**TOBIN CENTER VENUE DISEASE MITIGATION PLAN**

EMPLOYEE BEST PRACTICES (TO INCLUDE VENDORS, LOCAL LABOR AND STAFF)

**WASH HANDS FREQUENTLY**

**COVER YOUR MOUTH WHEN COUGHING OR SNEEZING**

**AVOID TOUCHING EYES, NOSE OR MOUTH**

**STAY HOME IF ILL**

**POLICIES AND PROCEDURES (INCLUDING VENDORS)**

*FRONT‐OF‐HOUSE*

‐ Supply hand sanitizing stations at entrances and points of sale

‐ Ticket‐takers & ushers: avoid handling tickets or mobile devices; read seat locations from the customer’s hands, wear disposable gloves at all times during scanning

‐ At the end of each walk‐in and prior to each performance, sanitize all scanners and two‐way radios after each use or before handing to a new user

‐ Security staff to wear disposable gloves at all times during screening

‐ Sanitize all wands and touchable surfaces for metal detectors prior to and after each walk‐in

‐ Provide Lysol and sanitizing wipes inside patron service office

*BARS / CONCESSIONS*

‐ Bartenders must thoroughly wash hands prior to prep time and again before serving guests and throughout their shift

‐ Thoroughly clean all bar tops, bar backs, table tops, bottles, cooler handles, etc. prior to and after every service

‐ Increase sanitization schedule for kitchen or prep areas

‐ Masks/hairnets/gloves required for cooks/chefs

‐ Increased changing of smocks / aprons

*BOX OFFICE*

‐ Place hand sanitizer inside and outside all windows

‐ Sanitize all Assistive Listening Devices before and after dispensing (make sure the patron sees)

‐ Provide Lysol and sanitizing wipes inside box office

‐ Sanitize work stations after every shift, keyboard, phone, work surface, chair arms, etc.

*BACKSTAGE*

‐ Request that all employees to fully sanitize their hands upon entry

‐ Place sanitizing wipes and Lysol in all dressing rooms and bathrooms

‐ Encourage visiting companies to sanitize those areas which we do not clean (i.e. make‐up counter)

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*ADMINISTRATION*

‐ Switch to disposable cups/plates in kitchen or run dishwasher daily regardless if full

‐ Sanitize shared office equipment, door handles, etc., throughout the day

‐ Require employees to work from home if they feel ill

‐ Make sure everyone has hand sanitizer, Lysol, and sanitizing wipes in their office

‐ Have FOH employees on call if employees can/will no longer come to work

**CUSTODIAL DEPARTMENT ADDITIONAL MEASURES / ACTION ITEMS**

‐ Beginning 2 hours prior to show time and throughout the performance until lock‐up, consistently sanitize all elevator buttons, door handles, door knobs, toilet handles, light switches, faucet handles (if not motion activated), paper towel dispensers (if not motion activated), and water fountains

‐ During full post‐show cleaning service sanitize all arm rests and handrails in addition to normal cleaning

‐ If applicable, switch bathroom soap to anti‐bacterial

‐ During business / box office hours make sure all surfaces, door handles/push bars are sanitized at the beginning of the day, in the middle of the day, and prior to closing hours or prior to performance time

‐ During normal business hours, increase cleaning of kitchen/restrooms to twice daily

‐ Routine building wide electrostatic cleaning sweep.

**ADMINISTRATION AND FACILITIES ITEMS**

‐ Add signage to restroom encouraging hand washing

‐ Adjust HVAC system to create negative space, pumping in more fresh air if appropriate