



COVID-19 EVENT SAFETY PROTOCOLS AND PRECAUTIONS

As live events increasingly return to our schedule, we want to assure our clients, planners and event colleagues that our goals have not changed – to produce the most successful events possible while ensuring the safety of all those involved. As such, in following Federal and state recommended guidelines, we have put together policies to make sure we do all we can in order for our staff (and others) to stay safe during the COVID-19 pandemic. Our current list of additional safety protocols for in-house and all events include the following:

1. We are currently having many of our staff working from home and coming in only as needed or if their job requires in office presence.
2. We maintain social distancing for all parties working in office/warehouse.
3. Anyone experiencing any of the COVID-19 symptoms (none to date) is required to stay home.
4. We have created Work Safety Kits for our onsite installers and technicians, which include disinfecting wipes, masks, gloves, hand sanitizer and other supplies to keep gear and vehicles clean and safe. Equipment and vehicles are cleaned both before leaving for and when returning from events.
5. Onsite technicians are required to wear a mask during an event, and it is suggested that masks be worn during installation and strike, even if there are no other people around our crew.
6. We request an isolated area of the event space to set-up our tech table and request that client and/or guests remain at least six (6) feet away from the table. Please be aware of our space needs when creating event table layout diagrams. If sufficient space is unavailable for our Tech Table and if the event can accommodate, we may be able to set up in and operate from another room. No one other than Blue Ridge staff should touch any of our gear or equipment without prior authorization. Technicians will not mingle with groups of guests. We request that only one individual from each of the venue and planner teams act as a liaison with our Technician(s).
7. For sound checks, the guest or speaker will need to mic themselves upon instruction from our staff. We will not be touching any microphones after they have been cleaned and left for the speakers to use. All microphones will be cleaned after use is completed.
8. Finally, it is up to our Technicians to exercise common sense and safety measures while onsite to protecting themselves from any potentially dangerous health issues. If, at any time, our Technicians feel threatened or unable to remain safe in their environment, they will make the client, planner and/or the venue staff aware of any unsafe circumstances and, if said issues are not corrected, our Technicians have the option to leave the premises until the event concludes.

While we realize that even in following the above-outlined protocols, we cannot guarantee 100% safety, we are committed to finding new and better ways and using those methods to minimize the health risks to all parties involved.

Sincerely,

Joe Kalkstein
Managing Member/President
Blue Ridge Event Production

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