



TEAM SAN JOSE

ACCESS CONTROL SYSTEMS POLICY

Please note that the San Jose McEnery Convention Center (SJCC) and the San Jose Theaters reserves the right to modify these protocols as needed.

POLICY NUMBER	01042023
SUBJECT	Access Control System (ACS) To Control All Persons and Vehicles Entering and Exiting Team San Jose Managed Properties
RESPONSIBILITY	
PRIMARY	Team San Jose Safety, Security & Parking Department, Event Operations Department Managers, Facilities Department Managers, Production Department Managers
SECONDARY	All Team San Jose Departments



PURPOSE

1. Policy modifications with the latest precautions and requirements related to our response to COVID-19.
2. Company-wide policy to insure safety, building security and to protect company personnel, visitors, assets and information.
3. Mitigate risk through for safety, security, communication and preparedness. To ensure a proper review of all staffing is established and monitored each day.

POLICY

1. All suppliers and contractors should communicate with their Team San Jose point of contact for specific access directions and reporting instructions prior to arrival.
2. Team San Jose reserves the right to issue a symptom check survey in advance or onsite, which may be required prior to accessing the facility.
3. Safety PPE Requirements: Hard Hat required when working under all overhead work. Hi-Vis-Vest when working on or around forklifts or other heavy equipment. Recommended but not required: Steel Toed Shoes, Safety Glasses, Gloves, Harness and Hearing Protection. Employer must supply such required PPE.

ID POLICY

Unified Control Access System requires that all Team San Jose employees and persons working for and/or visiting the San Jose McEnery Convention Center, San Jose Cultural Facilities, San Jose Theaters or Parking structures be required to have and wear identification in such a manner that is clearly visible at all times (worn on a lanyard around the neck or clipped to the waist). Acceptable identification is at least one of the following:

1. Team San Jose Employee ID Badge
2. Temporary Agency Staff require Team San Jose Temporary Employee ID badge. Identity verification required. Authorized to access the destination designated on the badge area only.
3. Client Company Picture ID Badge
4. Exhibitor Company ID badge
5. Client Contractor or Sub-Contractor Company Picture ID badge
6. Vendor Company branded uniform with a name tag
7. Exhibition Services & Contractors Association (ESCA) Worker Identification System (WIS) badge
8. Team San Jose Visitor Badge, issued by Team San Jose Safety, Security & Parking. Identity verification required. Authorized to access the destination designated on the badge area only.
9. Federal, State, County, SJ City Government issued ID (SJFD, SJPD, SJPWD).
10. A Team San Jose Temporary Visitor badge (12-hour automated expiration) may be issued at the front desk during normal business hours (Monday – Friday, 8AM – 5PM). Authorization must be made in advance with managers from Event Services, Team San Jose Sales, Production, Building Operations and Engineering departments, Senior Team members or authorized administrative personnel assigned to the front desk for persons visiting. Identity verification required.

In addition, visitor badges and onsite access must also consider:

11. Authorizing information for access must include off site and on-site supervisor contact information including mobile phone numbers. Access is space specific for any "front of the house" and/or "back of house" areas.
12. Team San Jose Visitor Temporary ID badge may be issued by a Team San Jose employee who authorizes such visitor and accepts responsibility for providing visitor with the ID badge.
13. No doors or entry points may be blocked, left open or opened to allow unauthorized entry in such a way to cause a breach and possible threats, endanger employees, workers, clients or visitors or allow unauthorized access, theft, or damage to devices or equipment.
14. At no time are ID badges transferable. An approved exception can be considered if authorized by Team San Jose management.

PERSONNEL ACCESS REQUIREMENT

Identification verification protocols require arrangements to be made in advance for pass-boards of all ID badges intended for use. This is required for access to all areas at any time. This is to easily identify authorized persons on site at any time for business purposes accessing any of the following facilities: San Jose McEnery Convention Center, San Jose Cultural Facilities, San Jose Theaters, Parking Structures, or fenced/secured areas managed by Team San Jose. Personnel includes but not limited to:

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| 1. TSJ Employees | 15. TSJ Volunteers |
| 2. TSJ Guests | 16. Clients |
| 3. TSJ Clients | 17. Client Attendees |
| 4. TSJ Customers | 18. Client Exhibitors |
| 5. TSJ Consultants | 19. Client Outside Sales |
| 6. TSJ Service Technicians | 20. Client Vendors |
| 7. TSJ Outside Sales | 21. Client Contractors |
| 8. TSJ Vendors | 22. Client Sub-Contractors |
| 9. TSJ Contractors | 23. Client Service Technicians |
| 10. TSJ Sub-Contractors | 24. Client Repair and Maintenance Technicians |
| 11. TSJ Service Technicians | 25. Client Union Dispatched Workers and their Representatives |
| 12. TSJ Repair and Maintenance Technicians | 26. Client Deliveries |
| 13. TSJ Union Dispatched Workers and their Representatives | 27. Client Volunteers |
| 14. TSJ Deliveries | |

PERSONNEL ACCESS WORK AREAS AND RESTRICTED AREAS

1. Access to all areas is only allowed via designated entrances. See maps attached.
2. During times of heavy volume secondary entrances and exiting may be utilized to reduce congestion.
3. Access to secured areas is only allowed with proper credentials.
4. Access is restricted to designated work area only.
5. All persons going to a take a rest break or meal break must exit the work area via back-of-house.
6. All persons exiting must exit via designated exit doors at all times.
7. No escorting privileges are allowed unless prearranged with Team San Jose or client security. The pre-arrangement must include names in writing, specific locations and times to be accessed. All persons (even if escorted) must have an ID badge visible.

VEHICLE ACCESS REQUIREMENTS

1. All vehicles delivering or picking up are required to make arrangements in advance.
2. Drivers must have an authorization number and Team San Jose contact prior to arrival.
3. Specific loading dock location and times must be made prior to arrival.
4. San Jose McEnery Convention Center main dock requires drivers to get out of the vehicle and press the buzzer for access.
5. No unauthorized vehicles may be parked in any area on the main dock.
6. Marshalling yard requires advance pre- arrangements for access.
7. Any security hired to secure vehicles parked in the marshaling yard must also make arrangements in advance with an outside contractor.
8. The dock located on San Carlos Street requires a 10-minute notification to open the roll up doors. Doors must remain closed at all times when a vehicle is not entering or exiting.
9. The dock located on San Carlos Street located near the VTA track, can cause a breach of the VTA. If the breach occurs, it may cause significant fines and may require traffic control. We ask that you please use caution while accessing this area.
10. A 53' foot trailer accessing the dock located on San Carlos Street is best accessed with a yard tractor.

VEHICLE ACCESS AREAS

1. All trucks, vans, pickup trucks and personal vehicles must have a bill of lading and consignee name and contact information in order to deliver or receive freight, equipment or vendor supplies.
2. Team San Jose does not ship or receive event materials.
3. Freight must be consigned to the general service contractor or show manager during the event period. If the show does not have a general service contractor, show management will need to be on site to accept any deliveries.
4. No equipment, freight, exhibitor merchandise or vendor supplies may be left unattended on the loading docks at any time.
5. No overnight parking on the loading dock unless authorized by Team San Jose Security in advance.
6. At no time shall vehicles be allowed to stop, park, or block any sidewalks and/or driveways surrounding the facilities.
7. Prior to allowing exhibitor vehicles inside the facility for the purpose of loading and unloading, permission must be obtained from Team San Jose Event Management. All such vehicles cannot be left un-attended while in the Facility and may not be allowed to have motors running while stationary. All such vehicles must be removed from the Facility, prior to opening of the Event.
8. The use of electric carts, motorized equipment and bicycles is prohibited in all carpeted and/or terrazzo areas, unless prior permission has been granted by Team San Jose Management. The floor coverings, the carpet, and terrazzo should be thoroughly protected by Masonite, plastic sheeting or other materials. Please consult your Event Services Manager for clarification.

AMERICANS WITH DISABILITIES ACT (ADA)

- + Show Management is responsible for ensuring that exhibitors at the event and any other event representative (including employees, contractors and subcontractors) all comply with the ADA
- + Show Management is responsible to ensure compliance of temporary architectural event features such as registration, information booths and any other services or programs available to exhibitors, attendees or the general public
- + Show Management is responsible for nonpermanent accessibility requirements such as, but not limited to, seating accessibility, auxiliary aids for the visually impaired, hearing impaired and mobility impaired
- + Team San Jose approval of any aspect of Show Management's activities is not an endorsement of ADA compliance
- + Visit www.ada.gov for official ADA guidelines and regulations

COVID-19 CONSIDERATIONS

As explained in the Team San Jose Health & Sanitation Program, Team San Jose (TSJ) is taking enhanced health and safety measures for the benefit of our contractors, invitees, guests and staff. Visitors to the San Jose McEnergy Convention Center or any one of the San Jose Theater facilities must follow all posted instructions during such visit.

Notwithstanding the enhanced health and safety measures described in the Health & Sanitation Program, an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable.

By visiting the San Jose McEnergy Convention Center or any of the San Jose Theaters you voluntarily assume all risks related to exposure to COVID-19.

RESOURCES

1. Team San Jose Health & Sanitation Program
<http://www.sanjose.org/hsp>
2. Team San Jose Emergency Procedure Manual
<https://www.sanjose.org/tsjemergencypm>