



Asterisk COVID-19 Policies

Asterisk takes the health and safety of our staff, vendors and guests very seriously and with that has put together the following policies to ensure the use of Asterisk remains a place for celebration for all through this uncertain time.

Universal Requirements (all people entering Asterisk):

- Face Mask/covering is required by all employees, vendors, & guests throughout their time at Asterisk, except while eating or drinking. Masks must cover both nose and mouth.
- Guests, staff and vendors should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.
- Guests, staff and vendors will be required to social distance while at Asterisk, allowing 6 feet between themselves and another person not from their own household.
- Guests, staff and vendors should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared, and should be sanitized before and after each use.
- The ability for contact tracing will be required for all events, with contact information for guests and vendors to be provided by event host and vendor companies upon request of venue management.
- All event spaces will have a hand sanitizer stations.
- Restrooms are outfitted with no-touch hand soap dispensers and sinks for safe hand washing.
- Restrooms will be regularly stocked to ensure proper hand washing practices.
- Proper signage will be posted regarding COVID-19 guidelines for safety in restrooms & kitchen.
- If a member of our staff notices another staff person or guest showing symptoms, it will be reported to management immediately and that person will be asked to leave.

Staff / Vendor Requirements & Support

- Before event load in, staff will ensure appropriate signage is visible for all vendors and guests to see.
- Vendors will have designated times to enter the building for set up.
- Upon arrival, vendors will receive COVID-19 guidelines from Asterisk. Vendors are required to review these guidelines with all of their staff and sign off on them as an agreement.
- All vendors (not including caterers) will load in/out of the building through the front roll-door.
- Temperature checks of all staff and vendors upon arrival using no-touch forehead thermometers to confirm a fever above 99.5 is not present. Should anyone be found to have a fever, they will be sent home immediately.
- All staff and vendors will wear a face mask/covering and gloves through the duration of their time onsite at Asterisk.
- Upon arrival and prior to setup of any event spaces or load-in, staff and vendors must wash hands and re-glove.
- Bartending and catering staff will be required to clean and disinfect frequently touched objects and surfaces. (ex: POS, door handles, bar tops, prep areas, etc.) Re-glove after this initial clean.

- Routinely before and during events, disinfecting of high-touch areas such as handrails, flat surfaces, door handles, elevator buttons and restroom fixtures is required.
- Staff and vendors are to stay home if they are not feeling well or if they are having any symptoms.
- Staff and vendors will not be allowed to congregate in back of house areas. Social distancing is imperative.
- Staff may not share utensils (i.e. bar kits, cutting knives, etc.).
- Staff must wash hands at the top and bottom of every hour and re-glove. Manager on duty will oversee that this policy is being done regularly.
- Staff will have a designated station and will maintain that established station throughout the event (i.e. bartending station, buffet server, etc.). Should staff be required to move to a different station, utensils must be switched out accordingly.
- Once a staff person's shift has concluded, they are to leave immediately so as not to congregate or mingle unnecessarily.
- Any symptomatic staff will not be allowed to return to venue until cleared by a medical provider.
- When an event shift has concluded, normal cleaning will ensue with each staff person tending to their own stations. Once the normal cleaning is done, you will then disinfect your station before you leave.
- Event Staff will assist with guest flow in and out of the venue, watching for appropriate social distancing between guests.
- Event Staff will be assigned specific sanitation responsibilities and ensure proper protocols are followed throughout entire event.
- Event Staff to hourly check/clean restrooms including wiping down door handles, toilet handles, faucets, paper towel dispensers, soap dispensers and restocking toilet paper, soap, paper towels.
- Post Event Procedures:
 - Wipe down and sanitize all doors/handles immediately after guests exit the building.
 - Caterer and bar staff will complete checklist including cleaning and sanitization of equipment.
 - Wipe down/sanitize all chairs/tables before putting on racks and in storage.
 - Venue staff will display signage at entrances to venue noting that the entire venue has not been cleaned/sanitized, which will be removed once the cleaning crew has come through and properly cleaned all surfaces.
- Vendors must use carts that are to be sanitized prior to use and immediately after use.
- Vendors are responsible to immediately clean up all trash and dispose of themselves.
- Nothing can be left after an event or it will be immediately disposed of.
- All used A/V equipment must be wiped down/sanitized prior to and after each event.
- Guests/Clients are NOT allowed to touch any remotes or A/V equipment.
- A/V cabinet to be wiped down prior to and after each event.
- Food service must be set up in designated area only.
- Caterers will load into building through back-door (Arapahoe Street) only.

Event Host / Guest Requirements & Support

- Increased WI-FI service is available to support live streaming options for at-risk guests.
- Guests will not self-serve food or beverage. (ex: waters stations, buffets, re using cups, etc.)
- Site Inspections/Walkthroughs:
 - Site inspections and walkthroughs will be done virtually and/or appropriately physically distanced by appointment only.
 - Do not enter if you are sick, if you have a cold, cough, runny nose, sore throat, muscle aches or fever please do not come into venue.

- No more than 6 people per site visit not including the venue and/or necessary vendor representative(s).
- Masks to be worn by all people attending the site inspection.
- Guests/vendors are not to touch door handles or railings when possible and doors will be propped open by venue staff.
- Hand sanitizer will be available upon venue entry.
- Walk-in appointments are not allowed.
- Pre-Event Procedures:
 - Review of acknowledgement of all venue policies and procedures will be required prior to event to ensure full understanding for event.
 - Seating capacities and floor plans must be submitted by client and will be reviewed by venue on an event by event basis to ensure appropriate physical distancing that follows local fire department, government restrictions and CDC guidelines.
- Event Procedures:
 - Marks on floors by bars may be used to ensure safe social distancing while waiting for service.
 - Flow arrows on the floor for catering staff to return glassware to bar for washing.
 - Event Host and Event Staff to ensure each guest is wearing a mask and communicate they must always wear their mask throughout event.
 - Event Host and Event Staff to count guests at the entrance to ensure guest count does not exceed more than allowed undercurrent government restrictions.

Event Space Setup & Requirements

- The use of one-way-in and one-way-out of event spaces shall be utilized.
- Arrows on the floor may be used to indicate social distancing and/or flow of event spaces.
- Utilizing the available square footage of Asterisk, events will promote “Pod Physical Distancing”, by moving tables a minimum of 6 feet apart.
- Doors will be propped/rolled open where it is feasible.
- All events will have seated, plated meals to encourage social distancing.
- All shared equipment and meeting amenities to be sanitized before and after each use or be single use if not able to be sanitized.
- Individual bottled water will be provided in lieu of water carafes on meeting tables and water stations
- Modified food service options without food buffets or displayed food are required.
- All barware, flatware and plates will be disposable if not able to be properly sanitized.
- Restrooms have touchless (motion) sinks and soap dispensers.
- Hand sanitizer dispensers are placed throughout event spaces.

Should There Be an Outbreak:

- Event host, guest, vendor or staff member must immediately contact venue.
- Venue will contact all event day parties to inform of positive case via email notification and request such parties to self-quarantine for 14 days and report any medical concerns to their healthcare provider.

- Any event staff who tests positive for COVID-19 will be required to remain in home quarantine for no less than 14 days after symptoms begin.
- Venue will reevaluate safety plan.