



**HARMAN International Industries, Inc.  
Group Meetings and Special Events  
COVID Protocols/Policy**

These health and safety protocols established by HARMAN are applicable to all attendees (regardless of vaccination status).

The CDC notes that we are still learning how well the vaccines keep people from spreading COVID-19 and vaccinated individuals should continue to adhere to prevention measures that reduce spread when participating in group meetings, special events, tradeshows, etc. of any size.

Many of our protocols have been elevated beyond those recommended by CDC, local governments, special event venue management, hotels, convention centers, etc., to ensure the health and safety of our employees, participants, suppliers, and partners. All attendees (*no matter their role*) are expected to adhere to these protocols to ensure the health and safety of all who participate in a HARMAN organized special event, meeting, tradeshow, etc.

HARMAN expects all attendees to comply with these elevated protocols throughout each event.

The health and safety of our employees and attendees is a priority.

**Proof of Full Vaccination or Proof of a Negative COVID19 Test or COVID Antibody Test  
Is Required for all HARMAN organized Group Meetings/Events\***



*Vaccine/Negative Testing Verification*

**Unvaccinated Attendees. Proof of a negative COVID-19 Test (PCR Preferred) or COVID Antibody Test required.**

- All unvaccinated attendees and guests are required to get a diagnostic, viral COVID-19 test (i.e., a test for current infection, either molecular or antigen) or COVID Antibody test no more than 3 days before the start of a HARMAN sponsored event. While the results of any diagnostic test will be accepted, HARMAN strongly recommends a PCR or supports Rapid Molecular testing, state, country government approved, similar to the Abbott ID Now, cobas or Centogene where results may delivered between 15 to 30 minutes. Attendees and guests must provide written documentation of your test result to the HARMAN event team. If an unvaccinated attendee chooses not to take a test or if the test is positive, HARMAN will deny entry. Required HARMAN event staff will be reimbursed for the COVID-19 test; it will be determined on a case-by-case basis if HARMAN will reimburse guests, suppliers, or partners.

**Unvaccinated Attendees. Proof of a negative COVID-19 Test (PCR Preferred) or COVID Antibody Test required.** (continued)

If onsite testing or COVID verifications are required, HARMAN may consider partnering with a certified outside health organization, providing an GDPR, HIPAA equivalent compliant platform (ensuring participants protected health information (PHI)).

**Vaccinated Attendees. Proof of vaccination.**

- HARMAN may waive the need for a pre-event COVID-19 test for all attendees that have been fully vaccinated. People are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer/BionTech, Sinopharm, Sinovac or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. ([COVID Vaccines](#)) If an attendee does not receive their final (or only) dose by 2 weeks prior to a HARMAN event, the attendee does not meet these requirements and will not be fully vaccinated; they must instead submit proof of a negative COVID-19 test. Fully vaccinated attendees and guests must provide proof of vaccination. If a vaccinated attendee is not able to share proof of vaccine, they will be required to get a pre-event COVID-19 test as outlined above.
- Attendees will be asked to show proof of full vaccination or negative test result on their smartphone or through a physical copy, along with an appropriate ID matching the name on the documentation. HARMAN accepts proof of vaccination of any vaccine approved by the World Health Organization. ([COVID Vaccines](#))



*Face Coverings*

**Personal Protection Equipment (PPE) is Required.**

- Require the use of masks among attendees, staff, and vendors.
- HARMAN requires all attendees to wear at minimum an [ASTM level 1 \(surgical 3-ply\)](#) mask (covering both nose and mouth) at all times (unless actively eating or drinking).
- Single layer face coverings, such as, gaiters, bandanas, and wearing only a face shield will not be permitted.
- HARMAN will make available at group meeting and event participant masks and hand sanitizer.
- Presenters, panelists, entertainers, etc. can remove masks while presenting/performing with recommended distancing between fellow stage presenters and participants/audience.



### *Increased Sanitization and Hygiene*

#### **Safety and Health Precautions.**

- Enhanced cleaning protocols throughout HARMAN meeting and events spaces. Event staff to ensure high touch surfaces between users for displays, tools, demos or others interacting items. If possible, refrain from participant hands-on displays and encourage HARMAN staff to demonstrate product for participants.
- Hand sanitizer stations will be positioned throughout the meeting and event facilities.
- Require frequent attendee handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- Temporal temperature screening or thermal cameras (non-invasive) may be used to conduct temperature checks. Anyone displaying a temperature over 100.4°F/38°C may be taken to first aid for additional temperature screening. Employees or attendees confirmed to have a temperature over 100.4°F will not be allowed to enter any HARMAN event venue and be directed to appropriate medical care.
- Daily COVID-19 questionnaire before entry into the event. The questionnaire process will be determined based on decisions made by event coordinator and/or leadership. The questionnaire may also be managed by a 3<sup>rd</sup> party health provider with health privacy compliance incorporated.
- If an attendee has a medical condition that consistently presents a high fever or other relevant symptoms, the attendee will be required to present a medical certificate/ documentation upon arrival to share with event staff during any screening.
- Dedicated isolation area.



### *Follow the Code of Conduct*

- No-touch policy (i.e., shaking hands and limiting contact); be aware of and respect the personal boundaries of your fellow attendees.
- Presenters, panelists, entertainers, etc. can remove masks while presenting/performing with recommended distancing between fellow stage presenters and participants/audience.
- Use of shields or separators at registration and other areas as needed.
- Consider meals and refreshments to be individually packaged and preset. Additional food safety plans will be developed for other food functions at the venue.
- For those events where Harman attends as an exhibitor, supplier, sponsor or is hosting a co-located event, etc. HARMAN event managers and attending employees are expected to follow the same event protocols that have been put in place by the main event organizers. If main event protocols are less stringent, the Harman Group Meeting and Special Event COVID Protocols/Policy should be followed.



### *Directional and Distance Markings*

- Manage the flow and use multiple entrances and exits and discourage crowded waiting areas.
- Socially distant food and beverage/meal set-ups.
- Wider Expo hall aisles and review of booth density numbers (staff and visitors allowed based on total square footage).



### *Reduced Capacity*

- Limit attendance or seating capacity to allow for social distancing or hosting smaller events in larger rooms.
- Consider meeting room/venue set-up, seating placements - allowing space between participants for social distancing.



### *Follow All Signage and Direction from Staff*

- Provide physical guides to ensure that individuals remain at least 6 feet apart in lines and at other times. Appropriate Signage/floor decals to reinforce spatial distancing and other safety reminders.
- HARMAN will coordinate with venue, hotel, event, and security teams to communicate and require compliance to HARMAN COVID protocols and incorporate any protocols required by their management.
- HARMAN has the right to refuse admittance into any event as we consider security and health factors.
- HARMAN will continue to monitor safety guidelines.

If an attendee be found violating protocols, HARMAN may ask the attendee to leave the event at which point the attendee will not be allowed to return and their event registration/ participation will be cancelled.

These protocols have been put in place to demonstrate our duty of care to our employees, customers, industry partners and venue staff. Harman reserves the right to change protocols based on local government and/or national health guidance and directives.

Please note that all protocols help reduce the spread of COVID-19 but cannot eliminate the risk of transmission.