

# GREEN LIGHT MANUAL

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# TABLE OF CONTENTS

<b>THEATRES.....</b>	<b>3</b>
UNIVERSAL MITIGATION POLICIES.....	4
FLOOR PLANS / SEATING CHARTS.....	6
· .ZACK.....	6
· THE GRANDEL.....	7
· THE KRANZBERG.....	8
· THE MARCELLE.....	9
· HIGH LOW.....	10
<b>GALLERIES.....</b>	<b>11</b>
GALLERY MITIGATION POLICIES.....	12
FLOOR PLANS.....	14
· THE KRANZBERG.....	14
· HIGH LOW.....	15
<b>SPECIAL EVENTS.....</b>	<b>16</b>
UNIVERSAL MITIGATION POLICIES.....	17
VENDOR POLICIES.....	19
CATERING POLICIES.....	21
FLOOR PLANS.....	23
· .ZACK URBAN BALLROOM.....	23
· SALLY'S ROOFTOP GARDEN.....	24
· HIGH LOW.....	25
· GRAND HALL.....	26
<b>OFFICE / WORKSPACES.....</b>	<b>28</b>
OFFICE RE-OPENING POLICIES.....	29
<b>FOOD &amp; BEVERAGE.....</b>	<b>32</b>
CAFE / RESTAURANT RE-OPENING POLICIES.....	33

# THEATRES



**KRANZBERG ARTS  
FOUNDATION**

# COVID-19 MITIGATION POLICIES

## UPDATED MAY 12TH, 2020

The coronavirus pandemic and subsequent mitigation efforts have changed our world forever and will greatly alter the experience of public assembly for the foreseeable future. As the operator of essential infrastructure for the arts, it is our responsibility to define best practices and implement a set of policies and procedures so that art can continue to flourish in our venues. These steps will ensure to the best of our ability the health and safety of all our guests who utilize our infrastructure for artistic expression and to gather to enjoy and experience art of all forms.

Our venues are prepared to re-open with phased capacity, and we will be frequently re-evaluating our procedures based on effectiveness and the most up-to-date public health and safety information.



### ENHANCED SANITATION / SANITIZER STATIONS

All Foundation venues and workspaces will undergo professional deep cleanings and receive a comprehensive viral disinfectant fogging prior to re-opening. Our venues will continue to undergo rigorous daily cleanings, with an EPA certified disinfectant solution with increased disinfecting procedures on all high touch surfaces throughout our many theatres, galleries, events spaces, and workspaces. All venues have sanitizer stations installed at convenient locations including points of entry, common areas, offices, elevator, and restroom entrances.



### COVID-19 DRESS CODE / UNIFORM POLICIES

All guests to Foundation venues and workspaces are required to wear protective face coverings. All Foundation employees, vendors, contractors, and volunteers whose job scope requires interacting and/or transactions with the public are required to wear protective face coverings and gloves at all times while on duty.



### TEMPERATURE CHECKS / HEALTH SCREENINGS

The Foundation requires all employees, vendors, contractors, and volunteers to receive health screening questionnaire and or temperature checks prior to the start of their workday or entering Foundation venues and workspaces.





## CONTACT TRACING PROTOCOLS

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To ensure proper contact tracing protocols are in place, the Foundation requires all staff, vendors, and contractors to sign in upon entering Foundation venues and workspaces. All guests to the Foundation will be required to provide full contact information. Additionally, all gallery visits will be by appointment only, all ticket purchases must be made in advance, and restaurants will be reservations only. All special events will require full contact information for all guests in attendance.



## OPPORTUNITY FOR CONTACT-LESS PUBLIC EXPERIENCE

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Foundation venues will offer the public the ability to enjoy art with a contact-less experience. Our security and door staff will open the main entrance doors for all members of the public. There will be contactless ticket scanning for entry. Ushers will open and close theatre doors at appropriate times for entry/exit to the show, and concession/food & beverage service will be provided to patrons with a contact-less option.



## SOCIAL DISTANCING POLICIES

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The Foundation will implement crowd control measures to allow for responsible social distancing. These include early entry into theatres to keep lobbies clear, controlled intermission and end of show dismissals, limited access to galleries and event spaces, and new floor plans and seating plots across all foundation venues and workspaces. When in lines, patrons will be encouraged to leave space and remain socially distant and our Foundation workspaces will be retooled to allow for socially distant workstations.



## REDUCED VENUE AND WORKSPACE CAPACITIES

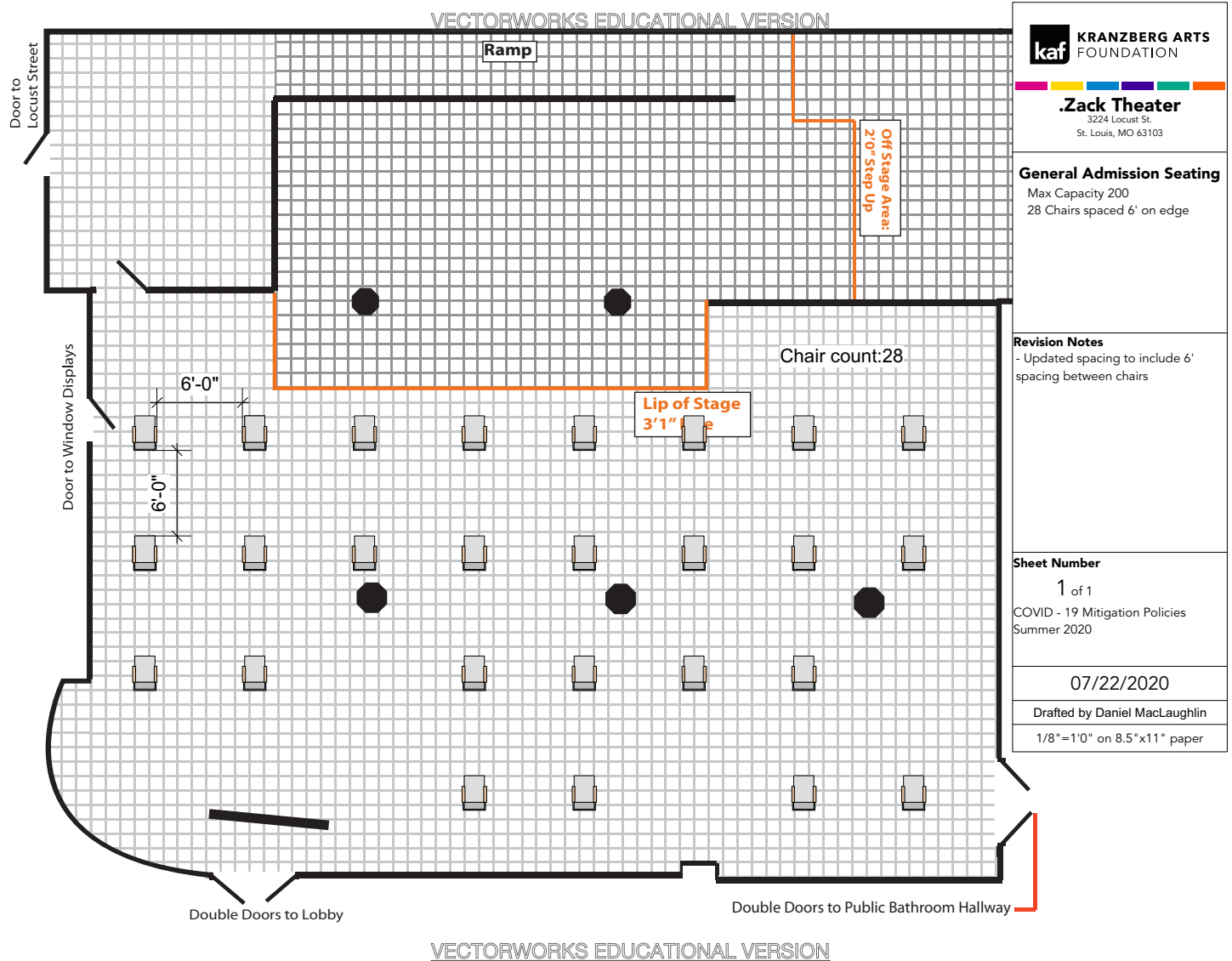
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All Foundation venues and workspaces will operate at a reduced capacity, determined by public health and government officials, with seating plots and floor plans designed to maintain social distance requirements.

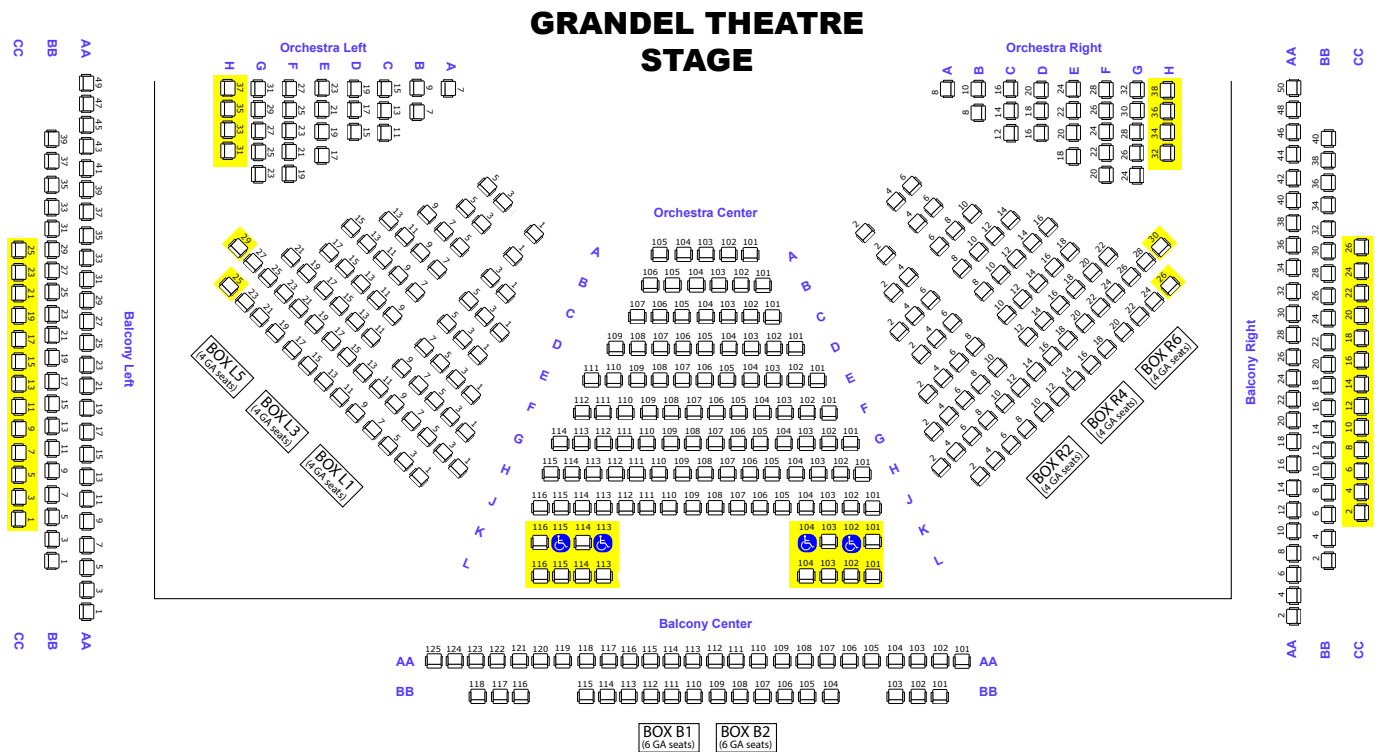
## INCREASED PREPAREDNESS TRAINING FOR FOUNDATION STAFF, RESIDENT ORGANIZATIONS, AND VOLUNTEERS

All Foundation staff, resident organizations and volunteers will receive enhanced Covid-19 mitigation training focusing on best practices in social distancing, sanitation and hygiene, transacting with the public, and communications

# .ZACK



# THE GRANDEL



Seating at The Grandel Theatre will adhere to social distancing protocols by subdividing the theater into zones where patrons can purchase tickets. Upon arrival, groups will be sat together with a minimum of 6' (three seats) between groups. In addition, there will be two rows of seats between each group of seats.

## During normal operation, seating sections reflect the below numbers:

- Orchestra Center (95 seats)
- Orchestra Left (95 seats)
- Orchestra Right (95 seats)
- Balcony Center (43 seats)
- Balcony Left (45 seats)
- Balcony Right (45 seats)

## With socially distanced seating strategies in place, seating sections reflect the below numbers:

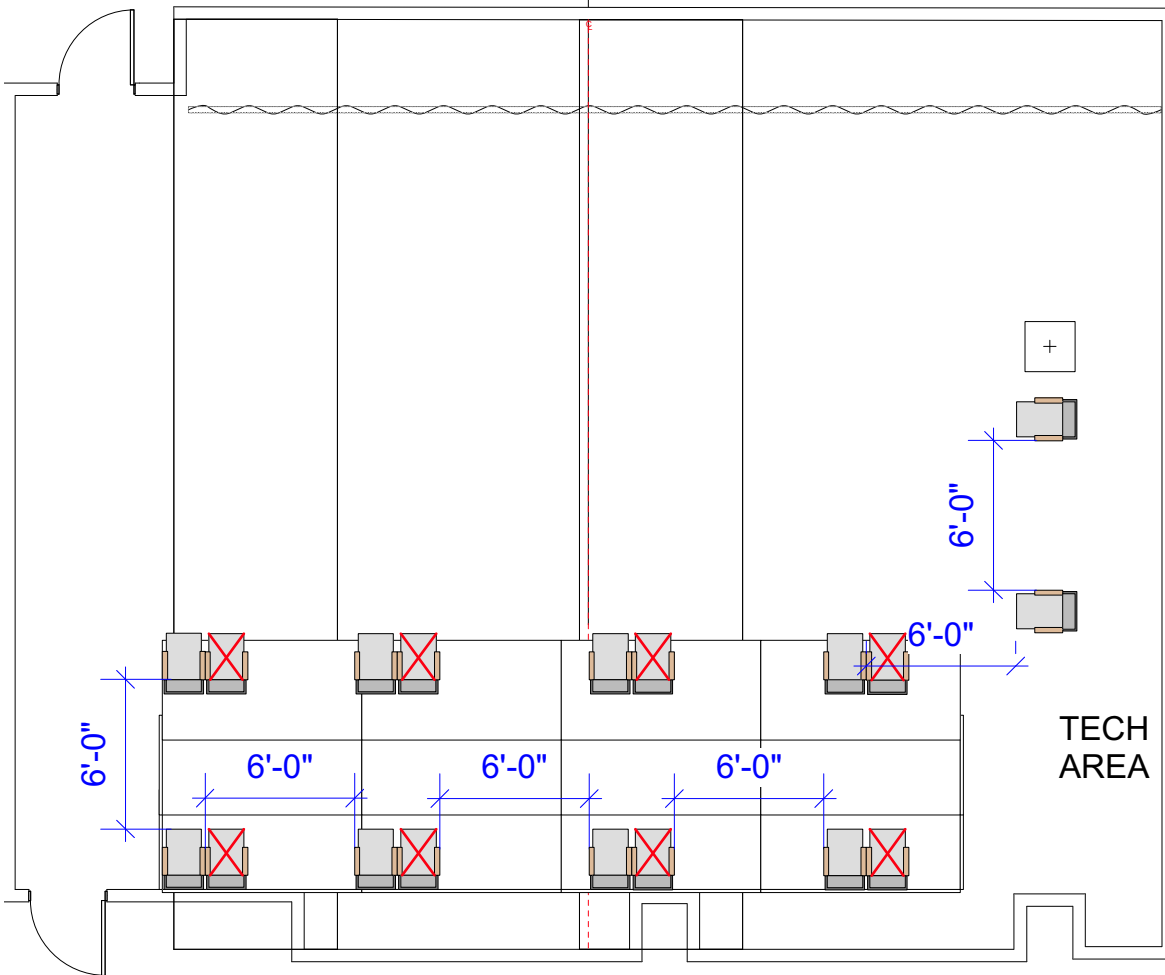
- Orchestra Center (24 seats)
- Orchestra Left (24 seats)
- Orchestra Right (24 seats)
- Balcony Center (10 seats)
- Balcony Left (11 seats)
- Balcony Right (11 seats)

Booth seating will allow for groups of 4-6 to sit together divided separate from other patrons.

# THE KRANZBERG

EXIT to Back Hall

VECTORWORKS EDUCATIONAL VERSION



EXIT to Lobby

VECTORWORKS EDUCATIONAL VERSION



**The Black Box**  
501 North Grand Blvd  
St. Louis, MO 63103

## General Admission Seating

Max Capacity 100  
10 chairs with 6' between  
edges of chairs

## Revision Notes

-Increased spacing to 6' between  
armrests of chairs

## Sheet Number

1 of 1

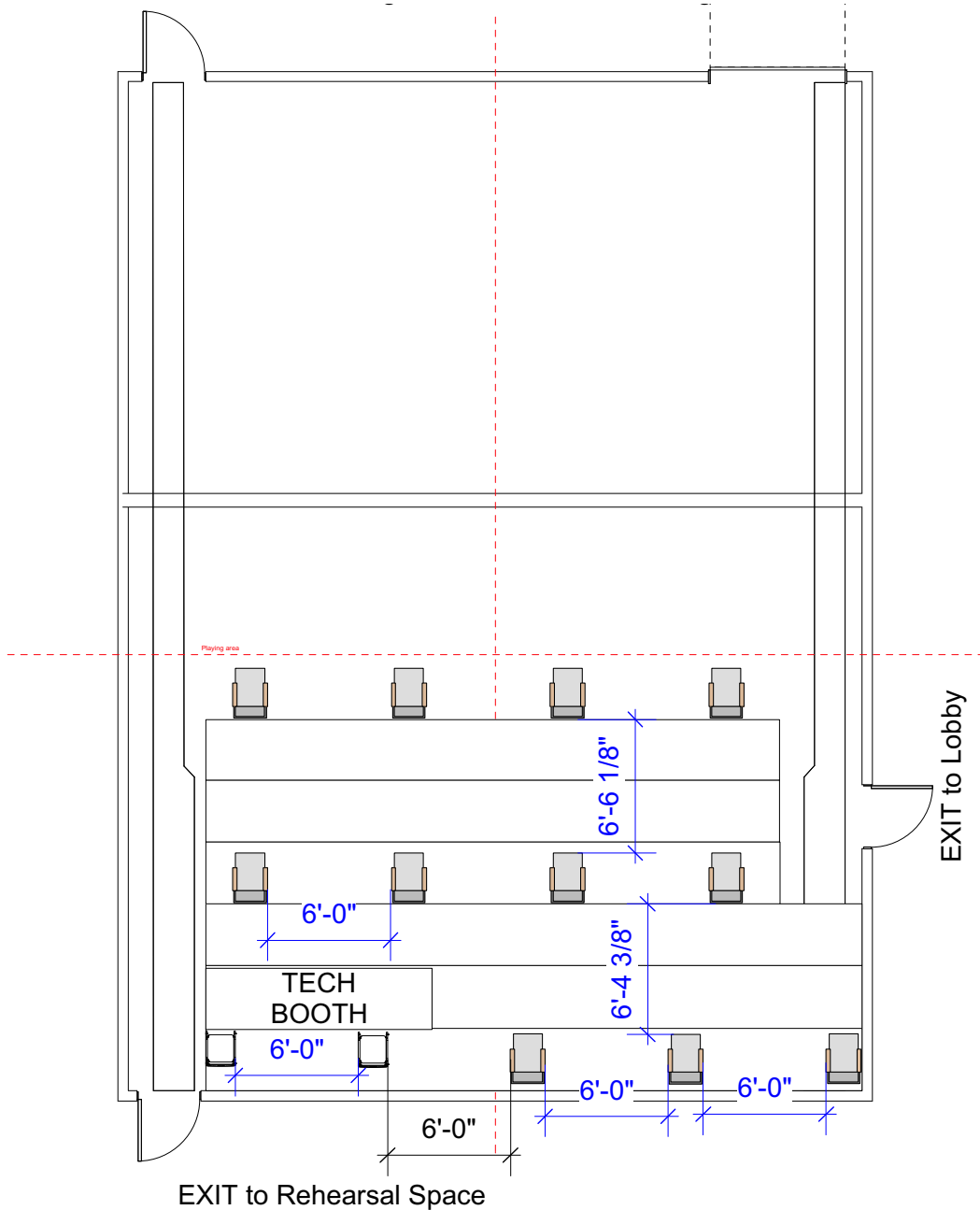
COVID - 19 Mitigation Policies  
Summer 2020

07/21/2020

Drafted by Daniel MacLaughlin

3/16"=1'0" on 8.5x11 paper

# THE MARCELLE



## The Marcelle Theater

3310 Samuel Shepard Dr.  
St. Louis, MO 63103

### General Admission Seating

Max Capacity 150  
11 chairs Spaced 6' on  
edge

### Revision Notes

- Added Seats for Theatre Technicians
- Increased Seat spacing to 6' on edge, and shifted to fit on existing risers

### Sheet Number

1 of 1

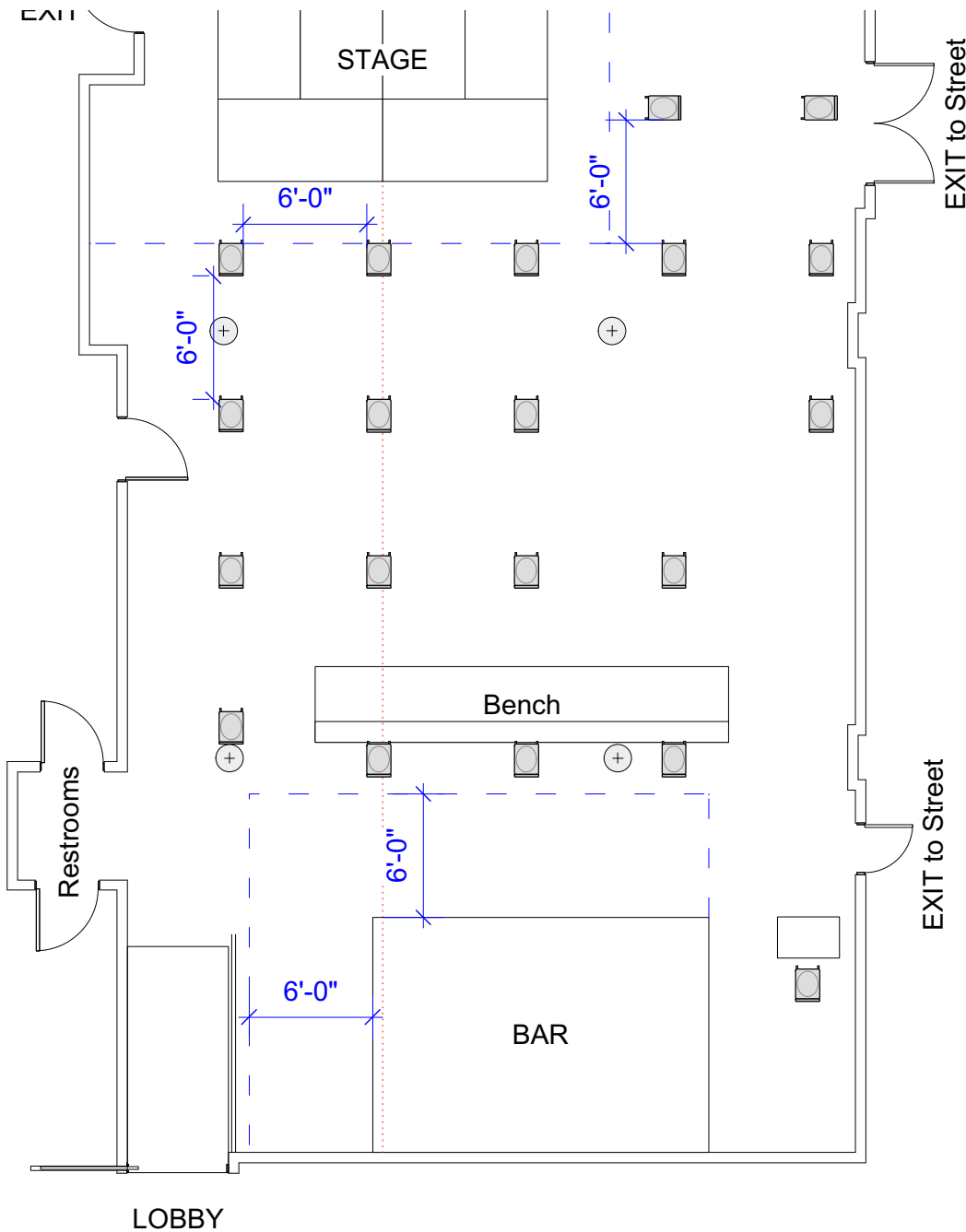
COVID - 19 Mitigation Policies  
Summer 2020

07/21/2020

Drafted by Daniel MacLaughlin

1/8"=1'0" on 8.5x11 paper

# HIGH LOW



## The HIGH LOW

3301 Washington Ave.  
St. Louis, MO 63103

### General Admission Seating

Max Capacity 150  
21 chairs spaced 6' on  
edge

### Revision Notes

- Increased seat spacing to 6' on edge
- Removed exclusion zone around stage

### Sheet Number

1 of 1

COVID - 19 Mitigation Policies  
Summer 2020

07/21/2020

Drafted by Daniel MacLaughlin

1/8"=1'0" on 8.5x11 paper

VECTORWORKS EDUCATIONAL VERSION

# GALLERIES



# GALLERY POLICIES

## COVID-19 MITIGATION



Out of an abundance of caution, all Kranzberg Arts Foundation venues and public spaces including The Gallery at The Kranzberg, The Dark Room Gallery, and High Low Gallery are closed until further notice due to the COVID-19 pandemic. As we gear up to open our doors to exhibition installation and appointment-only visitors, the following policies and procedures are being implemented:

### GENERAL MITIGATION POLICIES

- Artist agreements must be digitally signed and submitted.
- All staff, artists and guests will be required to wear a face coverings at all times. The Foundation will provide disposable face coverings to guests as needed.
- The Foundation requires all staff to receive health screening questionnaires and or temperature checks prior to the start of their workday or entering Foundation venues and workspaces.
- The Foundation will continue increased cleaning, sanitization, and disinfecting procedures throughout all galleries. Hand sanitizer stations will be placed at convenient locations throughout the galleries and common areas.
- All staff and artists should maintain good hygiene through frequent hand washing.

### INSTALLATION

- Kranzberg Arts Foundation staff is not allowed to assist or touch artwork during install, exhibition, and deinstall including load in/out. Each artist is responsible for delivery and installation of all materials and supplies.

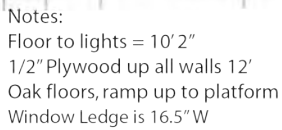


- The Foundation's facilities team will repair walls in between exhibits.
- If tools or equipment are needed, contact the Director of Visual Infrastructure at least 72-hours in advance.
- Only one person is allowed in any elevator and stairwell at a time.
- Public restrooms will have limited capacity. Access to private bathroom will be provided for artist use.

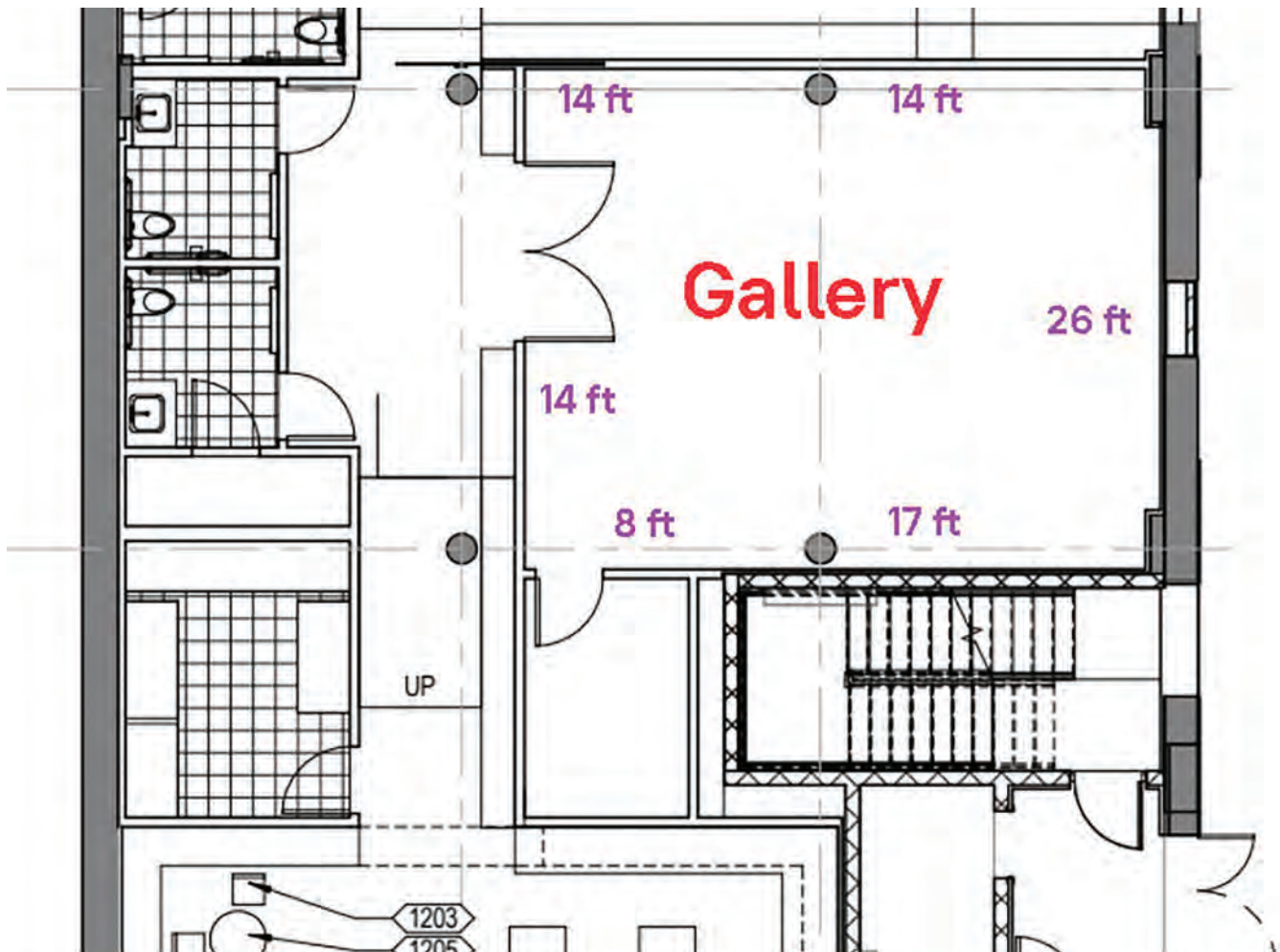
## EXHIBITION

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- All Foundation galleries will be by appointment only with a maximum capacity of five (5) people to allow for responsible social distancing. Capacity is subject to change based upon exhibition components and flow but will not exceed five (5) people. This will enable a contactless entry and viewing experience and ensure guests are logged for contact tracing purposes.
- Reception desks and in-gallery workstations will be removed to allow for maximum space for socially distant viewing, and to ensure staff can always remain a safe distance from guests.
- Image list of works included in the installation will be virtually accessible only. No paper copies will be available in the gallery.
- All promotion will be virtual and shared through the Foundation's email, website and social media.
- Artists are responsible for scheduling and orchestrating all artist talks, opening receptions and events. These events will be held online.
- First Fridays is on hold and being assessed in partnership with Grand Center, Inc.
- All group tours including schools and senior centers are on hold until further notice.



# HIGH LOW



# SPECIAL EVENTS



**KRANZBERG ARTS  
FOUNDATION**

# COVID-19 MITIGATION POLICIES

## UPDATED MAY 12TH, 2020

The coronavirus pandemic and subsequent mitigation efforts have changed our world forever and will greatly alter the experience of public assembly for the foreseeable future. As the operator of essential infrastructure for the arts, it is our responsibility to define best practices and implement a set of policies and procedures so that art can continue to flourish in our venues. These steps will ensure to the best of our ability the health and safety of all our guests who utilize our infrastructure for artistic expression and to gather to enjoy and experience art of all forms.

Our venues are prepared to re-open with phased capacity, and we will be frequently re-evaluating our procedures based on effectiveness and the most up-to-date public health and safety information.



### ENHANCED SANITATION / SANITIZER STATIONS

All Foundation venues and workspaces will undergo professional deep cleanings and receive a comprehensive viral disinfectant fogging prior to re-opening. Our venues will continue to undergo rigorous daily cleanings, with an EPA certified disinfectant solution with increased disinfecting procedures on all high touch surfaces throughout our many theatres, galleries, events spaces, and workspaces. All venues have sanitizer stations installed at convenient locations including points of entry, common areas, offices, elevator, and restroom entrances.



### COVID-19 DRESS CODE / UNIFORM POLICIES

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### TEMPERATURE CHECKS / HEALTH SCREENINGS

The Foundation requires all employees, vendors, contractors, and volunteers to receive health screening questionnaires and or temperature checks prior to the start of their workday or entering Foundation venues and workspaces.



## CONTACT TRACING PROTOCOLS

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## OPPORTUNITY FOR CONTACT-LESS PUBLIC EXPERIENCE

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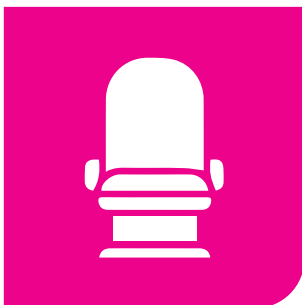
Foundation venues will offer the public the ability to enjoy art with a contact-less experience. Our security and door staff will open the main entrance doors for all members of the public. There will be contactless ticket scanning for entry. Ushers will open and close theatre doors at appropriate times for entry/exit to the show, and concession/food & beverage service will be provided to patrons with a contact-less option.



## SOCIAL DISTANCING POLICIES

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## REDUCED VENUE AND WORKSPACE CAPACITIES

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## INCREASED PREPAREDNESS TRAINING FOR FOUNDATION STAFF, RESIDENT ORGANIZATIONS, AND VOLUNTEERS

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# **VENDOR POLICIES**

## **PHASE 1 - COVID-19 MITIGATION**

Vendors are required to wear personal protective equipment in the form of face coverings and gloves (PPE) at all times while inside Kranzberg Arts Foundation venues and/or workspaces. If Vendor arrives without PPE, the Foundation will provide PPE for them and the Vendor will be billed \$25 per person

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Vendors are required to clean and sanitize their work area and any equipment, tools, fixtures, or furniture before and after use. Vendors are also required to routinely wash and /or sanitize their hands while working in Foundation venues and/or workspaces. Hand washing and sanitizing stations will be made available in convenient locations throughout Foundation venues and/or workspaces.

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Vendors are required to practice social distancing at all times while in Foundation venues and/or workspaces.

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Use of shared tools, equipment, fixtures, and furniture is prohibited. All vendors must use and supply all necessary materials for the successful completion of the job and remove all items and any waste generated from use. Including, but not limited to: dollies, carts, ladders, power tools, hand tools, measuring tapes, tables, and chairs.

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Arrival at Foundation Venues are by appointment only (please consult your Foundation representative).

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Vendors must submit to the Foundation a list of all vendor employees and contractors that will require entry into Foundation venues and/or workspaces. Vendor acknowledges and understands this list may be submitted to public health authorities if necessary.

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The Foundation will require Vendors to receive temperature checks/health screening questionnaires prior to venue and/or workspace entrance. If a temperature exceeds 100.3 degrees, venue entry will be denied.

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No more than 1 guest are allowed on the passenger elevator at a time at .ZACK; and no more than 1 employee are allowed per elevator at The Grandel & High Low

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No more than 2 employees are allowed on the Freight elevator at .ZACK

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The Foundation reserves the right to add additional house policies at any time, without notice. Vendors strict adherence to these policies and any subsequent policies are required.

**BY SIGNING THIS DOCUMENT YOU ACKNOWLEDGE AND  
TAKE AN OATH OF PERSONAL RESPONSIBILITY THAT YOU  
HAVE READ AND WILL ADHERE TO THE ABOVE POLICIES  
AND PROCEDURES.**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_





# **CATERING POLICIES**

## **PHASE 1 - COVID-19 MITIGATION**



All User employees, vendors, contractors, and volunteers whose job scope requires interacting and/or transactions with the public are required to wear personal protective equipment in the form of face coverings and gloves (PPE) at all times while on duty. User is responsible for providing PPE to its staff. Limited amounts can be purchased from the Kranzberg Arts Foundation. If a purchase is required, the Foundation will provide PPE for them and the Vendor will be billed \$25 per person.

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Catering staff must use and supply all their own equipment other than tables and chairs provided by the Foundation.

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Arrival at Foundation Venues are by appointment only (please consult your Foundation representative).

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Caterers are required to practice social distancing at all times while in Foundation venues and/or workspaces.

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Caterers must submit to the Foundation a list of all catering employees and contractors that will require entry into Foundation venues and/or workspaces. Caterer acknowledges and understands this list may be submitted to public health authorities if necessary.

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The Foundation will require User employees, vendors, volunteers, and outside contractors to receive temperature checks/health screening questionnaires prior to venue entrance.

If temperature exceeds 100.3 degrees, venue entry will be denied.

No more than 1 guest are allowed on the passenger elevator at a time at .ZACK; and no more than 1 employee are allowed per elevator at The Grandel & High Low

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No more than 2 employees are allowed on the Freight elevator at .ZACK

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All food and beverage prep areas must have protective barriers between staff and patrons.

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The Foundation reserves the right to add additional house policies at any time, without notice. Caterers strict adherence to these policies and any subsequent policies are required.

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Caterers must implement rigorous cleanings and disinfecting of all work spaces with an EPA certified disinfectant solution

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## **KRANZBERG ARTS FOUNDATION DOES NOT ALLOW**

- Self serve buffets
- Registration tables
- Wedding guest books
- Coffee / water stations
- Passed hors d'oeuvres
- Self-serve cake (must be plated and passed)
- Loitering in common areas

**BY SIGNING THIS DOCUMENT YOU ACKNOWLEDGE AND TAKE AN OATH OF PERSONAL RESPONSIBILITY THAT YOU HAVE READ AND WILL ADHERE TO THE ABOVE POLICIES AND PROCEDURES.**

NAME: \_\_\_\_\_

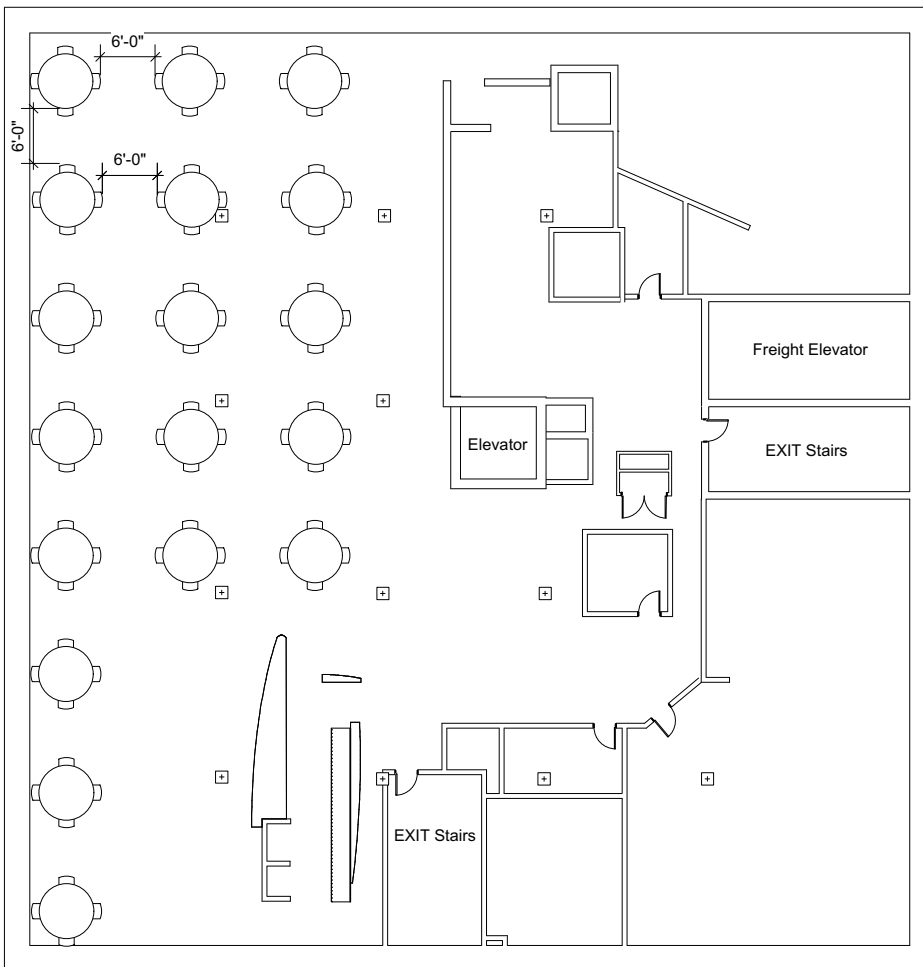
COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

# .ZACK URBAN BALLROOM



VECTORWORKS EDUCATIONAL VERSION



VECTORWORKS EDUCATIONAL VERSION



## .Zack Urban Ballroom

3224 Locust St.  
St. Louis, MO 63103

### General Admission Seating

18 Tables with 6' spacing  
between chairs.  
72 chairs total

### Revision Notes

- Updated spacing to include 6'  
spacing between chairs

### Sheet Number

1 of 1

COVID - 19 Mitigation Policies  
Summer 2020

07/21/2020

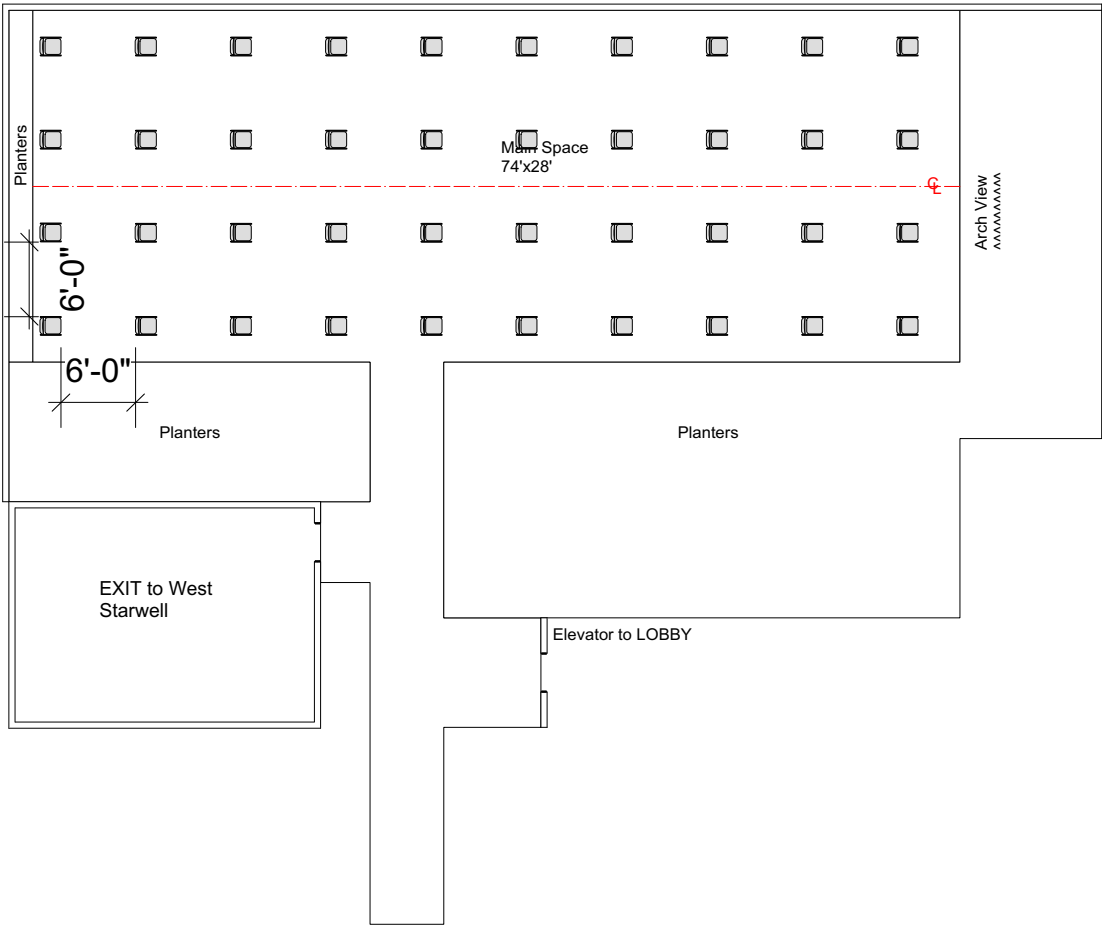
Drafted by Daniel MacLaughlin

3/32"=1'0" on 11x17 paper


# SALLY'S ROOFTOP GARDEN



VECTORWORKS EDUCATIONAL VERSION

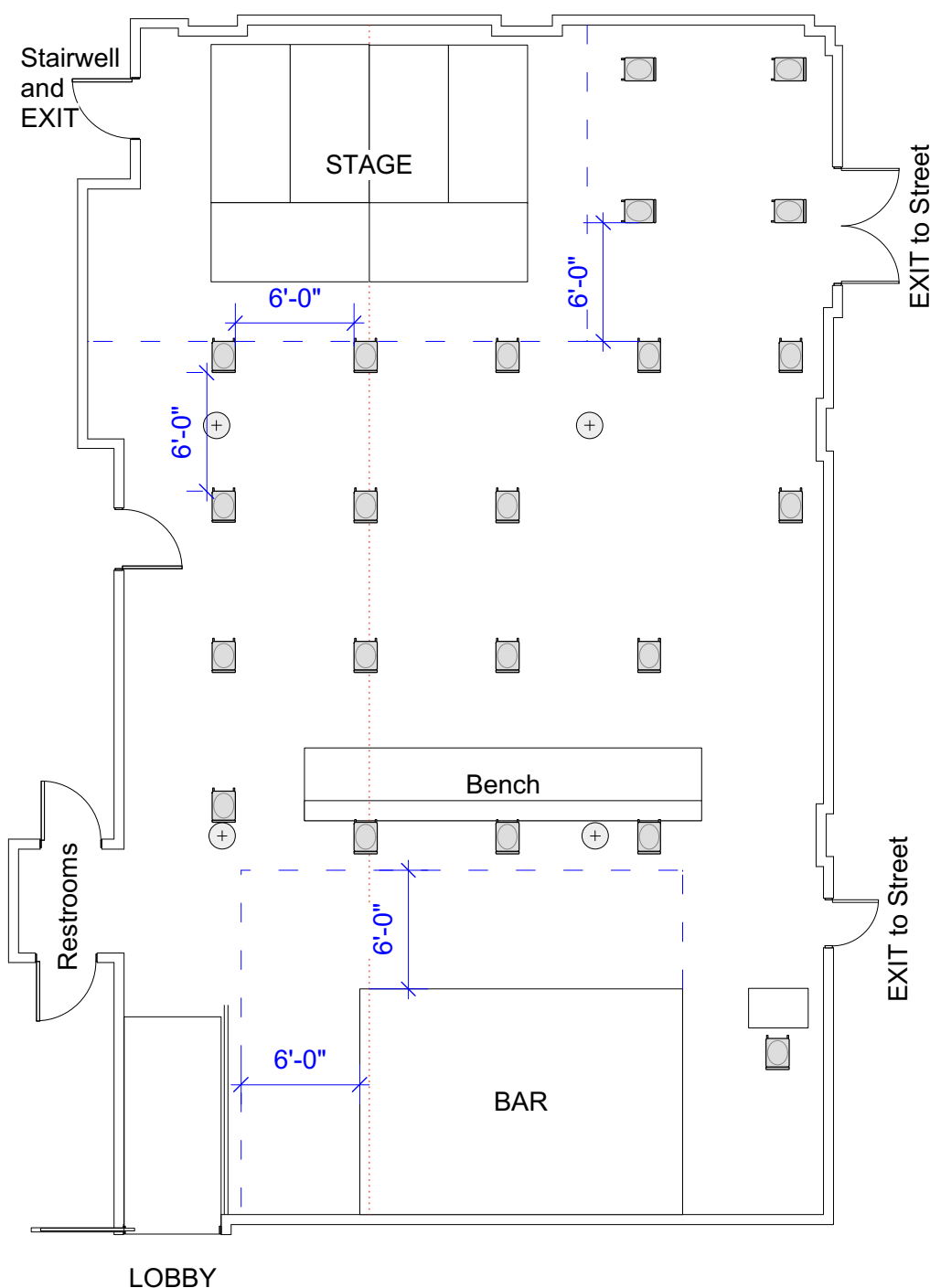


VECTORWORKS EDUCATIONAL VERSION

 <b>KRANZBERG ARTS FOUNDATION</b>
<b>Sally's Rooftop Garden</b> <small>3224 Locust St St. Louis, MO 63103</small>
<b>General Admission Seating</b>  Max Capacity 150 40 chairs spaced 6' on edge
<b>Revision Notes</b> - Increased seat spacing to 6' on edge - Centered seats on centerline
<b>Sheet Number</b> 1 of 1 COVID - 19 Mitigation Policies Summer 2020
07/21/2020
Drafted by Daniel MacLaughlin
3/32"=1'0" on 8.5x11 paper

# HIGH LOW

VECTORWORKS EDUCATIONAL VERSION



**KRANZBERG ARTS  
FOUNDATION**

## The HIGH LOW

3301 Washington Ave.  
St. Louis, MO 63103

### General Admission Seating

Max Capacity 150  
21 chairs spaced 6' on  
edge

### Revision Notes

- Increased seat spacing to 6' on edge
- Removed exclusion zone around stage

### Sheet Number

1 of 1

COVID - 19 Mitigation Policies  
Summer 2020

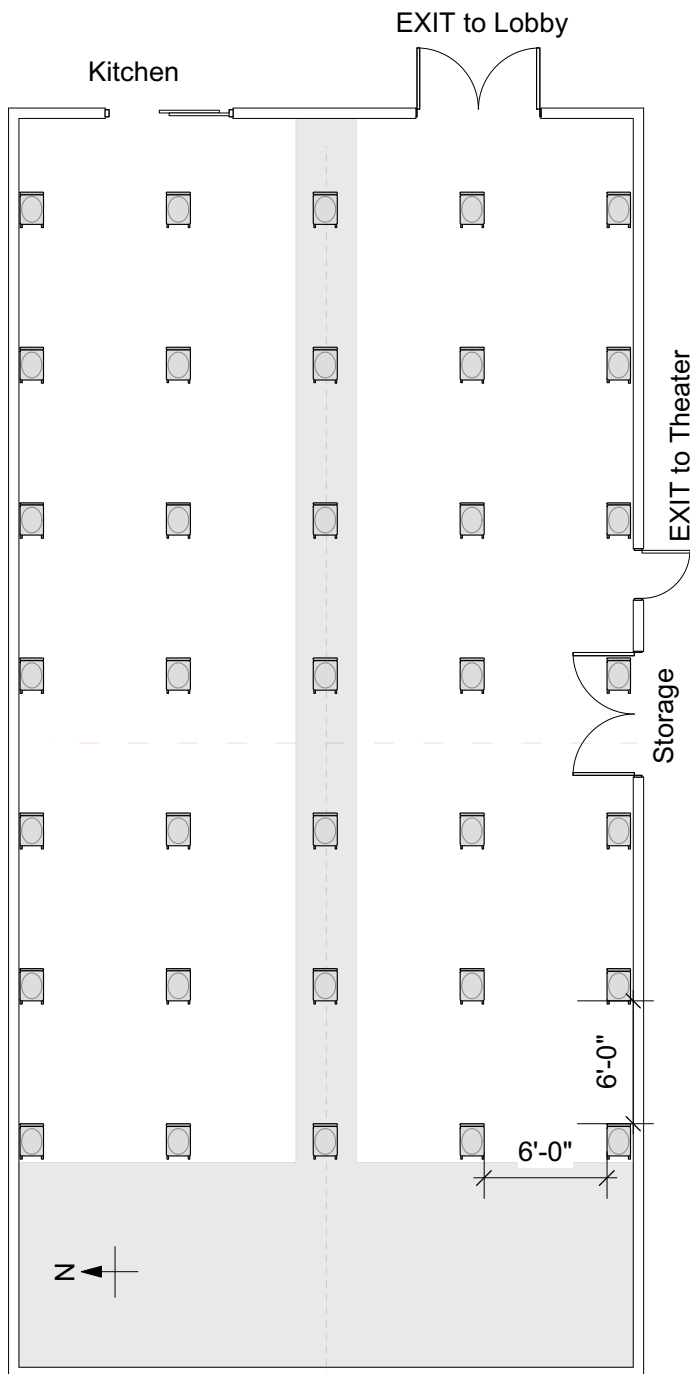
07/21/2020

Drafted by Daniel MacLaughlin

1/8"=1'0" on 8.5x11 paper

# GRAND HALL

VECTORWORKS EDUCATIONAL VERSION



**KRANZBERG ARTS  
FOUNDATION**

## The Grand Hall

3610 Grandel Square  
St. Louis, MO 63103

### General Admission Seating

Max Capacity 200  
35 chairs spaced 6' on  
edge

### Revision Notes

-Increased seat spacing to 6' on  
edge

### Sheet Number

1 of 2

COVID - 19 Mitigation Policies  
Summer 2020

07/21/2020

Drafted by Daniel MacLaughlin

1/8" = 1'0" on 8.5x11 paper

# GRAND HALL



**KRANZBERG ARTS  
FOUNDATION**

## The Grand Hall

3610 Grandel Square  
St. Louis, MO 63103

### General Admission Seating

Max Capacity 200  
32 chairs spaced 6' on  
edge

### Revision Notes

-Increased seat spacing to 6' on  
edge

### Sheet Number

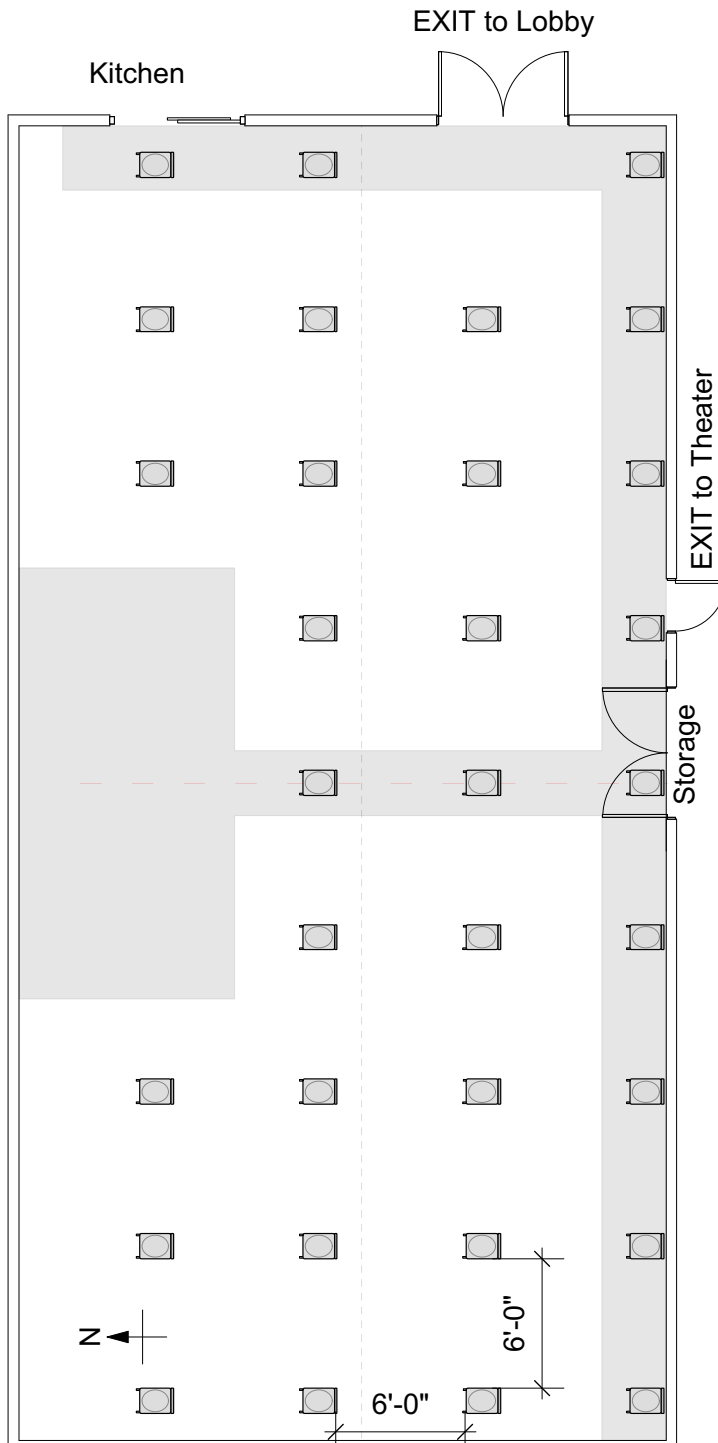
2 of 2

COVID - 19 Mitigation Policies  
Summer 2020

07/21/2020

Drafted by Daniel MacLaughlin

1/8"=1'0" on 8.5x11 paper



# OFFICE / WORKSPACES



## PHASE 1: REOPEN STAFF OFFICES AND WORKSPACES

### COVID-19 MITIGATION POLICIES AND PROCEDURES



Before returning to Kranzberg Arts Foundation offices and workspaces your acknowledgment confirming receipt of all Covid-19 mitigation policies and procedures is required. Please review the following and sign where indicated. Policies and procedures are subject to change.

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All Foundation venues/facilities will undergo professional deep cleanings and receive a comprehensive viral disinfectant fogging prior to re-opening. Our venues will continue to undergo rigorous daily cleanings, with an EPA certified disinfectant solution with increased disinfecting procedures on all high touch surfaces throughout our many theatres, galleries, events spaces, and workspaces. All venues have sanitizer stations installed at convenient locations including points of entry, common areas, offices, elevator, and restroom entrances.

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Employees whose jobs are not essential to operating foundation venues and workspaces, and can productively work from home, will have the option and/or be required to continue working remotely during Phase 1. If your job requires that you return to Foundation offices and/or workspaces and the employee is considered “high risk”, as determined by CDC, the employee needs to request accommodations with Human Resources and Executive Director.

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Mandatory sign-in sheets will remain in all venue lobbies and employees’ strict adherence to signing in is required. This information ensures we have proper tracing protocols in place in the event someone becomes infected with COVID-19 and may be shared with public health or government officials.

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Employees returning to the office will be required to wear face coverings in all common areas, adhere to all social distancing policies, and follow all mandated safety and hygiene protocols as deemed necessary by public health and government officials.

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Temperature checks/health screening questionnaires will be administered prior to the beginning of each workday/shift and before entering each venue.

A temperature of 100.3 or below will be granted access.  
A temperature of 100.4 or above will be denied access.

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The elevator at .ZACK will be limited to 2 passengers at a time. Passengers must remain on opposite sides of the cabin. Elevators at the High Low and The Grandel are restricted to one passenger. Unless limited by a mobility issue, the use of stairwells are recommended.

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No visitors are allowed in staff offices and/or workspaces.

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Dedicated offices and workstations are only to be used by the assigned staff member. Employees are not allowed to make visits to offices and/or workstations other than their own.

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In-person meetings are prohibited. All scheduled meetings will remain via phone or computer.

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All open area offices will have limited capacity and work stations will be spaced to ensure that social distancing requirements can be maintained.

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The printing station and supply closets will be limited to one person at a time. Hand sanitizer and cleaning/disinfectant stations will be provided in said areas. Any touched surfaces are to be wiped down and cleaned before and after use.

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The restrooms will be limited to 2 people at a time

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Office doors must remain closed.

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Shipments and mail must be wiped down with disinfectant wipe before being passed out and/or held in a secure place for a minimum of 72 hours. A secure holding area will be provided and defined by the Foundation.

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Prior to returning to offices and workspaces employees will be required to complete Covid-19 mitigation specific training(s) to be determined by Kranzberg Arts Foundation

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The use of water fountains is not permitted

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Vendor visits should be scheduled by appointment. All vendors will be administered a temperature check before entry into our venues and required to wear protective face coverings and gloves while on-premise.

**BY SIGNING THIS DOCUMENT YOU ACKNOWLEDGE AND  
TAKE AN OATH OF PERSONAL RESPONSIBILITY THAT YOU  
HAVE READ AND WILL ADHERE TO THE ABOVE POLICIES  
AND PROCEDURES.**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

# FOOD & BEVERAGE

# PHASE 1: REOPEN OF RESTAURANTS AND CAFES

## COVID-19 MITIGATION POLICIES & PROCEDURES



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---

All Foundation venues/facilities will undergo professional deep cleanings and receive a comprehensive viral disinfectant fogging prior to re-opening. Our venues will continue to undergo rigorous daily cleanings, with an EPA certified disinfectant solution with increased disinfecting procedures on all high touch surfaces throughout our many theatres, cafes, galleries, event spaces, and workspaces. All venues have sanitizer stations installed at convenient locations including points of entry, common areas, offices, elevator, and restroom entrances.

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If an employee's job requires that you return to Foundation workspaces and the employee is considered "high risk", as determined by CDC, the employee needs to request accommodations with Human Resources and the Executive Director.

---

Temperature checks/health screening questionnaires will be administered prior to the beginning of each workday/shift and before entering each venue.

A temperature of 100.3 or below will be granted access.  
A temperature of 100.4 or above will be denied access

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Anyone exhibiting signs of illness, or a 100.4 fever or above, will not be allowed to enter the workplace and will be sent home immediately. Employees sent home will not be allowed to return to work until they have been cleared by a health-care provider and by HR.

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Mandatory sign-in sheets will remain in all venue lobbies and employees and vendors strict adherence to signing in is required. Full service restaurant seating will be by reservation only. This information ensures we have proper tracing protocols in place in the event someone becomes infected with COVID-19 and may be shared with public health or government officials.

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Employees returning to the restaurants, bars, and cafes will be required to wear face coverings and gloves at all times, adhere to all social distancing policies, and follow all mandated safety and hygiene protocols as deemed necessary by public health and government officials.

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Employees will be offered face coverings upon returning to work, and will be issued disposable masks at the start of each shift. Kitchen staff will be required to wear hair nets. There will be dedicated trash cans for PPE and staff must dispose of PPE before leaving for the day.

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Staff will wash hands upon arriving at work and will wear gloves for their entire shift, replacing them frequently and washing their hands as needed.

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Hands will be washed with warm water (100 degrees) and for at least 20 seconds following the touching of surfaces, touching the face or clothes, sneezing, or using the restroom. Staff must dry hands only with disposable paper towels, and never with kitchen or cloth towels. Faucets must be turned off with a paper towel, and never by a clean hand.

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Gloves will be accessible at all workstations. All staff, particularly kitchen staff, must wear and change gloves frequently and wash hands between changes. Gloves must be changed between handling of food or touching of equipment, clothes, doors, handles, etc. Staff must also change gloves if they leave their work area, take a break, or use the restroom.

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Cell phones and personal belongings will be stored in designated areas and will only be accessible with permission from the manager. People's items will be kept separate to avoid cross contamination.

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Signs will be present in all workstations and common areas to remind staff and guests of safety protocol relevant to those areas.

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EPA-registered disinfectant will be available in all workstations as appropriate, will remain stocked, and will be readily available to staff. Disinfectant wipes will be provided to wipe down work areas, bar and countertops, points-of-sale and other technology, door handles, buttons and switches, ice machines, and other shared or high-touch areas. Logs will be placed at all dishwashers and other high traffic work areas for hourly inspection and testing of chemicals.

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Dedicated workstations are only to be used by the assigned staff member and staff will remain separated by at least six feet wherever possible. Employees are not allowed to make visits to workstations other than their own. Staff will not loiter in other work areas or public spaces.

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All host stands, bars, cafe counters, and concession stands will be protected with plexiglass. Loitering in these work areas is not permitted.

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The elevator at .ZACK will be limited to 2 passengers at a time. Passengers must remain on opposite sides of the cabin. Elevators at the High Low and The Grandel are restricted to one passenger. Unless limited by a mobility issue, the use of stairwells are recommended.

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The restrooms will be limited to no more than 2 guests at a time.

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The use of water fountains is not permitted.

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Orders from vendors must always be received by the person that placed the order. All vendors will be administered a temperature check before entry into our venues and be required to wear protective face coverings and gloves while on-premise. If a vendor arrives without proper face coverings and gloves, the order must be returned and the sales rep contacted immediately.

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Shipments and mail must be wiped down with disinfectant wipe before being passed out and/or held in a secure place for a minimum of 72 hours. A secure holding area will be provided and defined by the Foundation.

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Prior to returning to restaurants and workspaces employees will be required to complete Covid-19 mitigation specific training(s) to be determined by Kranzberg Arts Foundation.

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**BY SIGNING THIS DOCUMENT YOU ACKNOWLEDGE AND  
TAKE AN OATH OF PERSONAL RESPONSIBILITY THAT YOU  
HAVE READ AND WILL ADHERE TO THE ABOVE POLICIES  
AND PROCEDURES.**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_