

## **Covid-19 Plan for Accepting Returns in The Costume Loft**

- Please remain more than 2.5 meters (6 feet) away from anyone else at all times while at Langham Court Theatre
- We are operating in **The Lounge**, not The Costume Loft
- When approaching the Lounge, check to see if someone else is already being helped
- If there is someone ahead of you, please form a line starting at The Lounge door and extending towards the Costume Loft door at intervals of 2.5 meters (6 feet)
- When in The Lounge, you'll be greeted by The Costume Loft Manager, Colleen, who will ask if you have a return or donation
- Please approach and do not go past the table and rack set up
- For returns, Colleen will ask for the surname we have on file
- For donations, we'll ask for a brief description of what you'd like to donate
- You can place hanging items on the rolling rack available, and loose items in the bins on the carpet
- If there is a line that has formed behind you, Colleen will indicate the correct exit to use which is the Hallway
- This different exit is separated from the line entirely, and leads you to the same path you came in on
- All returns and donations are being quarantined for 7 days before being inspected. It is at this time that if there is anything wrong with the return, the renter will be notified by phone