

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

- To drop off a return or donation, you **MUST** have an appointment
- Please remain more than 2.5 meters (6 feet) away from anyone else at all times while at Langham Court Theatre (leave your friend/spouse outside, please)
- We will be operating out of The Costume Loft, where only one person may be inside at a time
- Please consider wearing a mask when dropping off
- Please make your presence known if Colleen is not at the front
- Colleen will ask you to place your return or donation on the rolling rack or bins available
- Please maintain a safe physical distance from Colleen as well as any volunteer who may be present
- 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
- If you don't hear from us, be assured your return is complete and your information is deleted

**Thanks for working with us to keep everyone safe and healthy!**