

**SAN DIEGO CONVENTION CENTER CORPORATION
BOARD OF DIRECTORS MEETING**

**TUESDAY, AUGUST 24, 2021, NOON
111 W. Harbor Drive, 2nd Floor, Executive Boardroom
San Diego, California 92101**

AGENDA

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-08-21, members of the San Diego Convention Center Corporation Board and staff may participate in public meetings via teleconference or video conference. In the interest of reducing the spread of COVID-19, in-person public participation is prohibited at this time. Board meetings are held live via teleconference at the number indicated at the top of the agenda. Members of the public may participate live in the Board meeting and submit comments on the teleconference line.

**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 June 22, 2021**

Action Item(s):

- B. **Executive Committee (Elvin Lai)**

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

- C. **Budget Committee (Allan Farwell)**

- (1) **Authorization to Ratify Cleaning Services Contract**

(2) Authorization to Extend Term of and Amend Telecom Services Contract

(3) Authorization to Extend Term of Audio Visual Services Contract

(4) Authorization to Approve Infrastructure Upgrade Wiring Project for Digital Services Project

(5) Authorization to Ratify Emergency Boiler Repairs

(6) Authorization to Approve Contract for Purchase of Copiers and Maintenance Agreement

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. EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Title: President & CEO

B. CONFERENCE WITH LEGAL COUNSEL---ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code section 54956.9(d)(4)

(5 cases)

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 Device ("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

BOARD MEETING OF JUNE 22, 2021 Via Teleconference

BOARD MEMBERS PRESENT:	Chair Elvin Lai and Directors Carol Kim, Allan Farwell, Carlos Cota, Jeff Gattas, Shawn VanDiver and Jaymie Bradford
BOARD MEMBER(S) ABSENT:	
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 12:01 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 – Present
Director Farwell – Present
Director Cota – Present
Director Gattas – Present
Director VanDiver – Present
Director Bradford – Absent

All Directors were present except Director Bradford. 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 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**

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

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

Vote: Unanimous

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Action Item(s):

E. Budget Committee (Allan Farwell) – CFO Mattix reported the following regarding April financials:

- The Corporation is tracking \$2 million better than the forecast that will be reviewed when we approve fiscal year 2022 budget.
- Part of the reason for the surplus is the recall plan for recalling staff to support this operation is moving slower than anticipated. The Corporation is reflecting savings on the personnel line item compared to what the forecast was estimating.
- The Corporation has also been unable to complete some repair and maintenance items because staff is unable to access the space at this time due to Operation Artemis.
- Overall, there are some costs that will be rolling-over into the fiscal year 2022 budget.
- The Corporation is yielding approximately \$1million per week from Operation Artemis and the Artemis staff is already in demobilization mode. There are 350 undocumented minors on site at this time. Staff anticipates that the Corporation will end fiscal year 2021 with a positive \$13 million bottom line for operational net

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

Ms. Mattix reported that there are some items that significantly changed this budget. The first change was Operation Artemis came into the Center right after the last budget was approved. In the revised FY 2021 forecast column, the Emergency Intake Site line item reflects a \$16.6 million increase to the forecast for FY 2021 which in turn results in a \$16 million reserve balance ending FY 2021.

Moving into FY 2022, another item that changed is that staff had originally budgeted to reopen in October and now operations will resume in August. Operation Artemis will also be on site through mid-July and the Corporation will earn approximately \$2.4 million in unplanned revenue for that time frame.

With the resumption of business in August, staff does see an increase in overall revenues of approximately \$5 million; however, those revenues are offset by increased personnel and other expenses associated with hosting events (i.e. utilities, repair and maintenance, etc.).

The Corporation is still facing an overall operating loss of approximately \$13 million for FY 2022. That does not include \$10.2 million that the City has agreed to provide as an operating subsidy. When the City approved the interim funding, they did so with the caveat that the Corporation would provide a full review in the first quarter of the fiscal year. It is anticipated that the City may reduce the subsidy somewhat because of the reserve balance the Corporation will have at the end of the fiscal year 2021 (\$16 million). The City may provide some funding so that the Corporation can maintain its target reserve balance, but some of the \$10.2 will probably be redirected to other City programs.

Even taking into account the \$10.2 million subsidy which will offset the Corporation's overall operating loss, the net effect for the year is a \$1.2 million loss which will be subsidized out of the Corporation's reserves.

The other change is the PPP loan forgiveness (\$6.4 million) will be recognized as an extraordinary gain and the entire amount will hit in FY 2022. Therefore, the Corporation's ending reserve balance for FY 2022 is projected to be at \$17 million if the City provides the full \$10.2 million subsidy.

However, it is important to note that going into FY 2023, the Corporation still faces a projected operating loss and now, based on the best projections, the Corporation would only have a \$12.7 million reserve balance at the end of FY 2023 if the City provides the \$10.2 million subsidy this year. It will be very important for staff to monitor projections going forward if there is in fact a reduction in the City's operating subsidy

to the Corporation and to note the impact of the reduction on the budget for the following year.

The Corporation also made revisions to its CIP Plan. The roof project is going to be delayed. The Corporation went out for RFP for the roof. The RFP was issued as a “design/build” project and the Corporation received limited responses. Staff has met with the City and determined that the RFP will need to be reissued with separate design/construction components. Staff is also strategizing with the City on the issue of financing.

Issues have also arisen regarding the fire pump project. Due to City permitting issues, it is no longer feasible that the Corporation can install a diesel fire pump on the roof. Staff has put a halt to the diesel project and is transitioning to the use of an electric fire pump. The estimated cost is approximately \$700,000 and staff hopes to have that project complete by the end of FY 2022. This project is reflected on the CIP as a new item.

The Corporation has also experienced failures with the P-2 dewatering pumps. Staff is working on the repairs internally and the Corporation will be working with the City and the Port to determine an allocation of the repayment for the repairs.

Staff is continuing the ERP conversion with the integration of additional systems. The timeline has been delayed by approximately three months. Approximately \$100,000 of the projected costs have been moved into FY 2022 (there has been no change to the overall cost of the project).

Directors Farwell and Cota moved and seconded, respectively, to Authorize Approval of Second Revised Budget for Fiscal Year 2022

Director Lai – Aye

Director Kim – Aye

Director Farwell – Aye

Director Cota - Aye

Director Gattas – Aye

Director VanDiver – Aye

Director Bradford – Absent

Vote: Unanimous

AYES: 6

NAYS: 0

ABSTENTIONS: 0

F. Audit Committee (Carlos Cota)

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

Director Cota noted that while the Money Purchase Pension Plan Audit was “clean,” he wanted to report that staff found a \$36,000 error committed by Wells Fargo.

CFO Mattix noted that the plan assets of approximately \$25 million appeared to be virtually unchanged even through the market was doing well. Upon closer examination, plan assets increased by \$2.1 million and employer contributions increased by approximately \$1.2 million for a total addition to plan assets of \$3.4 million. However, \$3.6 million was pulled out of the plan by participants. Ms. Mattix believes the monies pulled out were due to staff transferring funds to 401Ks after layoffs and monetary transfers to cover pandemic related expenses.

Ms. Mattix also noted that a review of the Plan’s notes indicated that the plan administrative fees had increased dramatically. When the Corporation decided to convert the retirement plan from Wells Fargo to RBC Wealth Management, the Corporation elected to pay any conversion fees so as to not negatively impact employees. Fees were usually approximately \$50,000 but this year those fees were \$96,000 and those fees, even though the Corporation had requested otherwise, were deducted from employee accounts. Upon further investigation, Wells Fargo found that they had inadvertently posted another company’s plan fees to the SDCCC account. Wells Fargo will reimburse the fees 100% and the RBC firm will work with an actuary to determine how to reallocate the fees to employee accounts.

Directors Carlos and VanDiver moved and seconded, respectively, to Accept Money Purchase Pension Plan Audited Financial Report for the Plan Year Ended December 31, 2020

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

Vote: Unanimous

AYES: 6

NAYS: 0

ABSTENTIONS: 0

Chair Lai requested that agenda Items 3(F)(2) and 3(F)(3) be pulled from Board consideration for further editing (removal of GBAC language) and resubmission to the Board at its next meeting. The documents will be vetted by the Audit Committee prior to resubmission to the Board.

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

This item was pulled from consideration on the agenda.

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

This item was pulled from consideration on the agenda.

Director Cota asked if the Corporation would be eliminating all GBAC guidelines from the policies. Mr. Rippetoe responded that the Corporation found that some of the GBAC guidelines were contrary to State guidelines, so, the Corporation would be following the appropriate CDC, Cal-Osha and State guidelines while not spending funds on a certification that was not necessary.

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

- There is no Board meeting scheduled for July. Budget and Executive Committee members will receive notice if the July Committee meetings will be cancelled.
- The hybrid in-person/Virtual Board meetings will resume on August 24, 2021 at Noon.
- The Annual Board Dinner is scheduled for September, 10, 2021 starting at 4:30 p.m. and will be a less formal cook-out this year and will take place on the back patio overlooking the harbor. Board Directors are invited to bring a guest.

5. President's Report (Rip Rippetoe) – Mr. Rippetoe reported:

- The Center will be open to the public commencing on July 19, 2021. Staff that have been working remotely will be back on site; however, staff will also be refining a work-from-home policy which will allow for some flexibility.
- The strategic plan is moving forward. Staff has reengaged the consultant for some meetings to help refine KPIs and some of the content.
- Information regarding the funeral services for staff member Carlito des los Santos will be forwarded to the Board. Staff will be given access to counseling and EAP services.
- Mr. Rippetoe will complete his year as Chair of IAVM in August and will be traveling to IAVM related events between July 27 and August 6, 2021. MR. Rippetoe appreciated the Board's support during his tenure as Chair.

6. Board Comment [Govt. Code § 54954.2(a)(2)] – Director Cota stated that he was proud of the work the Center has done with shelter and the unaccompanied minors but he was looking forward to the Center reopening getting back to its core business of hosting events. There is a lot of excitement and relief within the community regarding the Center's

reopening. Chair Lai noted that the hospitality is looking for employees if anyone knows of job seekers.

7. **Closed Session:** The Board entered into closed session at 12:40 p.m. to discuss:
- 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

The Board returned to open session at 1:10 p.m.

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

There being no further business, the meeting adjourned at 1:10 p.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 June 22, 2021 and that said minutes were approved by the Board of Directors on August 24, 2021.

Carlos Cota, Secretary

San Diego Convention Center Corporation

Coronavirus Prevention Program

Revised August 2021

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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.

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 executive team, 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.

Identification and Evaluation of COVID-19 Hazards

Human Resources personnel will ensure the following is implemented in our workplace:

- ☐ Conduct workplace-specific evaluations using the **Appendix A: COVID-19 Health and Safety Inspection Checklist**.
- ☐ Document the vaccination status of our employees by completing an attestation, which is maintained as a confidential medical record in Human Resources (HR); however, HR personnel may release information on a need to know basis as permitted by U.S. Equal Employment Opportunity Commission (EEOC). **Appendix B: COVID-19 Self Attestation of Vaccination Status**.
- ☐ Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- ☐ Develop policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. These provisions are contained within our UKG Pro Home Page in the COVID-19 Related Updates section.
- ☐ Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- ☐ Safety management committee to evaluate monthly existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- ☐ Division management to conduct periodic inspections, minimum once in a calendar year quarter, using the **Appendix C: COVID-19 Inspection Form** as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. The Human Resources Manager or her designee will conduct a quarterly audit to ensure inspections are completed.

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, or any member of Leadership. This may be done in-person, via

- email or through leaving a message on the employee hotline at 619.525.5160.
- ☐ All employees who participate or report COVID-19 hazard identification are protected and shall not fear reprisal.

Employee Screenings

Employees are recommended to self-screen for temperature and other COVID-19 symptoms before coming into the workplace.

- o Employees are trained on the symptoms of COVID-19 and the 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.
- o Eligible employees will be provided with protected leaves as appropriate and in accordance with all local, state and federal laws and regulations.

Tools and Equipment

The Facility & Environmental Services management 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)

Department management evaluates the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed.

Upon request, department management provide respirators (i.e. N95 masks) for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees who request a respirator will be encouraged to use it, and provided the information in Appendix D of CCR Title 8 section 5144.

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 is conducted by the SDCCC's third party industrial medical facility when required. Training is done by division management.

Program Controls and Monitoring

Human Resources and operation management have implemented the following program controls. Together they ensure such controls are in place and used by the SDCCC staff to monitor the planning, execution, and completion of actions set forth in this program.

- ☐ Inspections:
 - o Visual inspections will be conducted by assigned Acting Leads, 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.
 - o Divisions conduct monthly workplace-specific evaluations using the **Appendix A - Safety and Health Inspection Checklist**.

□ 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. The Facility Services Division is the conduit for the hotline and they can be contacted at phone extension 5468 for any incidents. 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.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures are documented on the **Appendix C: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards. The severity of the hazard will be assessed by the Director of Facility and Environmental Services. The Director will make a determination of appropriate actions to correct the hazard. The Director will institute corrections with correction time-frames assigned. Facility Services Management is identified as being responsible for timely correction. Follow-up measures are assessed to ensure timely correction.

Control of COVID-19 Hazards

Face Coverings

Cal OSHA and California Department of Public Health (CDPH) give verified vaccinated employees, with some exception, the option to wear a face covering. Unvaccinated employees are required to wear a face covering indoors and in vehicles. Though face coverings are not required outdoors, it is highly recommended unvaccinated employees to wear a face covering outdoors where six feet of physical distance cannot be maintained.

Facility Services personnel provides to division management for distribution clean, undamaged disposable, daily use face coverings for unvaccinated employees and vaccinated employees who choose to wear a face covering. Division management ensures they are properly worn by unvaccinated 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.

Employees may wear their own face covering, branded cloth masks or the daily disposable face coverings. 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. Cloth face masks must be a tightly woven fabric or non-woven material of at least two layers. Gators, scarfs, ski masks, balaclavas, bandanas, turtlenecks, collars or single-layer fabrics are not considered an approved face covering.

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 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 D - 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 with a quiz. Program completion is documented in GO1.

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, for those required or by choice, 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. Approval will be made, documented and communicated by Human Resources personnel.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart. This exception is limited to the time in which such tasks are being performed.

Any unvaccinated 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.

Employees may contact HR if they require a reasonable accommodation.

Corporation management will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

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. Outside air is provided at the rate according to current ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) ventilation standards. Additionally, a maintenance management software system is utilized that automatically generates planned maintenance work orders for routine filter

replacement.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, facility services division personnel:

- ☐ 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.

Cleaning and disinfecting

Facility Services management have implemented cleaning and disinfection measures for frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, phones, headsets, bathroom surfaces, and steering wheels.

- ☐ 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.

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

Department management evaluates 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, department management evaluates the need in accordance with CCR Title 8 section 5144 when any required physical distancing requirements are not feasible or maintained.

Department management provides and ensures 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.

Testing

COVID-19 testing is available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time. Additional testing is provided during an outbreak or major outbreak, per the provisions in those sections. Human Resources is responsible for overseeing COVID-19 testing requirements.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: COVID-19 Inspection Form**.

Employees who had potential COVID-19 exposure in our workplace will be:

- ☐ [See Testing section of this document for details on testing following an exposure.] Fully vaccinated employees in the exposed group with no symptoms may continue to work. Staff may 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.
- ☐ All employees in an exposed group for a major outbreak will be tested regardless of vaccination status.
- ☐ Announcements and information has been shared with all employees, by Human Resources, 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.

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; (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed; and (3) on a need to know basis as permitted by EEOC.

System for Communicating

Our goal is to ensure there is an effective two-way communication with employees, in a form, such as verbal, written, postings, 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, as an employer, are required to provide testing because of a workgroup exposure or outbreak, Human Resources personnel 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. Emails are sent to the SDCCC distribution list as well as to employees' personal emails.

Employee Training

Personnel Training and Competency

Human Resources and/or division management as applicable, 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:
 - o COVID-19 is an infectious disease that can be spread through the air.
 - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - o An infectious person may have no symptoms (asymptomatic).

- ❑ Methods of physical distancing, if unvaccinated, 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.
- ❑ Regardless of vaccination status, 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), GO1.
- ❑ 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 should dispose of used face coverings at the end of every shift in an appropriate trash bin.
 - Personal approved cloth face coverings should be clean. Refer to CDC website - [How to Wash a Cloth Face Covering | CDC](#)
 - 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. Exceptions to a mask under a face shield should be addressed with a Human Resources representative.
- ❑ Additional training may be required based on position.

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

Facility Infection Disease Prevention Practices

The SDCCC has infection control programs, procedures, and technologies which protect employees, clients, and customers. Contact Facility Services management with questions.

Limit Non-Essential Visits and Travel

Business travel is based on need. Executive management must approve travel for employees who report to them through the chain of command.

Exclusion of COVID-19 Cases and Employees Who Had a Close Contact

Where there is a COVID-19 case or close contact in our workplace, Human Resources personnel will limit transmission by:

- Ensuring that COVID-19 cases are excluded from our workplace until our return to work requirements are met.
- Excluding employees who had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions: (1) Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and (2) COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever determined 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 section 3203(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 F - Human Resources maintains a tracking spreadsheet** 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.

Return to Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred and has been validated by HR:
 - At least 24 hours have passed since a fever of 100°F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed 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. Fully vaccinated employees may continue to work as long as symptom free.

- A negative COVID-19 test will not be required for an employee to return to work once the requirements for “cases with symptoms” or “cases who tested positive but never developed symptoms” (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- If an order to isolate, quarantine, or exclude 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. Return to work communications will be sent by Human Resources personnel.

Multiple COVID-19 Infections and COVID-19 Outbreaks

An outbreak has occurred if three or more employee COVID-19 cases within an exposed group visited the workplace during their high-risk exposure period at any time during a 14-day period.

This section of the 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*

- COVID-19 testing is provided to all employees in an exposed group except for: (a) employees who were not present during the relevant 14-day period; (b) employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms; and (c) COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- 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 group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, COVID-19 testing will continue to be provided once a week of employees in the exposed group who remain at the workplace, 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.
 - Additional testing provided when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

Human Resources personnel 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

Division management 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**. This information will be provided to the Executive Director, Human Resources.

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**, leadership 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. This information will be provided to the Executive Team.

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. Executive team 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.

Physical Distancing

During an outbreak management will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.

"Exposed group" means all employees at a work location, working area, or a common area at work, where an employee COVID-19 case was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:

- ☐ (A) For the purpose of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.
- ☐ (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
- ☐ (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.

Note: An exposed group may include the employees of more than one employer.

- Telecommuting is available where feasible based on the employee's position and duties. **Refer to Employee Handbook, Section 2 – Employment, Policy 220.**

Buildings or structures with mechanical ventilation

In buildings or structures with mechanical ventilation, engineering personnel 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, engineering personnel will use filters with the highest compatible filtering efficiency. Engineering personnel 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.

Notifications to the local health department

- ☐ As soon as reasonably possible, but no longer than 48 hours after learning of an outbreak of COVID-19 cases in our workplace, Human Resources personnel will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- ☐ Human Resources personnel 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. Human Resources personnel will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

*No cost testing available through 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

A major outbreak has occurred if twenty (20) or more employee COVID-19 cases in an exposed group visit our workplace during the high-risk exposure period within a 30-day period.

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

COVID-19 testing*

As an employer, continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

Exclusion of COVID-19 cases

Human Resources personnel 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

Division management 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**, designated leadership (such as Director, Facility & Environmental Services), dependent on situation in conjunction with executive leadership, will take the following actions:

- ☐ Provide employees in the exposed group with respirators for voluntary use in compliance with CCR Title 8 section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- ☐ Separate by six feet (except where it can be demonstrated that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- ☐ Assess the need and install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- ☐ Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- ☐ Implement any other control measures deemed necessary by Cal/OSHA.

[Notifications to the local health department](#)

As an employer, 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 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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Safety Practices followed: Employees, visitors entering facility are entering with facial covering upon arrival (dependent on CDC guidelines and/or show manager request).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Safety Practices followed: High touch point areas area being cleaned after each employee works (insert location such as Dispatch, and items to clean such as phone, keyboard, desk area, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Safety Practices followed :		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Safety Practices followed :		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A – COVID-19 Safety Health Inspection Checklist

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)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. In Place Modifications (Minor Outbreak assessed / Major Outbreak required ways to 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.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Seating removal in break area: Is there limited seating in the break areas tables to prevent close proximity among employees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Staggered breaks: Are breaks being staggered to avoid too many employees taking breaks at the same time.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A – COVID-19 Safety Health Inspection Checklist

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.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Location: Are high touch point areas being cleaned daily at the beginning and end of each shift - List:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A – COVID-19 Safety Health Inspection Checklist

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:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	COVID-19: Safety Practices Guidelines for Visitors Posted: Are COVID-19 guidelines posted in visitor areas and entrances in plain view.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18							
19							
Comments:							

Appendix B - Self-Attestation of Vaccination Status



Self-Attestation of Vaccination Status

Employee Name: _____

Position/Department: _____

Employee #: _____

Cal/OSHA's revised regulations allow employees who are fully vaccinated against the coronavirus to work without a face covering, except in certain situations. In accordance with the revised regulation, unvaccinated employees, partially vaccinated employees or employees choosing to not disclose vaccination status are required to wear a face covering in the workplace, with some exceptions, until Cal OSHA regulations change or end. Exceptions include, only person in an office, during breaks or meal periods when other unmasked individuals are more than six (6) feet away if unmasked for more than five (5) minutes.

At the time Human Resources collected vaccination status information for the Emergency Intake Site (EIS), if you did not complete a consent form identifying you as fully vaccinated, you must provide the information requested below. Selecting "I am fully vaccinated" is an attestation to being fully vaccinated as defined below. Should you choose, you may update your status by completing a new form, once you meet the compliance below for being "fully vaccinated."

Please note that you are required to provide accurate information about your vaccination status in response to the questions below, or alternatively may decline to provide your vaccination status. If you decline to provide information about your vaccination status, as your employer, we will be required to assume you are unvaccinated for purposes of rules or requirements in the workplace that are different for vaccinated employees. For example, if requirements on face coverings allow fully vaccinated employees not to wear face coverings in certain settings, the information collected below will be used to determine whether you will be required to wear a face covering in those settings. Employees are explicitly allowed to wear a face covering without fear of retaliation from employers or other employees.

For purposes of this certification, you are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

Please select the statement below that accurately describes your vaccination status:	
<input type="checkbox"/>	I am fully vaccinated.
<input type="checkbox"/>	I have not been vaccinated.
<input type="checkbox"/>	I decline to answer whether I have been vaccinated.

I understand that I am required to provide accurate information in response to the question above. I hereby affirm that I have accurately and truthfully answered the question above. I also understand that if I stated that I am fully vaccinated, my employer may request documentation of my vaccination status (e.g., a copy of my vaccination card or other similar official document confirming vaccination status).

Signature: _____

Date: _____

*** Please return to Human Resources once completed. ***

Appendix C - Inspection Form



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			
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			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix D

Appendix D, Information and Acknowledgement Form for Employees using Respirators When Not Required Under the OSHA Standard Sec. 29 CFR 1910.134

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: _____



111 W. Harbor Drive, San Diego, CA 92101
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SDCC TRAINING ROSTER

COURSE: _____
INSTRUCTOR: _____
DATE: _____
TIME: _____

	Name	Division	EE Number	Signature	Check if Course Completed	Email Address (GO1 ID)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

[illegible]

SDCCC_CPP-Final - 8.3.2021-(rev twk 8.19.21)

Revised: 8/19/21

Appendix F - Human Resources Coronavirus Tracking Spreadsheet

COVID-Related Leaves												
Leave Type	Start Date	End Date	Reason	Days Off	Days Taken	Days Remaining	Days Available	Days Used	Days Remaining	Days Available	Days Used	Days Remaining
Sick Leave	01/01/2020	01/01/2020	Sick Leave	1	1	0	1	0	1	1	0	1
Vacation	01/01/2020	01/01/2020	Vacation	1	1	0	1	0	1	1	0	1
Personal	01/01/2020	01/01/2020	Personal	1	1	0	1	0	1	1	0	1
Maternity	01/01/2020	01/01/2020	Maternity	1	1	0	1	0	1	1	0	1
Parental	01/01/2020	01/01/2020	Parental	1	1	0	1	0	1	1	0	1
Compassionate	01/01/2020	01/01/2020	Compassionate	1	1	0	1	0	1	1	0	1
Unpaid	01/01/2020	01/01/2020	Unpaid	1	1	0	1	0	1	1	0	1
Other	01/01/2020	01/01/2020	Other	1	1	0	1	0	1	1	0	1
Total	01/01/2020	01/01/2020	Total	6	6	0	6	0	6	6	0	6

PROTOCOL	
1. CARING FOR DEPENDENT W/ FLU LIKE SYMPTOMS - NOT CONFIRMED COVID-19	7 Day LOA *If fully vaccinated and does not have flu-like or COVID-19 symptoms may immediately return to work. 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 *If fully vaccinated and does not have immediately return to work. Permitted to return if not showing symptoms after 14 days MAY NOT RETURN EARLY WITH DOCTORS NOTE ASK STANDARD QUESTIONS 1-2
4. DIAGNOSED W/ COVID-19 - NO SYMPTOMS	10 Day LOA *If fully vaccinated may continue to work; self isolation not required. 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
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

PROTOCOL

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 SYMPTOMS

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 2 hours before the individual developed symptoms.

Appendix F - Human Resources Coronavirus Tracking Spreadsheet

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
1234	Jack Doe	Active	PT	Guest Services	05/04/20	N/A	LAYOFF	39	High risk for COVID-19	None	KO

San Diego Convention Center Corporation

**Injury and Illness
Prevention Program**

Revised August 2021

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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 Corporate Crisis Management plan provide company-wide specific information and additional direction. A copy of our IIPP and Employee Handbook are available through the Human Resources department and accessible at any time on the UKG Pro Home Page.

Department-specific training procedures are located in the department's 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 format 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 or the employee hotline at 619.525.5160.

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 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 management for each department. We will ensure that employees for each department meet regularly to emphasize Safety Guidelines and to guarantee consistency with them. The Human Resources 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 properly trained for their role and 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. It is the responsibility of the Department Director to ensure proper training is provided and documented.

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:

- | | |
|--|--|
| <input type="checkbox"/> Department safety meetings (part of staff meetings) | <input type="checkbox"/> Safety handouts |
| <input type="checkbox"/> Staff meetings | <input type="checkbox"/> Employee safety recognition – Idea Champion Program |
| <input type="checkbox"/> Tailgate meetings every 7 days and/or daily briefings | <input type="checkbox"/> Safety Data Sheets |
| <input type="checkbox"/> Specific policies/procedures | <input type="checkbox"/> Posters and warning labels |
| <input type="checkbox"/> Department hazard assessment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Employee safety training | <input type="checkbox"/> 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 Alyssa Moniz, Human Resources Administrator.

Hazard Assessment and Correction

Periodic Workplace Inspections

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

Admin Offices and Workplaces	Frequency

Inspection forms for department use 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 Executive Director, HR 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 Worker's 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 Alyssa Moniz, Human Resources Administrator.

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 Manager.

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

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?

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. As required by Cal/OSHA, the SDCCC does maintain a Coronavirus Prevention Program (CPP).

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.

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.
- In addition, employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by visiting the facility as approved in Collective Bargaining Agreements (CBA) to ensure compliance.

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 or concerns about compliance with COVID protocols throughout the facility. Completion or instruction to complete work requests are documented in the end of shift report by the Facility Services Supervisor. Concerns about compliance with COVID protocols – such as one employee reporting that another employee is not wearing a face covering as required – should be addressed immediately by an available manager or 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.

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.

Vaccination Status

SDCCC documents the vaccination status of our employees by completing an attestation, which is maintained as a confidential medical record in Human Resources (HR); however, HR personnel may release information on a need to know basis as permitted by U.S. Equal Employment Opportunity Commission (EEOC).

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.
- Encouragement to follow physical distancing when possible, 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.
- 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).
 - The right for unvaccinated employees to request an N95 respirator for voluntary use.
- Information on how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Policy prohibiting retaliation against employees for COVID-19-related activities such as wearing a face covering, reporting COVID exposure or symptoms, reporting a health or safety violation, or requesting or using paid leave.

Training records are maintained in the Learning Management System (LMS) GO1. HR Representative is the technical administrator and 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. Executive management must approve travel for employees who report to them through the chain of command.

Procedures to Help Prevent the Spread of COVID-19

- 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. Employees will be provided access to COVID testing during paid time when symptomatic or when workplace exposure is suspected.
- Eligible employees will be provided with protected leaves as appropriate.
- If the SDCCC is informed that an employee who was present at the workplace at any time during the high-risk infectious period 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.
- Employees who are COVID cases (as defined by Cal/OSHA), may not return to work in-person until they meet the then-current Cal/OSHA return-to-work criteria.

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.

Commitment

Company:

- 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.
- Will provide daily disposable face masks. Will provide N95 respirators to unvaccinated employees upon request.
- No physical distancing or barrier requirements regardless of employee vaccination status with the following exceptions:
 - Will evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees)
 - Will implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees).

- Provide employees with access to COVID testing during paid time when symptomatic or when workplace exposure is suspected.
- Provide employees with options to maintain wages when ill or quarantining such as telework (where applicable), paid time off, and/or wage replacement benefits.

Employees:

- You are encouraged to get vaccinated against COVID-19. Vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- Stay home if you are sick. Do not return until you have been cleared by Human Resources to do so.
- Maintain social distancing practices in the workplace as directed by employer, as a result of an outbreak or major outbreak.
- 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 if not vaccinated, by choice or as part of required PPE. (See division management regarding N95 voluntary use if desired and not part of required PPE)
- Talk to Human Resources 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.

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 August 24, 2021

RE: Authorization to Ratify Cleaning Services Contract Agreement for Decontamination Certification Following Shelter Operations

BACKGROUND

Since March 2020, California event venues have been under an emergency stay-at-home order to minimize the impacts of the COVID-19 virus. In June 2021, California announced the ability of venues to re-open for large gatherings to the public. Part of the success of re-opening and decisions made by public health officials depend on the health outcomes, science and statistical key metrics that supports returning to business.

The Convention Center served as a temporary homeless shelter from April 2020 through March 2021 before becoming a Federal emergency intake site (EIS) to shelter unaccompanied minor children seeking asylum in the United States through mid-July 2021. Though there were no specific guidelines requiring facilities to deep clean prior to re-opening, the City of San Diego in collaboration with Corporation Staff determined it was most prudent to engage in a thorough deep clean, including a requirement to obtain a certified decontamination certificate, before re-opening to public events. The ability to affirm a safe and healthy “back to work” environment is vital to the health and safety of our team, customers and community as well as instilling confidence to travel and tourism in our region.

DISCUSSION

Part of the shelter operations contract agreement with the City of San Diego called for a certified decontamination cleaning of space used as a temporary homeless shelter. Upon conclusion of that operation, the City of San Diego contracted with Pegasus Cleaning Solutions to provide this service. Between termination of the homeless shelter operation and the subsequent rapid setup of the federal emergency intake site, Pegasus was not able to clean the space used for the homeless shelter. The Federal EIS ultimately used the entire facility for their operation, and left executive of the cleaning requirement between Federal Health and Human Services (HHS) and the Corporation.

Due to magnitude of the scope of cleaning services required and the necessity for a quick transition from EIS to welcoming the SPIE+ event two weeks later, Corporation engaged directly with cleaning providers and ultimately selected Pegasus to clean and decontaminate the entire facility for a total cost of \$182,699. Corporation Staff found other cleaning providers solicited were only able to perform a portion of the scope of services and would not certify the building as desired. Corporation Staff elected to contract directly with Pegasus based on their capacity to

Agenda Item 3.C.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 August 24, 2021

RE: Authorization to Approve Amendment of and Two Year Extension to the Smart City Contract

BACKGROUND

The San Diego Convention Center Corporation (“Corporation”) has been engaged in an exclusive telecomm partnership with Smart City Network’s for many years, with the most recent Contract in effective through June 30, 2025.

DISCUSSION

In June 2021, Smart City requested an extension of their contract to ensure we maintain an equitable arrangement through the impacts of the COVID-19 pandemic. As our exclusive data, internet and telecomm services provider and collaborative business partner, we strive for our mutual success as we begin to rebuild event business within the Center.

Staff agrees the request is reasonable and seek to modify the following terms:

1. A two (2) year contract extension of the Initial Term through June 30, 2027.
2. Suspension of the Minimum Guaranteed Commissions outlined in Section 4.1.2 of our Contract from the July 1, 2019 through June 30, 2023.
3. Amend Section 3.1.4 “Rates for Services Provided to Corporation” to clarify the inclusion of telephone lines and necessary telephone configuration/support in the items Smart City Networks provides to SDCCC at no charge, subject to an annual phone line audit to ensure appropriate usage.
4. Suspension of the Annual Special Report in Section 4 of the September 1, 2015, Administrative Memorandum of the Contract through June 30, 2023. In lieu of the Annual Special Report, SDCC will accept the Smart City annual Certified Independent Audit Report in the interim.

STAFF RECOMMENDATION

Recommend that the Board of Directors authorize amending the contract with Smart City based on the terms as outlined above.

_____/s/
Allan Farwell
Budget Committee Chair

Agenda Item 3.C.2

RESOLUTION NO. 2021-01

A RESOLUTION OF THE SAN DIEGO CONVENTION CENTER CORPORATION, INC. APPROVING AN AMENDMENT TO THE AGREEMENT WITH SMART CITY NETWORKS AND AUTHORIZING THE PRESIDENT & CEO TO SIGN THE AMENDMENT

WHEREAS, in 2014, the San Diego Convention Center Corporation (“Corporation”) and Smart City Networks, Limited Partnership (“Smart City”) entered into a contract for data, internet and telecom services, Contract 15-2173-R (“Original Contract”) ; and

WHEREAS, due to the unexpected and devastating impacts of the COVID-19 pandemic which has caused the Convention Center (“Center”) to be closed to normal business since March of 2020, Smart City has requested that the term be extended as well as the modification of certain other contract provisions; and

WHEREAS, Smart City has been an exemplary partner throughout the years of service to the Corporation, including but not limited to providing services to the City of San Diego’s homeless shelter and the Federal migrant shelter during this COVID-19 pandemic; and

WHEREAS, Smart City has unique knowledge related to operations at the Center and it is necessary for the Corporation to have a partner with this unique knowledge, special skills, and continuity related to provision of data, internet, and telecom services so that the Corporation can recover from the unprecedented impacts of the COVID-19 pandemic as quickly as possible; and

WHEREAS, due to the unprecedented COVID-19 pandemic and its far-reaching effects on Corporation, which include drastic budget shortfalls and furloughs/layoffs of Center employees and the need for the Corporation to obtain services from Smart City as a single source, the parties now wish to extend the Original Contract for two additional years as shown below.

NOW, THEREFORE, be it resolved by the Board of Directors of the San Diego Convention Center Corporation (the “Board”) as follows:

Section 1. The findings listed in the above recitals are true and correct and are used a basis for approving this Resolution.

Section 2. The Board hereby approves an amendment to the Original Contract with Smart City subject to final approval by the President & CEO of the amendment language and authorizes the President & CEO, once satisfied with the amendment language, to execute the necessary documents to amend the Original Contract pursuant to the terms as substantially shown below:

- A two (2) year contract extension of the Initial Term through June 30, 2027 (Initial Term was scheduled to end on June 30, 2025).
- Suspension of the Minimum Guaranteed Commissions outlined in Section 4.1.2 of the Original Contract from the July 1, 2019 through June 30, 2023.
- Amend Section 3.1.4 “Rates for Services Provided to Corporation” to clarify the inclusion of telephone lines and necessary telephone configuration/support in the items Smart City Networks provides to Corporation at no charge, subject to an annual phone line audit to ensure appropriate usage.
- Suspension of the Annual Special Report in Section 4 of the September 1, 2105, Administrative Memorandum of the Contract through June 30, 2023. In lieu of the Annual Special Report, Corporation will accept the Smart City annual Certified Independent Audit Report in the interim.

Section 3. Except as stated herein, all other terms of the Original Contract shall remain in full force in effect.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED and ADOPTED this 24th day of August, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elvin Lai, Board Chair

ATTEST:

Carlos Cota, Secretary of the Board

Agenda Item 3.C.3

**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 August 24, 2021

RE: Authorization to Approve a Two Year Contract Extension to the On Site Contract

BACKGROUND

The San Diego Convention Center Corporation (“Corporation”) engaged OnSite Services as our Preferred Audio-Visual provider in 2018. The initial contract term extended from May 1, 2018 through April 30, 2023.

DISCUSSION

In June 2021, OnSite requested an extension of their contract to ensure we maintained an equitable arrangement through the impacts of the COVID-19 pandemic. As our Preferred Audio-Visual provider and collaborative business partner, the Corporation strives for the mutual success of both entities as we begin to rebuild event business within the Center.

Staff agrees with the request for a two (2) year contract extension to the Initial Term as the best course of action. If approved by the Board, the contract would be extended from April 30, 2023 through April 30, 2025. All other terms and conditions set forth in the original agreement remain unchanged.

STAFF RECOMMENDATION

Recommend the Board of Directors authorize amendment the contract with OnSite based on the terms as outlined above.

 /s/
Allan Farwell
Budget Committee Chair

Agenda Item 3.C.3

RESOLUTION NO. 2021-02

A RESOLUTION OF THE SAN DIEGO CONVENTION CENTER CORPORATION, INC. APPROVING AN EXTENSION TO THE AGREEMENT WITH ON SITE AND AUTHORIZING THE PRESIDENT & CEO TO SIGN THE EXTENSION

WHEREAS, in 2018, the San Diego Convention Center Corporation (“Corporation”) and ON Services - AV Specialists, Inc. (“ON Site”) entered into a contract for audio visual services, Contract RF18-1137 (“Original Contract”) ; and

WHEREAS, due to the unexpected and devastating impacts of the COVID-19 pandemic which has caused the Convention Center (“Center”) to be closed to normal business since March of 2020, ON Site has requested that the term be extended; and

WHEREAS, ON Site has been an exemplary partner throughout the years of service to the Corporation, including but not limited to providing services to the City of San Diego’s homeless shelter and the Federal migrant shelter during this COVID-19 pandemic; and

WHEREAS, ON Site has unique knowledge related to operations at the Center and it is necessary for the Corporation to have a partner with this unique knowledge, special skills, and continuity related to provision of audio visual services so that the Corporation can recover from the unprecedented impacts of the COVID-19 pandemic as quickly as possible; and

WHEREAS, due to the unprecedented COVID-19 pandemic and its far-reaching effects on Corporation, which include drastic budget shortfalls and furloughs/layoffs of Center employees and the need for the Corporation to obtain services from ON Site as a single source, the parties now wish to extend the Original Contract for two additional years as shown below.

NOW, THEREFORE, be it resolved by the Board of Directors of the San Diego Convention Center Corporation (the “Board”) as follows:

Section 1. The findings listed in the above recitals are true and correct and are used a basis for approving this Resolution.

Section 2. The Board hereby approves an amendment to the Original Contract with ON Site and authorizes the President & CEO to execute the necessary documents to amend the Original Contract pursuant to the terms as shown below:

- Extend the term by two (2) additional years such that the contract will now end on April 30, 2025 instead of April 30, 2023.

Section 3. Except as stated herein, all other terms of the Original Contract shall remain in full force in effect.

Agenda Item 3.C.3

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED and ADOPTED this 24th day of August, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elvin Lai, Board Chair

ATTEST:

Carlos Cota, Secretary of the Board

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 August 24, 2021

RE: Authorization to Ratify Unbudgeted Infrastructure Upgrades Costs for Phase II of Digital Signage

BACKGROUND

On January 7 2019, Corporation entered into a revenue share agreement with Digital Conventions, Inc. (DCI) to provide digital signage and marketing opportunities to clients in the public areas of the Facility. The agreement provides commissions payable to the Corporation on all revenues generated by the sales of the signage to our licensed clients. Phase I of the project included installation of four large permanent displays in the lobby areas that have proven to be successful.

DISCUSSION

Corporation initially invested \$29,484 into Phase I wiring upgrades in order to provide DCI the ability to sell digital signage to events beginning in FY2020. The wiring upgrade was completed in late July 2019 and the upgrade allowed six months of digital advertising sales to commence before the COVID-19 pandemic. The initial investment in wiring upgrades yielded over \$40,000 in commissions to the Corporation, paying for itself in the initial six (6) month term. Substantial revenue can be generated by providing clients with innovative branding and marketing opportunities during their events with little investment required by SDCC to establish network wiring capabilities.

In July 2020, Corporation negotiated with DCI to extend their contractual agreement, with planned installation of four additional permanent displays in the public space by the end of CY21 - specifically in lobbies C, D, F, & G. The installation of these additional displays required an upgrade to the existing data lines in those lobbies to support the bandwidth needed for the displays. Smart City Networks (SCN), the Corporation's exclusive telecom provider, would perform the upgrades to the existing data lines. Per the terms of the Corporations agreement with DCI, the Corporation is responsible for any infrastructure needs to support the signage, both in terms of data lines and electrical. Due to the uncertainty of the COVID-19 pandemic's effects on the industry, Corporation delayed the wiring installation planned in FY21 until further review.

As business continued to look uncertain, Corporation did not budget to proceed with the wiring upgrade that was to commence in FY22. However, since Corporation opted to re-open earlier than planned and with the pent up demand from events, Corporation determined it was appropriate to expedite the Phase II wiring plan in order to increase sales. Corporation identified

an optimal time with no activity in the building and engaged SCN to perform the necessary work to upgrade the data lines. The total cost of the project, which is near completion, was \$35,646.

In FY22, Corporation's anticipated budget for digital commissions was \$231,080. The success of generating this level of revenue is contingent upon the completion of the Phase II digital displays being permitted and installed by DCI. DCI will be ordering equipment and has begun the permitting process, targeting a completion date for calendar year end. It is likely the budget will be reduced from the original estimate of \$231,080 to be re-forecasted later this year.

STAFF RECOMMENDATION

Ratify unbudgeted expense incurred of \$35,646 for SCN to perform necessary wiring upgrade work, to yield increased digital advertising sales revenues by doubling the capacity opportunities throughout the lobby area of the Facility.

/s/
Allan Farwell
Budget Committee Chair

**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 August 24, 2021

RE: Authorization to Ratify of Purchase Orders for Boiler Repairs.

BACKGROUND

Over the course of April through July 2021, Corporation Staff responded to emergent repair requirements on the boilers in the San Diego Convention Center by issuing four (4) purchase orders to R.F. MacDonald Company totaling \$122,947. Staff is seeking ratification of these purchase orders and to provide additional context of the repairs as part of our commitment to integrity and transparent procurement processes. The emergent repairs contracted with R.F. MacDonald Company were:

1. \$20,790 on 04/21/2021: One (1) of the two (2) main Cleaver Brooks boilers was identified to have a failed refractory requiring replacement in order to function properly and safely. The Cleaver Brooks boilers are the main heating source for the building.
2. \$16,890 on 05/03/2021: Installation of gas meters on the two (2) Cleaver Brooks boilers to comply with San Diego Air Pollution Control District permit requirements.
3. \$56,000 on 07/07/2021: One (1) of the two (2) main Cleaver Brooks boilers required a complete re-tubing to prevent a complete failure of the boiler. Staff anticipates this tube replacement will to extend the useful life of the boiler.
4. \$29,267 on 07/12/2021: One (1) of the two (2) Lochinvar boilers by the east kitchen failed inspection and was beyond its useful life. Since these boilers provide hot water necessary for our primary kitchen and relying on the remaining boiler would present as a single point of failure that could result in loss or degraded kitchen capabilities, Staff proceeded to replace the failed boiler with a new model given that the cost to repair was a high percentage of the cost to replace.

Staff assures issuance of separate purchase orders was in no way an attempt to subdivide purchase orders to circumvent either procurement policy or board approval requirements. These individual instances required immediate action to prevent further damage and/or degraded use.

STAFF RECOMMENDATION

for boiler repairs in the amount of \$122,947.

Budget Committee Chair

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 August 24, 2021

RE: Authorization to Purchase Copiers with Maintenance Agreement

BACKGROUND

For the last 10 years, Staff has outsourced copier and printer requirements through an agreement with Business Copier Solutions (“BCS”). This agreement covered two main components: 1) the lease of the copier/printer equipment and 2) a maintenance and supplies management agreement.

DISCUSSION

Staff reevaluated requirements and appropriateness of fully outsourcing the ownership, preventative maintenance, repair, and toner inventory. After extensive research, Staff determined it would be most advantageous to directly purchase and own the fleet of copiers and printers directly and outsource the ongoing preventative maintenance, repair, and toner inventory management.

Staff recommends the purchase of copiers and printers from Canon, fulfilled by their regional vendor South Coast Copy Systems, utilizing the National Association of State Procurement Officials (NASPO) ValuePoint Master Agreement #140595 (“NASPO Agreement”), a cooperative contract leveraging national buying power. This contract offers significant discounts typically over 60% off the base unit and 45% off accessories, depending on product segment. The total purchase price for the recommended fleet comprised of nine (9) copiers and eight (8) printers is \$71,382.24.

Staff recommends outsourcing the preventative maintenance, repair, and toner/supply inventory management through the same NASPO Agreement, using Canon’s recommended local service partner, South Coast Copy Systems. The structure of the proposed maintenance agreement is based on a cost per copy model similar to the maintenance component of existing BCS agreement. For comparative purposes:

Vendor	Cost per Black & White Copy	Cost per Color Copy
BCS	\$0.009	\$0.06
South Coast Copy System	\$0.00527	\$0.04
% Savings over current rate	41.44%	33.33%

Staff acknowledges it is problematic to provide an accurate cost forecast due to the volatility of work conditions, staffing levels, and operational requirements over the past 18 months and future variables. However, it is important to note the recommended purchase is for 25% less copiers

than our previous lease and can scale up, if necessary, as business activity increases. Despite the ambiguity of circumstances, Staff recommends proceeding with both components under the NASPO Agreement based on significant percentage cost savings. Comparing purchase costs to our existing lease model, Staff anticipates a savings of 20%+ over a 5-year term and for the maintenance agreement a savings of 40%+ based on 2019 printing figures.

STAFF RECOMMENDATION

Recommend approval to authorize purchase of a new fleet of copiers and printers from Canon for \$71,382.24.

Recommend approval to authorize entering into a maintenance agreement with South Coast Copy Systems.

/s/
Allan Farwell
Budget Committee Chair