



City of Phoenix

OFFICE OF THE CITY MANAGER

Herberger Theater Center
Atten: Mark Mettes
222 E. Monroe
Phoenix, Az 85004

October 8, 2020

Dear Mr. Mettes,

Thank you for communicating with our team regarding your planned activity of Outdoor Performances at the Herberger Theater beginning in November 2020. Under normal conditions the City of Phoenix would not be involved in a "special event" like this. However, during this pandemic the Governor's Executive Order 2020-43 authorizes the City of Phoenix to approve "public event" greater than 50 people if the plan is to implement "adequate safety precautions."

It should be clearly understood that approval does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and offers no indemnification, for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

We have reviewed your plans for wanting to activate your outside space for performances. We appreciate the time and effort you have put into your plans in order to make it safe for your patrons. There are however a few concerns that the Committee has.

People that are queueing to get food or drink may be tempted to go unmasked. Helping people stay socially distant, if unmasked will be important. We are concerned about the application of makeup, styling of hair and similar things for the performers in the small dressing rooms. We recommend them doing as much of that as possible at home to the extent they can. Our assumption is that people will be wearing masks while seated outside viewing the performance which is necessary for maximum safety.

Your plan includes utilizing plexiglass to cover the box office window to reduce the probability of spread. Tickets will be scanned to reduce the need for manual handling. Merchandise sales will be handled online, and bar queueing lines for the bar will be moved to outdoors.

With regards to staff you will be requiring that personnel complete a symptom check form online prior to arriving for each shift. Anyone staff or guests who are sick will not be permitted on the premises. The Theater will conduct high touch cleaning, and

disinfecting. Overnight cleaning is still the responsibility of the Phoenix Convention Center. However, the portion of the footprint where these performances will take place (outdoors) will be handled by Theater staff.

Finally, the environment will contain health related signage in strategic locations to advise/educate the public on proper steps that will help keep them safe while at the Theater or in their normal lives. We feel that is very appropriate in that it encourages the public to actively take steps to take care of themselves.

As mentioned previously conditions could always change necessitating additional actions, but for now your request to hold outside productions is approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Milton Dohoney, Jr.", written in a cursive style.

Milton Dohoney, Jr.
Assistant City Manager



include Mitch

10/5 2pm

SEP 24 10:59 AM '20

City of Phoenix

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and it's planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held.

See attached

Event Information					
Name of Event	Herberger Theater Center Outdoor Performance Space				
Event Address	222 E. Monroe, Phoenix, AZ 85004			Stationary Event? <input checked="" type="checkbox"/> Moving? (parade, etc) <input type="checkbox"/>	
Name of Venue	Herberger Theater Center				
Date(s)/Time of Operation	Start Date	End Date	Start Time	End Time	
	11/1/20	to 5/31/20	08:00	to 23:00	
Contact Familiar with COVID Procedures & Plans	Name		Phone		
	Mark Mettes		602-576-0627		
Contact Email	mmettes@herbergertheater.org				
Attendance	Anticipated Number of Attendees	Public Event	Private Event	Open to All?	Ticket-RSVP?
	Initially 168 per Event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/>				
Plan and Layout	Provide plan for temperature checks for attendees. See attached <input type="checkbox"/>				
	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input checked="" type="checkbox"/>				
Venue Details	Square Footage of Event Space: 23,744				
	Indoor	Outdoor	Both		
Arrangement	Seating <input checked="" type="checkbox"/>	Standing <input type="checkbox"/>	Reception <input type="checkbox"/>	Booths <input type="checkbox"/>	Other
Occupant Load	Maximum Occupants with No Restrictions		Social Distancing Occupant Load		
	300		168		
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input checked="" type="checkbox"/>				
	Event Security?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input checked="" type="checkbox"/>				
	Cleaning and Disinfection Product(s) EPA approved against COVID-19?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples. See attached <input checked="" type="checkbox"/>					
Outside Vendor Providing Cleaning & Disinfection Service?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771

For more information visit www.phoenix.gov/fire/prevention

Phoenix Fire Department - Fire Prevention Section

150 S 12th St Phoenix, AZ 85034 - 602-262-6771



City of Phoenix

If yes, provide company information (Name, address, phone, contact, email): See page 8 of attachments.	
Food Service	On-Site Preparation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Consumption on-site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input type="checkbox"/>
Seating for Food Consumption? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many? _____	
Public Water Stations Provided? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many? _____	
Restroom Facilities	Existing/Built-in <input checked="" type="checkbox"/> Portable <input type="checkbox"/> How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input type="checkbox"/>
	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input checked="" type="checkbox"/>
Merchandise & Payments	Ticket Sales on Site? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Ticket Scanning at Entrance? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Queue lines for Scanning Yes <input type="checkbox"/> No <input type="checkbox"/>
	Ticket sales available prior to event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Event Staff	What process is in place for symptom and temperature checks prior to start of shift? What training has staff received on all COVID safety protocols? Consider using <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input checked="" type="checkbox"/>
	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> How is the promoter recommending attendees to arrive to and from the event? How is cleaning in accordance with CDC guidelines, being achieved? See attached <input type="checkbox"/>
Attachments	The following attachments are required as part of this resume. <ul style="list-style-type: none"> ✓ Social Distancing Plan ✓ Event Layout (include all seating and food areas) ✓ Barriers/Security/Que Line Plan ✓ Cleaning & Disinfection Plan for all Touchpoints and Surfaces ✓ Samples of COVID Safety Signage & Messages (include mask requirements) ✓ Food Service Preparation & Service Plan ✓ Handwashing/Sanitation Plan ✓ Physical barriers for Points of Sale Plan ✓ Event Staff Shift Checks ✓ Transportation Cleaning & Disinfecting Plan

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Phoenix Fire Department - Fire Prevention Section
150 S 12th St Phoenix, AZ 85034 - 602-262-6771

SOCIAL DISTANCING PLAN

Provide plan and documentation on how social distancing will be implemented, monitored and enforced.

General requirements: The Herberger Theater Center will require all guests to maintain 6' physical distance between themselves and other parties from different households. Signage and floor markings will be in place to remind guests where they need to stand, where they need to wait and where they will be seated. Herberger Theater staff associates, volunteers and security will assist in regulating activity. In some areas occupancy will be reduced to make physical distancing possible.

In areas where guests will be moving through spaces that are narrower than 8' wide, one way pedestrian traffic will be implemented when possible.

Ticket Delivery/Will Call: Guests may be issued specific Will Call times for ticket pick up to ensure physical distancing can be maintained as needed. Will Call is issued through the box office. Floor markings will be added to facilitate physical distancing. Interior Box Office occupancy will be limited to 2 parties at a time. Box Office hours may be reduced, encouraging online sales. Walk up sales may be limited to a specific time frame. Box Office doors will remain open during high peak traffictimes.

Non-fixed seating areas: A Patron Services Manager (PSM) will oversee public activity in seating areas. Volunteer ushers reporting to the PSM will be assigned to assist guests with seating needs. A security team member will be on site to help enforce public activity. Seating areas will be set up with 6' between parties. The ground cover will be marked with temporary markings indicating where parties will be seated. There will be a single point of entry as well as a separate exit area established. Additional emergency exits will be clearly marked. A designated volunteer will be stationed at each exit and entry point to assist during ingress/egress times.

Fixed Seating areas (Interior): At this time fixed seating areas are closed. When fixed seating is utilized again, a PSM will oversee public activity in seating areas. Volunteer ushers reporting to the PSM will be assigned to assist guests with seating needs. Capacity will be reduced and unavailable seats will be clearly marked.

Counter and Bar Service: Bar line will be outdoors to prevent lobby congestion. Floor markings will be used to establish queue lines while maintaining 6' physical distancing. Eating and drinking will be permitted while in designated seating areas only to allow for safer mask removal.

Public Elevator: Elevator capacity is limited to one party of the same household at a time.

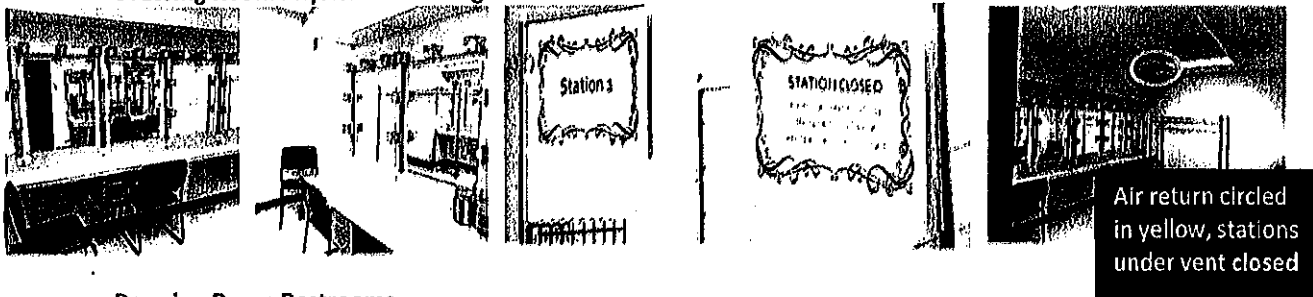
Restrooms: Public multi-stall restroom occupancy will be limited to 4 people. An associate will be present outside the entrance area to assist with guest movement in and out since there is only 1 entrance/exit for each restroom. Physical distance signs and floor markings will be established and enforced. Guests will be permitted to enter restrooms with an intentional circulation based on the number of guests in any given restroom. Alternating sinks will be closed off for public use. In men's restrooms every other urinal will be closed. Accessible/all gender restrooms with one toilet and sink will remain available.

On Stage: Companies must reduce the number of performers and personnel allowed on stage to maintain physical distancing. Companies who attest they have maintained high quarantine standards amongst company members will be considered allowed to perform with less than 6' between performers.

Stage Door Entrance, Indoor Dressing Areas and Common Spaces Backstage: There will be signage and floor markings showing 6 ft. spacing to remind people of physical distancing. During high traffic times, a one-way system will be implemented, with people entering through the stage door and exiting through the Kax door. Backstage tours have been eliminated. Access into the building will be limited to essential workers, artists, and pre-arranged guests by appointment only. The number of crew members working at one time will be reduced to facilitate physical distancing. Standard break rooms will have room capacity limitations. Breaks will be staggered to limit crowding in break areas. Associates/guests must observe physical distancing guidelines during all meal breaks given.

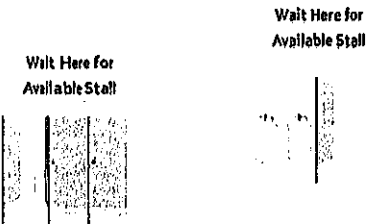
Backstage and Dressing Room Restrooms: All dressing room occupancies will be reduced with stations blocked off to encourage physical distancing. Stations remaining will be assigned to a single individual or individuals of the same household. Closed stations will be indicated with signage on mirrors and will not have a chair available. All dressing room stations under air intake ducts will remain closed. Backstage restrooms will be limited to two occupants at a time. Physical distancing is required within the restrooms. There will be signs and floor markings to help facilitate this.

Dressing Room Physical Distancing



Dressing Room Restrooms

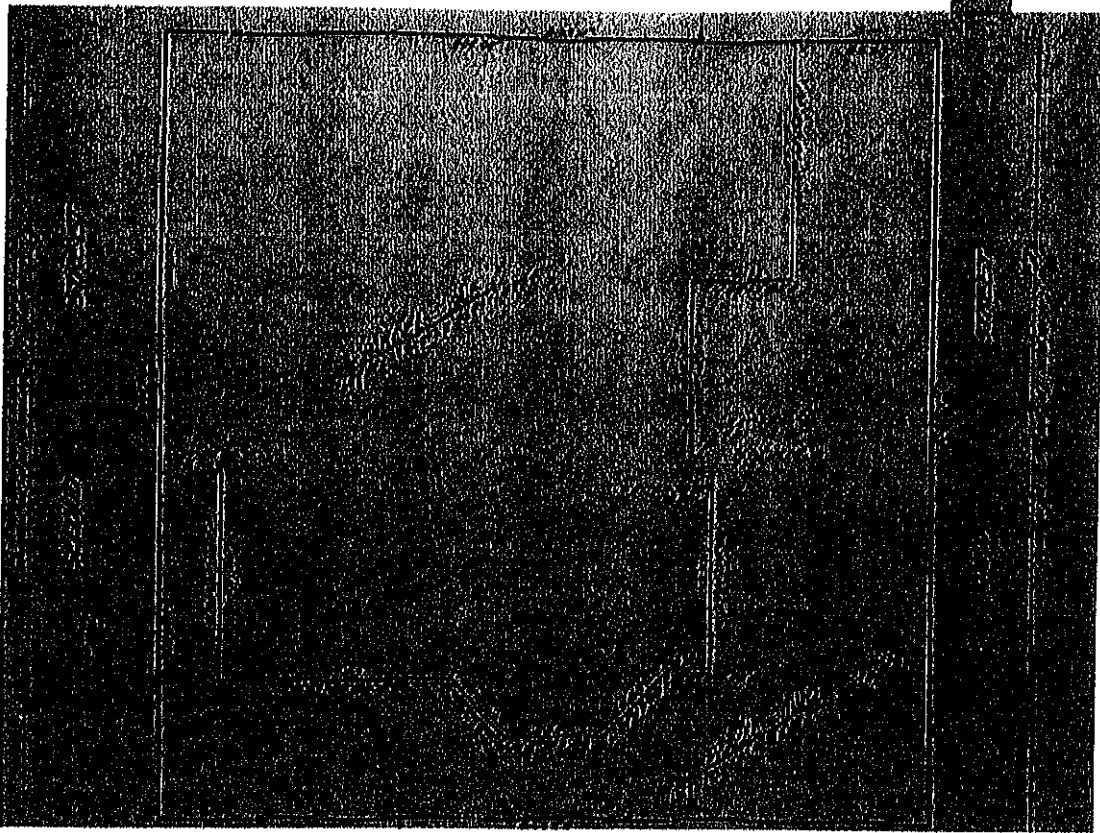
Wait Here for Hand Washing



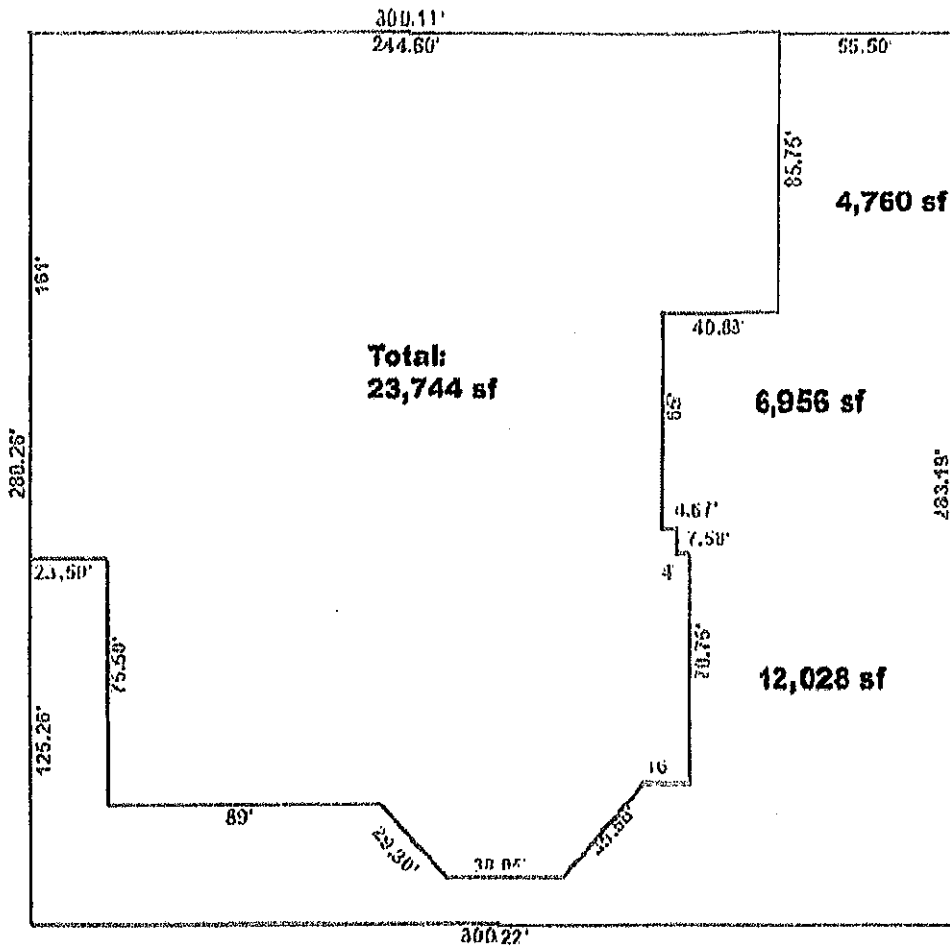
EVENT LAYOUT

Layout - Attach plan showing event layout. Show pre-COVID set up and proposed setup, if applicable.

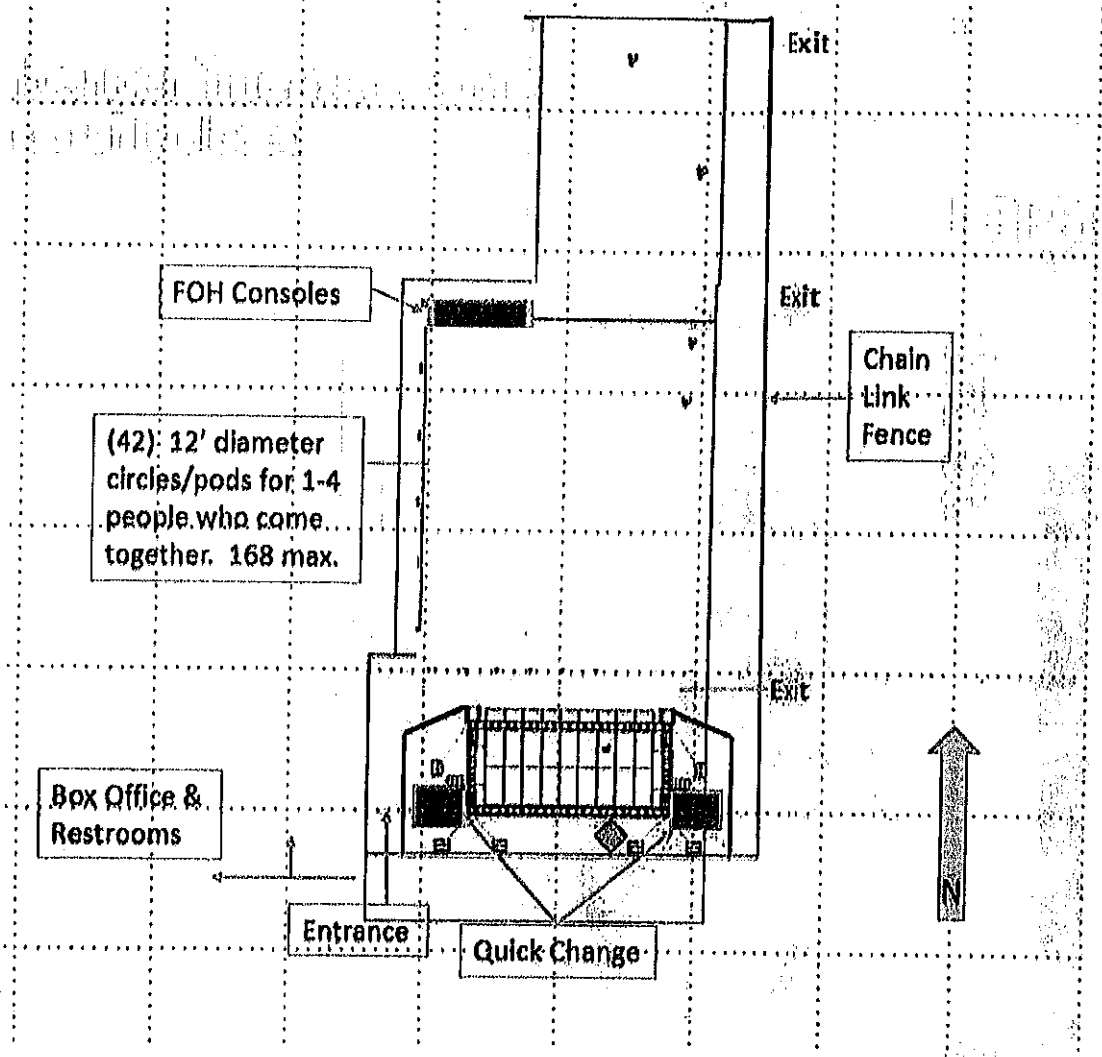
Original Site Plan



Square Footage Plan



Immediate Site Plan



If measures ease over the months ahead, additional density will be added to increase number of audience members.

BARRIERS/SECURITY/QUE LINE PLAN

Provide plan on how barriers or que lines for crowd control will be implemented. Include event security plan

Security: There will be one or more members of the security team and/or off-duty PD support on site as per event risk assessment and mitigation policies. Security staff and/or PD support will adhere to CDC guidelines regarding proper use of face coverings at all times. HTC will provide appropriate PPE to security staff and/or off-duty PD support. Security staff and/or PD support will be provided with hand sanitizer or hand sanitizing wipes for adequate hand hygiene.

All security staff and/or off-duty PD support will have current pandemic knowledge and COVID-19 training to enforce guidelines for public gatherings. The primary function for security team members is to enforce proper adherence to face coverings and enforce physical distancing measures by actively informing guests of where queue lines are and reminding people to properly wear their face coverings. Additional event security/safety measures may vary and will be detailed in a pre-event briefing to be conducted daily including protocols/parameters for refusing entry based on observed symptoms. Guests will be informed if they are unable to attend for health reasons they may exchange or cancel their tickets by contacting the box office prior to the start of the performance.

If guests do not adhere to policies and procedures as communicated by signage, announcements and volunteer ushers, they will be approached by security and asked to comply repeating this warning up to three times. Every effort will be made to work with individuals on a resolution. If security is met with aggressive behavior or belligerence the individual could be fined and or trespassed off the property by law enforcement.

NON-POINT OF SALE QUEUE LINES

Restrooms: An associate will be present to assist with guest movement in and out as there is only 1 entrance/exit for each restroom. Public restroom lines will start no closer than 6 feet from restroom entrance. During high traffic times, the restroom queue lines will be moved outside to allow for additional space.

Indoor Dressing Areas and Common Spaces Backstage: In the reception area, Plexiglas sneeze barriers are installed to provide some separation between reception associates and guests checking in. Queue line for check in through the stage door will begin at top of ramp and extend towards 3rd Street. Rolling security door will remain closed unless items are being checked out. If line develops for check out items it will form on the south corridor wall under the company sign and around towards the receiving bay.

Volunteer check in queue line will begin at the volunteer kiosk just inside the loading dock door and move south towards the Stage West dressing room hall.

Backstage restroom que lines will be in the dressing room halls if needed.

Production control areas will be on a raised platform separating operators from general public. Pipe and drape and stanchions may be used to provide additional separation if necessary to ensure there is at least 6' of separation from the audience. If operators are within 6' of each other, a Plexiglas sneeze guard will be utilized.



Physical Distancing Measures In Place

Maintain 6'



Line Forms This Direction



CLEANING & DISINFECTION PLAN FOR ALL TOUCHPOINTS AND SURFACES

Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. Indicated if cleaning and disinfection product(s) are EPA approved against COVID-19. Indicate if outside vendor is providing cleaning & disinfection service, including company name, address, phone, contact, email.

Please note that the Phoenix Convention Center is responsible for overnight janitorial service inside the Herberger Theater Center, including lobby, restrooms and interior theater spaces. This is accomplished through their contract with an outside contractor. We have been assured that the cleaning and disinfection service that is provided is adequate and appropriate during the pandemic.

The Herberger Theater Center is responsible for cleaning and disinfection of the outdoor audience area and stage as well as ongoing cleaning during events.

Touch Point Reduction and Cleaning Measures

Doors/handrails: In all areas where access is not restricted, entrance doors leading to and from public areas will be in a held open position thereby allowing guests to enter and exit without the need to touch doors, door handles and crash bars. If high traffic doors must remain closed for security purposes or if leaving the door open would violate fire prevention codes or in the case of inclement weather a door attendant will be assigned to operate the door for guests. Door handles and crash bars of doors of publically operated doors will be disinfected routinely by on site custodial staff using a 7"x6" microfiber cloth presoaked with Clorox Clean Up. Ammonia-free glass cleaner will be applied to a clean 12"x12" microfiber cloth to clean glass areas on doors and windows.

Handrails in public areas (such as along ADA ramps) will be disinfected routinely by on site custodial staff using a clean 12"x12" microfiber cloth and Sanicare TBX spray.

Ticketing: Ticket sales will be kept to an online format when possible. Returns and exchanges will be made without the exchange of physical items. If items must be physically handled ticket sales agents will disinfect area and objects as needed between guests using a 7"x6" microfiber cloth presoaked with Clorox Clean Up.

Ticket Scanning: Ticket scanning will attempt to be a touch-free, no exchange of items, process. Ticket scanners will be disinfected between users with a 7"x6" microfiber cloth presoaked with 99.5% isopropyl alcohol allow to sit wet for 30 second and wiped with a clean 12"x 12" microfiber cloth.

Counter and Bar Service: Pre-sales and contactless payment/delivery options will be available. When traditional forms of transactions are required associates will disinfect area and objects as needed between guests using a 7"x6" microfiber cloth presoaked with Clorox Clean Up.

Public Elevator: Control buttons will be disinfected periodically

Chairs/Seating Areas: Non-fixed seating will be sprayed daily (prior to public arrival) using Victory electrostatic backpack sprayer with *Vital Oxide*. On site custodial staff will monitor activity and wipe chairs down between guests who may move to other seating locations with 12"x12" microfiber cloth and Sanicare TBX spray ensuring the required two minute dwell time is achieved prior to guest contact.

Tables: When tables are used in seating areas (such as for cabaret seating) tables will be sprayed using Victory electrostatic backpack sprayer with *Vital Oxide* then wiped off with 12"x12" blue microfiber cleaning cloth after tables are set prior to guest arrival by Production Supervisor or designated staff associate under their direction.

When tables are utilized for general use on site custodial staff will monitor activity and wipe table surface and sides down between guests with 12"x12" microfiber cloth and Sanicare TBX spray ensuring the required two minute dwell time is achieved prior to guest contact.

Assisted listening devices: For guests who have a hearing impairment or who are hard of hearing our assisted listening devices can be checked out at the sound booth with contact information (name and phone number) shared. The physical exchange of a photo ID will no longer be required. Devices will be disinfected after being returned with isopropyl alcohol and removed from inventory for 12 hours before being issued to someone else.

Restrooms: Public restrooms will be routinely cleaned. Touch points (toilet and urinal flush handles, stall locks and touch operated soap dispensers) will be wiped off with 12"x12" microfiber cloth and Sanicare TBX spray approximately once every hour. A detail clean will be done prior to guest arrival, following a major break in entertainment or as often as deemed needed based on use. During detail cleaning process restrooms will be closed to public with a bar and sign indicating restroom is closed for cleaning. This deep clean process will include removal of trash (from stall containers as well as receptacles under counters and near paper towel dispensers) and restocking paper products and hand hygiene products. High touch surfaces such as toilet and urinal flush handles, stall locks and touch operated soap dispensers will be wiped off with 12"x12" microfiber cloth and Sanicare TBX spray. On site custodial staff will also wipe off stall and urinal partitions, stall doors, toilet seats, and clean counter surfaces and sink basins with 12"x12" microfiber cloth and Sanicare TBX spray. Ammonia-free glass cleaner will be applied to a clean 12"x12" microfiber cloth to clean mirrors. The floors will be swept then mopped with Virex II 256 and allowed to dry prior to guests being allowed back in. On site custodial staff will document cleaning has been completed by submitting a completed check sheet submitted electronically to the Director of Production Services and Facilities.

Indoor Dressing Areas and Common Spaces Backstage: All guests entering the dressing room areas will be required to check in through the stage door by giving name and company information to reception associate at the desk. This is a secure entrance as such a door attendant will be posted to assist with door monitoring door operations when activity is in high volume. Door attendant will periodically clean doors, handles, crash bars, counter and seating are in reception greeting area. If door attendant is unavailable for a particular event date reception associate will work with Production Supervisor to periodically clean touch points. In all cases touch points will be clean utilizing a 7"x6" microfiber cloth presoaked with Clorox Clean Up and with 12"x12" microfiber cloth and Sanicare TBX spray ensuring the required two minute dwell time is achieved prior to guest contact when appropriate. Ammonia-free glass cleaner will be applied to a clean 12"x12" microfiber cloth to clean glass areas on doors and windows.

Within each dressing room a container with 7"x6" microfiber cloths presoaked with Clorox Clean Up will be available for users to clean counters, chairs and doors as they wish. A collection container is provided for used cloths.

Dressing rooms will be cleaned between assigned users. Cleaning process will consist of counters, chairs and door surfaces being sprayed using Victory electrostatic backpack sprayer with *Vital Oxide* then wiped off with 12"x12" blue microfiber cleaning cloth, a wipe down of mirrors with ammonia-free glass cleaner applied to a clean 12"x12" microfiber cloth, wipe down of touch button light switches with 7"x6" microfiber cloths presoaked with Clorox Clean Up and floors will be swept then mopped with Virex II 256 and allowed to dry prior to guest arrival.

On site custodial staff will document cleaning has been completed by submitting a completed check sheet submitted electronically to the Director of Production Services and Facilities.

Dressing rooms will be deep cleaned nightly by overnight 3rd party contractors. The deep clean process is attached as exhibit C.

Backstage and Dressing Room Restrooms: Backstage and dressing room restrooms will be routinely cleaned. Touch points (toilet and urinal flush handles, stall locks and touch operated soap dispensers) will be wiped off with 12"x12" microfiber cloth and Sanicare TBX spray approximately once every hour. A detail clean will be done prior to guest arrival and as often as deemed needed based on use. During detail cleaning process restrooms will be closed to backstage guests with a bar and sign indicating restroom is closed for cleaning. This deep clean process will include removal of trash (from stall containers as well as receptacles under counters and near paper towel dispensers) and restocking paper products and hand hygiene products. High touch surfaces such as toilet and urinal flush handles, stall locks and touch operated soap dispensers will be wiped off with 12"x12" microfiber cloth and Sanicare TBX spray. On site custodial staff will also wipe off stall and urinal partitions, stall doors, toilet seats, and clean counter surfaces and sink basins with 12"x12" microfiber cloth and Sanicare TBX spray. Ammonia-free glass cleaner will be applied to a clean 12"x12" microfiber cloth to clean mirrors. The floors will be swept then mopped with Virex II 256 and allowed to dry prior to guests being allowed back in. On site custodial staff will document cleaning has been completed by submitting a completed check sheet submitted electronically to the Director of Production Services and Facilities.

Production Equipment: Performers will use their own equipment whenever possible. Shared equipment such as microphones will be sanitized between each user by the audio technician or designated person using a 6"x7" microfiber cloth soaked in 99.5% Isopropyl Alcohol. Unit will remain wet for 30 seconds, be allowed to air dry then wiped with a clean 12"x12" microfiber cloth. Lighting and Sound consoles/remotes and other hand operated devices will be wiped down after each use by the operator with a 99.5% Isopropyl Alcohol spray and wiped with a clean 12"x12" microfiber cloth.

CLEANING AND DISINFECTION CHEMICAL INFORMATION

COVID-19 Disinfectants in Use

Cleaning Agent	EPA Number	Uses
Sanicare TBX	1839-83-559	Non-porous surfaces (General cleaning/Disinfecting)
Virex II 256	70627-24	Non-porous surfaces (Floors and wall treatments)
Lysol Laundry Sanitizer	777-123	Laundry additive (when washing soiled rags and PPE)
Isopropyl Alcohol 99.5%		Electronic components (microphones, IR devices)
Clorox Disinfecting wipes	67619-31	Guest services (disposable non-porous wipes)
Clorox Clean Up	5813-21	Ticket counter and other FOH non porous surfaces
Vital Oxide	82972-1	Non-porous and soft textiles (safe in all areas)
BenzaRid	10324-85-88904	Non-porous and non-food prep areas (Primary function – odor neutralizer – outdoor)

Other Cleaners in Use

Cleaning Agent	Uses
Windex (Ammonia –free)	Clean Glass doors and windows

STOP THE SPREAD OF GERMS
It starts with the way you clean and disinfect.
Clean and disinfect frequently touched surfaces.



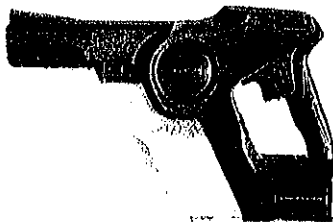
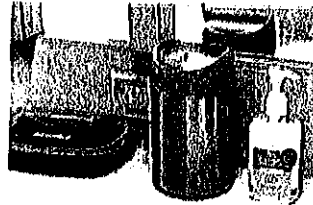
TOOLS AND EQUIPMENT DETAILS

Large Microfiber cleaning cloths (12"x12")

Small Microfiber cleaning cloths (6"x7")

Victory Electrostatic Backpack sprayer

Victory Electrostatic Professional Handheld sprayer



30th Anniversary
HERBERGER
 THEATRICENTER

**Closed For
 Cleaning
 Thank you**

SAMPLES OF COVID SAFETY SIGNAGE & MESSAGES (INCLUDE MASK REQUIREMENTS)

What type of CDC COVID recommended signage and messaging will be provided around venue? Provide examples.

FACE COVERINGS

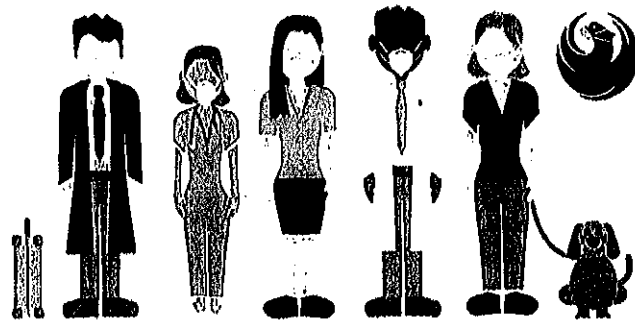
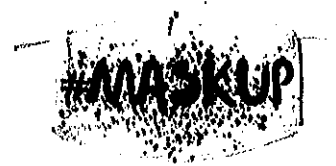
HTC defines mask use based on guidelines set by the CDC. Cloth face coverings shall be constructed with two or more layers of breathable fabric. Face coverings shall cover both nose and mouth and fit snugly along the sides of the face and securely under the chin. Face coverings with exhalation valves do not provide adequate source control and therefore are not suitable in meeting the minimum PPE requirements.

A face covering is required to be worn in all areas including while seated both indoors and outdoors. Exceptions are made for specific areas based on activity (e.g. performing, eating, and drinking). Guests will be reminded of face covering requirements periodically over a public address system or if needed directly by HTC associates, volunteers, and security team.

Example announcement made over PA system:

"Ladies and Gentlemen, thank you for joining us today. We would like to remind you at this time to please see that your face covering is firmly affixed to your face covering both your nose and mouth. Thank you for doing your part to fight the spread of COVID-19".

Signs will be placed in and around the venue including near entry gate/doors, in restrooms and at the box office. Here are a few examples:



9/ COVID-19 Face Coverings Required

Health Awareness: Guests and associates are asked to stay home when feeling ill. Guests unable to attend for health reasons may exchange or cancel their tickets by contacting the box office prior to the start of the performance. Signs indicating symptoms to watch for in addition to signs reminding people to stay home when ill will be placed around the building. Here are examples:

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

EDC Eastern Shore Community Center
1000 E. 10th St., Salisbury, MD 21801
410.326.1234

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay home when you are sick, except to get medical care.

EDC

STOP STAY HOME WHEN YOU ARE SICK.

EDC

ADDITIONAL SIGNAGE:

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

EDC

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms length) from other people.

6 ft

EDC

Cover Coughs and Sneezes

Stop the spread of germs that can make you and others sick!

EDC

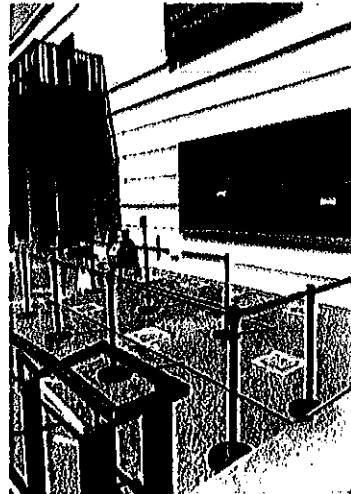
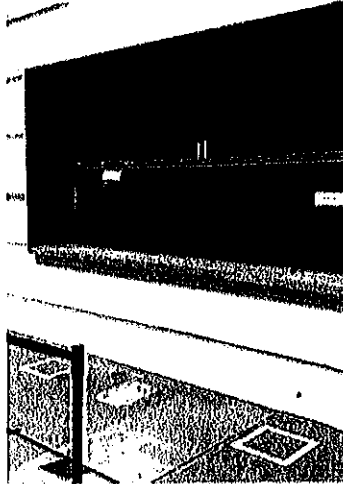
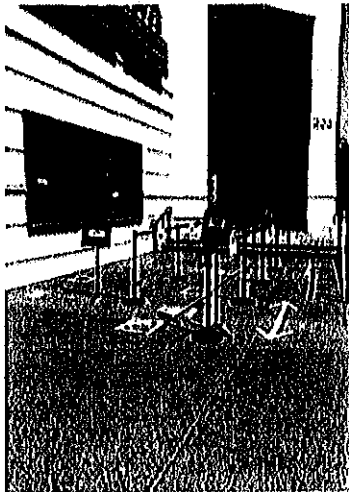
FOOD SERVICE PREPARATION & SERVICE PLAN

If there will be food consumption onsite, provide plan showing how CDC and Stage guidelines for food dining will be implemented. This includes any on-site preparation. Please indicated what the seating capacity is for food consumption. Please indicate if public water stations are provided and if so, how many

Beverages and a limited number of food items are available for sale through an outside contracted company, Tom & Lin Café. Initially, only beverages and prepackaged food items will be sold.

Guests will be required to wear face coverings in all service lines and spaces. Eating and drinking will be permitted while in designated seating areas only to allow for safer mask removal. Hand sanitizer will be available for guest use. Pre-sales and touchless payments & deliveries will be implemented where possible. Bar line will be moved outdoors to prevent lobby congestion during high peak traffic times.

Counter and Bar Service Lines: Bar queue line will be moved outdoors to prevent lobby congestion during high peak traffic times. Physical distance will be practiced in all service lines and spaces. Line will extend west towards 2nd Street. Area will be stanchioned off to prevent travel lanes from cutting through service lines.



HANDWASHING/SANITATION PLAN

Please indicate how handwashing and hand sanitizer will be provided, including cleaning schedule for restrooms.

Hand hygiene: Guests and associates will be reminded to wash their hands frequently. Associates will be trained in proper hand washing techniques and will be given appropriate breaks to do so (at least once an hour for no less than 20 seconds each washing).

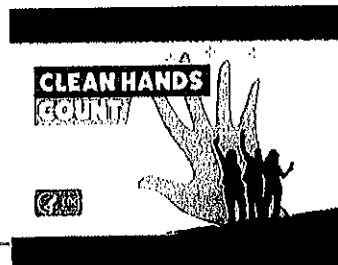
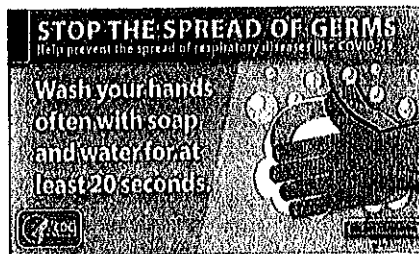
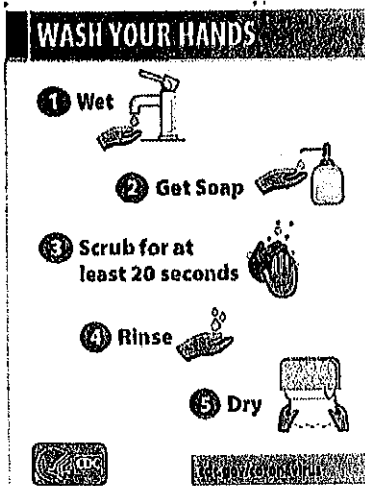
Signs are posted at handwashing stations reminding people to use soap and scrub for 20 seconds, rinse and dry.

Touch free hand sanitizer stations will be placed at the entrance and exit of the main outdoor seating area, at the box office ticketing area, at the bar service counter, at the main entrance/exit to the lobby and near the restrooms in the upper and lower lobbies. Hand sanitizer will be provided in the break rooms, dressing rooms, in the production control area, in the reception area and volunteer check in kiosk. Hand sanitizing wipes will be issued to production technicians, security team members, and be available for FOH associates (box office representatives, patron services managers, volunteers and bar staff).

Additional portable hand washing stations may be utilized for specific events. Each station will have water, soap, paper towels and hand sanitizer.

Restrooms: On site custodial staff will disinfect touch points (toilet and urinal flush handles, stall locks and touch operated soap dispensers) with 12"x12" microfiber cloth and Sanicare TBX spray approximately once every hour. A detail clean will be done prior to guest arrival, following a major break in entertainment or as often as deemed needed based on use. During detail cleaning process restrooms will be closed to public with a bar and sign indicating restroom is closed for cleaning. This deep clean process will include removal of trash (from stall containers as well as receptacles under counters and near paper towel dispensers) and restocking paper products and hand hygiene products. High touch surfaces such as toilet and urinal flush handles, stall locks and touch operated soap dispensers will be wiped off with 12"x12" microfiber cloth and Sanicare TBX spray. On site custodial staff will also wipe off stall and urinal partitions, stall doors, toilet seats, and clean counter surfaces and sink basins with 12"x12" microfiber cloth and Sanicare TBX spray. Ammonia-free glass cleaner will be applied to a clean 12"x12" microfiber cloth to clean mirrors. The floors will be swept then mopped with Virex II 256 and allowed to dry prior to guests being allowed back in. On site custodial staff will document cleaning has been completed by submitting a completed check sheet submitted electronically to the Director of Production Services and Facilities.

Sample Check sheet: <https://forms.gle/UKhGC6SCsPEvJQy9A>



PHYSICAL BARRIERS FOR POINTS OF SALE PLAN

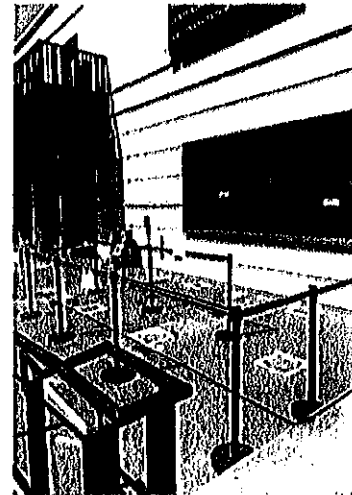
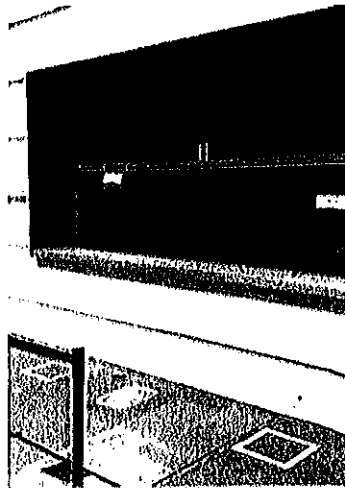
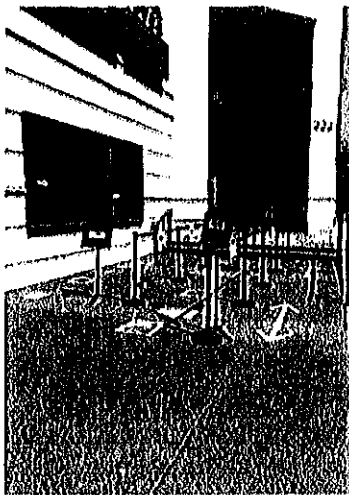
Describe what physical barriers, such as sneeze guards and partitions will be provided at all points of sales, including tickets and merch. Include location of ticket scanning, Queue lines for scanning.

Box Office: Plexiglas coverings will be installed over the box office window openings to reduce droplet spread between associates and guests. Marine vinyl dividers will be placed in between associates. An outdoor waiting line will be established at the bottom of the box office steps and move towards Monroe. The ramp at the base of the stairs will provide ADA access for guests requiring accommodations.

Ticket Scanning: Guest will maintain procession of ticket during scanning process. Scanning will take place at entrance gate. Queue line will be on the sidewalk from entrance gate towards 3rd Street. More than one scanner can be utilized so queue line does not get too long.

Merchandise: The Herberger Theater Center handles all house merchandise sales online. Outside performing artists will be permitted to sell merchandise provided they request to do so no later than 10 days in advance of their performance. Request must be written and contain a physical distancing plan as well as a plan for a contactless transfer of product. Location of merchandise table will vary slightly based on specific event set up. Artists must have their own staff to work the merchandise table.

Counter and Bar Service Lines: Bar queue line will be moved outdoors to prevent lobby congestion during high peak traffic times. Line will extend west towards 2nd Street. Area will be stanchioned off to prevent travel lanes from cutting through service lines.



EVENT STAFF SHIFT CHECKS

Describe what process is in place for symptom and temperature checks prior to start of shift. Describe training that staff received on all COVID safety protocols. Consider using City of Phoenix "Interim Guidance for Businesses and Employers" as a guide. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Pre-shift health screening: All associates must complete a symptom check form online prior to arriving for each shift. The health tracking system requires associates to report any symptoms and type in current temperature. Forms are submitted to the Controller/HR of the Herberger Theater Center.
(Daily Health Screening)

Associates and guests who are sick will not be permitted to come to the theater. If an associate/guest becomes sick while at the theater, they will be isolated until arrangements can be made to get them safely off property. If an associate/guest reports a positive Covid-19 test, all associates/guests who interacted with them agree to cooperate with local health authorities in contact tracing efforts to minimize the possible spread of COVID-19 while maintaining privacy/confidentiality. Associates will follow guidance given including whether to isolate or quarantine.

COVID-19 training: All associates will have completed the online COVID knowledge course prior to returning to work. Course includes basic information on COVID-19 including its origins, how it is spread, who is at risk, what the symptoms are, what to do if you get sick, what you can do to prevent getting sick and what you can do to prevent spreading COVID -19.

All associates will have access to the Herberger Theater Center's reopening guide and will be tested for comprehension of information presented. Associates will be sent updates as they become available to stay up to date on current pandemic information.

THIS CERTIFIES:

HAS COMPLETED TRAINING IN HTC GUIDELINES FOR REOPENING INCLUDING COMPETENCY IN:

- Completion of OSHA Covid-19 awareness course
- CDC handwashing method
- Understand the HTC associates returning to work guide (Appendix A)
- Contact tracing basics in order to best assist local health department efforts
- Current pandemic transmission rates
- Safe handling and disposal of contaminated material and waste.
- Donning, doffing, sanitizing and disposal of PPE.
- Understanding physical distancing.

Date: _____

Associate Signature: _____

Supervisor Name: _____

Supervisor Signature: _____



CERTIFICATE OF COMPLETION

Received by:
Yami Updegraff
HERBERGER THEATER CENTER
COVID-19 Awareness

[Signature]

TRANSPORTATION PLAN

How are we recommending that attendees arrive and depart from the event.

Guests arriving for functions will do so utilizing their own methods of transportation. The Herberger Theater Center does not provide for nor do we arrange for guest transportation. HTC will assist guests in finding parking options but does not valet vehicles.