



# VENDORS/CONTRACTORS/ THIRD PARTY EMPLOYEES OPERATING STANDARDS

**Purpose:** Identify process and protocols for Vendor/Contractor/Third Party Employees Health Check screening and onsite protocols when accessing the facility.

## **Overview:**

The health and safety of our Employees, guests and Visitors/Contractors/Third Party Employees continues to be a top priority for us. Following the guidelines of public health experts and industry best practices, we will begin implementing Visitor screening protocols at Caesars Windsor to include temperature checks with a contactless thermometer and a request that they review current symptoms and recent COVID-19 exposure.

These procedures are designed for all Vendors/Contractors/Third Party Employees, in addition to any protocols established by their employer, and are subject to change at any time as the COVID-19 pandemic evolves. All Vendors/Contractors/Third Party Employees are required to use the identified & designated single point of entry at the Glengarry or 250 Windsor Employee Entrance.

## **Prior to Reporting to Caesars Windsor:**

Prior to the Vendor/Contractor/Third Party Employee reporting to Caesars Windsor, they must complete the required online Visitor Daily Health Check at <http://healthcheck.caesarswindsor.com>. The results are valid for four (4) hours from the time of completion, to facilitate entry. Paper copies of the Visitor Daily Health Check are also available at the Glengarry or 250 Windsor Employee Entrances.

## **Screening Process:**

**Vendors/Contractors/Third Party representatives will be asked to leave the premises if they are experiencing the following symptoms: cough, fever, chills, muscle pain, sore throat, a new loss of taste or smell, shortness of breath or difficulty breathing or exhibiting a temperature at or greater than 100.4 Degrees F.**

Trained Screening Representatives will be identified at each Employee Entrance to review the results of the Visitor Daily Health Check and conduct a temperature screening. All Vendors/Contractors/Third Party Employees will be required to don masks and other PPE as required by the company prior to entering the screening area.

- A GREEN checkmark on the Daily Health Check is required to be cleared to enter the facility. A RED X will disentitle an individual from entering the facility on that day.
- In alignment with medical recommendations, a temperature below 37.9°C (100.3 degrees Fahrenheit) will be considered the absence of fever and the Employee may proceed to work.

- A temperature at or above 38°C (100.4 degrees Fahrenheit) will be considered a fever. The contractor will receive a second temperature screening 15 minutes after their first screening. If the second temperature reading is at or below 37.9°C (100.3), the contractor may enter the facility. If the contractor continues to have a temperature of 38°C (100.4 degrees Fahrenheit) or higher, the screening representative will follow the steps outlined below under “Vendors/Contractors/Third Party Employees Refused Entry Following Screening.”

### **Vendors/Contractors/Third Party Employees Refused Entry Following Screening:**

- The individual will be informed by the Screening Representative that they will not be permitted entry that day and will be asked to immediately leave the facility.
- The Screening Representative will record the name of the individual, the time of the denied entry and the company they are associated with. The information will be forwarded to the Senior Manager Workforce Planning.
- The individual will be provided with a letter informing them that they have been denied entry to the facility and to contact their company representative for further guidance.

### **Face Masks and Personal Protective Equipment (PPE):**

All Vendor Representatives/Contractors/Third Party Employees must wear face masks at all times in the buildings.

- Face masks must be worn when entering and exiting the buildings.
  - o This includes front of house and back of house areas, entrances, kitchenette and break areas, hallways, elevators, outlets etc.
- Face masks are not required while eating / drinking in approved break areas.
- Vendors/ Contractors/ Third Party employees are permitted to wear cloth or surgical style masks. The mask must cover the mouth and nose, without gaps or sagging.
- Masks are available at the Caesars Windsor employee entrances however **vendors/ contractors/ third party employers must ensure their employees are wearing appropriate face masks and have a sufficient supply for the entire shift.**
- Face mask etiquette:
  - o Wash or sanitize your hands immediately before putting on or taking off
  - o Practice good hand hygiene while wearing the mask
  - o Make sure the mask covers both the nose and mouth
  - o Avoid moving the mask around or adjusting it often
  - o Change the mask when it gets slightly wet or dirty
  - o Throw dirty masks into a garbage bin

Other PPE may be required, per appropriate risk assessment.

- PPE shall be used as required to safely perform all job functions that require them.
- All required PPE shall be provided by the Vendor.
- Caesars Windsor reserves the right to be reimbursed for any PPE given to meet these requirements.

### **Physical Distancing Protocol:**

Maintain physical distancing of 6 feet whenever possible.

- Practice physical distancing while working in your assigned department and all other BOH areas, including the EDR, break areas, designated smoke areas, parking structures, etc.
- Stay out of crowded places and avoid large gatherings.
- Do not shake hands or make physical contact with any other Vendor Representative/Contractor/Third Party Employee, Caesars Team Member or guests.
- Refrain from congregating in groups.
- Delivery drivers are required to wear face masks and practice the same social distancing of at least 6 feet.
- Delivery drivers who make deliveries to departments must
  1. Exit their delivery vehicle to be screened for temperature and complete their health check at the Employee Entrance (Glengarry) and
  2. Must wear a face mask

### **Practice Good Personal Hygiene:**

The best way to prevent illness is to avoid being exposed to the virus. Practicing good personal hygiene is important to protect yourself and those around you.

- Wash your hands often.
- Use sanitizer when soap and water is not available.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash bin and wash your hands.

### **Handwashing:**

Proper handwashing is the most effective way to prevent the spread of infectious diseases. Handwashing should occur as required by the local health department. Regular handwashing during one's shift should continue as normal but is not required to be logged.

Vendor Representatives/Contractors/Third Party Employees should wash their hands as required and return to work:

- Before the beginning of one's shift
- Upon returning from scheduled breaks
- Upon returning to the work area after leaving for any reason.

### **Hand Sanitizer:**

The use of hand sanitizer may be appropriate when soap and water is not available and when completing non-food preparation related tasks.

- Use an EPA approved sanitizer which shall be provided by the vendor, additional sanitizer provided by the Company.
- Cover all surfaces of your hands and rub them together until they feel dry.
- The use of hand sanitizer does not substitute for proper handwashing.



### **Maintaining a Clean Work Area:**

Clean and disinfect all personally assigned work equipment, devices, keys, work areas, etc. at the beginning of each visit or shift on site utilizing an EPA approved disinfectant in accordance with the company's cleaning & disinfecting protocols for hard surfaces and electronics.

### **Cleaning High-Touch Areas:**

This procedure applies to all high-touch surfaces and all equipment associated with each while at Caesars Windsor. These items should be cleaned and disinfected every hour, at the opening of an area/office/outlet and the closing of the area/office/outlet.

Cleaning, sanitizing and disinfecting steps – Do not skip or take any steps out of sequence:

1. Wash hands as required.
2. Put on personal protective equipment (PPE) as required.
3. Cleaning step: Remove visible debris from all surfaces using soap and water, or applying a cleaning detergent, prior to disinfection activities. Ensure chemical detergent is applied according to the manufacturer's instructions.

### **Safety Plans:**

Caesars Windsor requires a contact person, COVID Safety Plans, and a copy of the SDS for any Disinfectant or Sanitizer used on the property.

### **Additional Considerations:**

- A physically distanced area is provided for all Contractors required to complete the Caesars Windsor Health and Safety video.
- A designated route for entering and exiting at the Employee Entrance has been set up to ensure proper distancing. Face masks are required when entering or exiting the building.

### **Compliance:**

- Due to the nature and the sensitivity and to build consumer confidence compliance is essential in all aspects of operations within the Caesars Windsor property.
- Protocols designed for Vendors/Contractors/Third Party employees, in addition to any protocols established by their employer must be followed at all times and are subject to change.
- Audits may be completed by Caesars Windsor designate to confirm all protocols are being adhered to.
- Individuals not compliant including those found to be working who did not complete the Caesars Windsor screening protocol at Glengarry entrance (or 250 Windsor if applicable) will not be permitted to continue working. Repeat offenders may be subject cancelation of badge and trespassed from property.

**In addition to the Standards described above, Vendor Representatives/Contractors/Third Party Employees are required to comply with all other regulatory and contractual requirements.**