

Historic Hertford, Inc. & Carolina Moon Theater

Cleaning & Sanitation Protocol

Cleaning:

- In addition to normal cleaning routines all handles, doorknobs, light switches, tables and railings will be wiped down daily with disinfection and multiple times during events.
- Hand soap will be available in all bathrooms and the kitchen area.
- Disinfecting wipes are available for anyone who wants to use them and are located throughout the building.
- Bathrooms will be cleaned with bleach products daily.
- All programs and other written materials left on tables will be disposed of promptly after any meeting or event.

Disinfecting:

- A large hands-free hand sanitizer will be placed in the lobby entrance and guests will be encouraged to use hand sanitizer when they enter the building.
- Small hand sanitizers will be placed throughout the building for use of guests.
- Stage managers will make sure that items handled by cast and crew get wiped down. Hand sanitizers will be provided in the cast and crew areas.

Meeting and Performance Protocol:

- Ushers and volunteer staff will follow guidelines in relation to audience and handling programs, including wearing face masks while performing their duties.
- Face masks will be required for all attending meetings. Audiences will be strongly encouraged to wear face masks when attending shows until instructed otherwise by the CDC.
- Volunteer staff will be encouraged to wear face masks if working within a distance of less than 6 feet. Masks will be made available for those who do not have one. Masks will be ones of washable quality.
- Ticket takers will wear gloves when performing their duties.
- All meetings will conform to state guidelines, i.e. limited attendees, etc.

Ticket Purchasing:

- Theater patrons will be encouraged to pre-order tickets by phone or website rather than purchasing in person. Credit card purchases are encouraged and available on our website.
- Will call tickets will be transformed into a check in list.

Performance Protocol:

- The house will be open 45 minutes before performances to allow time for social distance seating. Families will be allowed to sit in adjoining seats. There will be at least one empty seat between parties.
- A volunteer will be stationed in the lobby to hold the outside door open for audience members to enter without touching the door handle.
- Doors to the theater are will be propped open prior to performance and intermission to allow entering without touching door handles.
- Audiences will be greeted with an in-person curtain speech to explain distance protocols, etc.
- Social distancing will be practiced in accordance with state guidelines.
- Until further notice there will be no refreshments served during intermission. Individual water bottles will be available for guests if wanted. Patrons will be required to take their water bottle home and dispose of it.

Each of us can do the following:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom and after blowing your nose, coughing or sneezing.
- Cover your nose or sneeze with a tissue; then throw the issue in the trash.
- Patrons who fee unwell should NOT attend any meetings or events.
- Wear a face mask and practice social distancing when in the building.