

**Trading Floor Q&A
Updated July 24, 2020**

Waivers and Indemnification Agreements

1. What do I need to do if I want to return to the Eurodollar Options pit?

Every individual must fill out a waiver before returning to the Eurodollar Options pit. Any firm or member who employs others on the floor must sign an indemnification agreement, as well. **No one will be allowed on the trading floor unless a waiver and indemnification agreement (as applicable) are received at least 48 hours prior to accessing the trading floor.**

2. I am a partner of an LLC broker group in Eurodollar Options, and our group has several clerks. Should I fill out the firm or individual indemnification agreement?

If the non-member employees are registered to a member, that member should fill out an individual indemnification agreement. It is not sufficient for one principal of a broker group to fill out an indemnification agreement on behalf of the entire broker group unless all non-members are registered to that member.

3. When is the deadline for returning the waivers and indemnification forms?

Waivers must be received at least 48 hours prior to accessing the Eurodollar Options pit. If you are scheduled for a walk-through prior to August 10, you will not be permitted to access the building unless a waiver is on file. Indemnification agreements must be on file 48 hours before access to the building is permitted for non-members on or after August 10.

4. My firm needs to have a third-party vendor access the trading floor in order to work on our equipment. What is the process for that?

Anyone accessing the trading floor, including vendors, must complete a waiver. Firms should also have an indemnification agreement on file, which will cover vendors. Any vendors planning to access the building should expect to submit to temperature screening, complete the self-assessment evaluation, wear a mask at all times, and adhere to social distancing while on site.

Access to Eurodollar Option Pit

5. I trade Eurodollar Options, but I stood in the center of the pit prior to the floor closure and did not have a designated spot. Will I be guaranteed a spot when the pit reopens?

The center of the pit will remain open to anyone with membership privileges in Eurodollar Options. There will not be assigned spots in that area; however, members can occupy spots in the center of the pit on a first-come, first-served basis each morning.

6. How early can I arrive in the morning to use a spot in the center of the pit for the day?

The floor community can access 333 S. LaSalle starting at 6:00 a.m. each morning, as soon as our onsite nurses begin temperature screenings.

7. How will we social distance in the center of the Eurodollar Option pit if many people want to trade there?

The unassigned spots in the center of the pit will be marked six feet apart to provide for social distancing per applicable guidelines. Those spots will be available daily on a first-come, first-served basis. In the event there are more people who want to trade in the center of the pit than there are spots, access will be granted on a one-out, one-in basis. In addition, any vacant assigned spots may be occupied by a member who does not have an assigned spot, as long as the assigned member is not present. However, if either a member with an assigned spot or a member using a spot in the center of the pit returns, the spot reverts to the original person either assigned to it or using it.

8. How will I maintain my spot in the center of the pit if I need to take a break during the trading session?

When you use a spot in the center of the pit at the beginning of the day, you will be able to occupy that spot for the full trading day.

9. The pit I usually trade in is not reopening until Phase 5, and I am interested in trading Eurodollar Options. What is the process for that?

After the Eurodollar Options pit reopens on August 10, we will assess the remaining assigned spots. Any vacant spots may be considered for reassignment through the established pit space allocation process overseen by the Floor Conduct Committee.

Regulatory Compliance

10. Have there been any changes to the regulatory relief from the recordkeeping and recording requirements as originally outlined in Special Executive Report S-8559 from March 13?

Yes. As set forth in revised Special Executive Report S-8559R issued on July 23, 2020, the relief that has been granted is not applicable to parties that are on the trading floor or on the premises of an entity registered to conduct customer business. The relief applies **solely** to parties not on the trading floor or not on the premises of an entity registered to conduct customer business. You can reference the SER [here](#).

Headsets in Eurodollar Option Pit

11. Is there an alternative to the exchange-issued headsets?

As recently announced, the voice communication platform offered by Cloud9 Technologies has been approved as an alternative to exchange-issued headsets for use in and around the trading pits. More information about Cloud9 can be found at www.cmegroup.com/info.

Keypunching and Outtrades

12. Our firm is trying to limit the exposure of personnel to the trading floor environment. Are there any alternatives to the traditional keypunching process that we could use?

CME Group will provide bins on the second floor for firms to place cards so that your employees do not need to access the trading floor to pick up cards for keypunching. There are also automated solutions available that eliminate keypunching and allow members to enter information directly into a system that transmits the information to Clearing.

Firms are also encouraged to develop their own solutions, such as sending images of trading documents via cell phone or email, rather than using the original floor order ticket. However, remember that the original trading documents must still be retained in accordance with Rule 536. Trade checking staff is also encouraged to utilize the outtrade area to reconcile intraday outtrades.

13. How can my trade checker safely move around from person-to-person to check trades?

There is an open area southeast of the new Eurodollar Option pit that will be designated for trade checking. This area has sufficient space for social distancing and remains in close proximity to the pit.

14. Our firm is trying to find an alternative to sending personnel to resolve outtrades prior to the open. What options can you offer?

As outlined in Rule 535, it is the responsibility of each *member* to resolve his or her outtrades. While many members relegate that responsibility to their clearing firms, firms are encouraged to work with the members to ensure outtrades are kept to a minimum by resolving discrepancies intraday and to identify solutions that may free the firms of the morning outtrade session obligation.

CME Group will, however, reserve the outtrade area of the trading floor for resolving outtrades each morning, demarcating the floor to ensure social distancing can be maintained during the process.

Online Health Self-Assessment

15. When will I get more info about the health self-assessment needed for entry to 333 S. LaSalle?

The online self-assessment is in the final stages of approval and is expected to be ready before the re-opening of the Eurodollar Options pit. Information about how to access this assessment will be provided at www.cmegroup.com/info.

16. I don't have a smart phone. How should I complete the online self-assessment?

In addition to smart phone access, the self-assessment can also be accessed via any internet browser. Individuals can answer the questions online and bring their printed results for access to 333 S. LaSalle. Individuals who do not have a smart phone or the ability to do the self-assessment online will be required to be assessed by a member of the Healthcare Center team. Note that these in-person assessments will depend on the Healthcare Center team's availability and may delay your entry.

PPE Requirements

17. How will I know if my mask and face shield are CME-approved?

As outlined in [Guidelines for Trading Floor Access](#), all masks should have two or three layers of material and should not have a valve on the front or side; scarves and bandanas cannot serve as masks. Face shields must cover an individual's eyes, nose and mouth entirely. Transparent visors will not be permitted. While CME Group does not endorse or recommend any brand or supplier, examples of acceptable face masks and face shields are below:



Booth Space

18. Can I change the location of my booth to improve sightlines to the temporary Eurodollar Option pit?

Additional booth assignments can be requested through the normal process with your clearing firm after the August 10 re-opening.

19. What are the rules for social distancing at the booths?

In order to maintain at least six feet between all individuals to allow for social distancing per applicable guidance, only every other booth can be occupied. Vacant booths will be marked. The every-other-booth pattern will apply to booths both side-by-side and front-to-back, creating a checkerboard pattern. Booth holders will be responsible for ensuring the occupants of their booths adhere to this process, including those who occupy adjacent booth space. Trading Floor

Operations has been working with booth holders to ensure they are able to meet these requirements. Please submit any questions about your booth space to boothinquiries@cmegroup.com. Note: Keypunch booths are smaller and will allow for only one occupied booth for every three booths.

20. In addition to the required social distancing, can I also enhance the safety of my booth space with plexiglass?

CME Group Facilities can add plexiglass to the front and both sides of a booth upon request. Such requests may be directed to boothinquiries@cmegroup.com.

21. What if I need to get on the trading floor to remove equipment from my booth?

Prior to August 10, access is by appointment only and limited to those who trade or support Eurodollar Options. After August 10, members who have signed a waiver and indemnification agreement (as applicable) and who completed the daily health screening will be able to access the trading floor. At that time, once the waiver has been signed, please reach out to your FCM to notify them you would like to remove equipment from the floor. The authorized representative for your FCM will need to approve the removal via email to the Trading Floor Ops team at exchange.ops@cmegroup.com.

22. I am in Eurodollar Options but not coming back for the August 10 opening. If I want to keep my booth, do I need to do anything?

No. Per the [Guidelines for Trading Floor Access](#), Trading Floor Operations required everyone who needed booth space to respond prior to July 20. Those who did not respond are assumed not to need use of their booths during the Eurodollar Options pit reopening.

Break Rooms

23. What will the seating arrangement be for break areas?

Tables and chairs in the second-floor break areas and cafeteria have been arranged to enable social distancing and should not be moved or rearranged. Hand sanitizer and disinfectant wipes will be provided throughout the facility. Frequent cleaning throughout the day and deep cleaning each evening has been arranged. We have set up a food drop-off and pick-up area in the lobby by the security desk for your convenience. If you are not comfortable having food deliveries left at this location, please meet food delivery people on the plaza outside the entrance doors.