



## Hygiene Protocol

- Facemasks are required to be worn in all areas of The Phipps.
- Please bring your own facemask.
- You should enter and exit the building at the main entrance only, sign in will be required to enter the building.

### The Phipps Office:

- Plexiglas will be placed in front of the Administrative Associate desk.
- One (1) person at a time will be allowed in the office to speak with the Administrative Associate. (Signage will indicate limit.)
- There will be tape marked on the floor outside the office, indicating 6-foot social distancing.
- Hand sanitizer will be available.

### Elevators:

- Masks must be worn in the elevators.
- A maximum of two (2) persons or one household unit in an elevator at a time. (Signage will indicate limit.)
- Hand Sanitizer Stations will be available outside the 1st floor elevator (by the Music Room), outside the 2nd floor elevator (by the Dance Studio), outside the 1st floor elevator near the Office, and outside the 2nd floor elevator by the Art Room.

### Scene Shop:

- Volunteers will not be allowed in the Phipps' scene shop unless the Technical Director is on duty.
- The Technical Director will invite and coordinate volunteers to work in the Scene Shop.
- A Hand-Sanitizer Station will be in the Scene Shop.
- Facemasks are required.
- Vending machines will not be available except to the Technical Director who will determine safe hygiene protocol.
- Volunteers are limited to eight (8) plus the Technical Director at any given time.
- Items may not be shared unless disinfected between users.
- Volunteers will not be assigned to work side-by-side, but will maintain social distancing when possible.
- Equipment used will be disinfected after each use.

### Restrooms:

- During rehearsals, lessons, classes, or work in the shop, the 1st floor restrooms may be used. The number will be limited. (Signage will indicate the limit.)
- During an event, public access will be limited to 2 people in the Lobby restroom, near the theater. (A parent with a small child will be considered "1 person") A Performance Volunteer will assist patrons in maintaining that limitation.
- During an event, the restroom on the north end by the elevator on first floor will be limited to one (1) person at a time. A Performance Volunteer will assist patrons in maintaining that limitation.
- A custodian or a Phipps Performance Volunteer will sanitize touched surfaces in Lobby and North restrooms:
  - an hour before an event begins.
  - after the audience is seated for an event.
  - after the intermission (if that's applicable).
  - at the end of the event.
- Twice a day, the disinfecting and cleaning of all Phipps restrooms will be on the schedule of The Phipps' custodial staff.



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### River Room Kitchen:

- Phipps staff only, one (1) person at a time, will use the River Room kitchen.
- The person using the kitchen will sanitize all touched surfaces of the kitchen.
- Disposable paper towels will be used; no cloth towels.

**“SOCIAL DISTANCING at WORK”** posters/signs will be posted throughout the building to remind all of social distancing requirements.

**“REMINDER to WASH HANDS”** signage will be posted in restrooms.

### **From the Building & Grounds Safety Committee, it is recommended that:**

The Phipps Center for the Arts consulted with Heating, Ventilation, and Air Conditioning (HVAC) contractor to increase outside air circulation by 10% - 20% in the main theater and all areas north of the theater. The HVAC system on the south end of the building, essentially the old Elks Club, doesn't not allow for increased air flow. The maximum amount of fresh air being brought into the building, air recirculation, and ventilation systems are being properly used and maintained.

- Custodial services include regular practices of cleaning and disinfecting, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, areas in the rehearsal environments, including restrooms and waiting areas.
- Frequent cleaning and disinfecting be conducted of high-touch areas, including phones, railings, copy machine, etc.
- Appropriate and effective cleaning and disinfecting supplies be made available for use, and be used with required personal protective equipment for the product.