



COVID-19 HEALTH & SAFETY PLAN

PROGRESSIVE CATAWBA ISLAND CLUB BOAT SHOW

CATAWBA ISLAND CLUB BOAT SHOW HEALTH & SAFETY OVERVIEW

For 15 years, the Progressive Catawba Island Club Boat Show has been one of Ohio's favorite boating events. It allows guests to tour the latest boats, shop for boating-related gear, enjoy live music, and discover what is new in the boating world.

- For the 2021 in-person show, we have implemented the following changes to ensure our exhibitors and attendees may connect and conduct business safely and with confidence.
- Reduced show occupancy
- Wide-spread layout providing exhibitors and attendees safe distancing
- Personal hygiene stations
- Mandatory mask usage for all employees, exhibitors, staff, and attendees
- Mobile ticketing
- Enhanced cleaning and disinfecting protocols throughout the venue and for all staff, exhibitors, and vendors

LEMETA COVID-19 HEALTH & SAFETY PLAN

The Lake Erie Marine Trades Association (LEMETA), which operates the Cleveland, Akron, CIC, Sandusky, and North Coast Harbor boat shows, cares deeply about our employees, exhibitors, guests, and community. We have modified our show and event operations with the best interest of our guests and community.

The protocols developed have been based on the Informa event producers plan, which collaborated with associations, venues, suppliers, contractors, government health organizations, as well as local authorities to develop industry-wide standards that raise the bar on safe, hygienic, productive, and high-quality event experiences.

We will continue to work within federal, state, and local guidelines to refine and update our plan as continued guidance is provided. We will work with our exhibitors to review their protocols and ensure they adhere to the plan outlined in this document.

GUIDING PRINCIPALS

- Physical Separation
 - Reduced capacity and specific circulation plan to maximize 6ft. physical distancing at the show
- Face Covering
 - Face masks required for everyone in the venue
- Cleaning & Disinfectant Protocols
 - Vigorous cleaning and disinfecting protocols throughout the venue and for all staff, exhibitors, and vendors
- Hygiene Protocols
 - Robust hygiene protocols for all guests, staff, exhibitors, and vendors
- Signage, Education & Communication
 - Clear signage, wayfinding, and posted education/protocol for all guests, staff, exhibitors, and vendors. Transparent communication with stakeholders and officials.



- Accountability & Flexibility
 - Strong plan governance, compliance, and audit protocols. Continuous review and (as necessary) adjustment to evolving circumstances.

HEALTH AND SAFETY PROTOCOLS

These guidelines pertain to all LEMETA employees, vendors, and guests.

TICKETING

- For both guest convenience and health and safety (minimizing contact) reasons, ticketing to all LEMETA boat shows will utilize mobile ticketing as our preferred method.
- Each ticket will come with an entry time and visit window
 - Times will be issued for groups of tickets purchased together.
 - Times will be generated by occupancy requirements and available tickets for any given time period.

VENUE ENTRY

- Guests WILL NOT be allowed to enter the show without wearing a proper face covering.
- Enforcement of the mask requirement will happen outside of each entry point to reduce congestion.
- Masks will be provided to guests that don't have one.

DAILY HEALTH ASSESSMENTS

- Employees, Exhibitors, & Vendors
 - All employees, exhibitors, and vendors will be screened upon arrival to work. The screening will include the following:
 - Temperature check (touchless forehead thermometer).
 - › Any temperature above 100.4°F will be flagged, and that employee will be sent home.
 - Completion of the COVID-19 screening questionnaire.
 - All employees will be provided best practices training before the event.

SHOW ENTRY

- Guests will be provided a specific entry time, visit window, and location.
- Guest entry will only be permitted if current venue capacity requirements have not been met.
 - If guests are asked to wait, they will be moved to a secondary queuing area.
 - A secondary queuing area will keep guests 6 ft. apart
 - Guests will be admitted once there is the available capacity and admitted in the order they are queued.

FACE COVERING

- All employees, exhibitors, vendors, and guests are required to wear masks or other cloth material that covers the mouth and nose at all times from ingress to egress.
 - The only exception is when individuals are eating or drinking and only in designated food & beverage areas
- Face masks will be provided for anyone who does not have one
- Gloves will be required for employees, exhibitors, and vendors when cleaning. Gloves will be required for all environmental services staffers during the performance of their duties.



PHYSICAL DISTANCING

- Physical distancing will be practiced and encouraged designating at least 6 ft. distancing between groups of people while standing in lines, or moving around the property.
- Table, chairs, seating areas, and other physical layouts will be arranged to ensure appropriate distancing.
- Employees will be reminded not to touch their faces and to practice physical distancing by standing at least 6 ft. away from guests and other employees whenever possible.
- No handshaking.
- To promote proper physical distancing throughout the event, signage, and markers will be installed throughout the venue (including on the ground) to identify appropriate, six-foot physical distancing.
- Each exhibitor will also be required to comply with the social distancing requirements within their space.

HYGIENE

- Hand sanitizer dispensers, touchless whenever possible, will be placed at key guest and employee entrances and contact areas such as reception areas, entryways, stairs, and public spaces.
 - LEMETA will utilize Purell hand sanitizer stations throughout the event.
 - Hand sanitizing stations will be provided throughout the event. Each station will provide guests with the option to use hand sanitizing liquid and wipes.
 - Wipes will be provided, so guests can wipe down surfaces if needed.
- Each restroom will contain hand sanitizer and sanitizing wipes. Additionally, posted instructions on proper handwashing techniques will be in all restrooms.
- Guest seating in designated food & beverage areas will be clean between uses.
- Signage outlining proper hand hygiene, and mask etiquette will be displayed throughout the venue.

FOOD & BEVERAGE

- All will be individually prepared and packaged.
- All condiments will be individual use and distributed when food is delivered.
- All utensils will be single-use and individual packaged. Silverware will be distributed when food is delivered.
- There will be designated eating areas. These areas will be the only locations where guests are not required to wear their masks.
- NO food or beverage will be allowed outside the designated areas.
- Bar Areas - Divider shields will be provided to separate groups from each other. Dividers will be movable to allow for movement between guests.



SANITATION & CLEANING

- LEMETA uses cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria, and other airborne pathogens. We are working with our vendors, distribution partners, and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.
- Before the show and between show days, LEMETA's environmental service staff will clean and sanitize all public and communal spaces. Specific attention will be given to high-touch surfaces.
- During show hours, LEMETA's environmental service staff will be on hand to continually disinfect high-touch surfaces. These surfaces include tables, chairs, handles, handrails, sink handles, toilets, cash-to-card kiosks, and other touch screens.
- Food & beverage seating areas will be cleaned after each use.
- All restrooms will be cleaned regularly and will be equipped with germicidal, antibacterial soap.
- The frequency of cleaning and sanitizing will be increased in high-traffic back of house areas, emphasizing employee break areas, employee entrances, employee restrooms, loading docks, offices, kitchens, service desks, and training rooms.

HEALTH & SAFETY STAFFING

- Designed COVID-19 protocol enforcement staff will be placed throughout the venue.
 - The role of these staffers is to ensure guests are complying with the following COVID-19 rules:
 - Wearing masks
 - Maintaining adequate social distance
 - The show and its exhibitors are adhering to capacity requirements

CASE NOTIFICATION

- If we are alerted to a presumptive case of COVID-19 at a LEMETA event, we will work with the Ohio Department of Health to follow the recommended protocols.

EXHIBITOR / VENDOR RESPONSIBILITIES

RETAIL

- All retail vendors will be required to adhere to the following protocols:
 - Follow all mandated CDC, federal, state, and local guidelines and/or restrictions for businesses and workplaces
 - POS terminals will be sanitized between each use and before and after each shift
 - Designate an onsite safety and sanitation manager who will ensure employees are following necessary local and county safety measures
 - Provide PPE equipment and training for all onsite employees
 - Provide sanitizer stations at all point of service locations
 - Follow state guidelines on receiving protocols



FOOD & BEVERAGE

- All food & beverage vendors will be required to adhere to the following protocols:
 - Follow all mandated CDC, federal, state, and local guidelines and/or restrictions for service stations, service carts, beverage stations, counters, handrails, dining tables, bar tops, stools and chairs, and trays to be sanitized
 - POS terminals will be sanitized between each use and before and after each shift
 - Designate an onsite safety and sanitation manager who will ensure employees are following necessary local and county safety measures
 - Provide PPE equipment and training for all onsite employees
 - Provide sanitizer stations at all points of service and banquet service locations.
 - Follow state guidelines on receiving protocols

AUDIO VISUAL

- For all audiovisual vendors, a phased approach laid out by the federal government must be followed.
- Audio Visual Guidelines and Best Practices:
 - Physical/Social Distancing/PPE
 - All crew will wear masks. Masks will be provided to anyone without one or as requested.
 - Technicians will ensure that their workspaces are a minimum of six feet apart, both side-to-side and front and back from any other technicians.
 - Any crew loading or unloading trucks will maintain a six-foot distance as they push individual cases.
 - Project Managers or lead technicians will make decisions around safely handling equipment or cases that require more than one person to move or lift it into position.
 - Employees and technicians will not sit next to each other on battery-powered carts or in vehicles like trucks and vans. Any individual carts or scooters will have disinfecting wipes at all times and will be wiped down before and after each use.
- Sanitation/Disinfection
 - Hand sanitizers and cleaning supplies will be distributed to the entire crew and refilled as needed throughout the event.
 - A sanitation technician will be designated and will be responsible for following sanitation and disinfection guidelines and will perform and assist in performing all cleaning procedures required.
 - Any shared equipment like microphones, tablets, or intercom will be disinfected before and after each use or handling.
 - All physical elements on stage, including but not excluding podiums, lecterns, chairs, tables, and stands, will be disinfected between events and between individuals.
 - Technician work areas and tables should not be covered in tablecloths or other soft goods and should be cleaned before and after each event or between crew changes.
 - Touch screens, monitors, or other equipment that must be touched or handled during a workday must be disinfected before and after each event.
 - All equipment will be sanitized and disinfected following outlined procedures upon completion of the event.



BUSINESS SERVICES

- To reduce the contamination of devices, tools, and equipment used by team members, LEMTA will implement the following best practice.
 - Team members will be assigned to perform specific duties (e.g., phone duty, processing shipments, quality checking orders, packing) to avoid multiple team members interacting with shared devices.

SIGNAGE

- Front of House
 - Social distancing and directional signage will be placed throughout the venue to provide guests with a clear understanding of where they should stand and the flow in any given area.
 - Reminders of the shows mask requirement will be placed throughout the venue. Signage showing the proper way to wear a mask will be provided at all entries, restroom facilities, and strategic waypoints.
 - Signage outlining proper hand hygiene and respiratory etiquette will be displayed throughout the venue
 - All queuing areas will be designated along with floor marking to allow for adequate social distancing.
- Back of House
 - Signage will be posted throughout the property, reminding employees of the following:
 - The proper way to wear, handle and dispose of masks
 - Appropriate use of gloves (in positions deemed necessary by medical experts)
 - Hand washing
 - Appropriate sneezing and coughing protocols
 - Reminders not to touch their face

EDUCATION & COMMUNICATION

- The show website will provide a “What You Need to Know” section for guests to understand our COVID-19 protocols and allow them to come to the show prepared

What You Need To Know Before You Come To The Show

- Physical Distancing

You are required to follow all six-foot physical distancing markers that will be displayed throughout common areas inside and outside the show. These markers will help you line up for security screening, restrooms, exhibitors, and concessions. Remember, we're in this together, so please be respectful of others and their space.
- Face Coverings

Face coverings will be mandatory for anyone in-venue (guests, staff, exhibitors, and vendors). They must be worn at all times (other than while actively eating or drinking), including during security screening. Look at it as another way to support the show and be a good captain – Because wearing a face covering not only helps to protect you but also other patrons.



- **Hygiene**
Hand sanitizer will be readily available for your use throughout the venue, and guests are encouraged to use it regularly. Wash hands often. Wash your hands with soap and water frequently for at least 20 seconds.
- **Directional Signage**
Follow all posted signage to help maintain physical distancing. Check the show's specific guidelines. Be smart and continue to abide by physical distancing markers that appear throughout the venue
- **Ingress and Egress**
We are working to reduce congestion when entering and exiting the show. Our congestion mitigation plan includes utilizing different entrances and exits for show staff and guests. Check the show's specific guidelines to understand the designated entrances and exits that you should use. Check your ticket for assigned arrival and departure times.
- **Seating**
To support physical distancing between each group attending together, with the expectation that guests will be attending the show with family members, they have been sheltering with and/or with trusted acquaintances. Seating in designated areas will be arranged six feet and be cleaned after each use.
- **Enhanced Cleaning**
We're taking cleaning and disinfection to the next level. All "high touch" surfaces in the show's common areas will be cleaned before, during, and after each show day. "High touch" surfaces include tables, chairs, handles, handrails, sink handles, toilets, cash-to-card kiosks, and other touch screens.
- **Face Coverings and PPE**
Like guests, all staff, exhibitors, and vendors must wear a face-covering inside the show. They will also be required to complete a short health screening questionnaire before entering the show each day. For those staff who work in concessions or handle any "high touch" surfaces, gloves will also be required.
- **Follow Team Member direction**
Please follow the event and vendor staff directions and have patience as we work through these new operational procedures.



Please note the CDC advises that older adults and people of any age who have severe underlying medical conditions might be at higher risk for severe illness from COVID-19. Guests should evaluate their risk in determining whether to attend. People who show no symptoms can spread COVID-19 if they are infected. Any interaction with the general public poses an elevated risk of being exposed to COVID-19. We cannot guarantee that you will not be exposed during your visit.

We appreciate your cooperation during this unprecedented time. Visit the CDC website for the latest guidelines.

To promote proper physical distancing throughout the parks, we will install signage and markings throughout our guest areas (including on the ground) to identify appropriate, six-foot physical distancing. Seating will also be modified to maintain physical distancing.

To protect our guests' and employees' health and safety, we will significantly increase both the frequency of cleaning for all critical areas of the event (including employee spaces) and the number of hand sanitization stations, especially in high-contact areas.

It may be different from the last time you attended one of our shows. But together, we can find new ways to create a memorable experience.

Michelle L. Burke

A handwritten signature in black ink that reads "Michelle L. Burke". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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