



## Colorado Convention Center AV Production Guidelines for Covid-19 Control and Prevention Image Audiovisuals



**To help protect the safety and wellness of all Colorado Convention Center clients, attendees and staff, the following AV production policies have been enacted.**

- All high-touch areas in our office or on AV control areas in meeting spaces shall be cleaned and disinfected regularly.
- All personnel interacting with presenters shall wear masks and gloves and maintain a 6' distance whenever possible. Placement of lavalier mics shall be initially placed by presenter, with final placement by AV technician with fresh, clean gloves on and masked face/face shield. Any AV equipment that is used by presenters or attendees shall be immediately cleaned and disinfected before being used again. All AV equipment will be cleaned and disinfected regularly.
- Image AV staff shall practice social/physical distancing, with a minimum of 6 ft. between you and others.
- Image AV staff should not touch their face and wash their hands frequently each day. Use hand sanitizer if there is not ready access to soap and water.
- Image AV staff are responsible for wiping down all shared workspaces with disinfectant wipes before and after use, including phones, keyboards, chairs, etc.
- Image AV staff must use a Cloth Face Covering whenever they are in a community setting, especially when near other people.
- Image AV staff shall use gloves when appropriate.
- No handshaking, hugs, or physical contact between employees or visitors on the property is allowed.
- Image AV staff who are ill must stay home.
- Image AV staff must notify management of any travel outside of Colorado, or by plane in the last two weeks.
- Image AV staff who are vulnerable to Covid-19 symptoms must inform their supervisor immediately.
- Image AV staff shall take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home and may not return until they are symptom free for at least three days (72 hours), which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) and, at least seven days have passed since symptoms first appeared. Image Audiovisuals may check temperatures onsite, and employees with temperatures over 100.4 will be sent home.
- Image AV staff shall bring any safety or health concerns to your supervisor.
- All Image AV staff must comply with any additional policies put in place by the Colorado Convention Center.