



A Guide to Reopening the Javits Center



JAVITS
CENTER®



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Please note that the protocols contained within this guide are subject to change due to the evolving nature of the COVID-19 outbreak. Certain procedures may be modified in order to adapt to various recommendations from local, state and federal government officials (as of July 15, 2020).



Introduction

As the busiest convention center in the United States, the Javits Center serves as one of New York State's greatest economic engines, generating billions of dollars in annual economic activity while supporting the hotel, restaurant, tourism and transportation industries.

As a result, the iconic venue on Manhattan's West Side can play a pivotal role in jumpstarting the local economy in the wake of the COVID-19 outbreak. With the implementation of safe and smart protocols in a controlled setting, the Javits Center can serve as an industry leader in the reimagining of events in today's environment while exemplifying the importance of coming together to share ideas that move our businesses forward.

In the following pages, you will read a comprehensive plan that outlines the necessary steps to reopen the Javits Center and coordinate, construct and operate a successful event—a plan that will provide a necessary boost to our economy during these challenging times.



Background

On March 15, 2020, the Center for Disease Control and Prevention (CDC) released guidance that all large events and mass gatherings of more than 50 people should be suspended for at least eight weeks.

As a result, the events and meetings industry, including conferences, corporate events and exhibitions, was permanently changed. When the CDC further said that large events and mass gatherings contributed to the spread of COVID-19 via travelers who attend these events and introduce the virus to new communities, the effect was chilling for the industry in both the long and short term.

As a result of restrictions subsequently placed on gatherings, the events and meetings industry was among the first to be impacted by the effects of COVID-19 and is likely to be among the last to return to a new functional normal. Particularly in those venues where temporary hospitals were created (like the Javits Center where a 2,500-bed medical facility was built—the Javits New York Medical Station), the effects of that use, while positive for the community, will add to the issues the industry faces locally and be detrimental to the economic impact the convention center is expected to create. Especially as the building continues to be partially occupied as a medical facility in case of a resurgence of the COVID 19 virus, the possibility of economically beneficial activity is severely restricted. Decreased travel and widespread event cancellations due to the outbreak could equate to an estimated \$809 billion economic hit to the U.S. economy and the loss of 4.6 million travel-related jobs in the country, according to an analysis prepared by Tourism Economics, an international peer reviewed journal. Events and exhibitions in the U.S. generate some \$135 billion in spending by visitors and exhibitors annually. As a result of the COVID-19 pandemic, the Javits Center alone anticipates direct losses of close to \$100 million in this calendar year, and indirect spending losses of around \$1 billion, with local hotels, restaurants, labor and taxes all sustaining significant economic damage.



Background

Therefore, there is an inevitability about change in the events and meeting industry, particularly in the short term. With reduced budgets and limited corporate spending likely, meetings and conference business will trend toward smaller, more regional and more intimate corporate gatherings and groups. Additionally, digital/virtual solutions will be sought to allow for a reduction of the spatial needs for events and to reduce the need for travel outside a particular region. As the events and meetings industry in New York embarks on the road to recovery following the COVID-19 outbreak, the creation of hybrid events could provide a reasonable solution by incorporating the combination of face-to-face interactions with increased social distancing and online streaming to distant audiences.

Before the outbreak of COVID-19, the New York Convention Center Operating Corporation (NYCCOC), which operates the Javits Center, developed an Emergency Management Operating Protocol (EMOP) that addressed how to effectively operate the convention center should a business disruption occur. In early February 2020, in response to the declaration of a Public Health Emergency by the Secretary for Health and Human Services, an addendum to the EMOP was developed addressing the specific issues caused by this decision. The COVID-19 plan was developed in real time and immediately placed into action due to the nature of the need and the speed of the response required. For information, that plan is attached at Appendix A. Subsequently, on March 19, 2020, the decision to utilize the Javits Center as an emergency medical station, or JNYMS, was made.





After the Pause—Reset

NYCCOC has developed a Reset plan, which addresses how, in the short term and long term, events can return to the Javits Center in a way that helps to restart the local economy while reducing the risk of the spread of COVID-19. As a member of the Association for International Convention Centers (AIPC), and an associate member of UFI—the global association for the exhibition industry—we have incorporated the best practices and recommendations that have been developed for the global events industry. This plan takes into account a number of concerns and issues but also recognizes that the Javits Center is in a period of transition from a full occupancy as a medical station for COVID-19 prevention, to a partial occupancy with JNYMS reduced in size and mothballed but still occupying part of the Center, and finally, to the restoration of the entire building to its full functionality as a convention center, with the addition of the Javits Center expansion due to be completed in the Spring of 2021. In all elements of the plan, NYCCOC is fully committed to providing a safe place for business among our employees, our vendors, our event producers and their customers, including their exhibitors and attendees.

The key to a safe return of the events and meeting industry to New York is strong communication and a shared collaborative approach among government, the travel and hospitality industry, trade associations representing various industries and the private sector. Therefore, our Reset plan has six primary protocols:

- A safe environment—based on CDC, New York State and other health related guidelines;
- A welcoming environment—focused on appropriate guidelines for customers of the Center;
- A knowledgeable environment—based on the provision of timely, relevant information to all constituents;
- A financially supportable environment—focused on resource availability and its effective use;
- A controlled attendance—focused on a limited number of attendees depending on space occupied; and
- A close collaboration and cooperation among Javits Center staff, event organizers, exhibitors and attendees.

It should be noted that business conferences, business conventions and trade fairs, differ from consumer events. Business conferences and trade fairs promote trade and commerce and are attended by a known and previously registered audience of business visitors. A consumer event is open to the public and generally has a non-registered attendance. This plan contemplates different opening strategies, including timing, for these different kinds of events.



After the Pause—Reset

As stated previously, professionally organized exhibitions and trade fairs communicate directly with those who wish to attend before the event takes place. Online pre-registration systems can ensure that visitors are prepared in advance of visiting, and that arrival times are staggered if necessary, to avoid congestion. Relevant visiting protocols can be sent to registered attendees to study, and, after the event, those who attend can be contacted electronically as the need arises. New occupancy standards need to be established for meeting and exhibit spaces and subsequently managed to ensure physical distance.

We strongly believe that business-to-business events, conferences, meetings and trade fairs fit into the roadmap for reopening in Phase 4—the final phase of New York State’s reopening plan. We also believe that consumer events fit into the road map as part of Phase 4, albeit at a slightly later date. Although a long wait for our industry, this allows us to plan for a successful reopening. It also allows us to learn from those events, which have already taken place in Asia and in Europe, and in those parts of the United States, which have previously opened for events and meetings.



Event Protocols

It is important to establish guidelines for the Center, for its employees and for its users. This section of the document seeks to identify all areas of activity where additional planning and precautions are anticipated in order to produce safe events. It is a working document, and as experience is gained, and best practices are identified, it will be amended to reflect circumstances pertaining to those new situations.

Each of the following points is a specific action or set of actions which we intend to implement as we reopen the Center.

COVID-19 Response Plan

Prior to the event, event organizers and Javits Center staff will work together to create a joint COVID-19 Response Plan regarding the specific event. It will include a risk assessment which will address the level of risk associated with activities of the event. For example, where and how event activities might expose employees, exhibitors, or attendees to COVID-19.

Layout and Design of Exhibit Spaces and Registration Areas

All floorplans will be subject to Javits Center approval and will be designed to remove areas where social distancing might prove difficult. Depending upon capacities, event planners should establish routes for attendees to follow which may include a one-way system on aisles. All aisles will be a minimum of 12 ft. wide unless they are defined as one way in which case they may be 10 ft. wide. Preference will be for exhibits to be as open as possible, but with hard walls at a minimum height of 72" separating each booth from any adjoining exhibits.

The total number of attendees present in the venue for each event should be restricted to one person per 28.3-square-foot circle in an event space. This always allows for 6 feet between individuals, and that means that a 10,000 sq. ft. space will not have more than 250 people present at any one time. A 50,000 sq. ft. space would be restricted to 1,250 people at any one time.

All exhibitors and attendees must be encouraged to register online with minimal on-site registration activity. Any on-site registration areas must comply with the Center's approved floor plan guidelines and will require social distancing markers at all areas where attendees line up for contact with event staff.. Barriers such as sneeze guards may be required in these locations especially where event staff may be physically close to visitors. Registration counters should be positioned at least 6 ft. apart. Self-service badging systems should be touchless, with visitors able to scan pre-printed barcodes, print badges automatically and select badge holders or clips without the risk of cross contamination.

A sample floor plan is included in Appendix B.



Event Protocols

Attendance Controls

All exhibitors and attendees will be required by the event planner to pre-register to gain access to the event. This will allow for control of the number of people who may attend at any one time. Attendees will be required to select their anticipated time of arrival so that peak times can be restricted to avoid exceeding the capacity of the space.

All protocols will be shared with all exhibitors and attendees who will be individually responsible for conforming with these practices.

Physical Distancing

Controlling the number of people in any location is key to ensuring attendees and exhibitors can maintain adequate physical distancing. A separate entrance and exit door will be necessary for each event. An “in” and “out” count will ensure that crowd density standards in the space can be calculated. At capacity, based on the 28.3 sq. ft. per person present in the space, access on a “one out–one in” basis would be established. This process would be managed by the event organizer.

Events will institute a process to stagger the arrival times of attendees to spread them over the course of the day. Exhibitors and attendees may also be allocated a specific entrance and be guided to that entrance via signage or crowd control barriers. Physical distance floor marking will be provided by event planners for any areas where waiting is likely to be necessary. Extended opening hours may also need to be considered.

Management’s admission control staff will be charged with counting those entering and exiting any exhibit, conference or meeting space and will manage total occupancy with oversight by event management. Occupancy of public spaces and food service areas will be managed by Javits Center staff and their concessionaires.

Measures to promote physical distancing will be put in place in the entrance to the Center and in registration area. Where possible, and in conjunction with other events being held at the Center, the number of entrances and exits provided for each occupied space will be increased.

Indoor and Outdoor Sanitizing Stations

Hand sanitizing stations will be provided by the Center at all entry and exit points and in appropriate/agreed upon locations in all event spaces. They will be provided outside of all restrooms.



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Meeting Rooms

Seminar, conference, meetings and presentation areas should be large enough so that seating can be placed at 6 ft. intervals and that access to the seating area does not include pinch points. Layouts for different styles of room set will be provided by the Center. Smaller meeting room and informal meetings should all conform to space use requirements and should conform to physical distancing guidelines. The Center's meeting room furniture and equipment sets (all tabletops, chairs, podiums and riser railings) will be cleaned and disinfected at the outset and at the end of each event day.

Restaurants, Concessions, Catering and Public Spaces

All areas must be designed with 6 ft. between visitors and service staff and, where service staff may be required to be in close proximity with visitors, such as food service counters or check out areas, appropriate physical barriers (such as sneeze and point of sales guards) should be employed. All staff will don full Personal Protection Equipment (PPE) as part of their standard uniform requirements. Seating must be placed at 6 ft. intervals and access to the seating areas must not include gathering points for those seeking service. One-to-one meeting facilities should conform to physical distancing guidelines. Seating areas must be cleaned immediately after each use and all service ware to be converted to pre-packaged and disposable for frictionless disposal. Technology (cash-free Point of Sales, contactless payment, mobile ordering and pick-up and pre-packaged grab and go with self-checkout) and robotics (minimizes human interaction in back-of-house food production kitchens and concessions areas) will be integrated into operations throughout the service areas in order to minimize touch points and allow for further distancing. Sanitizing wipe dispensers will be placed throughout the food service, seating and any high-touch areas for the visitor's use and convenience. Where possible, pre-packed food and beverage will be offered. Increased sanitization frequency of vending machines will be instituted. Additional guidelines for individual events will be developed in conjunction with event planners, but at all times, must comply with CDC guidelines for events.

The Javits Center's dining and hospitality team, Cultivated, has developed its own set of guidelines focused on enhancing the safety of our catering operations. Developed in collaboration with Levy Convention Centers and CxRA, this guide outlines safety protocols for event dining, as well as restaurants and cafes throughout the convention center. The guide will be provided upon request.

Hygiene and Transmission Prevention

The requirement to wear masks will be determined by circumstances at the time an event takes place, so wearing of masks will be encouraged but not mandated. Each event organizer will decide, in conjunction with



Event Protocols

the Center, the extent to which masks may be desirable. If a decision is made to require all those attending the meeting to wear masks, the enforcement of that decision will be the responsibility of event managers.

Separate and individually marked trash cans will be provided for disposal of masks at exit points from the Center. Sanitizing floor mats will be provided at each entrance to the facility.

Regular hand washing with soap and water will be encouraged with signage throughout the Center and particularly within restrooms. Appropriate hand-washing facilities or sanitization stations will be provided at all entry points and throughout the Center. Advice and training on how to perform hand hygiene effectively and practice good respiratory hygiene will be provided to event planners for transmission to their customers and to their own staff. Javits Center employees will receive additional training and instruction on sanitizing as well as access to PPE should it be required, necessary, or requested.

PPE will be supplied by the Center for its staff, its employees, its labor force and its vendors. PPE for an event organizer's staff, exhibitors, attendees and any other personnel employed by the event organizer, will be the responsibility of the event organizer.

Facility Cleaning

The Center will achieve Global Biorisk Advisory Council (GBAC) certification and will establish cleaning and sanitizing practices in line with GBAC and CDC recommendations. All high-touch points, such as door handles, rails and elevator buttons, will be cleaned at least once every hour, and cleaning schedules will be used to record the date, time and operative's name as each cleaning cycle is completed. Access to toilets will be limited to enable physical distancing. Where separate entrance and exits to restroom areas are available, these should be utilized through signage and (at the event organizer's request and expense) by staffing. Where only one entrance or exit is available the number of people permitted into the restroom area at any one time must be determined in accordance with physical distancing guidelines and access must be managed by the event organizer to ensure that the area is not overcrowded. Where urinals are installed, every second unit will be screened off to maintain physical distancing. Every second wash basin will also be screened off. A high frequency cleaning and sterilization schedule will be implemented and logged.

Indoor Air Quality, Filtration and HVAC Maintenance

The Center will continue to operate with higher rates of air filtration, ventilation and fresh air intake. New High Efficiency Particulate Air (HEPA-grade) Filters have been installed and will be maintained at all HVAC equipment. The Center also will establish new protocols to increase HEPA filter longevity. Additionally, portable air purifiers will be maintained at all offices to improve indoor air quality closer to the end user.



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The building will maintain 74+ Degrees Fahrenheit and 40-60% relative humidity when possible, depending on season, for comfort control and to reduce viral transmission.

The frequency of HVAC equipment cleaning including ductwork and supply and return grills will be increased throughout the operating year.

Health Screening

All employees, visitors to the Administrative office, and vendors staff will be temperature screened on arrival at the Center's admission point—655 W 34th St. All will be required to make a response to the following questions:

1. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
2. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, loss of taste or smell or flu like symptoms now or in the past 14 days?
3. Have you traveled to one of the high-infection states included in New York State's travel advisory in the last 14 days?

Any person responding in the affirmative to either of these questions would not be admitted to the building and would be advised to leave the premises and consult their medical provider. On temperature screening, any person with a temperature higher than 100.3 °F will be seen by Javits Center medical personnel for secondary temperature screening and consultation. They may not be admitted to the building depending upon the determination of medical personnel.

At the request and expense of event organizers, similar screening of all exhibitors will be undertaken on first arrival for set up. On those occasions, all exhibitors and their staff will also need to make a response to the questions outlined above. Any person responding in the affirmative to either of these questions would not be admitted to the building and would be advised to leave the premises and consult their medical provider.

All exhibitors and attendees at an event will be pre-registered. Prior to event opening, they will receive information and advice on measures being taken at the Center and requested to stay away if they answer yes to any of the questions above. Staff of the event planner and the Center will be trained to increase awareness



Event Protocols

of overt symptoms of COVID-19 and will be provided with appropriate protocols to follow (See emergency response actions below).

Signage

The Center will provide signage in public areas to inform visitors of the protocols in place to facilitate physical distancing and promote good hygiene at the event. COVID-19 physical distancing posters and floor markings





Event Protocols

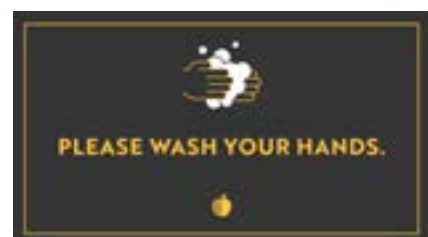
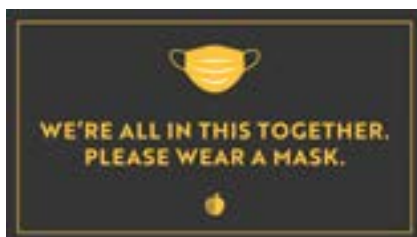
Floor Decals:



Posters:



TV Screens:





Event Protocols

will be placed in prominent positions, and the event organizer will be permitted to add signage in licensed areas in order to supplement the messaging.

Examples of Signage:

Staff Training

Staffing levels at events will be augmented to provide for the additional activities envisaged within these protocols and adequate training will be provided for all Javits Center staff. Training also will be available to event organizers, their staff, to contractors, as well as to other official service providers. Specialized training will be needed for specific procedures required for security, paramedic, and sanitation personnel, as well as a COVID-19 Response Team.

Management Briefings

Event organizers will undertake daily briefings with all front-line staff to cover these protocols and all of the protective measures against COVID-19 practiced at the event. The Center safety staff will attend those briefings and offer additional advice as needed.

Contact Tracing

Event organizers will be expected to retain an accurate record of attendance for a period of 3 months post-event in order to be allow for contact with attendees and exhibitors or exhibition staff for the purposes of contact tracing.

Emergency Response Actions

As part of its COVID-19 Response Plan, all event organizers should include information about a response to a COVID-19 occurrence, identifying staff members to lead their actions. Correct PPE should be procured for event organizers' staff and made available for those who are assigned to deal with suspected cases. The Center and its medical staff will assist with such cases when notified. If anyone at an event displays symptoms of COVID-19 during an event, the manager and the response team must:

- Report the occurrence immediately to Javits Center Command Center and provide a mask for the person presenting with symptoms;
- Isolate the individual and follow Javits Center procedures in place to accompany the individual to the designated isolation area making sure that staff and other event visitors maintain a distance of at least 6



Event Protocols

ft. from the symptomatic person at all times;

- Allow available medical personnel to assess whether the unwell individual must be sent directly to a hospital or can be directed to immediately go home and call their doctor;
- Arrange for transport if not advised to go to the hospital;
- Advise any person having contact with the individual to immediately leave the facility and consult with their doctor;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and exhibition areas involved; and
- Provide advice and assistance if contacted by any public health authority.



Frequently Asked Questions

1. Is the Javits Center open?

We have employees on site for security purposes and some administrative tasks. We also are continuing with various infrastructure projects as we work with state officials to prepare the convention center for future uses.

2. Is the expansion project active?

Yes, our expansion project is now more than 75% completed with more than 600 hundreds of construction workers on site each day.

3. Is the Javits Center currently being used as a temporary COVID-19 hospital?

No. We have about 1,000 patient care units on site, but there are no medical staff and no patients.

4. What are your guidelines pertaining to upcoming events?

We have issued a guide to reopening the Javits Center for future events that incorporates state-mandated requirements and standard industry protocols.

5. Can I book an event at the Javits Center?

Yes. Please contact our sales team at sales@javitscenter.com to inquire about booking an event. Currently, large gatherings of people are not permitted in New York State, but we are continuing to work with state officials to determine when such gatherings will be allowed.

6. Does the Javits Center provide hand-sanitizing stations?

Yes. We have installed hand-sanitizing stations throughout the building for employees and visitors.



Frequently Asked Questions

7. Has the Javits Center been cleaned since its operation as a hospital?

Yes. We have implemented a comprehensive and ongoing cleaning program to sanitize all corners of the convention center. We also have installed specialized HEPA air filters throughout the venue to reduce the potential spread of any contaminants. The safety of our customers and employees is our top priority.

8. Are temperature checks being conducted at the Javits Center?

Yes. All employees and visitors are required to undergo a temperature screening before entering the building.

9. Does the Javits Center have medical personnel on site if someone requires isolation?

Yes. We have an established process for any visitor or staff member who requires medical attention.

10. Are there any restrictions on the food and beverage program for events?

Our dining and hospitality team, Cultivated, has developed its own guide to catering operations in light of COVID-19 and can customize a plan based on the needs of each event.



Conclusion

More than 450 Javits Center employees played a role in coordinating, constructing and operating the temporary hospital at the Javits Center as part of the state's COVID-19 outbreak response. With the support of more than 20 federal, state and city agencies, the medical station was designed to reduce the burden on the local hospital and treated nearly 1,100 patients who were transported from various hospitals throughout the region.

With a unionized labor workforce of more than 4,000 employees, our teams of carpenters, cleaners, engineers, electricians, freight handlers, painters, plumbers, security officers and administrative staffers, were proud to support such a critical operation and help New Yorkers in need. In the days after 9/11, the Javits Center served as a staging area for first responders, and during the state's relief efforts for Hurricane Maria in Puerto Rico, we served as New York City's main collection point for donations headed for the devastated island.

In the aftermath of the COVID-19 outbreak, the Javits Center can serve New Yorkers again—as a unique economic engine suitably designed to spur business activity, get people back to work and boost confidence in the economic future ahead. This facility can serve as a catalyst for new business partnerships, new product launches and new ideas that form the foundation for business in North America—from technology conferences to fashion shows to corporate meetings. This guide to reopen the Javits Center provides a safe and effective blueprint to restart the events industry, reinvigorate the local economy and recharge our businesses across the state—from Buffalo to Brooklyn.



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Appendix A

Epidemic/Pandemic Plan (Novel Coronavirus—COVID-19)

The Javits Center will take actions that help slow the spread of the flu and illness by monitoring information and recommended actions provided by the Centers for Disease Control and Prevention (CDC), the Department of Health and Human Services, the New York State Department of Health (NYSDOH) and the New York City Department of Health (NYCDOH). In addition, the Javits Center will also follow the recommendations set forth in the U.S. Environmental Protection Agency's (EPA) Emerging Pathogen Policy regarding cleaning disinfectants effective against the novel coronavirus (COVID-19).

Novel Coronavirus—(COVID-19) Outbreak

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "Public Health Emergency of International Concern" (PHEIC). On January 31, 2020, the Health and Human Services Secretary declared a Public Health Emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19.

Centers for Disease Control and Prevention (CDC)

The CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan, Hubei, China. The outbreak has now been detected in 96 locations internationally, including in the United States. Identifying and responding to this wide range of situations require systematic frameworks that describe the progression of events; weigh the risk of emergence and potential public health impact of the novel virus; evaluate the potential for ongoing transmissibility, antiviral resistance, and disease severity; and can be used to develop time-sensitive decisions about interventions (e.g., community mitigation measures, medical countermeasures, and vaccines). Preparedness and response frameworks provide a common basis for planning across different jurisdictions and ensure transparency in decisions made and actions taken.

The CDC has developed an "Updated Preparedness and Response Framework for Influenza Pandemics" that contains a "Pandemic Intervals Framework." The Pandemic Intervals Framework (PIF) describes the progression of an influenza pandemic using six intervals. This framework is used to guide influenza pandemic planning and provides recommendations for risk assessment, decision-making, and action in the United States. These intervals provide a common method to describe pandemic activity which can inform public health actions. The duration of each pandemic interval might vary depending on the characteristics of the virus and the public health response. The following are six intervals of activity, with the aim of providing clearer guidance on the timing of key actions, such as closings and vaccinations.



Appendix A

1. **Investigation of cases of novel influenza A virus infection in humans.**

When novel influenza A viruses are identified in people, public health actions focus on targeted monitoring and investigation. This can trigger a risk assessment of that virus with the Influenza Risk Assessment Tool (IRAT), which is used to evaluate if the virus has the potential to cause a pandemic.

2. **Recognition of increased potential for ongoing transmission of novel influenza A virus.**

When increasing numbers of human cases of novel influenza A illness are identified and the virus has the potential to spread from person-to-person, public health actions focus on control of the outbreak, including treatment of sick persons.

3. **Initiation of a pandemic wave.**

A pandemic occurs when people are easily infected with a novel influenza A virus that has the ability to spread in a sustained manner from person-to-person.

4. **Acceleration of a pandemic wave.**

The acceleration (or “speeding up”) is the upward epidemiological curve as the new virus infects susceptible people. Public health actions at this time may focus on the use of appropriate non-pharmaceutical interventions in the community (e.g. school and child-care facility closures, social distancing), as well as the use of medications (e.g. antivirals) and vaccines, if available. These actions combined can reduce the spread of the disease, and prevent illness or death.

5. **Deceleration of a pandemic wave.**

The deceleration (or “slowing down”) happens when pandemic influenza cases consistently decrease in the United States. Public health actions include continued vaccination, monitoring of pandemic influenza A virus circulation and illness, and reducing the use of non-pharmaceutical interventions in the community (e.g. school closures).

6. **Preparation for future pandemic waves.**

When pandemic influenza has subsided, public health actions include continued monitoring of pandemic influenza A virus activity and preparing for potential additional waves of infection. It is possible that a 2nd pandemic wave could have higher severity than the initial wave. An influenza pandemic is declared ended when enough data shows that the influenza virus, worldwide, is similar to a seasonal influenza virus in how it spreads and the severity of the illness it can cause.



Appendix A

Javits Center Epidemic/Pandemic Plan Actions

A management approach to understanding and managing the efforts to help slow the spread of the flu and illness by implementing the following initiatives:

1. Meeting, Communicating and Coordinating with Public Health Agencies

The Emergency Response Team (ERT) will communicate with Federal, State and Local public health agencies such as the CDC, the Department of Health and Human Services, NYSDOH and NYCDOH in order to monitor and stay current with their recommended actions regarding the epidemic/pandemic. The ERT will also communicate with other large New York City venues to learn of best practices associated with the mitigation measures being undertaken at those venues.

2. Implementing Javits Center Epidemic/Pandemic Mitigation Measures

The ERT will develop a set of overarching objectives associated with, but not limited to the following epidemic/pandemic mitigation measures such as the following:

- Epidemic/Pandemic Communications Plan
 - Internal Communications with Javits Center Personnel
 - External Communication to Exhibitors, Patrons and Attendees
- Non-Pharmaceutical Interventions (NPIs) Plan
 - Personal NPIs
 - Environmental NPIs

Mitigation Measure—Epidemic/Pandemic Communications Plan

The following are some of the forms of communications that the Javits Center will undertake in support of the Pandemic Plan:

1. Internal Communication with Javits Personnel

The ERT will develop internal facing communications to staff, employees and contractors in order to keep them apprised of the situation in order to reduce anxiety and assure them that the Javits Center has a Pandemic Plan and is implementing mitigation measures to protect their health and wellbeing. Postings to personnel detailing NPI measures will be displayed at the administrative entrance and at back-of-house locations.



Appendix A

Social media has reported significant inaccuracies around COVID-19, and employees should be directed to the following websites for accurate information:

[World Health Organization](#)
[Centers for Disease Control and Prevention](#)

2. External Communication to Exhibitors and Attendees

The ERT will develop service advisories for exhibitors and event attendees that include the precautionary measures and actions that the Javits Center is undertaking at the to help slow the spread of the flu and illness by monitoring information and recommended actions provided by the CDC, the Department of Health and Human Services, NYSDOH and NYCDOH. In addition, the Javits Center also will follow the recommendations set forth in the EPA's Emerging Pathogen Policy regarding cleaning disinfectants effective against the novel coronavirus (COVID-19).

Mitigation Measures – Non-Pharmaceutical Interventions (NPIs)

To ensure the greatest impact, CDC recommends that communities and organizations incorporate a combination of Personal and Environmental NPIs into their pandemic flu plans.

Please see this [link](#) for further information on mitigation measures for NPIs. The Javits Center will implement the following non-pharmaceutical interventions to help slow the spread of the flu and illness at the Javits Center:

1. Personal Non-Pharmaceutical Interventions (NPIs)

These are everyday preventive actions that can help keep people from getting and/or spreading flu. These actions will be continually communicated to our employees, contractors, vendors, business partners, tenants, exhibitors, attendees and event producers:

- Wash your hands often with soap and water or hand sanitizer for at least 30 seconds;
- Avoid touching your eyes, nose and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Stay home when you are sick;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- Clean and disinfect frequently touched objects and surfaces; and
- Avoid handshakes.



Appendix A

In addition, the Javits Center will post CDC and NYS signage throughout the Javits Center regarding hand washing and cough covering. Please see this [CDC link](#) for examples of signage.

2. Environmental Non-Pharmaceutical Interventions (NPIs)

The flu virus is thought to spread mainly from person to person through droplets that come from the nose and mouth when a sick person coughs, sneezes, or talks. The flu virus also may spread when people touch contaminated surfaces or objects, and then touch their eyes, nose, or mouth. Many other viruses that cause respiratory illnesses spread this way, too. The implementation of Environmental Non-Pharmaceutical Interventions (NPIs) consist of everyday preventive actions that entail surface cleaning measures that remove germs from frequently touched surfaces and objects. This includes routine surface cleaning that helps to eliminate the flu virus from frequently touched surfaces and objects such as door knobs and handles, reception areas, railings, desks computer keyboards and monitors, etc. The Javits Center also will follow the recommendations set forth in the U.S. EPA's Emerging Pathogen Policy regarding cleaning disinfectants effective against the novel coronavirus (COVID -19).

The Javits Center will undertake to following:

- Install hand-sanitizing stations throughout the convention center to allow visitors to clean their hands more frequently;
- Increase the cleaning of high-volume, high-touch areas, including paper towel dispensers, vanity tops, counters and door handles;
- Maintain specially trained medical personnel on site during all open event hours and access to a fully equipped first-aid station on site;
- Engage with health departments at the city, state and federal levels to ensure we receive the latest updates and protocols; and
- Distribute critical information among key staff members and business partners to help prevent communicable sicknesses throughout the venue.

Event Cancellations Resulting in Dark Days

In this scenario, all scheduled events cancel due to COVID-19, the ERT will need to determine business continuity requirements through two immediate means: (1) On-site Staffing and (2) Remote Staffing from Home.

The ERT will consider utilizing onsite emergency minimum staffing levels to secure and maintain the Javits Center during dark days. The recommended staffing levels are detailed below and are meant to act as a guide during a period of crisis to determine ongoing minimum required staffing.



Appendix A

Emergency Minimum Staffing Requirements

1. **Security** –In order to secure and protect the Javits Center, an iconic state asset, 24-hour perimeter security is required and will entail the following posts are staffed:

- Crystal Palace Administration Entrance
- Command Center 34th Street Exits
- North Concourse

The security staffing totals 120 hours per day and 840 hours per week. Twelve-hour shifts would likely be used to maintain coverage. In addition, one supervisor or manager will be needed at all times.

Lockdown procedures will remain in place until directed by the ERT. Security personnel will be instructed to maintain access to/from the expansion construction site as scheduled or requested.

2. **Maintenance**—Building trades are required to maintain the Javits Center and the Building Management Systems. The emergency minimum staffing needs are as follows:

- a. House Electric—2 staff working 24/7
- b. Engineers—2 staff working 24/7
- c. Plumbers—2 staff working 7 am to 3 pm daily
- d. House Carpenters—2 staff working 7 am to 3 pm daily

Trade staff will include a foreman in the above count, when required by the Collective Bargaining Agreement (CBA), but the total staff allocations will not exceed the count listed above.

Trade	Shift	Staff	Daily Hours	Weekly Hours
House Electric	24/7	2	48	336
Engineers	24/7	2	48	336
Plumbers	7am to 3pm daily	2	16	112
House Carpenters	7am to 3pm daily	2	16	112
Totals			128	896



Appendix A

In addition to the trade staff below, one supervisor or manager should be on site as well for direction, prioritization and response purposes.

Hotel and Food

Hotel usage will not likely be needed unless transportation systems become impaired due to the crisis. If needed, we will source to fill the demand. The ERT will coordinate with Cultivated management for all on-site food and beverage needs.

Remote Work from Home Options

Under specific conditions, select fulltime employees may be permitted to work from home with the use of Javits Center technology and equipment. Currently, the following inventory of equipment is detailed below:

- 114 laptops have been assigned to employees or departments with VPN access; and
- 19 additional laptops are listed in inventory and ready for assignment.

A re-allocation of existing equipment could be possible depending on a determination of needed usage.

Emergency Communication

All members of the ERT have access to Send Word Now for emergency mass communication to our entire workforce. In addition, Send Word Now can provide emergency conference call ability to all members of the ERT and those designated by the ERT.

The ERT will issue service advisories and update the website with all pertinent information surrounding COVID-19 and the impact on the Javits Center.

WebEx is available through the Javits Center's Technology Solutions Department upon email request for remote conference call capability.

Re-Purposed Javits Center

In this scenario, all events have canceled due to COVID-19 concerns, and the Javits Center plays a role in City, State and/or Federal relief efforts. Additionally, Javits Center staffing and contractors would likely be required to support a re-purpose usage. The scope of the usage will determine the additional staffing requirements.



Appendix B

Draft Floor Plan

