Trustees of
San Diego Convention Center Corporation Money Purchase Pension Plan

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of San Diego Convention Center Corporation Money Purchase Pension Plan, which comprise the statements of net assets available for benefits as of December 31, 2020 and 2019, and the related statements of changes in net assets available for benefits for the years then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audits in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 CFR section 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in note 6, which was certified by Wells Fargo Bank and Charles Schwab Trust Bank, the trustees of the Plan, except for comparing the information with the related information included in the financial statements. We have been informed by the plan administrator that the trustees hold the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the trustees as of and for the years ended December 31, 2020 and 2019, that the information provided to the plan administrator by the trustees are complete and accurate.

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient, appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

Other Matter

The supplemental schedule of assets (held at the end of the year) as of December 31, 2020 is required by the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

Report on Form and Content in Compliance With DOL Rules and Regulations

The form and content of the information included in the financial statements and supplemental schedules, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.



CONSIDINE & CONSIDINE
An accountancy corporation

June 14, 2021

SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN
STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
DECEMBER 31, 2020 AND 2019

	2020	2019
ASSETS		
CASH (note 5)	$ 22,357	$ -
INVESTMENTS		
Investments at fair value (notes 6 and 7)	24,892,233	25,142,180
RECEIVABLES		
Notes receivable from participants	627,988	740,709
Employer contributions	33,166	-
	661,154	740,709
TOTAL ASSETS	25,575,744	25,882,889
TOTAL LIABILITIES	-	-
NET ASSETS AVAILABLE FOR BENEFITS	$ 25,575,744	$ 25,882,889

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See accompanying notes

SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN
STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019

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	2020	2019
ADDITIONS TO NET ASSETS ATTRIBUTED TO:		
INVESTMENT INCOME (note 6)		
Net appreciation in fair value of investments	$ 1,443,405	$ 3,883,446
Dividends	661,817	396,049
Mutual fund rebate	35,037	50,214
	2,140,259	4,329,709
Interest income on notes receivable from participants	35,426	35,853
CONTRIBUTIONS		
Employer	1,181,202	1,321,683
TOTAL ADDITIONS	3,356,887	5,687,245
DEDUCTIONS FROM NET ASSETS ATTRIBUTED TO:		
Benefits paid to participants (note 5)	3,567,919	2,511,942
Administration fees (note 3)	96,113	52,680
TOTAL DEDUCTIONS	3,664,032	2,564,622
NET INCREASE/(DECREASE)	(307,145)	3,122,623
NET ASSETS AVAILABLE FOR BENEFITS, BEGINNING OF YEAR	25,882,889	22,760,266
NET ASSETS AVAILABLE FOR BENEFITS, END OF YEAR	$ 25,575,744	$ 25,882,889

See accompanying notes

NOTE 1 DESCRIPTION OF PLAN

The following description of San Diego Convention Center Corporation Money Purchase Pension Plan ("Plan") provides only general information. Participants should refer to the plan agreement for a more complete description of the Plan's provisions.

GENERAL

The Plan is a defined contribution plan covering all full-time and part-time employees of The San Diego Convention Center (the "Company" or "Employer") who are not covered under a union retirement plan. Full-time employees qualify to participate in the Plan once they have completed 1,000 hours in their first year of service while part-time employees qualify to participate in the Plan once 1,000 hours have been completed each year. The Plan is subject to certain provisions of the Employee Retirement Income Security Act of 1974 (ERISA), as amended.

CONTRIBUTIONS

Contributions to the Plan are as follows:

For each plan year, the Employer is required to contribute an amount equal to 10% of the total annual compensation of all participants who qualified to participate in the Plan. Contributions for any one plan year shall be transferred to the Plan; provided, however, such contributions shall be paid no later than the due date of the Company's corporate tax returns (or any extension thereof). In the event the annual contribution is deposited after the close of the plan year, the employer shall designate the plan year to which such contributions apply. Total payroll for the years ended December 31, 2020 and 2019 was $14,581,763 and $18,694,529, respectively. Contributions were calculated using eligible wages of $12,845,489 for 234 employees and $13,828,023 for 248 employees for the years ended December 31, 2020 and 2019, respectively. The Plan was fully funded during 2020 and 2019.

The Plan does not permit voluntary contributions.

PARTICIPANT ACCOUNTS

Participants have separate accounts for contributions to the Plan. Annually, each account recognizes appropriate contributions, plan earnings or losses net of fees, and applicable forfeitures upon participant termination.

FORFEITED ACCOUNTS

Forfeitures are used to reduce the employer's liability for current or subsequent contributions to the Plan.

VESTING

Vesting in participant's accounts, based on years of service, is as follows:

Years of service	Vested %
Less than 1 year	None
1 year but less than 2	20
2 years but less than 3	40
3 years but less than 4	60
4 years but less than 5	80
5 years of more	100

LOANS

Participant loans are permitted under the Plan, however, loan amounts may not exceed the lesser of $50,000 or 50% of the participant's vested account balance, subject to a minimum loan amount of $1,000. Interest charged on the loans is prime rate plus 0.5%.

Under the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"), effective March 27, 2020 through September 23, 2020, loan provisions were temporarily adopted. Loan amounts may not exceed the lessor of $100,000 or 100% of the participant's vested account balance during this period and the delay of loan payments are allowed.

INVESTMENT OPTIONS

Upon enrollment into the Plan, participants may direct their account balances in any investment alternatives approved by the trustee, including but not limited to mutual funds and the common and collective fund. All earnings and losses on the directed investments are credited directly to the participants' accounts.

PAYMENT OF BENEFITS

Vested benefits are payable in one lump-sum distribution of the entire account balance or in a single sum payment of a portion of the account balance.

For purposes of determining whether or not a withdrawal is being used to provide benefits in accordance with the Plan document, the term "benefits" is limited to amounts becoming payable to the participant due to:

(A) termination of employment
(B) retirement
(C) disability
(D) death

as defined in the plan document.

Withdrawals for reasons other than those listed above are allowed but may be subject to certain charges and adjustments.

In the event of a mandatory distribution greater than $1,000, but no more than $5,000, in accordance with the payment provisions of the Plan, if the participant does not elect to have such distributions paid directly to an eligible retirement plan specified by the participant in a direct rollover or to receive the distribution directly under any form of payment allowed under the Plan, then the distribution will be paid in a direct rollover to an individual retirement plan designated by the plan administrator. Mandatory distributions of $1,000 or less will be paid in cash as directed by the plan administrator, unless the participant elects a direct rollover or elects to receive the distribution under another form permitted by the Plan.

Under the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"), effective January 1, 2020 to December 31, 2020, distribution provisions were temporarily adopted.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The accompanying financial statements have been prepared using the accrual method in conformity with generally accepted accounting principles (GAAP) in the United States of America.

Use of Estimates - The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Investments Valuation and Income Recognition - Investments are maintained in mutual funds and in a non-fully benefit-responsive common collective trust and are stated at values certified by the institution that holds the Plan's assets as an investment manager and are under the custody of the Plan trustee.

Quoted market prices are used to value investments at fair value. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year. The cost basis of the assets was $23,392,282 and $28,022,038 as of December 31, 2020 and 2019, respectively.

Fair Value Measurement - The Plan follows accounting standards consistent with the Financial Accounting Standards Board (FASB) Codification which defines fair value, establishes a framework for measuring fair value and enhances disclosures about fair value measurements for all financial assets and liabilities.

Classification and measurement of financial instruments - As of December 31, 2019, the Plan adopted Accounting Standards Update (ASU) 2016-01 "Recognition and Measurement of Financial Assets and Financial Liabilities." This ASU amends certain aspects of current guidance on the recognition, measurement and disclosure of financial instruments. Among other changes, this ASU requires most equity investments to be measured at fair value. Additionally, the ASU eliminates the requirement to disclose the method and significant assumptions used to estimate the fair value for instruments not recognized at fair value in the Plan's financial statements. The adoption of this standard had no material impact on the Plan's financial statements and related disclosures.

Notes Receivable from Participants - Loans to participants are reported at their unpaid principal balances plus any accrued but unpaid interest. Management regularly reviews the collectability of the delinquent loan balances and records an allowance based on circumstances of the individual's underlying loan. Uncollectible loans are written off against the participant's balance at the time the participant leaves the Plan. Notes receivable from participants are reported net of an allowance of $0 as of December 31, 2020 and 2019.

Benefits - Benefits are recorded when paid. There were no unpaid benefits at December 31, 2020 and 2019.

Income Taxes - The Plan follows accounting standards which clarify the accounting for uncertainty in income taxes recognized in the Plan's financial statements and prescribes a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. It also provides guidance on derecognition and measurement of a tax position taken or to be taken in a tax return. The Plan is a governmental plan as defined in section 3(32) of ERISA, and thus exempt from Title 1 of ERISA and certain provisions of the Internal Revenue Code. The Plan is subject to the unrelated business income tax (UBIT) in any taxable year its unrelated business taxable income (UBTI) exceeds $1,000. The Company does not believe it has conducted business which is not substantially related to the Plan's exempt purpose or invested in any non-qualified

investments that would be subject to UBIT. As of December 31, 2020 and 2019, the Plan has not accrued interest or penalties related to uncertain tax positions.

NOTE 3 ADMINISTRATIVE EXPENSES

Expenses of the Plan, to the extent that the employer does not pay such expenses, may be paid out of the assets of the Plan provided that such payment is permitted by law. Certain investment related expenses are included as a reduction of investment return and are not separately reflected. During the years ended December 31, 2020 and 2019, the majority of the administrative expenses of the Plan were paid using assets of the Plan. Amounts totaling $96,113 and $52,680 were paid directly by the Plan for trustee fees for the years ended December 31, 2020 and 2019, respectively.

NOTE 4 PLAN TERMINATION

Although it has not expressed any intent to do so, the Company has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of plan termination, the rights of all employees to account balances accrued to the date of the termination are fully vested and non-forfeitable.

NOTE 5 BENEFITS PAID TO PARTICIPANTS

For the years ended December 31, 2020 and 2019, $3,567,919 and $2,511,942, respectively, have been distributed to participants who have withdrawn from the Plan.

For the years ended December 31, 2020 and 2019, the total amount of forfeitures used for the Plan were $55,893 and $0, respectively. Forfeitures are used to reduce employer contributions to the Plan. At December 31, 2020 and 2019, there were forfeited nonvested accounts totaling $22,357 and $18,127, respectively.

As a result of the spread of the COVID-19 Coronavirus and the resulting health orders, operations were significantly impacted during 2020. The Company furloughed and laid-off employees, resulting in a significant increase in distributions to participants.

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NOTE 6 INFORMATION PREPARED AND CERTIFIED BY PLAN TRUSTEE

The following is information prepared and certified by Wells Fargo Bank:

	2020	2019
Investments at fair value:		
Mutual funds	$ -	$ 22,380,194
Common and collective fund	-	2,761,986
Notes receivable from participants	-	740,709
	$ -	$ 25,882,889

	2020	2019
Investment income/(loss):		
Net appreciation/(depreciation) in fair value of investments	$ (132,332)	$ 3,883,446
Dividends	25,972	396,049
Mutual fund rebate	35,037	50,214
Interest income on notes receivable from participants	21,062	35,853
	$ (50,261)	$ 4,365,562

The following is information prepared and certified by Charles Schwab Trust Bank:

	2020	2019
Cash	$ 22,357	$ -
Investments at fair value:		
Mutual funds	21,708,322	-
Common and collective fund	3,183,911	-
	$ 24,914,590	$ -

	2020	2019
Investment income:		
Net appreciation in fair value of investments	$ 1,575,737	$ -
Dividends	635,844	-
	$ 2,211,581	$ -

During 2020 and 2019, the Plan's investments (including gains and losses on investments bought and sold, as well as held during the years) appreciated in value by $1,443,405 and $3,883,446, respectively.

NOTE 7 COMMON AND COLLECTIVE FUND

The Plan has a non-fully benefit-responsive common and collective fund with Charles Schwab Trust Bank (held with Wells Fargo Bank effectively until July 31, 2020) and that is operated as a stable return fund. Charles Schwab Trust Bank (Wells Fargo Bank effectively until July 31, 2020) maintains Plan contributions in an unallocated account which is part of the general assets of Charles Schwab Trust Bank (previously Wells Fargo Bank). The fund is included in the financial statements at fair value as reported to the Plan by Charles Schwab Trust Bank (previously Wells Fargo Bank) at December 31, 2020 and 2019. The fund is credited with contributions made under the fund, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investments at contract value.

There are no reserves against contract value for credit risk of the contract issuer or otherwise. The fair value of the fund at December 31, 2020 and 2019 was $3,183,911 and $2,761,986, respectively. The crediting interest rate was 1.96% at December 31, 2020 and 1.97% at December 31, 2019. The crediting interest rate is based on the rate in effect when money is deposited in the account.

NOTE 8 FAIR VALUE MEASUREMENT

The Plan's investments are reported at fair value in the accompanying statements of net assets available for benefits. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels:

Level 1: Quoted prices (unadjusted) in active markets that are accessible at the measurement date for identical assets or liabilities. The fair value hierarchy gives the highest priority to Level 1 inputs.

Level 2: Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in inactive markets; or model-derived valuations in which all significant inputs are observable or can be derived principally from or corroborated with observable market data.

Level 3: Unobservable inputs are used when little or no market data is available. The fair value hierarchy gives the lowest priority to Level 3 inputs.

The fair value of the interest in the mutual funds is based on the closing price reported in the active market where the individual securities are traded, when available and is classified as Level 1 investments.

The common and collective fund operates as a stable return fund. The fund is valued on the basis of the relative interest of each participating investor in the fair value of the underlying assets of each of the respective common collective trusts. The values of the underlying investments are observable, and accordingly, the investments are classified as Level 2.

The Plan uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs are used only when Level 1 or Level 2 inputs are not available.

Financial assets carried at fair value at December 31, 2020 are classified below in one of the three categories described above. The table below presents the balances of assets measured at fair value on a recurring basis:

	Level 1	Level 2	Level 3	Total
Assets				
Mutual funds	$ 21,708,322	$ -	$ -	$ 21,708,322
Common and collective fund	-	3,183,911	-	3,183,911
	$ 21,708,322	$ 3,183,911	$ -	$ 24,892,233

Financial assets carried at fair value at December 31, 2019 are classified below in one of the three categories described above. The table below presents the balances of assets measured at fair value on a recurring basis:

	Level 1	Level 2	Level 3	Total
Assets				
Mutual funds	$ 22,380,194	$ -	$ -	$ 22,380,194
Common and collective fund	-	2,761,986	-	2,761,986
	$ 22,380,194	$ 2,761,986	$ -	$ 25,142,180

NOTE 9 RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur

in the near term and that such changes could materially affect participants account balances and the amounts reported in the statement of net assets available for benefits.

NOTE 10 RELATED PARTY TRANSACTIONS

Certain Plan investments include a common and collective fund and shares of money market funds managed by Charles Schwab Trust Bank and Wells Fargo. Charles Schwab Trust Bank is the trustee as defined by the Plan effective July 31, 2020 (previously Wells Fargo) and, therefore, these transactions qualify as party-in-interest transactions. Administrative fees incurred by the Plan to the Trustees totaled $96,113 and $52,680 for the years ended December 31, 2020 and 2019, respectively. The Company also pays certain administrative fees of the Plan, which are not reimbursed. In addition, the Company provides administrative services to the Plan at no cost to the Plan.

NOTE 11 SUBSEQUENT EVENTS

The Plan has evaluated subsequent events through June 14, 2021, the date which the financial statements were available to be issued.

As a result of the spread of the COVID-19 Coronavirus and the resulting health orders, operations may be significantly impacted during 2021. Participants and the amount of contributions may be reduced but the potential impact cannot be quantified at this time.

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SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT THE END OF YEAR)
DECEMBER 31, 2020

Plan Sponsor's EIN: 33-0107636
Plan Number: 001

(a)	(b) Identity of issue, borrower, lessor, or similar party	(c) Description of investment including maturity date, rate of interest, collateral, par or maturity value	(d) Cost	(e) Current Value
	American Fds Target Date Ret 2025 R6	Mutual fund	**	$ 4,638,406
	American Funds Target Date Ret 2040 R6	Mutual fund	**	3,384,878
	Wells Fargo Stable Value Fund C	Common and collective funds	**	3,183,911
	MFS Mid Cap Growth CL R6	Mutual fund	**	2,155,075
	American Fds Target Date Ret 2030 R6	Mutual fund	**	1,994,245
	American Fds Target Date Ret 2010 R6	Mutual fund	**	1,587,536
	American Fds Target Date Ret 2050 R6	Mutual fund	**	1,018,804
	American Fds Target Date Ret 2035 R6	Mutual fund	**	866,262
	Vanguard 500 Index F	Mutual fund	**	758,985
	MFS Growth FUnd CL R6	Mutual fund	**	680,524
	American Fds Target Date Ret 2045 R6	Mutual fund	**	619,828
	American Fds Target Date Ret 2020 R6	Mutual fund	**	590,884
	Vanguard Info Tech Index Fd Admiral	Mutual fund	**	496,056
	American Fd 2055 Target Date	Mutual fund	**	425,667
	American Fd 2060 Target Date	Mutual fund	**	380,399
	Conestoga Small Cap Inst	Mutual fund	**	372,219
	JP Morgan Equity Income R6	Mutual fund	**	342,648
	Janus Henderson Small Cap Value N	Mutual fund	**	280,117
	T. Rowe Price Overseas Stock Fund I	Mutual fund	**	256,194
	American Fds Target Date Ret 2015 R6	Mutual fund	**	244,939
	PGIM Total Return Bd R6	Mutual fund	**	228,663

See accompanying independent auditor's report

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SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT THE END OF YEAR)
DECEMBER 31, 2020

Plan Sponsor's EIN: 33-0107636
Plan Number: 001

(a)	(b) Identity of issue, borrower, lessor, or similar party	(c) Description of investment including maturity date, rate of interest, collateral, par or maturity value	(d) Cost	(e) Current Value
	Vanguard Extended Market Index Fund ADM	Mutual fund	**	199,175
	American Funds New Pespective R6	Mutual fund	**	135,608
	Wells Fargo Special Mid Cap Val R6	Mutual fund	**	39,262
*	Cash	Cash	**	22,357
	Vanguard Healthcare Index Fd Adm	Mutual fund	**	7,199
	Vanguard Total Intl Stock Index Adm	Mutual fund	**	2,572
	Invesco Oppenheimer Dev Markets R6	Mutual fund	**	2,009
	Vanguard Real Estate In Fd Adm Shares	Mutual fund	**	84
	Vanguard Financials Index Fd Adm Shr	Mutual fund	**	42
	Vanguard FTSE Social Index ADM	Mutual fund	**	42
				$ 24,914,590

* Indicates an identified person known to be a party-in-interest to the Plan.
** Cost has been omitted as investment is participant directed.

See accompanying independent auditor's report

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SAN DIEGO CONVENTION CENTER CORPORATION
MONEY PURCHASE PENSION PLAN
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE H, LINE 4i – SCHEDULE OF ASSETS (HELD AT THE END OF YEAR)
DECEMBER 31, 2020

Plan Sponsor's EIN: 33-0107636
Plan Number: 001

(a)	(b) Identity of issue, borrower, lessor, or similar party	(c) Description of investment including maturity date, rate of interest, collateral, par or maturity value	(d) Cost	(e) Current Value
*	Notes receivable from participants	Various maturity dates Interest rate 3.75% - 6.00%	**	$ 627,988

* Indicates an identified person known to be a party-in-interest to the Plan.
** Cost has been omitted as investment is participant directed.

See accompanying independent auditor's report

San Diego Convention Center Corporation

Injury and Illness Prevention Program

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Revised June 2020

Table of Contents

Policy 3
Responsibility and Authority 3
Compliance 3
Communication 4
Hazard Assessment 4
Hazard Correction 4
Accident/Incident Investigations 5
Training and Instruction 5
Recordkeeping 5
Department IIPP Supplement 5
Hazard Assessment and Correction 7
Attachment A 8
Injury and Illness Prevention Program COVID-19 Addendum 9
Employee Training 10
Employee Commitment 13

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Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

Responsibility and Authority

Terry Kurtenbach, Executive Director, Human Resources, is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Directors, Managers and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The department Safety Action Plans supplements provide department-specific information and additional direction. A copy of our IIPP is available from each manager and supervisor, as well as the Employee Handbook.

Department-specific training procedures are located in the department's Safety Action Plans and Standard Operating Procedures.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failing to comply with safe and healthful work practices

Communication

All directors, managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by using the Close Call Form.

Our communication system includes:

- New Hire Orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- Quarterly Town Hall Meetings
- A Safety Committee that includes employee participation from each department
- A Management Safety Committee that includes Directors from each department

Department-specific training procedures are located in the department's Safety Action Plans and Standard Operating Procedures.

Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections will be shared with the Safety Captains for each department. We will ensure that Safety Teams for each department meet regularly to emphasize Safety Guidelines and to guarantee consistency with them. The Employee Experience Manager or her designee will conduct a quarterly audit to ensure inspections are completed.

In addition to each department's periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring;
- Conducting a Safety Review Meeting; and
- Recording the findings and actions taken.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Recordkeeping

All of the following IIPP documentation is maintained for three (3) years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices identified, corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Safety committee meeting minutes
- Annual program reviews/inspections

Department IIPP Supplement

Responsibilities

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
- Safety Action Plans
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in Employee Handbook.

Communication

Effective communications with employees have been established using the following methods:

- ☐ Department safety committee
- ☐ Staff meetings every 30 days
- ☐ Tailgate meetings every 7 days
- ☐ Specific policies/procedures
- ☐ Department hazard assessment
- ☐ Employee safety training
- ☐ Safety newsletter, handouts
- ☐ Employee safety recognition
- ☐ Safety Data Sheets
- ☐ Posters and warning labels
- ☐ Other
- ☐ Quarterly Town Halls

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at all employee breakrooms. Forms should be submitted to Adriana Haefner, Employee Experience Manager.

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Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department's admin offices or workplaces:

Admin Offices and Workplaces	Frequency

Department inspection forms are located at each manager office or Intranet.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. Department Directors and the Employee Experience Manager or her designee will determine immediate action for imminent hazards.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Employees' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located at the Human Resources Office.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of Adriana Haefner, Employee Experience Manager.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the manager/supervisor and Facility Services Assistant Manager.

General and department specific safety training requirements are located at GO1 Learning Management Systems, managed by Alyssa Moniz, HR Representative.

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Attachment A

Hazardous/Unsafe Condition Report

Person conducting inspection: _____ Date: _____

Area(s) inspected:

Were any unsafe conditions or work practices identified? ☐ Yes ☐ No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?

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Injury and Illness Prevention Program COVID-19 Addendum

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). All employees are required to comply with our safety and health policies and practices.

The SDCCC will obtain the GBAC STAR™ Accreditation Program on Cleaning, Disinfection and Infectious Disease Prevention for Facilities (GBAC STAR Program) by August 2020. The program establishes requirements to assist facilities in the cleaning, disinfection, and infectious disease prevention work practices to control risks associated with infectious agents such as SARS-CoV-2, Influenza, MRSA, and TB. The SDCCC has cleaning, disinfection, and infectious disease prevention work practices, protocols, procedures, and systems already established and implemented.

The following outlines the SDCCC's commitment to our employees' safety and health.

Facility Leadership and Commitment
All levels of leadership/management ensure that roles, responsibilities, and authorities related to cleaning, disinfection, and infectious disease prevention are defined, documented, and communicated to those who manage, perform, and verify such work.

Sustainability and Continuous Improvement
The SDCCC has built into its program elements of continuous improvement in order to keep the program sustainable. The SDCCC uses the Plan-Do-Check-Act (PDCA) principle as the fundamental framework for quality management.

Conformity and Compliance
The SDCCC, on an on-going basis, identifies all legal requirements associated with cleaning, disinfection, and infectious disease prevention and verifies it has complied with applicable national / federal, regional / state, provincial, city, and local regulatory requirements.

Goals, Objectives, and Targets
The SDCCC has established and implemented documented objectives and targets for their cleaning, disinfection, and infectious disease prevention program.

Program Controls and Monitoring
The following program controls are in place and used by the SDCCC staff to monitor the planning, execution, and completion of actions set forth this program.

- Inspections:
  - Visual inspections will be conducted by Custodial Leads, Supervisors, and Managers throughout the operations periods. During this time, inspectors will confirm completion of work and quality of work process visually. In-the-moment coaching is encouraged during these inspections.
  - Formal Inspections will be conducted twice a month with the Facility Services Management team and documented in Computerized Maintenance Management System (CMMS).

- Incident Reporting:
  - 24/7 Incident Management System: The SDCCC uses a combination of a computerized maintenance management system and phone hotline for reporting of work requests throughout the facility. Completion or instruction to complete work requests are documented in the end of shift report by the Facility Services Supervisor.
  - Public Safety Incident Response Methods: The SDCCC's public safety division possesses a full investigative capability and uses that functionality to investigate any criminal or public safety related incidents on the SDCCC campus, including infectious disease response protocols.

Risk Assessment and Risk Mitigation Strategies
The SDCCC has created a matrix designed to mitigate ongoing and daily risks associated with high traffic, cross contamination, close quarter areas and other hazards involving infectious disease. Staff utilizes the matrix to determine the mitigation strategy areas based on location, risk assessment and hazards. The 'Risk Rating' determines mitigation strategies including but not limited to scheduling, frequency of cleaning, type of chemical, Personal Protective Equipment (PPE) requirements, and disinfection methods. The matrix is to be utilized to protect all building occupants from the ongoing risk of infectious disease.

Standard Operating Procedures (SOP)
Standard Operating Procedures (SOP) have been established and developed specific to activities and processes within the facility, especially for routine activities associated with cleaning, disinfection, and infectious disease prevention programs.

Tools and Equipment
The organization evaluates existing technologies and considers implementation of those that can automate or increase efficacy and efficiency with regards to cleaning, disinfection, and infectious disease prevention strategies and processes. Such technologies include, but are not limited to, electrostatic sprayers, automation, robotics, validation meters, microfiber, touchless or powered versions of common tools, and single-use / disposable items for reduced cross-contamination.

Personal Protective Equipment (PPE)
The facility ensures that suitable selection, provision, use and maintenance of PPE, is specified based on the risk assessments. The facility makes PPE available and provides appropriate training for the use of PPE to relevant personnel. Respirator fit tests are conducted by the SDCCC's third party industrial medical facility.

Employee Training

Personnel Training and Competency
The facility ensures that personnel who have responsibilities to clean, sanitize, and disinfect are trained and competent to do so. Competency levels shall be judged on appropriate education, training, certifications, and experience. Training records are maintained, and the organization verifies that staff members have attained required certifications and needed levels of competency.

The SDCCC's well-trained custodial staff is capable of handling an infection control cleaning regimen. All veteran staff are re-trained on current techniques, chemistry, and equipment to be

prepared to engage in the new work environment. All training detailed below will be required within 90 days of any new hire.

The SDCCC will provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, audiovisual, and picture-centered handouts and other resources:

- COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Signs and symptoms of COVID-19 and the importance of not coming to work if employees have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
    - Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing.
- The importance of physical distancing, both at work and off work time.
- Employer or government-sponsored leave benefits the employee may be entitled to receive.
- Methods to avoid touching face, eyes, nose and mouth.
- Coughing and sneezing etiquette.
- Reopening plan and procedures for returning to work.
- Safely using cleaners and disinfectants.
- Instruction and demonstration on the proper use of face coverings and PPE including, but not limited to:
    - Washing or sanitizing hands before and after using or adjusting face coverings, and avoid touching the eyes, nose, and mouth.
    - If reusable cloth face coverings are used, they should be washed after each shift. Cloth face coverings do not protect the wearer and are not personal protective equipment (PPE).

Training records are maintained in the Learning Management System (LMS) GO1. HCM Analyst is the technical administrator and the Human Resources Representative is the system data administrator. Facility Services management has access to ensure Facility Services data is entered timely and correctly into GO1.

Emergency Preparedness and Response

The SDCCC has established, implemented and maintains processes needed for and to respond to potential emergency situations and incidents involving potentially infectious materials. The SDCCC has an extensive and comprehensive Emergency Management Plan.

Facility Infection Disease Prevention Practices

The SDCCC has infection control programs, procedures, and technologies which protect employees, clients, and customers.

Limit Non-Essential Visits and Travel

Business travel remains restricted to essential travel only. When shelter in place requirements are lifted by health officials, business travel may resume based on need. Executive management must approve travel for employees who report to them through the chain of command.

Procedures to Help the Spread of COVID-19

- All employees must have their temperature taken before work with non-contact thermometers.
  - Designated temperature taking locations have been identified.
  - Training on operating the non-contact thermometers and maintaining the confidentiality of health information has been provided to those conducting the health screenings.
  - Each location has floor markings to maintain social distancing. Face masks are required when in the temperature taking location.
    A Human Resources representative will be notified of anyone with a temperature of 100 degrees (following the City of San Diego protocol for temperature checks). The employee may not leave the temperature taking location. Human Resources will advise the employee he must leave the workplace and will provide return to work guidelines.
- Employees should do a daily assessment of their own health and consider if they have a cough, fever, shortness of breath or have been exposed to anyone with a positive diagnosis.
- Employees who exhibit any symptoms at work will be sent home and be provided with information on how to seek medical care.
- Eligible employees will be provided with protected leaves as appropriate.
- If the SDCCC is informed that an employee tests positive for COVID-19, it will provide notice to the appropriate county/city health officials and obtain further guidance. Information that will be provided to health officials includes but is not limited to:
  - The employee's work location, work hours, general and specific work duties, whether the employee has traveled to multiple worksites recently, and the last day the employee was at work. The SDCCC will also determine who has been in contact with the employee and take appropriate steps to ensure the health of those employees.
  - The employee's name will not be disclosed unless requested by the health officials.

Worker Health Program

The facility has a Worker Health Program to ensure that risks to worker physical and psychological health are managed effectively, including preventive and protective measures. The Worker Health Program is administered through Human Resources.

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Employee Commitment

Company:

- All employees and visitors entering the SDCCC's buildings will be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Schedules have been modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Some areas are marked as one-way to reduce face-to-face traffic.

Employees:

- Stay home if you are sick.
- Maintain social distancing practices in the workplace, including before and after shifts, coming and going from vehicles, while in physical buildings or other structures and elevators, and during breaks and lunch periods.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.

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Agenda Item 3.F.3

San Diego Convention Center Corporation

Coronavirus Prevention Program

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December 2020

Contents

Policy 4
Authority and Responsibility 4
Corporate Commitment 4
Identification and Evaluation of COVID-19 Hazards 5
Employee Participation 5
Standard Operating Procedures (SOP) 5
Tools and Equipment 6
Personal Protective Equipment (PPE) 6
Program Controls and Monitoring 6
Risk Assessment and Risk Mitigation Strategies 6
Correction of COVID-19 Hazards 7
Control of COVID-19 Hazards 7
Physical Distancing 7
Face Coverings 8
Engineering Controls 9
Cleaning and Disinfecting 9
Shared Tools, Equipment and Personal Protective Equipment (PPE) 10
Hand Sanitizing 10
Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19 10
Investigating and Responding to COVID-19 Cases 11
System for Communicating 11
Employee Training 11
Personnel Training and Competency 11
Emergency Preparedness and Response 13
Facility Infection Disease Prevention Practices 13
Limit Non-Essential Visits and Travel 13
Exclusion of COVID-19 Cases 13
Reporting, Recordkeeping, and Access 13
Return-to-Work Criteria 14
Procedures to Help Prevent the Spread of COVID-19 14
Employee Screenings 14

Worker Health Program 15
Employee Commitment 15
Company: 15
Employees: 16
Multiple COVID-19 Infections and COVID-19 Outbreaks 17
COVID-19 testing* 17
Exclusion of COVID-19 cases 17
Investigation of workplace COVID-19 illness 17
COVID-19 investigation, review and hazard correction 17
Notifications to the local health department 18
Major COVID-19 Outbreaks 19
COVID-19 testing* 19
Exclusion of COVID-19 cases 19
Investigation of workplace COVID-19 illnesses 19
COVID-19 hazard correction 19
Notifications to the local health department 19
Appendix 20

Policy

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). All employees are required to comply with our safety and health policies and practices.

The San Diego Convention Center Corporation (SDCCC) was one of the first convention centers to obtain the GBAC STAR™ Accreditation Program on Cleaning, Disinfection and Infectious Disease Prevention for Facilities (GBAC STAR Program) in August 2020. The program establishes requirements to assist facilities in the cleaning, disinfection, and infectious disease prevention work practices to control risks associated with infectious agents such as SARS-CoV-2, Influenza, MRSA, and TB. The SDCCC has cleaning, disinfection, and infectious disease prevention work practices, protocols, procedures, and systems already established and implemented.

Authority and Responsibility

Terry Kurtenbach, Executive Director, Human Resources has overall authority and responsibility for implementing the provisions of this Coronavirus Protection Program (CPP) in our workplace. In addition, all directors, managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.
All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Corporate Commitment

The following outlines the SDCCC's commitment to our employees' safety and health.

Facility Leadership and Commitment
All levels of leadership/management ensure that roles, responsibilities, and authorities related to cleaning, disinfection, and infectious disease prevention are defined, documented, and communicated to those who manage, perform, and verify such work.

Sustainability and Continuous Improvement
The SDCCC has built into its program elements of continuous improvement in order to keep the program sustainable. The SDCCC uses the Plan-Do-Check-Act (PDCA) principle as the fundamental framework for quality management.

Conformity and Compliance
The SDCCC, on an on-going basis, identifies all legal requirements associated with cleaning, disinfection, and infectious disease prevention and verifies it has complied with applicable national / federal, regional / state, provincial, city, and local regulatory requirements.

Goals, Objectives, and Targets
The SDCCC has established and implemented documented objectives and targets for their cleaning, disinfection, and infectious disease prevention program.

Identification and Evaluation of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, briefing areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A**: COVID-19 **Safety and Health Inspection Checklist.**
- Evaluate employees' potential workplace exposures to all persons at, or who enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the Federal government, OSHA, State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: Risk Assessment Matrix, SDCCC GBAC STAR - 3.3 Program Controls and Monitoring, SDCCC GBAC STAR - 9.0 Audits and Inspections and COVID-19 Inspections Form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards:

- In accordance with the health and safety article of each collective bargaining agreement
- Non-represented employees may participate by advising (department/division management, HR, a contact on the expanded GBAC Committee List, any member on Leadership)
- All employees who participate or report COVID-19 hazard identification are protected and shall not fear reprisal.
- **Appendix C GBAC Committee – Expanded for CPP.**

Standard Operating Procedures (SOP)

Divisions have Standard Operating Procedures (SOP) established and developed specific to activities and processes within the facility, especially for routine activities associated with cleaning, disinfection, and infectious disease prevention programs.

Tools and Equipment

The organization evaluates existing technologies and considers implementation of those that can automate or increase efficacy and efficiency with regards to cleaning, disinfection, and infectious disease prevention strategies and processes. Such technologies include, but are not limited to, electrostatic sprayers, automation, robotics, validation meters, microfiber, touchless or powered versions of common tools, and single-use / disposable items for reduced cross-contamination.

Personal Protective Equipment (PPE)

The facility ensures that suitable selection, provision, use and maintenance of PPE, is specified based on the risk assessments. The facility makes PPE available and provides appropriate training for the use of PPE to relevant personnel. Respirator fit tests and training is conducted by the SDCCC's third party industrial medical facility when required.

Program Controls and Monitoring

We have implemented the following program controls are in place and used by the SDCCC staff to monitor the planning, execution, and completion of actions set forth this program.

- Inspections:
    - Visual inspections will be conducted by assigned Acting Leads, Safety Team Captains, Supervisors, and Managers throughout the operation. During this time, inspectors will confirm completion of work and quality of work process visually. In-the-moment coaching is encouraged during these inspections.
    - Divisions conduct monthly workplace-specific evaluations using the **Appendix A - Safety and Health Inspection Checklist.**
    - Formal Inspections will be conducted twice a month with the Facility Services Management team and documented in Computerized Maintenance Management System (CMMS).
- Incident Reporting:
    - 24/7 Incident Management System: The SDCCC uses a combination of a computerized maintenance management system and phone hotline for reporting of work requests throughout the facility. Completion or instruction to complete work requests are documented in the end of shift report by the Facility Services Supervisor.
    - Public Safety Incident Response Methods: The SDCCC's public safety division possesses a full investigative capability and uses that functionality to investigate any criminal or public safety related incidents on the SDCCC campus, including infectious disease response protocols.

Risk Assessment and Risk Mitigation Strategies

The SDCCC has created a matrix designed to mitigate ongoing and daily risks associated with high traffic, cross contamination, close quarter areas and other hazards involving infectious disease. Staff utilizes the matrix to determine the mitigation strategy areas based on location, risk assessment and hazards. The 'Risk Rating' determines mitigation strategies including but not limited to scheduling, frequency of cleaning, type of chemical, Personal Protective Equipment (PPE) requirements, and disinfection methods. The matrix is to be utilized to protect all building occupants from the ongoing risk of infectious disease.

Correction of COVID-19 Hazards

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of un-redacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Un-redacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix E – COVID-19 Inspection Form** and corrected in a timely manner based on the severity of the hazard.
Inspections will be documented on **Appendix E – COVID-19 Inspection Form.**

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- In order to promote physical distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow a minimum distancing of sixfeet between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.
- Capacity has also been reduced in meeting areas such as conference rooms and break rooms.
- Depending on the position, some start and end times of work shifts may be staggered to reduce the number of people coming and going at any particular time.
    - For example, instead of everyone working 9 a.m. to 5 p.m. and entering the parking garage, elevator, coffee areas, etc. at the same time, we will have some employees start and end their day a bit earlier or later than their traditional hours.
    - Break times will be staggered to avoid everyone utilizing the break rooms at the same time. Break rooms have a limited capacity. If capacity has been reached, you will need to find an alternate location to take your break.
- Food will no longer be served at Center Café so please plan your lunch accordingly.
- Remote work from home is encouraged where feasible based on the employee's position and duties. **Appendix F – Work from Home Program.**
- Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Company issued face coverings or approved appropriate PPE must be worn.

- **Appendix G – SDCC (Event) Re-opening Guideline.**

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

As recommended by the State of California and the County of San Diego, the SDCCC requires that all employees wear a face covering to slow the spread of the COVID-19 virus and to help prevent people who may have the virus and do not know it from transmitting it to others in the workplace. Employees may wear their own face covering that is within compliance with State and County recommendations only when going to and from work. Since personal face coverings may be used until a daily disposable one is obtained at the symptom and temperature check location, personal face coverings in the workplace must not contain any obscene words, profane language, logos or imagery, including anything that is racist, sexual, homophobic, ageist; must not promote violence or a hostile work environment. Personal face coverings are not allowed while at work, only SDCCC provided disposable face coverings must be worn while working.

Company approved daily disposable face coverings from Facility Services will be provided to all employees. The disposable face coverings are for a single use while at work. Employees must obtain a new face covering every time they have their temperature taken and be at least six feet apart from others when switching it out with their personal face covering.

Employees may voluntarily use N-95 or KN-95 masks which are considered a respiratory protection device according to OSHA regulations. These masks are available from Facility Services, are disposable and made for one day use only. Before wearing an N-95 or KN-95 mask, employees must first have received and acknowledged training on OSHA Standard Sec. 29 CFR 1910.134 Appendix D on the Voluntary (Comfort) Respirator Use. Once understood employees are to receive a copy. Employees are then to sign an acknowledgement of voluntary use and understanding. Employees receive a copy of the signed acknowledgement. The original signed document is sent to HR for placement in employees' respective personnel files. **See Appendix H - Appendix D, Information and Acknowledgement Form for Employees using Respirators When Not Required under the OSHA Standard Sec. 29 CFR 1910.134**

All Employees are required to watch the Personal Protective Equipment (PPE) video available on GO1 for instruction on how and when to wear face coverings. Every employee is to sign off with their management that they have watched the video and understand the necessity.

Select employees may be required to wear a department uniform approved face covering, face shield (in combination with a covering) or advance PPE depending on the work assigned. Training is available on the proper way to wear advance PPE.

This policy may continue to change pending additional direction from the County or State or changes in regulations.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room such as working in an office.

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Employees may contact HR if they require a reasonable accommodation.

Engineering Controls

The Convention Center's HVAC systems are managed through a building automation system that allows for adjustment of outside air intake as appropriate. It also monitors the pressure differential at the filter indicating if a filter may need replacing. Additionally, we utilize a maintenance management software system that automatically generates planned maintenance work orders for routine filter replacement.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- High touch points disinfected every 2 hours using CDC approved chemicals from EPA-N list per SDCC procedures.
- All administrative office areas have designated cleaning supply storage areas.
- Primary chemical, Alpha HP, kept in high supply with ample backups of Oxivir TB, Oxivir Five, and Virex II.
- Cleaning Service Workers trained on following COVID specific SDCC SOPs: Touchpoint and Equipment Cleaning, Midday Restroom Disinfection, Enhanced PPE and Disinfection for Confirmed COVID-19 Case. **Appendix I - DRAFT CSW Skills-Enhanced PPE and Disinfection for Operation Shelter to Home and Confirmed COVID19 Case 9-6-2020**
- All employees to be trained on Personal Office and Breakroom Cleaning for Non Cleaning Services Staff. **Appendix J – Personal Office and Breakroom Cleaning for Non-Cleaning Services Staff.**
- **Manufacturers' instructions for all cleaning and disinfection products will be followed.**

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Facility Services notified to disinfect areas of employees known accesses (breakrooms, offices, storage closets, etc.) Operations staff work throughout an over 2.6 million square foot facility; when we can determine exactly where an individual spent a considerable amount of time (based on assignment), then an attempt to disinfect/clean

the location (chairs/tables, etc.) will occur. Note: The Center became one of the first convention centers in the nation to receive GBAC STAR Facility Accreditation.

The GBAC STAR Accreditation Program on Cleaning, Disinfection and Infectious Disease Prevention for Facilities (GBAC STAR Program) establishes requirements to assist facilities in the cleaning, disinfection, and infectious disease prevention work practices to control risks associated with infectious agents such as SARS-CoV-2, Influenza, MRSA, and TB. The GBAC STAR Program is performance based and sets out requirements for and places responsibility on facilities to demonstrate that appropriate cleaning, disinfection, and infectious disease prevention work practices, protocols, procedures, and systems have been established and implemented.

Shared Tools, Equipment and Personal Protective Equipment (PPE)

- PPE must not be shared, e.g., gloves, goggles and face shields. PPE will be worn and used according to manufacturers' instructions and/or CDC guidelines. Unless cleaned between uses and otherwise re-usable, PPE will be single use.
- Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
- Where there must be sharing, the items will be disinfected between users.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- Touch points of vehicles wiped down with disinfectant wipe or sprayed with disinfectant and wiped clean after appropriate dwell time with microfiber or paper towel.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we:

- Provide employees with an effective hand sanitizer which are available in offices, breakrooms, and employee meeting space as well as hand sanitizing dispensers located throughout the building.
- Posters are displayed throughout the facility including in restrooms and breakrooms with reminders on how to prevent the spread of germs:
    - Encouraging and allowing time for employee handwashing.
    - Encouraging employees to wash their hands for at least 20 seconds each time.

Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

In addition to making available N-95 and KN-95 masks as mentioned earlier in the program document, when it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection, gloves, coveralls and more as determined by the work being conducted in order to keep our staff in safe and healthy environment while working.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix D: Investigating COVID-19 Cases Form**. Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours through Operation Shelter to Home testing. Staff may also go to a free COVID-19 test location as found by calling 211, accessing the 211 website or by seeing their primary care physician. Mileage will be reimbursed at the standard IRS rate as applicable.
- Announcements and information has been shared with all employees and will be shared at new hire orientation. If someone is unable to work for COVID-19 reasons, an HR representative will reach out and advise them of available benefits. The HR representative will also discuss return to work guidelines.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Communications are handled via daily staff briefings and email. Email communications advising of a positive test, when and where the positive result employee worked are included. In addition available Shelter to Home test information is provided. Emails are sent to the SDCCC distribution list as well as to employees' personal emails.

Employee Training

Personnel Training and Competency

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - COVID-19 may be transmitted when a person touches a contaminated object

and then touches their eyes, nose, or mouth.
    - An infectious person may have no symptoms (asymptomatic).
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- PPE Training video and other virtual trainings tracked in SDCC Learning Management System (LMS).
- All employees will be required to take training on the following:
    - COVID-19 - how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
    - The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
    - The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per County of San Diego guidelines). All hand sanitizer stations at SDCC meet this requirement.
    - The importance of physical distancing, both at work and off work time.
- Proper use of face coverings and PPE, including:
    - Employees should wash or sanitize hands before and after using or adjusting face coverings, and avoid touching the eyes, nose, and mouth.
    - Employees must obtain a new daily disposable face covering every time they have their temperature taken and wear it while at work. Once an employee obtains a new daily disposable face covering they should take caution and be at least six feet apart from others when switching it out with their personal face covering.
    - Employees should dispose of used face coverings at the end of every shift in an appropriate trash bin.
    - If your role requires the use of face shields, it is still necessary to wear a daily disposable face covering underneath the face shield. In addition, face shields must be cleaned at the start of every shift.
- Additional training may be required based on position.

Appendix K: COVID-19 Training Roster will be used to document this training.

Emergency Preparedness and Response

The SDCCC has established, implemented and maintains processes needed for and to respond to potential emergency situations and incidents involving potentially infectious materials. The SDCCC has an extensive and comprehensive Emergency Management Plan.

Facility Infection Disease Prevention Practices

The SDCCC has infection control programs, procedures, and technologies which protect employees, clients, and customers.

Limit Non-Essential Visits and Travel

Business travel remains restricted to essential travel only. When shelter in place requirements are lifted by health officials, business travel may resume based on need. Executive management must approve travel for employees who report to them through the chain of command.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until applicable return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace until applicable return-to-work requirements are met.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related, unless the employee is unable to work for reasons unrelated to protecting other employees from the risk of exposure to COVID-19.
- Providing employees at the time of exclusion with information on available benefits.
- Explaining and providing employees with Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix D: COVID-19 Investigation Form** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- **Appendix L - Human Resources maintains a tracking spreadsheet**

Return-to-Work Criteria

- Pursuant to Executive Order, guidance from the California Department of Public Health (CDPH) and any applicable isolation or quarantine orders from the local public health department or official will be used to determine the return to work criteria for employees excluded from the workplace because of COVID-19 exposure or because they have or are likely to have COVID-19.
- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.0 degrees or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Procedures to Help Prevent the Spread of COVID-19

When applicable, SDCCC follows San Diego County's Safe Reopening Plan and the applicable required measures with respect to screening will be followed. These measures include:"

Employee Screenings

- Employees will be screened for temperature and may otherwise be screened for COVID-19 symptoms and risk factors prior to their arrival at the workplace.
- Employees with a temperature of 100 degrees or more will not be allowed to enter the workplace, pursuant to regulations and orders from the County of San Diego.
- Employees are encouraged to self-screen for temperature and other COVID-19 symptoms.
- A designated employee in appropriate PPE may screen employees and visitors for fever using a temporal thermometer and may ask the following questions to all employees before entering the workplace. If they exhibit a fever or answer "yes" to any of these questions, the designated employee will follow existing protocol with respect to isolating and removing the potentially infected person from the workplace.
  - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID19?
  - Have you, or anyone in your family, been in contact with a person that is likely to have COVID-19?
  - Have you been medically directed to isolate or self-quarantine due to possible exposure to COVID-19?
  - Are you having trouble breathing or have you had flu-like symptoms within the past 72 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?

- The daily screening protocol is subject to change pursuant to guidance from the CDC and the local public health department, and in accordance with applicable laws, rules and regulations.
- The daily screening protocol will be posted at the entrance to the workplace and will otherwise be clearly communicated to employees.
    - Employees will be trained on efficacious self-screening measures. Employees who exhibit any symptoms at work will be sent home and be provided with information on how to seek medical care.
    - Eligible employees will be provided with protected leaves as appropriate and in accordance with all local, state and federal laws and regulations.
    - If the SDCCC is informed that an employee tests positive for COVID-19, it will provide notice to the appropriate county/city health officials and obtain further guidance. Information that will be provided to health officials includes but is not limited to:
        - The employee's work location, work hours, general and specific work duties, whether the employee has traveled to multiple worksites recently, and the last day the employee was at work. The SDCCC will also determine who has been in contact with the employee and take appropriate steps to ensure the health of those employees.
        - The employee's name will not be disclosed unless requested by the health officials.

Refer to **Appendix D for the HR SOP Symptoms and Temperature Screenings, SDCCC Employee Symptom and Temperature Screening Procedure for assigned Screeners.**

Worker Health Program

The facility has a Worker Health Program to ensure that risks to worker physical and psychological health are managed effectively, including preventive and protective measures. The Worker Health Program is administered through Human Resources.

Employee Commitment

Company:

- All employees entering the SDCCC's buildings will be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Schedules have been modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- A Work from Home (WFH) program has been implemented for those whose position telecommute.

- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Some event areas will be marked as one-way to reduce face-to-face traffic.

Employees:

- Stay home if you are sick.
- Maintain social distancing practices in the workplace, including before and after shifts, coming and going from vehicles, while in physical buildings or other structures and elevators, and during breaks and lunch periods.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering (Includes carpools, vanpools, all modes of public transportation, walking with people outside of your household and any other like situations)
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing*

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
    - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
    - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
    - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
    - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
    - Our COVID-19 testing policies.
    - Insufficient outdoor air.
    - Insufficient air filtration.
    - Lack of physical distancing.
- Updating the review:
    - Every thirty days that the outbreak continues.
    - In response to new information or to new or previously unrecognized COVID-19

hazards.
    - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
    - Moving indoor tasks outdoors or having them performed remotely.
    - Increasing outdoor air supply when work is done indoors.
    - Improving air filtration.
    - Increasing physical distancing as much as possible.
    - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

*No cost testing available through Operation Shelter to Home, 211 Free Testing Locations or by Employee's Primary Care Physician. If free testing not done on-site SDCCC will reimburse employee mileage as applicable.

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing*

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria,** and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department.**

*No cost testing available through Operation Shelter to Home, 211 Free Testing Locations or by Employee's Primary Care Physician. If free testing not done on-site SDCCC will reimburse employee mileage as applicable.

Appendix

COVID- 19 Health and Safety Inspection Checklist

Department inspections are to be completed daily (per /shift if applicable) maintain these reports for 2 years

Date:_____ Location:_____

Name of employee conducting inspection: _____

Signature of employee conducting inspection: _____

A. Routine Employee Safety Practices:	Check a single box for each question		Safe	Correction Required	Unsafe Hazard	N/A	
1	**Safety Practices followed** : Are Safety practices applicable to your work area		☐	☐	☐	☐	
2	**Safety Practices followed** : Employees, visitors entering facility are entering with facial covering upon arrival		☐	☐	☐	☐	
3	**Safety Practices followed:** Employees, are receiving non-contact temperature checks upon arrival - If employee's temperature registers 100 degrees or higher, contact HR and the employee is sent home.		☐	☐	☐	☐	
4	**Safety Practices followed** : High touch point areas area being cleaned after each employee works dispatch (phone, keyboard, desk area)		☐	☐	☐	☐	

5	**Safety Practices followed :**		☐	☐	☐	☐	
6	**Safety Practices followed :**						
B. COVID-19 Safety Training:	**Check a single box for each question**		**Safe**	**Correction Required**	**Unsafe Hazard**	**N/A**	
7	**COVID-19 Training On GO1**: Employees working in the facility received COVID-19 training (CPP, safety protocols, use of PPE , proper hygiene)						
C. In Place Modifications (prevent person to person contact):	**Check a single box for each question**		**Safe**	**Correction Required**	**Unsafe Hazard**	**N/A**	
8	**Physical Distancing 6ft. Distance:** Are there visible markers on flooring in the break areas, briefing room and offices with multiple employees to maintain a distance of 6 ft.		☐	☐	☐	☐	
9	**Seating removal in break area:** Is there limited seating in the break areas tables to prevent close proximity among employees.		☐	☐	☐	☐	
10	**Staggered breaks:** Are breaks being staggered to avoid too many employees taking breaks at the same time.		☐	☐	☐	☐	
11	**Are there alternative break areas available:** Is there more than one area for employees to use when taking breaks if one area is already in use?						

D. Proper Hygiene and PPE Personal Protective Equipment in use:		Check a single box for each question	Safe	Correction Required	Unsafe Hazard	N/A	
12	**Hand washing:** Is there a sink available with hot water, soap and paper towels for employees to use.		☐	☐	☐	☐	
13	**Use off PPE:** Are employees being provided with PPE while at work surgical mask, N95 mask, latex gloves, facial shield (if requested) hand sanitizer.		☐	☐	☐	☐	
E. Office Cleaning (High Touch Areas):		**Check a single box for each question**	**Safe**	**Correction Required**	**Unsafe Hazard**	**N/A**	
14	**Location:** Are high touch point areas being cleaned daily at the beginning and end of each shift - List:		☐	☐	☐	☐	
15	**Location:** Are high touch point areas being cleaned daily at the beginning and end of each shift - List:		☐	☐	☐	☐	
F. Safety Precaution Signage:		**Check a single box for each question**	**Safe**	**Correction Required**	**Unsafe Hazard**	**N/A**	
16	**COVID-19: Safety Practices Guidelines for Employees Posted:** Are there COVID-19 signage posted in each work area where employees frequent. List:		☐	☐	☐	☐	

17	**COVID-19: Safety Practices Guidelines for Visitors Posted:** Are COVID-19 guidelines posted in visitor areas and entrances in plain view.		☐	☐	☐	☐	
18							
19							
Comments:							

Risk Assessment Matrix

The matrix detailed below is designed to mitigate ongoing and daily risks associated with high traffic, cross contamination, close quarter areas and other hazards involving infectious disease. Staff will utilize this matrix to determine the mitigation strategy areas based on location, risk assessment and hazards. The Risk Rating will determine mitigation strategies including but not limited to scheduling, frequency of cleaning, type of chemical, PPE requirements and disinfection methods. The matrix is to be utilized to protect all building occupants from the ongoing risk of infectious disease.

Low Risk

1. Light traffic and limited number of persons.
2. Common areas, lobbies, offices, etc.
3. A normally scheduled cleaning via the Vertical and Horizontal Surfaces Cleaning/Disinfecting Procedure should be followed.
4. Routine follow-ups via the General Disinfecting Procedure (Disinfecting After Cleaning section) should be followed.

Moderate Risk

1. Medium traffic and gatherings of more than 10 persons.
2. Breakrooms, locker rooms, and smaller meeting room events, etc.
3. A more frequent scheduled cleaning via the Vertical and Horizontal Surfaces Cleaning/Disinfecting Procedure and/or Restroom Cleaning/Disinfecting Procedure should be followed.
4. Planned and routine follow-ups via the General Disinfecting Procedure (General Disinfecting section) should be followed.

High Risk

1. Heavy traffic and gatherings of more than 10 persons.
2. Restrooms and larger meeting room events and conventions and confirmed OPIM.
3. The General Disinfecting Procedure (Disinfecting Prior to cleaning section) must be followed.

Location Category	Example Identified Risk Points	Risk Notes	Suggested Administrative Controls	Suggested Engineering Controls
Lobbies	Doors	High traffic touch points on main doors. Limited electronic door assists. During inclement weather, door propping is not an option. Touchpoints exist in both directions.	Timed tickets, staggered arrivals, signage for maintaining social distancing, one way in/one way out protocols, limited access for nonevent hours.	Frequent touchpoint disinfection, install door propping equipment, restrict access through non-automatic doors.
	Railings	Natural areas of congregation while patrons wait on each other. Idle hand touching means these areas must be on frequent cleaning rotation.	Close areas of unavoidable gathering, signage.	Frequent touchpoint disinfection, install crowd management solutions
	Information Desks	By design, areas of common gathering. Usually involve direct communication and therefore have risks similar to checkout counters and food service locations (sneezing, talking, touching shared materials, etc.)	Digitize info desk content. Eliminate paper handouts. Increase mobile application usage. Have a video chat option through website/apps.	Install plexiglass dividers, clean/disinfect frequently, install hand sanitizer stands near client standing area. Remove concierge desks.
	Food Outlets	High throughput transaction-oriented areas. Patrons are eating, therefore typically masks are at least momentarily not an option.	Advanced ordering through mobile app, augmented "curbside" delivery for indoor service, cashless transactions.	Install plexiglass dividers, clean/disinfect frequently, install hand sanitizer stands near client standing area. Remove concierge desks. Boxed items, no buffets, remove fountain beverage machines, single-serve utensils and condiments.

	Baggage/Coat Checks	Many touchpoints changing hands between large groups of people. Personal bags will remain near each other or touch each other while in storage. Transfer of bags to and from check counter staff means high touchpoints for employees.	Consider eliminating bag check for highest risk periods. Add paper wraps to bag handles that can be removed before returning to patrons, gloves required for all staff.	Install plexiglass dividers, clean/disinfect frequently, install hand sanitizer stands near client standing areas.
	Escalators	Railings are high traffic touch points.	Escalators are already monitored but have attendants remind patrons to socially distance on the escalator.	Clean/disinfect frequently, install hand sanitizer dispensers near client standing area on all levels.
	Freight Elevators	High traffic touch points on controls. Natural areas of congregation as employees and contractors wait.	Elevator operator to minimize contact with controls and monitor social distancing and occupancy. See appendix G.	Clean/disinfect frequently, install hand sanitizer dispensers near worker standing area on all levels.
	Freight Elevator Load Zones	High traffic areas, natural congregation and choke point areas.	Signage and communication from elevator attendant to discourage congregating.	Clean/disinfect frequently, install hand sanitizer dispensers near worker standing area on all levels.
	Stairs	Potential high traffic area. Railings are high traffic touch points.	Signage reminding people to disinfect hands after touching railings. Use of stairs will encouraged with signage as public elevators will be limited to one person at a time with preference for ADA guests.	Clean/disinfect frequently, install hand sanitizer dispensers near landings on all levels.

Restrooms	Sinks	High traffic and choke point areas.	Hand washing signage, block off every other sink to encourage social distancing. Wear face masks.	Follow restroom cleaning procedures. See appendix A. Touchless faucets and soap dispensers.
	Stalls/Partitions	High traffic and choke point areas. Numerous common touch points.	Close every other stall to aid distancing.	Follow restroom cleaning procedures. See appendix A.
	Urinals	High traffic and choke point areas.	Block off every other urinal to aid distancing. Wear face masks.	Follow restroom cleaning procedures. See appendix A. Touchless flush.
	Toilets	High traffic and choke point areas.	Close every other stall to aid distancing. Wear face masks.	Follow restroom cleaning procedures. See appendix A. Touchless flush.
	Floors	Potential bodily fluids.		Follow restroom cleaning procedures. See appendix A. Floor signage to encourage social distancing.
	Walls	Potential common touch points.	Signage reminding people not to touch or lean on walls.	Follow restroom cleaning procedures. See appendix A.
	Hand Dryers/Paper Towel Dispensers	High traffic and choke point areas. Hand dryers can distribute airborne particles/ common touch points.	Ensure social distancing. Wear face masks. Discourage congregating.	Follow restroom cleaning procedures. See appendix A. Touchless dispensers and hand dryers.
Offices Areas	Individual Offices	Frequently these are small confined spaces with high potential for airborne contagion spread if multiple occupants. Droplets can linger in air for up to 3 hours	When more than one person in office, maintain social distancing and wear face masks. Office staff will continue to rotate and work from home.	Clean/disinfect frequently, have hand sanitizer nearby. Vacuum (with HEPA filter) regularly if carpeted.
	Open Concept Offices	Frequently these are small confined spaces with high potential for airborne contagion spread if multiple occupants. Droplets can linger in air for up to 3 hours.	Ensure social distancing. Wear face masks. Remove water cooler, communal candy jars. Office staff will continue to rotate and work from home.	Clean/disinfect frequently, have hand sanitizer nearby. Vacuum (with HEPA filter) regularly if carpeted.

	Cubicles	Frequently these are small confined spaces with potential for airborne contagion spread if multiple occupants.	Ensure social distancing. Wear face masks. Remove water coolers, communal candy jars. Office staff will continue to rotate and work from home.	Clean/disinfect frequently, have hand sanitizer nearby. Vacuum (with HEPA filter) regularly if carpeted.
	Kitchenettes	Frequently these are small confined spaces with high potential for airborne contagion spread if multiple occupants. Numerous common touch points. Droplets can linger in air for up to 3 hours.	Ensure social distancing. Wear face masks. Remove water cooler, communal candy jars, etc. Discourage congregating. No eating in kitchenette areas, only food preparation.	Individuals should disinfect common items they touched, e.g. refrigerator handle, coffee pot, etc. Have disinfectant wipes available.
	Common Seating/ Break rooms	Frequently these are small confined spaces with high potential for airborne contagion spread if multiple occupants. Numerous common touch points. Droplets can linger in air for up to 3 hours.	Reduce recommended occupancy to allow for social distancing. Stagger break times. Stagger shift briefings. Wear face masks.	Clean/disinfect frequently, individuals should wipe down area after use, have disinfectant wipes available. Vacuum (with HEPA filter) regularly if carpeted.
	Hallways	Frequently these are small confined spaces with high potential for airborne contagion spread if multiple occupants. Droplets can linger in air for up to 3 hours.	Wear face masks, discourage congregating.	Vacuum (with HEPA filter) regularly if carpeted.

	Office Supply/Copy Rooms	Frequently these are small confined spaces with high potential for airborne contagion spread if multiple occupants. Numerous common touch points. Droplets can linger in air for up to 3 hours.	Ensure social distancing. Wear face masks. Discourage congregating.	Clean/disinfect frequently, individuals should wipe down controls after use, have disinfectant wipes available. Vacuum (with HEPA filter) regularly if carpeted.
Public Seating Areas	Soft furniture sets (Sofas, chairs, etc.)	High traffic areas, natural congregation areas, frequent common touch points.	Ensure social distancing. Wear face masks. Discourage congregating. See appendix G	Clean/disinfect frequently, have hand sanitizer nearby. Vacuum (with HEPA filter) regularly if carpeted. Reduce or remove.
	Food court seating areas	High traffic areas, natural congregation areas, frequent common touch points.	Reduce occupancy. Provide for 3 1/2 square feet of social distancing around an individual. Discourage congregating. See appendix G.	Clean/disinfect frequently, have disinfectant wipes nearby for individuals to wipe surfaces themselves before use. Vacuum (with HEPA filter) frequently if carpeted.
	Benches	High traffic areas, natural congregation areas, frequent common touch points.	Ensure social distancing. Wear face masks. Discourage congregating.	Clean/disinfect frequently, have hand sanitizer nearby. Vacuum (with HEPA filter) regularly if carpeted. Reduce or remove.
Dock/Freight Intake Areas	Personnel Entry Points	Common touch points/security key pads/natural congregation areas.	Ensure social distancing. Wear face masks. Discourage congregating/temperature checks/ health checks. Masks will be available at entry.	Clean/disinfect touch points frequently/mark floors prior to check in area at 6 feet apart/hand sanitizer station after entry. Eliminate key pads for doors. Prop staff entry/exit doors.
	Active freight loading and unloading areas	Natural areas of congregation as employees and contractors wait.	Encourage social distancing if possible. Wear face masks. Discourage congregating.	Clean/disinfect hard floor surfaces regularly.
	Equipment/freight storage	Potential high traffic area. Potentially confined space.	Encourage social distancing if possible. Mandatory face masks. Discourage congregating.	Clean/disinfect hard floor surfaces regularly.

Back of House/Service Hallways	Corridor Walkways	Potential high traffic area. Potentially confined space.	Encourage social distancing if possible. Mandatory face masks. Discourage congregating.	Clean/disinfect hard floor surfaces regularly.
	Speed doors/swing doors	Common touch point controls.		Clean/disinfect common touch point controls regularly.
	Workshops/work areas	Potential high traffic area. Potentially confined space. Common touch points. Shared tools and supplies.	Encourage social distancing if possible. Mandatory face masks.	Clean/disinfect hard floor surfaces, tools (after each use), common touch points regularly.
Exterior	Taxi stands/Bus depots/ride share drop off/pick up	High traffic areas, natural congregation and choke point areas.	Ensure social distancing. Wear face masks. Discourage congregating.	Floor markings to maintain/encourage social distancing. Hand sanitizer station nearby. Sidewalks will be pressure washed regularly.
	Benches/outdoor seating areas	High traffic areas, natural congregation areas, frequent common touch points.	Ensure social distancing. Wear face masks. Discourage congregating.	Clean/disinfect frequently.
Exhibit Halls/Arena Floors/GA sections	Entry gates/doors/tunnels	High traffic areas, natural congregation areas, frequent common touch points.	Ensure social distancing. Mandatory face masks. See appendix G.	Floor markings to maintain/encourage social distancing. Hand sanitizer station nearby.
	Seating area (seats, chairs, bleachers, other)	High traffic areas, natural congregation areas, frequent common touch points. Confined space. Long exposure time. HVAC recirculation.	Ensure social distancing. Mandatory face masks. See appendix G.	See appendix G.
	Food Service Areas		See appendix G.	See appendix F Centerplate.

	Booths/Exhibits/ Merch stands	By design, areas of common gathering. Usually involve direct communication and therefore have risks similar to checkout counters and food service locations (sneezing, talking, touching shared materials, etc.)	Encourage social distancing with signage and registration information. Mandatory face masks. See appendix G.	Floor signage signaling one-way traffic through aisles. See appendix G.
Meeting Rooms/Conference Rooms	Event set up (chairs, tables, etc.)	Employees working in close proximity. Physical labor results in heavier breathing. Face masks may feel restrictive.	Encourage social distancing when possible. Mandatory face masks. Reduced capacity. See appendix G.	Seating set ups with adequate social distancing. See appendix G.
	Ingress paths (one door for in/out)	High traffic areas, natural congregation areas, frequent common touch points. Confined space. Long exposure time. HVAC recirculation.	Encourage social distancing. Mandatory face masks. See appendix G	Signage signaling in and out doors. Prop doors open. Frequent disinfecting common touch points.
	Seating density	High traffic areas, natural congregation areas, frequent common touch points. Confined space. Long exposure time. HVAC recirculation.	Encourage social distancing. Mandatory face masks. Reduce capacity. See appendix G.	Seating set up with adequate social distancing. See appendix G.

SDCCC GBAC STAR - 3.3 Program Controls and Monitoring Requirement:

Management shall establish program controls and put in place documented procedures for monitoring the effectiveness of the controls being applied to ensure that the elements of the GBAC STAR Program are being met.

Response:

- The following program controls are in place and used by SDCCC staff to monitor the planning, execution, and completion of actions set forth this program.

- **Inspections:**

    - **Visual inspections:**
        - Will be conducted by Custodial Leads, Supervisors, and Managers throughout the operations periods. During this time, inspectors will confirm completion of work and quality of work process visually. In-the-moment coaching is encouraged during these inspections.

    - **Formal Inspections:**
        - Will be conducted twice a month with Facility Services Management team and documented in Computerized Maintenance Management System (CMMS).

- **GBAC Committee for Ongoing Review:**

    - SDCCC will establish the GBAC Committee for Ongoing Review to oversee the implementation, efficacy, and continued improvement of the GBAC STAR Plan.

- **Incident Reporting:**

        - **24/7 Incident Management System:** SDCCC uses a combination of a computerized maintenance management system and phone hotline for reporting of work requests throughout the facility. Completion or instruction to complete work requests are documented in the end of shift report by the Facility Services Supervisor.

        - **Public Safety Incident Response Methods:** SDCCC public safety division possesses a full investigative capability and will use that functionality to investigate any criminal or public safety related incidents on SDCCC campus, including infectious disease response protocols.

SDCCC GBAC STAR - 9.0 Audits and Inspections Requirement:

The facility shall conduct internal audits and inspections at planned intervals to provide information on whether the GBAC STAR Program conforms to the organization's own requirements for its GBAC STAR Program and the requirements of this document and is effectively implemented and maintained.

Response:

SDCCC Integrated Audit and Inspections for Cleaning, Disinfecting, and Infectious Disease Prevention

Inspections

Current Inspection protocols in place:

- Work order tools
  - Checklists to frontline staff
  - CMMS work order system
  - Future implementation of CleanTelligent software management or similar program.
- Cleaning verification tools
  - Supervisor and/or manager confirmation
  - Monthly inspections completed using visual assessment and Hygiena SureTREND ATP system
  - ATP technology
    - Test result data can lead to an improvement in the communication and understanding of cleanliness, engage staff and provide positive reinforcement for best practices.
    - Can also be used to support training initiatives, and to prioritize and optimize use of cleaning resources, thereby improving safety and productivity.
    - Provide an objective, quantitative measurement of cleanliness from which invisible contamination can be detected, potential hazards identified, and a benchmark for cleanliness standard.
    - ATP swabs will be used on the same surfaces on a regular basis to ensure consistency in readings.

Audits

- Internal
  - Consists of designated personnel to review and confirm data on consistent intervals (quarterly)
    - Existence and completeness
    - Review and modification of SOPs
    - Verification of system effectiveness and corrective action
      - Walk-through of facility
    - Exit briefing
      - Generate report of findings and recommendations
- External
  - Consists of a reputable organization to independently verify compliance
  - Completely impartial
  - 3rd party verification
  - Future plans for CIMMS Certification and resulting external audits required

SAN DIEGO convention center

COVID-19 INSPECTION FORM

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Refer to SDCCC GBAC Star sections 3.3 & 9.0			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Refer to SDCCC GBAC Star sections 3.3 & 9.0			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Refer to SDCCC GBAC Star sections 3.3 & 9.0			

GBAC STAR Committee - Expanded for CPP

- Front Line Housekeeping Staff: Responsible for maintaining the cleaning, disinfecting and sanitary practices throughout the venue on a consistent basis as directed by the GBAC standards. *Claudia Pena / Linda England*
- HVAC Engineers: Responsible for doing the hands-on filter replacement and cleaning of the HVAC System on a scheduled basis. *Lance Young*
- Ops Supervisor for HVAC: Responsible for making sure the PM is in the system for directing all filter replacements and HVAC system cleaning. *Position Open*
- Supervisors Facility Services: Responsible for training and implementing the hands-on task to meet the guidelines per the GBAC accreditation. *George Allen*
- Supervisors Public Safety: Responsible to train Officers on how to respond should attendees have symptoms of COVID-19 or need medical assistance. *Theresa Merkl*
- Assistant Manager Facility Services: Responsible to ensure the Facility Services Supervisors have all the information and training they need to deliver on the implementation of all processes pertaining to Facilities. Serve as Vice-Chair of internal GBAC Committee. *Daren Smylie*
- Manager Public Safety: Ensure supervisors and officers trained to respond as needed to an attendee with COVID-19 symptoms. *Daryl Mayekawa*
- Event Managers: Responsible for understanding what the GBAC entails and how to best describe to clients to ensure they understand. *Position Open*
- Manager Facility Services: Responsible for collecting all data from all departments needed to submit and obtain the GBAC accreditation. Chair GBAC committee internally to ensure all the venue committed to is implemented. *Ron Huntjens*
- Director, Public Safety: Ensure all of Public Safety and staff in general understand the process for illness amongst attendees related to COVID-19. *Todd Temple*
- Director, Building Ops: Ensure team has a scheduled PM program for all HVAC filters and cleaning. *Marc LaHay*
- Director, Event Services: Ensure all Event Managers have the most current information on processes to share with clients as needed. Inform the Director of Facilities if any client concerns with implementation. *DeeAnne Snyder*
- Director, Facility & Environmental Services: Direct the oversight of all instituted facility cleaning, disinfecting and sanitizing practices. *Donald Bottger*
- Human Resources Representative: Role to ensure Worker's Compensation is made available as applicable, to ensure COVID-19 prevention postings available for all employees' visibility, report to Worker's Compensation provider data as required by the State of California. *Alyssa Moniz*
- Human Resources, Business Partner: Role to ensure employees understand the benefits and all information relevant to an employee who tests positive for COVID-19, has been exposed to a person who has tested positive for COVID-19 following the 6/15/24 rule and all other reasons an employee may need a leave related to COVID-19 and/or has concerns related to COVID-19, ensures proper application of all benefits inclusive of temporary federal or state benefits that may be in place temporarily during the pandemic. *Judy Gonzalez*
- Executive Director, Human Resources: Ensure Coronavirus Protection Program is adhered to by all SDCC employees. *Terry Kurtenbach*

- President & CEO: Role to ensure committee and those responsible for maintaining the GBAC Certification have the training and tools they need to be effective. Will budget accordingly. *Rip Rippetoe*

Symptom & Temperature Screenings for Screeners SOP

SOP Title:	Symptom and Temperature Screenings	**SOP #:**	TBD
Department:	Human Resources	**Revision Date:**	09/18/2020
SOP Owner:	Employee Experience Manager	**Implementation Date:**	

Revision and Approval

- Drafted by Adriana Haefner, Employee Experience Manager

1. **Purpose**
   Procedure on screening and taking employee temperatures during Covid-19 and the process thereafter if an employee has a temperature of 100 or more or answers Yes to screening questions.

2. **Scope**
   This process will be utilized by the HR Business Partners, HR Representative or whoever is following up on a positive temperature reading.

3. **Definitions of Key Words**
   HRBP = Human Resources Business Partner

4. **Prerequisites**
   N/A

5. **Responsibilities**
   Screener – asks employee symptom screening questions and takes employee temperature. HRBP – Coordinates process from start to finish.

6. **Procedure for Taking Employee Temperatures**

   Step 1: Obtain thermometer and ensure thermometer is functioning properly.

   Step 2: Ensure screening area is set up properly with a barrier between screener and employee being screened.

   Subtask 1: Indicate waiting spots in 6ft increments to maintain social distancing and confidentiality

   Subtask 2: Ensure Symptom and Temperature Screening Log is available.

Step 3: Screener should be wearing N95 or higher respirator (or daily disposable face covering if respirator is not available), safety glasses, and gloves to conduct all screenings.

- Note that if screener is wearing N95 or higher level respirator, they must have been properly fit tested.

Step 4: Individuals being screened must clock in for work then go to their designated Symptom and Temperature Screening location and get a daily disposable face covering. Once the individual switches their personal face covering with the daily disposable face covering, they can proceed with the Symptom and Temperature Screening procedure.

Step 5: Conduct employee screening in the following order:

A. Have employee read and answer Employee Screening Questions. If employee answers NO to all of the questions, have employee initial log and proceed with taking their temperature. If employee answers YES to any of the questions, STOP and contact Human Resources Representative at x5156.

B. Take person's temperature and record Pass or Fail. Pass is below 100 and Fail is 100 or above. If temperature is above 99F, isolate individual and retake the temperature a second time 5-10 minutes later and record.

   a. If 2nd temperature indicates fever, STOP and contact Human Resources Representative and see Section 7 in SOP.

C. If steps A and B are negative, enter information in log and allow access.

Step 6: Click the last tab at the top of the opportunity, labeled Recruiting Process.

At the end of the day, the Screening Log sheet **must** be dropped off in the HR Mailbox. The HR office area is located, on mezzanine level of the east building in the Administrative Offices. Once in the HR office are, the HR Mailbox is located on the back wall next to the recycling receptacles.

The screening area must also be thoroughly disinfected using SDCCC provided cleaning materials.

7. Procedure for an Employee with a temperature reading of 100 or above

Step 1: If Employee has a temperature reading of 100 or above obtain the SDCC COVID-19 Employee Health Screening Form for HR Use Only.

Step 2: Fill out Employee information on form

Step 3: Once form is filled out, look on LOA Tracking Spreadsheet Protocols Tab located on the HR Team One Drive folder, and place employee on appropriate leave.

Step 4: Advise employee that they are to quarantine, they may get tested or wait until they are cleared by their doctor to return to work.

Step 5: Inform Supervisor that Employee will be on leave for X amount of days.

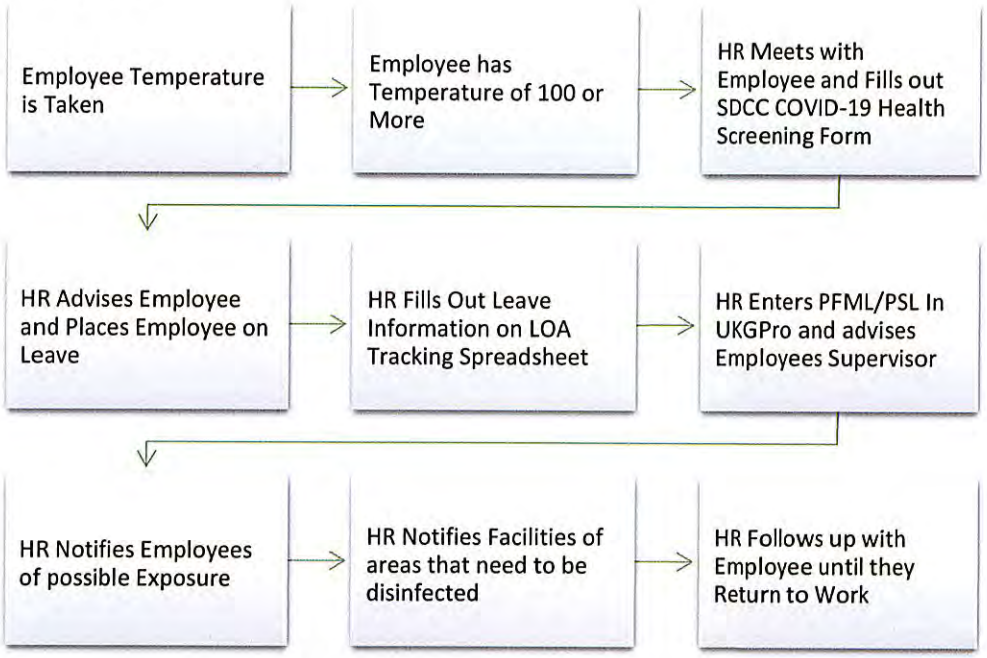
Step 6: Enter PFML/PSL in UKGPro UTA timesheet.

Step 7: If employee has been in the building prior to their Covid-19 positive test around other employees, notify those individuals of possible exposure by sending them the "Sample Letter to Employees of Workplace Exposure."

Step 8: If the employee has been in the building prior to their Covid-19 positive test note the locations the employee was at and possibly touched and notify Facility Operations. Facilities should quarantine and disinfect the area immediately.

Step 9: Continue to follow up with employee until employee returns to work.

8. Process Sequence



9. References

a. Return to Work Guide for Employees
b. Sample Letter to Employees of Workplace Exposure
c. Employee Symptom and Temperature Screening Procedure
d. Employee Symptom Screening Questions
e. Employee Symptom and Temperature Screening Log
f. Employee Symptom and Temperature Questionnaire – HR Use Only

SDCC Employee Symptom and Temperature Screening Procedure

Step 1

Obtain thermometer and ensure thermometer is functioning properly.

Step 2

Ensure screening area is set up properly with a barrier between screener and people being screened.

- Indicate waiting spots in 6ft increments to maintain social distancing and confidentiality.
- Ensure Symptom and Temperature Screening log is available.

Step 3

Screener should be wearing N95 or higher respirator (or daily disposable face covering if respirator is not available), safety glasses, and gloves to conduct all screenings.

- Note that if screener is wearing N95 or higher level respirator, they must have been properly fit tested and received OSHA training and acknowledgement form.

Step 4

Individuals being screened must clock in for work then go to their designated Symptom and Temperature Screening location and get a daily disposable face covering. Once the individual switches their personal face covering with the daily disposable face covering, they can proceed with the Symptom and Temperature Screening procedure.

Step 5

Conduct employee screening in the following order:

D. Have employee read and answer Employee Screening Questions. If employee answers NO to all of the questions, have employee initial log and proceed with taking their temperature. If employee answers YES to any of the questions, STOP and contact Human Resources.

E. Take person's temperature and record Pass or Fail. Pass is below 100 and Fail is 100 or above. If temperature is above 99F, isolate individual and retake the temperature a second time 5-10minutes later and record.

   a. If 2nd temperature indicates fever, STOP and contact Human Resources.

F. If steps A and B are negative, enter information in log and allow access.

Step 6

At the end of the day, the Screening Log sheet **must** be dropped off in the HR Mailbox. The HR office area is located, on mezzanine level of the east building in the Administrative Offices. Once in the HR office are, the HR Mailbox is located on the back wall next to the recycling receptacles.

The screening area must also be thoroughly disinfected using SDCCC provided cleaning materials.

SAN DIEGO convention center

COVID-19 INSPECTIONS FORM

Date: _____

Name of person(s) conducting the investigation: _____

_____

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**	
	Names of individuals that were notified:	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**	
Was local health department notified?		**Date:**	

San Diego Convention Center Corporation COVID-19
Interim Personnel Policy

Subject: **Work from Home (WFH)**
Policy No.: COVID-19-3-2020
Issue No.: 1
Date: **March 14, 2020**
Supersedes:

Employees are permitted to work from home (WFH) on a temporary basis depending on a number of factors and the arrangements they have made with their manager. The interim WFH policy is established as part of the San Diego Convention Center (SDCC) Business Continuity plan. This policy applies to employees who are essential to the business during times when limited or no employees may work in the facility due to a public health emergency, pandemic, natural disaster or other times of emergency, which directly impact SDCC, as determined by the Corporation or any other governing body.

Although this policy only applies in the situations previously noted, working from home is still viewed as a privilege that may be revoked at any time. In its sole discretion, SDCC may request that an employee be present in the office (regardless of scheduled WFH time) or deny a request to work from home based for any reason, including but not limited to, business needs, cybersecurity concerns, employee performance, or capability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction.

There may be employees essential to keeping the business running whose status is nonexempt. Non-exempt employees participating in the WFH program must clock-in/out, and document such times, as follows: Clock-in for arrival to work, clock-out for lunch break (meal break), clock-in when returning from lunch and clock out for the end of the work day. As when working in-office, overtime must be preapproved by the employee's supervisor. It is not permissible for non-exempt employees working from home to work any time off the clock.

All corporate policies and procedures apply when working from home. Questions regarding policies and procedures should be directed to the employee's supervisor or an HR representative.

Submitting Requests

Employees must submit either an electronic Work from Home request, located on the HUB (note HR location) on the UltiPro Home Page under Policies and Procedures, or a hard copy request, available from the HR Department. Once the form is completed and signed, the form is turned into the Department Head for approval and then to the Executive Director, HR for approval (or designated manager in HR). If approved, HR will provide the employee with a Work from Home Agreement for signature by the employee, the Department Head and the Executive Director, HR (or designated manager in HR). Once signed, HR will provide notice via email to the Corporation and onsite Corporation Business Partners of the temporary work from home approval for the employee.

In crisis situations where an employee is unable to submit an electronic or hardcopy request, the Department Head will advise essential staff who may work from home. In the event the identified staff cannot work either from home or onsite, the Department Head will determine alternative steps.

Costs

The Company will supply the employee with appropriate office supplies (does not include office equipment) and reimburse the employee for all other reasonable business-related expenses with applicable receipts of purchase. Employees must get pre-approval for expenses associated with working from home if they total more than $40. Any equipment supplied by the Company is to be used for business purposes only, unless otherwise specified. Employees must take appropriate action to protect these items from damage or theft.

The Company is not responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, or for repairs or modifications to the home office space.

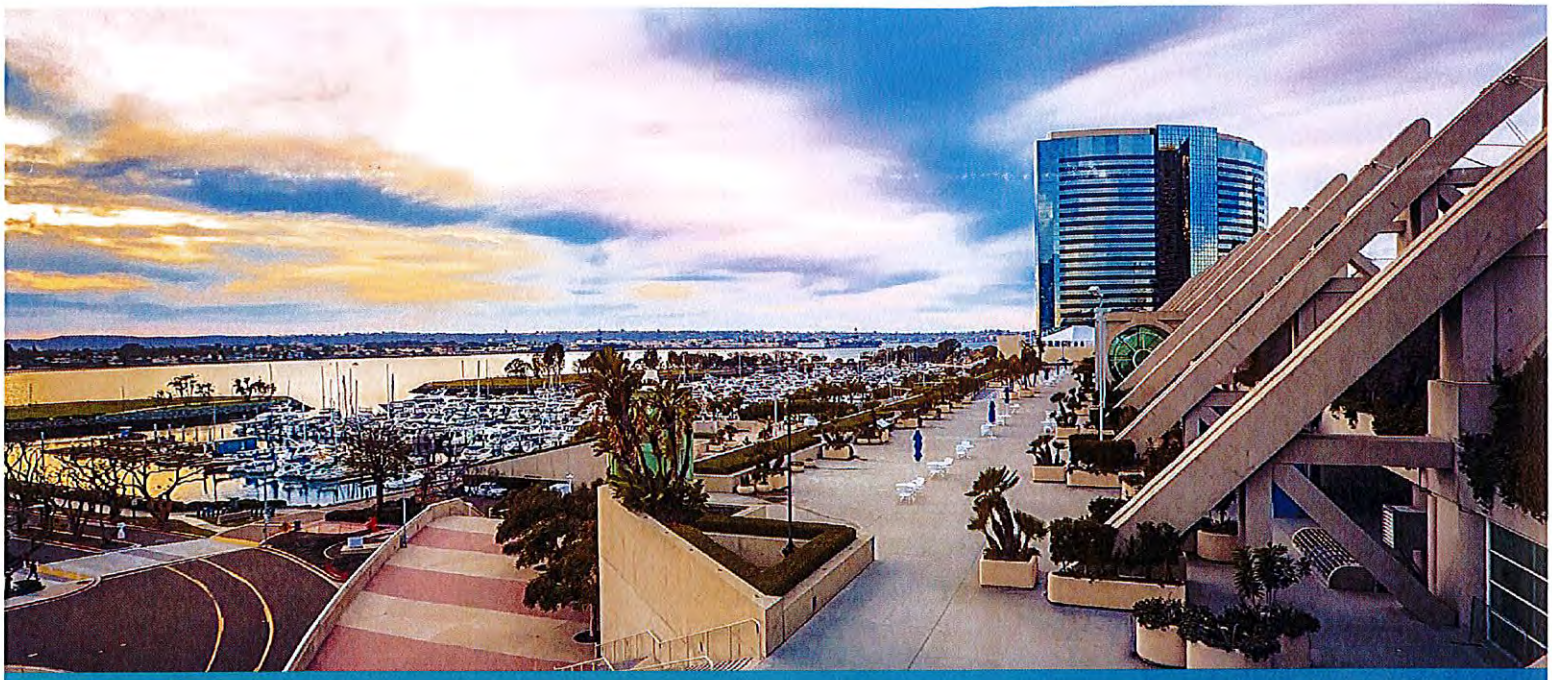
Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary Company and customer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Computers should be locked when the employee walks away, and other household members should be not allowed access to or use Company property. If using a personal desktop or laptop computer, any and all information is to be saved on the department N:Drive or on OneDrive (cloud) and not on the hard drive or desktop of the computer. IT has issued directions on how to access SDCC's network via the web.

Expectations

When working from home employees must:

- Work their full, typical schedule, unless otherwise approved by supervisor.
- Attend all meetings by phone or preferably in a virtual capacity.
- Achieve the same level of production as in the office.
- Maintain equivalent availability for colleague and client communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods.
- Respond promptly to communication via email, and phone.
- Take and document all required break and rest periods, as if they were in the office.
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.).
- Follow all company procedures and policies.
- Refrain from using alcohol or illegal drugs.



SAN DIEGO CONVENTION CENTER

REOPENING GUIDE

SAN DIEGO convention center







San Diego CONVENTION CENTER

REOPENING GUIDE

CLEAN, SPACIOUS AND FILLED WITH SUNSHINE. THE San Diego CONVENTION CENTER WILL BE READY FOR YOU.

The San Diego Convention Center (SDCC) looks forward to welcoming you and your event attendees to San Diego. As a venue with experience welcoming conventions and events for more than 30 years, we operate with thorough policies and procedures to ensure the health and safety of you, your attendees, staff and stakeholders. These ongoing measures will continue, along with new strategic protocols developed by our team to meet the demands of city, county, state and federal mandates. **This guide will be updated once we receive further guidance from the state and local jurisdictions.**

WE'RE HERE TO SUPPORT YOU

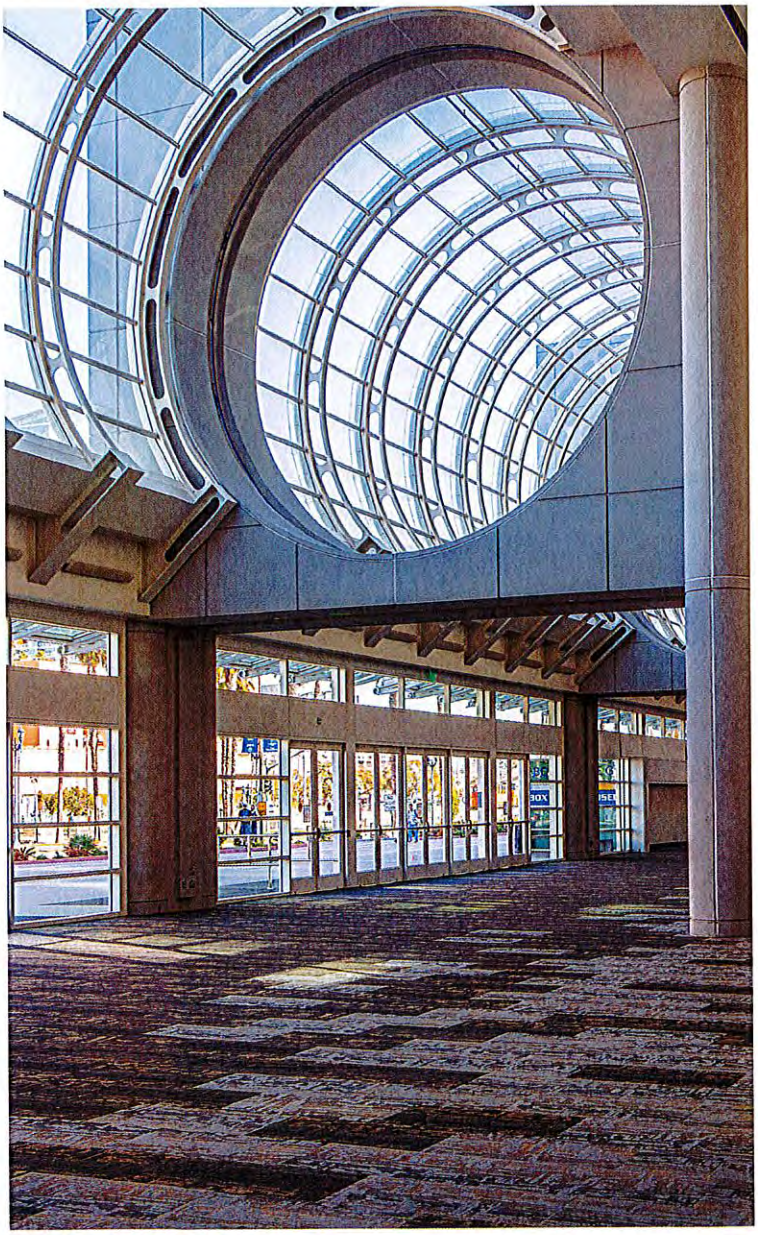
This resource is designed to assist you in planning your event at the San Diego Convention Center. We are committed to monitoring the latest health and safety standards to update this guide and supplemental resources, as needed.

SIX FOCAL POINTS FOR SUCCESS

We have established the following focal points as the basis for our success moving forward.

1. **Infection Control & Prevention**
2. **Staff Responsibilities**
3. **Client and Guest Needs**
4. **Communication**
5. **City, County, State and Federal Directives**
6. **Partners' Protocols and Guidelines**

The most up-to-date version of our guide, details of cleaning and disinfecting products used at our Center and additional valuable information for planning your event are available on our website at visitsandiego.com/safe - meetings





1. WE ARE COMMITTED TO A HIGH STANDARD FOR INFECTION CONTROL & PREVENTION, INCLUDING THIRD-PARTY VALIDATION

In July 2020 our facility was one of the first convention centers to achieve the Global Biorisk Advisory Council (GBAC) STAR Accreditation through a partnership between the International Association of Venue Managers and the International Sanitary Supply Association. Created by leaders from distinguished health organizations and widely considered to be the industry's gold standard for third-party validation, GBAC STAR is a performance-based accreditation program that:

- Helps facilities demonstrate they have the work practices, procedures and protocols to prepare, respond, and recover from outbreaks and pandemics.
- Functions as the cleaning industry's only outbreak prevention, response, and recovery accreditation.
- Establishes requirements to assist Centers with policies and systems to control risks associated with infectious agents such as SARS-CoV-2, the virus responsible for COVID-19.
- Establishes a framework for communication and awareness of best practices.
- Supports consistency across accredited venues through 20 program elements.
- **Cleaning & disinfecting:**
  - All high-touch areas will be placed on a visible continual cleaning and disinfecting routine during event hours and overnight. We will use electrostatic disinfectant sprayers to disinfect larger spaces efficiently. High touch areas include:
    - ATM pin pads
    - Crash bars
    - Light switches
    - Dining surfaces
    - Phones
    - Toilets
    - Escalator handrails
    - Credit card terminals
    - Lobby chairs
    - Doors & door handles
    - Time clocks
    - Elevator controls
  - Disinfectant wipe dispensers will be strategically placed near ATM's, house phones, laptop charging stations and other commonly touched objects.
  - Restrooms are regularly and thoroughly disinfected during event hours. They feature touch-free soap dispensers, sink faucets, toilet fixtures, urinal fixtures, paper-towel and toilet paper dispensers. The touch-free designs reduce cross-contamination and encourage better hygiene.
  - Additional hand sanitizer stations will be provided near building entrances and areas such as meeting rooms, lobbies and elevator landings. Touch-free dispensers will be used wherever possible and a schedule established for checking that they are filled.
  - We will use products on the Environmental Protection Agency (EPA)-approved list for use against COVID-19. Employees will be provided training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers



using cleaners or disinfectants will wear gloves as required by the product instructions.

- **Air quality:**
- Our HVAC systems are carefully managed to provide the appropriate amount of indoor air circulation and proper outside makeup air.
- Our up-to-date Johnson Controls Metasys building automation system monitors HVAC equipment throughout the facility and immediately alerts HVAC technicians when issues are detected.
- A professional automation consultant conducts regular site visits to support consistent operations, and our maintenance management software creates automated work tasks for HVAC technicians regarding various maintenance practices, including filter replacements.
- **Water options:**
- Water bottle fill stations are available in strategic heavy use locations within the Center.
- All lecterns will have bottled water and hand sanitizer accessible.
- Clients will be encouraged to work with their food & beverage liaison to order bottled water for strategic break locations. Water coolers have been removed due to potential for contamination.
- **Physical distancing:**
- All attendees to wear face coverings when in the facility. See County face covering standards.
- Any exterior line queues to have a 6' distance between attendees.
- All public lobby areas to prepare 6' distancing guidelines through the use of signage, PA announcements, guest service personnel or any combination of other means.
- Floor decals may be used on the exterior sidewalk, in the exhibit halls and in the Sails Pavilion.
- Theater or classroom sets have attendees wearing face coverings and facing the same direction for improved protection.
- We will consult with you and your general services contractor to assist in the design of strategic layouts that offer the best opportunity for physical distancing while meeting the needs of the event.
- Organizers will be assisted in the planning and layouts for distancing minimums, working with the Fire Marshal and County Health liaisons for special distancing needs.



- The number of individuals will be limited riding in elevators, reducing elevator usage to ADA patrons (where appropriate) and encouraging others to use stairs or escalators to establish physical distancing.
- Exterior, exhibit hall and meeting room doors can be designated as entry or exit only to keep the flow moving in one direction to easily allow for physical distancing. Directional hallways can be established. Plans will remain in place for emergency exits.
- Doors will be held open during peak attendee ingress or egress, if possible and in accordance with security and safety protocols.
- All visitor attraction brochure racks and other self-service displays with printed hand-outs will be closed.
- **Contact tracing:**
- Organizers must maintain database of contact information for attendees, including telephone numbers, for at least three weeks.
- SDCC and organizers must cooperate with county contact tracing measures.

2. OUR TEAM OF PASSIONATE PROFESSIONALS TAKE THEIR STAFF RESPONSIBILITIES TO HEART

Our staff will be trained and ready to support you.

Health monitoring: On arrival to work, all SDCC staff will have their temperature taken with protocols in place if temperatures meet or exceed 100 degrees. Staff understand they are not to come to work if they are not feeling well and they will be sent home immediately if they become ill at work. SDCC offers quality healthcare benefits for full-time staff and multiple healthcare options for part-time staff. All staff receive paid time off.

We are committed to helping guests feel welcomed and comfortable.



- **PPE:** All staff are required to wear face coverings while working in the Center. In addition, staff will wear appropriate advanced PPE for specific tasks.
- **Physical distancing:** Office staff are working from home multiple days per week, where appropriate, to keep the number of staff in the venue to a minimum. Rotations will be done with each event in mind to guarantee that staff critical to your event will indeed be onsite to support you. Additional physical distancing measures we will conduct include:
- Designating staff points of entry for reporting to work.
- Developing physical distancing guidelines for all workstations and break locations.
- Staggering employee breaks in compliance with wage and hour regulations and any collective bargaining agreements.
- Discouraging employees from congregating in high-traffic areas such as restrooms and hallways.
- Requiring employees to avoid handshakes and similar greetings that break physical distance.
- **Professional training:** All employees will attend an advanced re-opening training on COVID-19 relevant information, with documentation and signoffs of understanding. We will review training standards ahead of time with organizations supplying temporary, contract and/or volunteer staff; all workers must be trained in COVID-19 prevention policies and have the necessary PPE for their duties. Information will be provided on an ongoing basis through pre-shift meetings with staff to review infection mitigation procedures.

3. WE ANTICIPATE OUR CLIENT AND GUEST NEEDS THROUGH TRANSPARENT PLANNING, COMMUNICATION, AND FOLLOW-UP

Our team is prepared for the challenges surrounding the planning and impacts of reopening our venue at an approved designated time. For some attendees, the event at our Center may be the first large gathering they will be attending in quite a while. To help you and your guests feel safe, welcomed and comfortable, our team is committed to assisting with:

- **Event-specific physical distancing plans:** During the event planning stage, we will work with clients to develop plans with the following considerations, as relevant based on the type and size of event:
- Maximum room sets in accordance to revised occupancy standards, in accordance with county and state guidelines
- Registration and box office queues
- Staggered vendor/exhibitor move-in and move-outs
- Scheduled adjustments to anticipate attendee flow in common areas
- Adjustments and/or removal of public seating areas
- **Event-specific food & beverage plans:** We will assist in developing a food and beverage plan that may include:
- Large meal function spaces to accommodate physical distancing requirements
- Longer and/or assigned meal times for attendees



- Modifications or alternatives to buffet-style food service
- Consideration of self-contained grab-and-go meals/snacks to limit contact
- Water service options
- **Supplemental plans:** We will assist with any additional plans needed for the event, including:
- Placement of additional hand sanitizing stations and/or other resources based on projected event attendance.
- Use of electronic boards and personal device apps to distribute event schedule information instead of printed material hand-outs.
- Placement of lobby greeters to provide guidance to guests and assist in maintaining proper physical distancing requirements.
- Necessary measures for complying with contact tracing needs, in accordance with county directives.
- **Protocols for care:** If an individual presents COVID-19 symptoms, our Public Safety team will work with you on our response plan, which includes removing the person from the general population, notifying onsite EMTs/paramedics, and coordinating any transportation needs and/or follow-up with the person's hotel (as appropriate). If we can confirm the individual was in a meeting room or another shared setting for a considerable amount of time, the areas will be thoroughly cleaned and disinfected.

4. WE RECOGNIZE THAT COMMUNICATION IS CRITICAL TO EVENT SUCCESS

Open communication will be more important to our joint success during this challenging time. You can count on us to provide:

- **Clear & consistent advance information:** Up-to-date and relevant information regarding policies, practices and directives is available on our website. This information will include key updates from tourism partners such as the San Diego International Airport, Gaslamp Quarter Association and the San Diego Tourism Authority. We will continue to send periodic client newsletters with pertinent information so you can proceed with confidence.
- **Attendee communications:** We can assist with pre-event messages to your guests to share information about COVID-19-related protocols, especially ones that are specific to state and local standards.





- **Onsite reminders:** Public health announcements and information can be posted on digital signage throughout the building. Signage with health and safety reminders will also be posted in highly visible front- and back-of-house locations to reach attendees, employees, vendors, and contractors.
- **Additional customized materials:** Our team will work with you to offer ideal signage placement locations for contractor-supplied signage. Upon request, we can also provide template materials and language to meet your needs.

OVERVIEW OF RESPONSIBILITIES

RESPONSIBILITY	SDCC*	MEETING PLANNERS**	ATTENDEES
INFECTION CONTROL & PREVENTION			
Clean and disinfect rooms and touch-points (ongoing, with an emphasis on restrooms and high-touch objects).	✓		
Provide hand sanitizer stations in lobbies, near meeting room entrances, and at elevator landings.	✓		
Provide supplemental hand sanitizer dispensers inside exhibit halls and meeting rooms.		✓	
Provide water bottle fill stations.	✓		
Provide water bottles at lecterns	✓		
Develop event-specific F&B plans, including water service options.		✓	
Maintain HVAC systems and monitor indoor air quality.	✓		
Conduct SDCC staff health screenings and temperature checks.	✓		
Conduct ongoing employee training and enforce physical distancing among SDCC staff.	✓		
Conduct pre-event training to client's staff and enforce physical distancing among client's staff, attendees and exhibitors.		✓	
Maintain database of contact information for all attendees and exhibitors, including telephone numbers.		✓	
STAFF & INDIVIDUAL RESPONSIBILITIES			
Must wear face coverings at all times inside the Center, until public health orders change.	✓	✓	✓
Monitor symptoms of COVID-19 before arriving at the Center and throughout one's stay.	✓	✓	✓
Avoid handshakes and other greetings that break physical distancing.	✓	✓	✓
CLIENT AND GUEST NEEDS: PLANNING AND FOLLOW-UP			
Maintain the visitsandiego.com website with links to county and state health directives.	✓		
Prepare event layouts to meet distancing minimums, in accordance with county and state guidelines.		✓	
Establish plans for directional hallways and entrance/exit doors.		✓	
Stagger schedules to avoid crowds, including scheduling of vendor/exhibitor move-in and move-outs, event registration, and session break times.		✓	
Remove public seating areas, if needed.	✓		
Develop contingency distribution plans, should attendees arrive without face coverings.		✓	
Plan and enforce attendee temperature checks and other advanced measures, as required or desired.		✓	
Place lobby greeters to provide guidance to guests upon entry (additional charges may apply).	✓	✓	
Follow protocols for care, should a guest present COVID-19 symptoms.	✓	✓	✓
Comply with contact tracing needs, according to public health directives.	✓	✓	✓

COMMUNICATION		
Send pre-event messages to exhibitors and attendees about protocols.		✓
Maintain critical health reminder signage in front- and back-of-house locations (including lobbies, restrooms and elevators).	✓	
Develop supplemental materials to support physical distancing and remind attendees of hygiene practices (e.g., vinyl clings, public health announcements and digital signage).		✓

** SDCC column includes staff and business partners.*

*** Meeting planners are also responsible for ensuring exhibitors and their contracted professionals operate in accordance with the guidelines.*

Note: This list is not exhaustive. Additional action items depend on the size and type of event, as well as any public health directives in place at the time of the event.







5. SDCC FOLLOWS ALL CURRENT CITY, COUNTY AND STATE DIRECTIVES

Our team is committed to upholding applicable government directives to do our part in keeping everyone as safe as possible. Our team includes a Director of Government & Community Affairs who monitors all press conferences and public health orders from the list below to ensure we have the latest information as it evolves.

- City of San Diego: sandiego.gov/coronavirus
- County of San Diego: coronavirus-sd.com
- State of California: covid19.ca.gov
- United States: coronavirus.gov
- CDC: cdc.gov/coronavirus

We will work closely with you to review specific event plans for consistency with local standards (e.g. individual face covering policies and room capacities).

6. OUR PARTNERS ARE AN EXTENSION OF THE SDCC TEAM

Their operations are consistent with our standards and corporate directives from their headquarter offices. Our partners are committed to doing all they can to ensure a safe and healthy environment. Learn about their protocols and opportunities for collaboration:

- Centerplate
- Digital Conventions
- FedEx Office
- ON Site Audio Visual
- Smart City Networks

THANK YOU FOR MEETING IN SAN DIEGO

We hope this information is reassuring and helpful as you move forward with your event planning. Please know we are here to support you. For additional resources, see visitsandiego.com/safe-meetings.

SAN DIEGO convention center

111 W. Harbor Drive, San Diego, CA 92101
619.525.5000 | visitsandiego.com

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

You have indicated that you wish to voluntarily wear a respiratory protection device. The following information is required by OSHA to be supplied to employees who wish to use respiratory protection devices voluntarily. Please read this information and sign the form to indicate that you have received this information:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance doesn't exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the US Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Don't wear your respirator into atmospheres containing contaminants for which your respirator isn't designed to protect against. For example, a respirator designed to filter dust particles won't protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you don't mistakenly use someone else's respirator.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard Acknowledgement

I, _____, acknowledge that I received training regarding Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required under the Standard on _____. I agree to abide by the principles that were explained in this training on the use of Voluntary (Comfort) Respirator Use and that I will seek the advice of a health care provider in the event that I have medical concerns regarding my choice to use a respirator. I understand that if I have any questions that were not addressed in training or if I encounter any problems, I can contact management and/or Executive Director, Human Resources.

_____ _____

Employee Signature Date

_____

HR Use Only:

Received by/date: _____ ☐ **(check) Copy to Employee By/Date:** _____

☐ **(check) Original to Employee Personnel File By/Date:** _____

PURPOSE

This SOP is designed to instruct staff on the enhanced PPE and disinfection procedures required for providing cleaning services when a confirmed COVID-19 or other infectious disease has presented itself amid the coronavirus outbreak.

CDC Guidelines:

Regular cleaning staff can clean and disinfect community spaces. Cleaning staff should be trained on appropriate use of cleaning and disinfection chemicals and provided with the personal protective equipment (PPE) required for the chemicals used.

Companies do not necessarily need to close after a person with confirmed or suspected COVID-19 has been in a company facility. The area(s) used or visited by the ill person should be closed for 24 hours or as long as possible. Open outside doors and windows as much as possible ensuring that doing so does not pose a safety risk to children using the facility (i.e. make sure that children are not able to enter the closed off area through any windows or doors), and use ventilating fans to increase air circulation in the area. Once the area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person with confirmed or suspected COVID-19 can return to work immediately after disinfection is completed.

SUPPLIES AND/OR EQUIPMENT NEEDED *(as applicable)*

One gallon sprayer
Vacuum (If needed)
Kaivac
IMop
String mop
Squeegee
Paper towels
Electrostatic Sprayer

CHEMICALS NEEDED *(as applicable)*

Allegro respirator cleaning pad
Oxivir® 1 One-Step Hospital Grade Disinfectant Cleaner based on proprietary Accelerated Hydrogen Peroxide (1-quart Spray Bottles) ONE MINUTE DWELL TIME
Virex® II 256. One-step, quaternary-based disinfectant cleaner concentrate providing broad spectrum disinfection at 1:256 dilution. Used in healthcare and other facilities where cleaning and prevention of cross-contamination are critical. (1-quart Spray Bottles, 1 gallon sprayers) 10 MINUTE DWELL TIME
Purell® 5392-02 TFX Advanced 1200 mL Foaming Instant Hand Sanitizer
Nature's Oil Hand Sanitizer
Waxie ® Traffic Signal Disinfectant Toilet Bowl Cleaner
Kaiblooey, Citra Cide, or Alpha HP for Kaivacs

PPE NEEDED *(as applicable)*

Tyvek suit or rain suit
Rubber boots
P100 half face respirator or R95 face mask
P100 full face respirator
Safety glasses or safety goggles
Polyethylene buffount cap
Vinyl gloves
Blue nitrile gloves

PROCEDURE

All PPE is required to be worn when entering contaminated area.

Donning PPE

- **Restroom Disinfecting PPE**
  1. Disinfect hands with Purell or Nature's Oil hand sanitizer
  2. Put on Tyvek suit
  3. Put on rubber over-boots (booted Tyvek in boots, elastic Tyvek or Rain Gear over boots with duct tape)
  4. Put on blue nitrile gloves

5. Put on P100 half face respirator or R95 mask
6. Complete fit testing on half face respirator
7. Put on safety glasses or safety goggles
8. Put on hair covering (polyethylene buffount cap – optional if Tyvek has hood)
9. Put on long vinyl gloves over nitrile gloves, tucked into sleeves (tape sleeves if wearing rain gear)

- **Restroom Deep Cleaning PPE**
  1. Disinfect hands with hand sanitizer
  2. Put on rain suit
  3. Put on rubber boots or rubberized outer boot & secure boots with duct tape
  4. Put on nitrile gloves
  5. Put on full face P100 respirator
  6. Complete fit testing on full face respirator
  7. Put on hair covering (polyethylene bouffant cap - optional if Tyvek has hood)
  8. Put on safety goggles and face shield
  9. Put on vinyl gloves over nitrile gloves, tucked into sleeves, & duct tape vinyl gloves to sleeve

Cleaning Contaminated Area

- **Restrooms**
  1. Restroom barricade is put in place and staff ensure restroom is clear of guests (guests trying to use restroom should be directed to alternate restroom without barricade)
  2. Wait 10 minutes after barricading restroom to enter the restroom
  3. Enter restroom and spray all surfaces with approved cleaning product from 1 gallon sprayer labeled restrooms. Surfaces include:
     - Sinks, faucets, grey rolling cans, paper towel dispensers, urinals, toilets, toilet fixtures, partitions, tile walls, feminine disposal boxes, and floors
  4. Exit restroom and wait a minimum of 10 minutes for disinfectant to dwell
  5. Disinfect gloves and retrieve paper products from storage
  6. Disinfect gloves again, re-enter restroom and refresh/refill all paper products
  7. Johnny mop all toilets using Traffic Signal Disinfectant
  8. Replace all wax bags in women's restrooms
  9. Squeegee or Wipe all wetted surfaces with paper towels
  10. iMop restroom floor
  11. Remove barricade and put up barricade on alternate restroom
- **Public Areas, Meeting Rooms, and Offices**
  1. If area is carpeted, first vacuum all carpet with a vacuum with a HEPA filter
  2. Working front to back and top to bottom, spray all surfaces completely with approved cleaning product from 1 gallon sprayer, spray bottle, and/or electrostatic sprayer. Surfaces include, but are not limited:

     Tables (top and underside), trashcans, chairs, floor (both soft and hard surfaces), walls up to 8' (including air walls), door handles, and phones. **Note: DO NOT SPRAY ANY AV OR ELECTRICAL EQUIPMENT**

  3. Exit area and wait a minimum of 10 minutes for disinfectant to dwell **Note:** See SOP Addendum for explanation of disinfecting vs. sanitizing and dwell times for chemicals used
  4. Disinfect gloves and reenter area.
  5. Wipe down all wetted surfaces
  6. If it is a hard floor, use iMop to pick up any remaining chemicals
  7. Disinfect all Equipment before returning it to the store

Note: Any trash from the contaminated area is to go directly into the designated trash compactor.

Doffing PPE

1. Spray vinyl gloves with Oxivir spray bottle or dunk in Virex solution in designated disinfectant barrel. Ensure inside of gloves does not get wet with disinfectant.
2. Remove Tyvek suit and put in trash can
3. If wearing rain suit, disinfect rain suit with Oxivir or Virex by spraying on (partner help) then hang on designated coat hanger.
4. Disinfect (Spray or dip) and remove Over Boots, Dry with paper towels. Ensure inside of boots do not get wet
5. Remove vinyl/latex gloves, disinfect, and hang up
6. Remove respirator on designated table, disinfect respirator disinfectant pads and if none available use spray of Oxivir or Virex wipes, and put in bags on clean equipment table
7. Remove safety goggles and/or face masks, disinfect, and put on clean equipment table
8. Remove hair net (polyethylene buffount cap) and put in grey rolling trash can
9. Remove blue nitrile gloves and put in grey rolling trash can

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have been instructed on the standard operating procedure. I acknowledge that I have been trained on how to complete a fit testing on the respirators listed in the PPE section. I have read and discussed the standard operating procedure with my Supervisor and have demonstrated to him/her my knowledge of this task. I understand that it is my responsibility to perform this task according to the guidelines of the training I have received. As an employee, it is my responsibility to ask my Supervisor for help in understanding any task that is unclear to me. Furthermore, I acknowledge that if I am given a task to complete that I have not been trained on, I must ask my Supervisor for instruction before performing the task.

Employee Name (print):
ID Number:
Employee Signature:
Supervisor Name (print):
Supervisor Signature:
Date:

PURPOSE

To reduce the risk of exposure, and increase social distancing, staff with desks will be responsible for disinfecting their own personal areas and break rooms, during working hours, including but not limited to phones, desktops, tables, coffee pots, door handles, microwaves, and keyboards. Facilities Department will provide each department with spray, and/or wipes.

High Touch Areas

High-touch surfaces are surfaces that are handled frequently throughout the day by numerous people. These surfaces include, but are not limited to, door handles (which includes push bars, keypads, and restroom stall latches), light switches, phones, sink faucets, elevator buttons, and handrails. High-touch surfaces have been shown to play a role in the transmission of pathogens both directly by surface-to-mouth contact and indirectly by contamination of hands and subsequent hand-to-mouth contact. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials.

Surface Types

Cleaning protocols will depend on the type of surface:

- **Hard (Nonporous) Surfaces** include, but are not limited to, door handles (which includes push bars, keypads, and restroom stall latches), light switches, phones, sink faucets, elevator buttons, table tops, and handrails.

  When disinfecting hard surfaces, remove any visible debris from the area, spray or wipe (if using disinfectant wipes) the surface with the appropriate disinfectant, allow the cleaner to dwell, then wipe the surface.

- **Soft (Porous) Surfaces** include, but are not limited to carpeted floor, rugs, and drapes. Soft surfaces cannot be disinfected, but they can be sanitized, using approved chemicals.

  Prior to sanitizing the surface, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. If the porous surface is carpet, first vacuum the area with a vacuum with a HEPA filter, then spray with a product that is EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces. Any porous surface should be sprayed with products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Dwell Period

Dwell time, or contact time, is the amount of time disinfectants need to remain wet on surfaces to properly disinfect. Please refer to the chart below or check manufacturer's recommendations for dwell period.

[Disinfectant times table]

SUPPLIES AND/OR EQUIPMENT NEEDED

Spray Bottle
Wipes

CHEMICALS NEEDED

Disinfectant wipes
Disinfectant if wipes are not available (Alpha HP, Oxivir, or any SDCCC Approved disinfectant)

PPE NEEDED

Nitrile gloves

PROCEDURE

1. It is the Department Director's responsibility with support from department members to identify all high touch areas within their office area and direct who within their department will be responsible for disinfecting and how frequently.
2. Wipe away any visible debris from surface.
3. Wipe surface with disinfecting wipes, or spray surface with disinfectant. **Note:** It is not recommended to directly spray electronics, such as keyboards and phones. If disinfectant wipes are not available, spray disinfectant onto provided dry wipe, then wipe surface.
4. Allow disinfectant to dwell for appropriate time
5. Wipe any remaining disinfectant from surface after disinfectant has dwelled

Note: Please contact Facilities for additional supplies.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have been instructed on the standard operating procedure. I have read and discussed the standard operating procedure with my Supervisor and have demonstrated to him/her my knowledge of this task. I understand that it is my responsibility to perform this task according to the guidelines of the training I have received. As an employee, it is my responsibility to ask my Supervisor for help in understanding any task that is unclear to me. Furthermore, I acknowledge that if I am given a task to complete that I have not been trained on, I must ask my Supervisor for instruction before performing the task.

Employee Name (print):
ID Number:
Employee Signature:
Supervisor Name (print):
Supervisor Signature:
Date:

SDCC TRAINING ROSTER

COURSE: _____

INSTRUCTOR: _____

DATE: _____

TIME: _____

	Name	Division	EE Number	Signature	Check if Course Completed	Email Address (GO1 ID)
1						
2						
3						
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Appendix L – HR Coronavirus Tracking Spreadsheet

Last Name	First Name	Job Title	Supervisor	Dept/Div	Symptoms	Date HR Notified	First Day of Work Missed	Last Day of Work	DOI	Date DWC-1 Provided	Date DWC-1 Received	Date Test was Completed	Date Results were Received	Test Results	Reported to Travelers (WC)	Reported as Work Comp Illness	Protocol	Return to Work Date (7 Days)	Return to Work Date (14 Days)
Smith	Joe	Painter	Minnie Mouse	Eng/Operations	Sore throat, aches, runny nose	12/1/2020	12/1/2020	11/30/2020	11/30/2020	12/1/2020	N/A	12/1/2020	12/5/2020	Negative	N/A	N/A	3. EXPOSED TO PERSONS / CARING FOR DEPENDENT DIAGNOSED W/ COVID-19	N/A	12/11/2020

Action	Next Follow Up Date	Info Rec'd by HR Rep	Notified by:	Actual RTW Date	SQ1: When did symptoms occur?	SQ2: When did you come into contact?	SQ3: Who have you been in physical contact with in the past 14 days?	SQ4: Where on property have you been the last 14 days?	SQ5: What PPE were you wearing?	Type of Leave	Work Comp Notes
12/1/20: Joe advised that on 11/26 he was exposed to individual who a couple of days later tested positive for COVID. He began to experience flu-like symptoms on 11/30/20. He is trying to get tested today - waiting for Med Provider to call him back. (JG) 12/10/2020: Tested Negative for COVID. Not experiencing symptoms, okay to return on 12/11/20, next scheduled day is 12/15/20. (KO)	CLOSED	Daisy Duck	Steve Jones	12/15/2020	11/30/2020	11/26/2020	Donald Duck (HVAC) and Micky Mouse (Plumber)	West-end meeting rooms (vacant)	N-95 Mask	PFML/PSL Emergency Paid Sick Leave ENTITLED TO 80 HRS LEAVE PPE 12/11/20: USED 72 HRS	

This page contains the columns of the HR Coronavirus Tracking Spreadsheet – Actual sheet is too large to display in CPP

PROTOCOLS	
1. CARING FOR DEPENDENT W/ FLU LIKE SYMPTOMS - NOT CONFIRMED COVID-19	**7 Day LOA** Permitted to return if not showing symptoms after 7 days Should the employee choose, he/she may return to work after 3 days and less than 7 days with a physician's clearance note.
2. EMPLOYEE CALLED OUT SICK (FLU LIKE SYMPTOMS) - NOT CONFIRMED COVID-19	**7 Day LOA** Permitted to return after 24 hours symptom free Should the employee choose, he/she may return to work after 3 days and less than 7 days with a physician's clearance note.
3. EXPOSED TO PERSONS / CARING FOR DEPENDENT DIAGNOSED W/ COVID-19	**14 Day LOA** Permitted to return if not showing symptoms after 14 days If no symptoms. MAY NOT RETURN EARLY WITH DOCTORS NOTE **ASK STANDARD QUESTIONS 1-2**
4. DIAGNOSED W/ COVID-19 - NO SYMPTOMS	**10 Day LOA** May discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness. * If develop any symptoms during these 10 days, employee will need to follow the isolation instructions for individuals with symptoms. ** Asymptomatic people who are severely immunocompromised should consult with their healthcare provider and may be advised to extent their isolation period up to 20 days. **ASK STANDARD QUESTIONS 1-2**
5. DIAGNOSED W/ COVID 19 - EXPERIENCED SYMPTOMS	**10 Day LOA** Discontinue isolation under the following conditions: - At least 10 days have passed since symptoms first appeared. - Has not had a fever for at least 24 hours, WITHOUT the use of fever-reducing medication AND symptoms have improved. ** People with severe to critical illness or who are severely immunocompromised should consult with their healthcare provider and may be advised to extend their isolation period up to 20 days. **ASK STANDARD QUESTIONS 1-4**

Standard Questions:
SQ1: When did symptoms occur?
SQ2: When did you come into contact?
SQ3: Who have you been in physical contact with in the past 14 days?
SQ4: Where on property have you been the last 14 days?

Note: A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.

1. CARING FOR DEPENDENT W/ FLU LIKE SYMPTOMS - NOT CONFIRMED COVID-19
2. EMPLOYEE CALLED OUT SICK (FLU LIKE SYMPTOMS) - NOT CONFIRMED COVID-19
3. EXPOSED TO PERSONS / CARING FOR DEPENDENT DIAGNOSED W/ COVID-19
4. DIAGNOSED W/ COVID-19 - NO SYMPTOMS
5. DIAGNOSED W/ COVID 19 - EXPERIENCED SYMTOMS

Coronavirus Concerns - Unscheduled

EMP #	Employee Name	Status	FT/PT	Division	First Day Out	Scheduled Return Date	Actual Return Date	Days Out	Comments	Leave Type	HR REP
8272	Sunny Long	Active	PT	Guest Services	05/04/20	N/A	LAYOFF	39	High risk for COVID-19	None	KO