



Resource Connection  
Attn: Jamie Willis, MPA

Dear Tarrant County Resource Connection,

Elements Direct has not conducted an event such as this before. However we have sold and delivered over 5,000,000 mask to many large corporations including Bank of America, L3Harris, and Pinnacle Tools that has given us experience with the logistics related to this sort of operation. We would like to be able to conduct this giveaway from 8AM-2PM on Saturday 12/5/2020 or on another day after that would not interfere with your normal operations.

**Traffic Control:**

We will have signage prepared directing Traffic in through the North Campus Drive entrance and further directing traffic North on Circle Drive to Parking lot E. Mask and hand sanitizer will be distributed in parking lot E to participants without participants having to exit their vehicles. We plan to give 1 50 pack box of 3 Ply Disposable masks and 1 bottle of hand sanitizer to each vehicle while supplies last. They will then be directed back to Circle Drive west towards the Resource Drive exit where signage will direct them to the SE Loop 820 exit.

**Equipment, Set Up, or Assistance needed During Event:**

Elements Direct intends to provide all equipment, set up, and our employees will conduct the giveaway. We do not require assistance from Resource Connection to conduct the Event.

**Signage:**

We will have signage prepared to direct participants to the proper location and guide them in an orderly exit of the Resource Connection property.

**Social Distancing:**

All employees of Elements Direct will wear Face Mask at all times during the event and use Hand Sanitizer between distribution to participants to minimize the risk of spread of Covid-19. We will require participants to wear face coverings and remain in their vehicles at all times. We will distribute face mask and sanitizer to participants through their car window and limit contact to the greatest extent possible.