

### **Outdoor Events at Levitt Pavilion, the Air Products Town Square and the PNC Lot & Plaza**

We are excited to welcome you back to the SteelStacks campus for outdoor events! The safety of our guests and patrons is of utmost importance to us and ArtsQuest will continue to follow the guidance and updates from the CDC and all state and local government officials for the safety of all.

*As of July 16, 2020, the following guidelines are in place at the SteelStacks Campus and ArtsQuest Center. These guidelines are subject to change based on additional recommendations from CDC, local and state government officials.*

#### **OUR PROMISE TO YOU:**

The following standards are in place for the SteelStacks Campus and all designated outdoor areas:

#### **Our Staff & Volunteers**

- ArtsQuest employees and volunteers are required to self-monitor their personal health and report any illness or symptoms to their superiors.
- Staff and volunteers will be required to wear face masks in all common areas and during all interpersonal interactions including but not limited to meetings and events.
- Gloves are encouraged in all common areas and will be provided by ArtsQuest.
- Employees are required to wash their hands and/or use hand sanitizer once every hour for the duration of their work shift or more frequently as needed based on the circumstances.

#### **Cleaning Procedures**

ArtsQuest has always strived to maintain a clean and safe environment for all our staff and patrons. We maintain regular cleaning schedules and thoroughly clean event spaces after each use and common areas daily. Here are a few of the additional steps we are taking:

- A disinfecting station will be available at the ArtsQuest Center front desk as well as near the restrooms in the carpeted area.
- Additional stations will be outside by the Central Tap overhang, by the Mack Truck Stop overhang, in the Visitor's Center restroom hallway front desk, near the ArtsQuest Center entrance and the Palette & Pour entrance.
- Additional sanitizing stations will be located throughout the festival grounds in high traffic areas.
- Staff are required to clean seating surfaces after seating by wiping down and spraying areas with EPA approved sanitation products.
- High touch surfaces and restrooms shall be cleaned every hour while patrons are on the campus, as well as thoroughly cleaned prior to and after events.

#### **Event Operation**

- Best efforts shall be made to stagger the timing of events happening on campus in order to maximize social distancing efforts.
- A seating area that allows for every patron to have their own space in their pre-reserved seat.
- Large enough aisles to allow for social distancing while walking to and from your assigned space.
- Signage encouraging patrons to always remain 6' apart while traveling through the event.
- Capacity limited to 250 people or 50 percent, whichever is lesser by area.
- For events on multiple sites, guests will require a reservation and will be wrist banded.

- Patrons will be kept in the area they are wrist banded for and will not be able to mingle with other event sites for the duration of their stay.
- Restrooms will have signs posted on-site with capacity limits for each area.

### **Food Service, 3<sup>rd</sup> Party Vendors & Musicians/Artists**

- Our food service provider, Levy, has taken great steps to ensure that your dining experience relies on standards and procedures that allow for the safest operating environment. All food service safety guidelines will be followed, including but not limited to employee health and wellness, cleaning guidelines and compliance.
- ArtsQuest works with all outside vendors, musicians, and artists to ensure that the guidelines and standards listed above are followed and executed.

### **Communications**

- All supervisors will be discussing, communicating and enforcing these regulations with staff.
- Multiple signs will be hung throughout the site to remind both staff and patrons of these guidelines.

### **WHAT WE ASK OF YOU:**

#### **Patrons & Clients**

##### *Personal Protective Equipment*

- Masks are required to be worn while traveling through common areas of the buildings or campus.
- While guests are seated at their table or reserved area, the mask requirement will be lifted to consume food and beverage.
- Any patron not adhering to this guideline will be asked to put their mask on. If non-compliance continues after several attempts, the patron will be asked to leave the property.

##### *Social Distancing*

- Social distancing shall be practiced whenever feasible. When not feasible, face masks or physical barriers should be in use.

##### *Health & Wellness*

- All patrons will be asked to self-monitor their personal health and refrain from attending events if they are exhibiting any symptoms including but are not limited to: fever and chills, persistent cough, shortness of breath or difficulty breathing, muscle pain, sore throat, new loss of taste or smell and gastrointestinal symptoms such as nausea, vomiting and diarrhea (CDC symptoms).
- Patrons who begin to feel unwell during their visit to ArtsQuest should please remove themselves immediately from the premises.
- Guests having attended an event at ArtsQuest and subsequently tested positive for COVID-19 will be encouraged to report their positive test so the necessary steps can be taken including communication, testing and disinfecting.

##### *Contact Tracing*

- Patrons and clients are required to inform ArtsQuest of a positive COVID-19 test (not by name) if they visited our site within a two-week period of the test by emailing [hr@artsquest.org](mailto:hr@artsquest.org).

- A reservation system will allow for a name associated with the party and each day's reservation list, which will be kept for a minimum of 30 days.