

# ORLANDO BALLET

ROBERT HILL | ARTISTIC DIRECTOR

## **Vendor & Contractor COVID-19 Access restrictions and Screening Policy**

Effective May 26, 2020

The purpose of these policies is to ensure that Orlando Ballet is providing a safe and healthy environment for its employees, students, and other guests.

Effective May 26, 2020, and until further notice, any vendor or contractor seeking entrance at HOBC will be required to wear a face covering upon entering. Additionally, they will be asked a series of screening questions and must have their body temperature taken as a precautionary measure to help reduce the spread of COVID-19. Guests should check-in at the exterior Box Office window for screening before entering the building.

### **Screening Procedures**

- Upon arrival at HOBC, all vendors & contractors and anyone in their party must check in at the box office window or front desk, and have their temperature taken by a designated Orlando Ballet employee using a touchless forehead thermometer.
- An individual who has a fever at or above 100.4 degrees Fahrenheit will not be permitted to enter HOBC.
- Anyone who exhibits signs of a temperature after initial entrance may be subsequently re-screened. An individual who has a fever at or above 100.4 degrees Fahrenheit will be asked to leave the building immediately.

### **Additional policies and restrictions**

- Anyone entering HOBC must be wearing a face covering. Said face covering will be worn though the building when proper social distancing cannot be maintained.
- Anyone working in areas where children and students are present must wear a face covering at all times, regardless of social distancing parameters.
- All vendors and contractors must prearrange their visit or on-site work with their relevant contact within the ballet organization. Said contact must be present to meet you in the lobby and guide you to your work location or meeting place.
- Any postings or directional signage are to be respected and adhered to at all times.
- Any worker entering or exiting the building to access their work vehicles may use the nearest door, but doors MUST be closed and locked when they return. In order to maintain restricted access to HOBC, there is to be no long-term blocking open of doors for this or any other purpose.
- It is expected that all tools and materials brought into the building will be as clean as possible, and that all work areas will be appropriately cleaned at the completion of work.
- Any additional workers who arrive to assist in contractor jobs must follow the same entrance procedures listed above. They may be met in the lobby by the job foreman or other worker already on-site.

All policies and procedures are subject to change based on updates to government guidance.

Please contact Managing Director Katherine Fabian at [kfabian@orlandoballet.org](mailto:kfabian@orlandoballet.org) or 407.418.9811 should you have any questions or concerns about this policy.