



VENDOR OPERATING STANDARDS

Purpose: Updated COVID-19 Sanitation and Social Distancing Protocols for Third Party Vendor Representatives On Site at the Premises of a Caesars Entertainment Property

Vendor understands that the Operating Procedures to do business with Caesars Entertainment on any of its premises have changed until further notice:

ENTERING THE WORKPLACE

Vendor Representatives will only enter the property through designated employee entrances and will comply with any health and safety screening procedures implemented by the company based on guidance from the Center for Disease Control (CDC), including but not limited to temperature checks.

Vendor Representatives will be asked to leave the premises if they are experiencing the following symptoms; cough, fever, chills, muscle pain, sore throat, new loss of taste or smell, shortness of breath or difficulty breathing or exhibiting a temperature at or greater than 100.4 degrees F.

PERSPONAL PROTECTIVE EQUIPMENT (PPE)

All Vendor Representatives must wear face masks and other PPE as required by the company.

- Face masks shall always be worn
- 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 reserves the right to be reimbursed for any PPE given to meet these requirements

APPEARANCE

- 1 Vendor Representative is well-groomed, attired in clean, crisp, well-maintained properly fitting clothing.
- 2 Nametag in excellent condition is worn at all times.
- 3 Caesars is informed in writing of Vendor Arriving and Name of Vendor Representative arriving. Any Vendor Representative entering the building must enter through Security or Primary Employee Entrance

SOCIAL DISTANCING PROTOCOL

Maintain physical distancing of 6 feet from others at all times when possible.

PROCEDURE

- Practice physical distancing while working in your assigned department and all other BOH areas, including the EDR, break areas, designated smoke areas, Uniform Department, parking structures, etc.
- Stay out of crowded places and avoid large gatherings.
- Do not shake hands or make physical contact with any other Vendor Representatives, Caesars Team Members or guests.

- Maintain social distancing protocols (6 feet) from Vendor Representatives or Caesars Team Members at all times whenever possible.
- Vendor Representatives should always refrain from congregating in groups.
- Vendor Representatives who are delivery drivers are required to wear face masks and practice the same social distancing of at least 6 feet.
- Vendor Representatives who are delivery drivers and must make deliveries to departments by exiting their delivery vehicle must be screened for temperature at the employee entrance and must wear a face mask for the entire time they are property.

PRACTICE GOOD PERSONAL HYGIENE POLICY

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.

PROCEDURE

- 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 according to the Handwashing Policy.

REQUIRED HANDWASHING / HANDWASHING POLICY

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

PROCEDURE

Vendor Representatives should wash their hands as required and return to work.

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

All Vendor Representatives should wash hands using the following steps:

- Turn on the faucet to start the warm running water. Wet your hands.
- Apply soap and lather well, scrubbing between fingers, wrists, backs of hands and under nails for at least 20 seconds.
- Rinse with warm water running from your wrist down to your fingertips, then into the sink.
- With the water still running, dry your hands well. Disposable towels or air hand dryers are required in public restroom.
- Using the disposable towel, turn off the sink faucet and then dispose. Keep washed hands covered to prevent recontamination.

When should you wash your hands?

- Before starting work
- After touching hair, face, or body
- After using the toilet room
- After sneezing, coughing, or using a tissue
- After smoking, eating, drinking, or chewing gum or tobacco
- After touching dirty dishes, equipment, or utensils

- During food preparation as often as necessary to remove soil and contamination
- After handling raw meats, poultry, or fish
- When moving from one food preparation area to another
- Before putting on or changing gloves
- After removing gloves when working with raw animal products
- After any clean up activity such as sweeping, mopping, or wiping counters
- After handling trash
- After handling money
- After any time the hands may become contaminated
- Before and after receiving trucks

HAND SANITIZER POLICY

The use of hand sanitizer may be appropriate when soap and water is not available **and** when completing non-food preparation related tasks. For example, entering the EDR.

PROCEDURE

- 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 proper handwashing.

CLEANING, SANITIZING AND DISINFECTING

DEFINITIONS

Clean

Physical process to remove germs, dirt, and impurities from surfaces

Disinfect

Typically a chemical process to kill germs on surfaces

PPE

Personal Protective Equipment – individual barrier equipment such as gloves, masks, glasses/goggles, etc.

MAINTAINING A CLEAN WORK AREA

Clean and disinfect all personally assigned work equipment, devices, keys, work area, 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 white at a Caesars Entertainment property.

These items should be cleaned and disinfected every hour, at the opening of an area/office/outlet and the closing of 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.

Caesars may request a copy of Vendor's COVID Response Plans, Training or SOPs as well as a copy of the SDS for any Disinfect or Sanitizer used at a Caesars Property.

In addition to the Standards described above, Vendor Representatives are required to comply with all other regulatory and contractual requirements.