

**COME TOGETHER, RIGHT NOW  
SAFELY!!**

**Eventures Unlimited, Inc.**

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Guide to Transportation &  
Events Post COVID-19



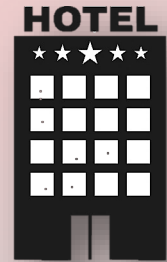
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## Vehicle Procedures

- ✓ Continuous disinfecting of the seats, handrails, exterior and interior door area after each trip with disinfecting spray and wipes per CDC standards
- ✓ CDC recommended hospital-grade disinfectant to sanitize vehicle interiors and surfaces at each start of the day
- ✓ Daily cleaning of vehicles with an emphasis on all major touch point
- ✓ Seats covers available upon client request
- ✓ Buses will be loaded and unloaded back to front on a first in, last out procedure. Staggered seating and 50% capacity of each vehicle type will also be in effect

## Chauffeur & Staffing Guidelines

- ✓ Chauffeurs & staff to take temperature with infrared thermometer at the start of each shift
- ✓ All chauffeurs & staff will be wearing face masks and gloves during each shift
- ✓ Masks & hand sanitizer available to all guests upon entering the vehicle
- ✓ Proper Social Distancing between staff & attendees at all times



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# TRANSPORTATION & STAFFING

## Floorplans

- ✓ Customized floorplans and seating capacities reviewed for each event/venue

## Seating

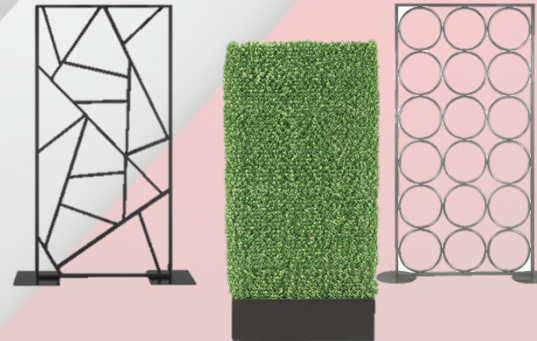
- ✓ Recommend 50% less seating at each table
- ✓ Increased service perimeter between tables
- ✓ Individual lounge seating vs group seating

## Event Flow

- ✓ Clearly marked entrance and exit to all spaces and one-way directional signage
- ✓ Post signage at the entrance as a reminder to practice proper Social Distancing
- ✓ Floor decals can promote social distancing
- ✓ Themed dividers/walls can assist with event flow

## Delivery & Décor

- ✓ All delivery and event staff to take temperature with infrared thermometer at the start of the day
- ✓ All delivery staff & event attendants will masks while on event site
- ✓ Providing Hand sanitizer and wipes at every entertainment station
- ✓ Rental Items are sanitized prior to arrival at event and after they are placed in event space for attendee use
- ✓ Proper Social Distancing between staff & attendees at all times



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# MEETINGS & EVENTS

## Food & Beverage

- ✓ All FOH & BOH to take temperature with infrared thermometer at the start of each shift
- ✓ All FOH & BOH staff will be wearing face masks and gloves during each shift
- ✓ Any buffets served by attendants in individual dishes
- ✓ Glass shields/protective barriers at food displays
- ✓ Recommend floor decals placed 6ft apart to promote social distancing in bar lines
- ✓ Elimination of self-service areas unless food is individually wrapped/covered
- ✓ Single-use items, using rolled silverware and eliminate table preset, remove items from self-service drink, condiment, utensil and tableware stations
- ✓ Ensure procedures to increase frequency of cleaning and sanitizing back-of-house surfaces
- ✓ Frequently check and ensure adequate supply of soap dispenser and towels
- ✓ Make hand sanitizer available to guests and utilize touchless hand sanitizing solutions when possible
- ✓ Utilize digital ordering devices when applicable



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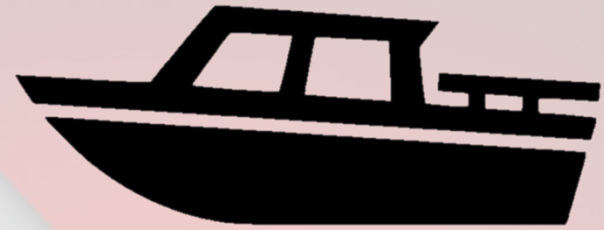


# FOOD & BEVERAGE



## Tours & Activities

- ✓ Group maximums are applied which are appropriate to each activity to ensure proper Social Distancing
- ✓ All equipment used is sanitized and disinfected prior to and after each activity
- ✓ Masks & hand sanitizer available to all guests upon tour check in
- ✓ All transportation/staff guidelines apply when applicable
- ✓ Facilitators, Guides and/or Docents to take temperature with infrared thermometer at the start of each shift
- ✓ Facilitators, Guides and/or Docents will be wearing face masks during each shift
- ✓ Proper Social Distancing between staff & attendees at all times



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# TOURS & ACTIVITIES

# Let us be an Extension of your Team



## Important Notes:

- Policies will adjust based on all COVID-19 state, federal, and local rules and regulations
- Advance cleaning options available per Eventures Unlimited

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See you at your next event!