

SAFETY  
EVENT

PROTOCOLS

May 13, 2020

A black silhouette of a person's head and neck, facing right, positioned to the left of the SKW Production logo.

**SKW**  
PRODUCTION

# SKW PRODUCTION COVID-19 MISSION STATEMENT

As an experiential marketing company, we aim to think outside the bottle; adapting and creating new event safety protocols in-light-of the current COVID-19 pandemic.

Enclosed, you will find a detailed outline for how we will move forward with production and planning to adhere to the changes within the health crisis. We understand this situation is ever-changing and we will work to ensure our protocols shift in the appropriate direction.

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# PREPARING FOR EVENT RETURN

In the past several months we have witnessed the surge of events from across the country, and around the world, come to a sudden halt due the novel Covid-19 virus.

We first want to stress the commitment to safety within our production company. As the world takes a pause, we eagerly wait for the return of our “*new normal*” and while assessing new protocols always putting safety as the first-priority.

Although some states and leaders have made the decision to reopen the economy, we will continue to follow our own timeline to ensure we can proceed safely. Based on the uncertainty of the novel Covid-19 virus; the following CDC guidelines have been outlined **HERE**

As we operate on a state- to-state level with various events still scheduled to take place around the nation, we will be looking to the guidance of first on “phase-approach” in the following order,

1. World Health Organization (WHO)
2. Center for Disease, Control and Prevention (CDC)
3. State Officials with no political agenda
4. Transport Security Administration (TSA)

It is important to acknowledge the sensitive nature of small-and large-scale events in relation to Covid-19. We anticipate new findings daily and will utilize them to help us navigate through the safety protocol decisions. As we incrementally return back to *normal*, we know routine safety improvements will be necessary.

When gatherings are once permitted, here are the initial procedures that will be taken:

## HYGIENE FOR ALL PARTICIPATING STAFF

- Freshly washed uniform, per each event.
- Handwashing to be performed at least every (1) hour for at least 20 seconds or sooner as needed.
- Hand sanitizers and wipes to be made readily available in entrance/ exit points, kitchen, wine prep areas.
- Masks provided for all.
- Gloves worn when handling wine bottles, wine glasses, water glasses, plates and food with expectation of all personnel changing to a fresh pair of gloves every 30 minutes.
- Scheduled sanitizing of all shared surfaces every 30 minutes.
- Limit physical contact (no handshakes, high fives, fist bumps etc.).
- Tidiness equals cleanliness, making sure all areas are tidy and neat' eliminating the "*visual reference of mess*" from guests.

# EVERYONE'S HEALTH MATTERS

## OVERALL PRECAUTION

1. Production team will have a list of hospitals, urgent care clinics, and/or any available medical facility that can accommodate the symptomatic client/ guests within 5-10 miles radius of the event venue.
2. Production team will designate one member to bring client/ guest(s) to an appropriate health care facility if a guest(s) is in need of immediate medical attention.
3. Production team will adhere to the CDC "**Cleaning and Disinfection for Household**" guidance outline for the venue space prior to vendor and client arrival.

## STAFF PRECAUTION

1. As the nation eases the travel restriction, SKW will enforce a limited cross-country travel plan stationing each lead team member on each coast, shortening the length of air travel while utilizing local help in each state.
2. Risk waivers of production and 3rd party-vendor staff; acknowledging the exposure risk of the virus if they chose to work the event.
3. Production team will invest in contactless thermometers, safety masks, gloves, sanitary wipes and materials to enforce daily temperature checks and provide PPE upon staff arrival.
4. Staff members will be asked 24-hours before an event to confirm they are not exhibiting a fever or any of the following symptoms as per the **Center for Disease Control and Prevention**.

**The following symptoms that may appear 2 to 14 days after exposure of the virus includes:**

- Cough
- Shortness of breath or difficulty breathing

**Or at least two of the following:**

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**Emergency warning signs includes:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*If you develop any of these emergency warning signs for COVID-19, get emergency medical attention immediately.*

Anyone with these symptoms will be asked to stay home and self-quarantine. Please note, this list is not all inclusive, so we suggest you consult your medical provider for any other symptoms that are severe or concerning to you.

## GUEST PRECAUTION

1. Circulate a Health Declaration form (**see ours here**) that all guests must sign before entering the event. This will be the client's responsibility to collect prior to guest arrival and send to SKW for review 24 hours prior to the event.
2. SKW will flag any guests that should be reconsidered for admittance to client for final approval.
3. While checking into event:
  - If guests have filled out the health declaration, a temperature check will be administered. Sighting the medical **definition of a fever**, guests with a temperature 97°F (36.1°C) to 99°F (37.2°C) will be admitted. Anything above 100.4°F is considered a fever and will not be admitted entering event.
  - If guest have not filled out the health declaration,
    - Guest can sign a copy on-hand, a temperature check will be administered.
    - If guest refuses to sign a health declaration copy on-hand, admittance will not be granted.
    - If guest (s) exhibits signs of symptoms while entering or during event, promptly have the designated team member escort them out of the event and ask if they need assistance getting to the nearest hospital or healthcare facility.
  - Upon check in, guests will be asked to sanitize their hands and offered a face mask if they do not already have one.
    - Once guests are checked in, remind them verbally and with adequate visual cues to remain at least 6' six feet away from one another (unless entering within the same party) and adhere to limiting physical contact policy (no handshakes, high fives, fist bumps etc.).
    - Guests can remove face coverings when seated and once service begins throughout the tasting. Once guest gets up from their seat, a mask must be worn.

## VENDOR PRECAUTION

1. Ten (10) days leading up to the event SKW will reach out to the venue and vendors participating in the event to fill out a self-health declaration form to assess if any of their staff or patrons have contracted the COVID virus.
2. Distribution of risk waivers of production and 3rd party-vendor staff; acknowledging the exposure risk of the virus if they chose to work the event.
3. Deliveries will be assessed ahead of time to determine what can be done through contactless handover. We will work to ensure both our staff and the vendor's staff have followed safety protocol accordingly.
  1. Vendors will deliver curbside.
  2. Production team will conduct inventory count with safety masks/ gloves to ensure all materials are delivered.
  3. Production will properly sanitize all materials to the best of their abilities before bringing items into venue.



# COMMON PRACTICES, THAT ARE NOT SO COMMON ANYMORE

We need new common food and wine tasting practices during these times. Please review and consider these new policies:

## TASTING GLASSES

where once it was common practice to use one tasting glass throughout the course of an event, we must now prepare to have fresh glasses after each vendor visit. This will eliminate any shared chances of cross contamination and spreading.

## DUMP BUCKETS

where once it was common practice to share the same dump buckets, we must now prepare to hand each guests a spit cup during check-in and prepare areas for guests to self-dispose of tasted wine in a spill proof manner.

## PRE-POURING

where once it was common practice to pre-pour wines before a guest arrives, we must now prepare to pour when guests are seated to eliminate any contamination or spreading from getting into any glasses. Guests will be asked to wear a mask until they are ready to begin tasting.

## FOOD SERVICE

where once it was common practice to help yourself to a communal charcuterie and cheese spread or other food offerings, we must now prepare to serve individual plated servings. Servers and vendors must adhere to wearing masks and gloves while serving. Disposable plates and cutlery are preferred for the ease of sanitation and/ or the diligence of clearing used plates at once to avoid the spread of contamination.

## CROWD LIMITATION

where once large walk around tasting consist of hundreds to thousands of people congregating, we must now account for the social distancing guidelines of making sure each guest can comfortable enjoy an event 6' feet apart from each other.

## OUTDOOR OPTIONS

where once most tastings were conducted indoors, we must now consider utilizing outdoor options to take advantage of the "open-air" ventilation.

# EVENT LAYOUT SCENARIOS

The following are detailed examples for various event types with suggested layout, food serving protocol that are subject to changes based on the guidance of state regulation.

No matter what type of event type, clients will acknowledge venue's state capacity guidelines and adjust guests invites accordingly.

## WALK AROUND TASTINGS

In the event of a walk around tasting format, new serving protocols will have to be adapted with the following below.

1. Forewarning client/ attendees that socialization would be minimized due to the nature of social distancing.
2. Each vendor table/ booth spaced out 6' feet apart.
  - a) Each vendor will assume the health risk of working together with their colleague; and sign a health declaration waiver prior to set-up.
  - b) Each vendor must wear mask and gloves while serving wine, gloves will be changed every half an hour and mask will be changed every other hour.
  - c) Each vendor table/ booth will be provided a table-top splash guard.
3. Each vendor will pre-pour wine into fresh, clean glasses instead of directly into attendee tasting glass and attendees will pick up these glasses directly from the table.
4. Attendees must anticipate waiting for their pour 6' feet apart using designated floor markers and/or through a protective shield .
5. Designated tasting areas with hand sanitizers for guests to clean hands prior to taking mask on and off.
6. Eliminate Dump Station which could potentially cause splashing; since glassware will be refreshed after each taste the need for spit cups is likely to decrease.
  - a) If necessary, offer sealed dumping stations for guests to dispose tasted wine in a splash proof manner.

## DINNERS/LUNCHEONS

- Each attendee will be seated 6' six feet apart from one another unless guests are from the same party.
  - Communal tables of guests not within the same party will not be recommended until government guideline permits.
  - Each attendee will have their own tasting mat, glassware, crackers, water glasses, spit cup, splash less dump bucket, plated dishes, etc.
  - Each group size within the same party, will be maximum of four to six people.
- Presenter will be stationed 6' feet apart from attendees and advised to not directly touch any guests (no handshakes, high fives, fist bumps etc.).

## SEMINAR/CLASSROOM STYLE TASTINGS

- Each attendee will be seated in individual tables (preferably 24" square/ rounds) and/ or opposite ends of long tables, 6' six feet apart from other attendees.
  - Each attendee will have their own tasting mat, glassware, crackers, water glasses, spit cup, dump bucket, etc.
- Presenter will be stationed 6' feet apart from attendees and advised to not directly touch any guests (no handshakes, high fives, fist bumps etc.).

# A NOTE FROM SIU KI & SAMANTHA

As we wait with anticipation for the ability to convene over wine and food, we'll continue to assess the capability and safety abilities of our venue and vendor partners. SKW Production will notify clients and community members as our protocols change to adhere to the guidance set by WHO, CDC and state- local governments.

Please note, these are suggestions of safe practices we have chosen to use moving forward with the consultation of medical professionals. Please consult your own health care professionals and local government regulations before determining if you are comfortable attending any sized group experience and/or deciding to host your own food and wine tasting.

From all of us here at SKW Production we are focused in sharing information with our event community to work towards a healthy future.

Stay safe and well,  
***Siu Ki & Samantha***

We would like to **thank** the following medical professionals who worked with SKW Production to create our Safety Event Protocols.

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