



ENTERING THE FORUM

Masks are required in all common spaces of the building, including the parking garage and elevators.

Elevators from the lobby to tenant floors can only be operated with a security badge. Upon arrival, you will need to present your ID at the lobby concierge desk and state that you are attending an event at the AT&T Forum. Building security or AT&T Forum personnel will then provide access to the elevators.

HEALTH SELF-ASSESSMENT

All persons must clear the [health self-assessment](#) prior to entry. There are separate assessment processes for AT&T Employees and other visitors. To complete you can [scan the QR code from your mobile device](#) or use [our iPad](#) to complete. This process can be completed prior to arrival (on the same day) or upon arrival at the Forum. [It must be completed each time you visit the AT&T Forum.](#)

AT&T EMPLOYEES



Non-Employees



Website:
PASSCARD.ATT.COM
Login:
"I do not have a corporate account"
Location:
665-923-294

THERMAL SCAN

A temperature check is required prior to entering the AT&T Forum, which will be conducted in either the building main lobby or the 5th floor elevator lobby.

- **Normal** = access granted

>100.1 °F = secondary scan

2nd scan >100.1 °F = handheld thermometer

If someone reads with an elevated temperature, they will be asked to wait in a designated "cool down" area for 10 minutes, as well as self-administer a COVID test (kit will be provided to them). If positive, they should inform security and leave immediately. If negative, they should show the test to security and wait to be re-scanned. If the temperature screening is failed after the waiting period, AT&T Forum personnel will notify the Event Host.

After successfully completing the thermal scan and self-assessment, [a wristband](#) in the "color of the day" will be issued to show access is granted to the AT&T Forum.

GENERAL EVENT SAFETY

- **Masks are not required** for those who are fully vaccinated, except when in common spaces of the building, when masks are requested by the event host, and for vendors providing Food & Beverage services.
- **Masks are required at all times** for anyone not fully vaccinated, unless actively eating or drinking, or in office alone with the door closed.
 - Masks **must be CDC compliant**, including non-medical disposable or multi-layer reusable cloth.
 - It is recommended that masks be **changed at least once every 8 hours** and whenever removed for a meal.
- A **new mask** will be provided to anyone required to wear one (per above) or who prefers to wear a mask while at the AT&T Forum.
- **6' social distancing** is required for any meetings where unvaccinated guests may be in attendance. Any external groups using the AT&T Forum may request an exception from this policy in writing prior to their event.
- Please **do not share any items** such as devices, workstations and work tools, but if required, they should be cleaned and disinfected before and after each use.

SANITIZATION & AIR FILTRATION

- AT&T Forum protocol is to **clean all surfaces** at least once daily; high touch areas at least every 2-3 hours and public restrooms at least 3 times per day. During all-day meetings, meeting spaces will also be sanitized at least once mid-event.
- **EPA N List products** are used by the AT&T Forum.
- **Gloves and masks are worn** during cleaning and sanitizing workspaces, in addition to setting or clearing food and beverage items.
- **MERV13** filters are used throughout the building.

FOOD & BEVERAGE

- All food and beverage orders are handled by our Forum catering team, who will always be onsite to supervise and assist with F&B service. This team is **ServSafe and COVID-compliance certified**.
- Food and Beverage offerings have been adjusted at this time to ensure the safest experience possible for our guests. **Pre-packaged, individually portioned meals** are available on a self-serve basis. **Traditional buffet set-ups are available with an attendant** to serve guests and all food will be set behind a plexiglass shield. F&B items can also be brought to guests at their seats or pre-set rather than having guests get into a line.
- **Beverage Stations:** For events with less than 25 guests, beverage stations may be self service if all items are individually portioned and sealed. For events with 25 or more guests, beverage stations will require an attendant but can offer beverages that are not individual (i.e. water or iced tea dispensers).
- **In Room Beverage Service:** We also offer beverage service in your meeting room, with a printed menu of available beverage items provided to guests. The menu will include a QR code for online ordering and beverages will be delivered to guests at their seats.