**FRONT OF HOUSE: TIPS FOR DEALING WITH COVID-19 RESTRICTIONS**

These are simply suggestions.  
Organizations are encouraged to adapt this document as needed to fit their protocols.

**Talking Points**

In addition to clear signage detailing all the safety policies, front of house staff should inform all patrons of safety expectations at entry.

* At (insert name of org), we pledge to protect the health and safety of all who come through our doors, and work within our organization.
* Our policies related to health and safety are communicated via (insert ways information provided). There are no exemptions to these policies.

**What to do if safety policies are not followed once a patron enters the venue.**

Should a patron not comply to your organization’s policy, be sure front of house staff knows who he/she can immediately contact in order to address the situation.

* Name of employee, department -- It should be someone in attendance at that time in order for the employee to continue working the front of house.
* Be sure that dedicated staff person is readily available and knowledgeable about steps to be taken.

**Confirming vaccine or test status.**

1. **Negative COVID-19 Test Result** (within the time frame indicated in your organization’s policy) – see samples of negative test results below
2. **COVID-19 Vaccination Card/Record** – see samples below of vaccination card and acceptable apps.

**Examples of Negative COVID-19 PCR Test Results**

1. Because of the dangers of forgery, there are very few examples of this documentation available on the internet
2. ALL test results should contain the following information:

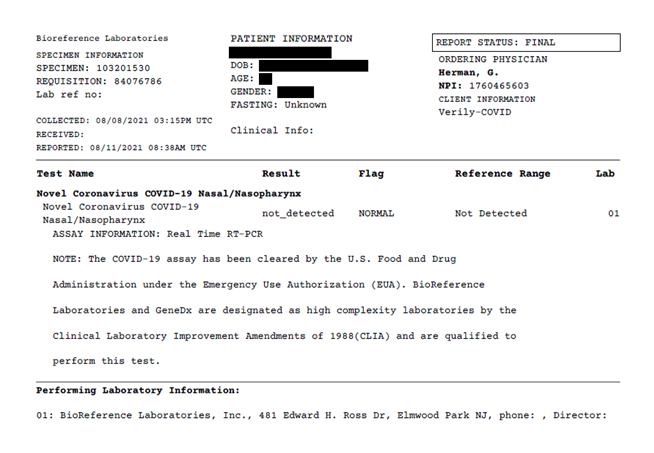
a. Patron name

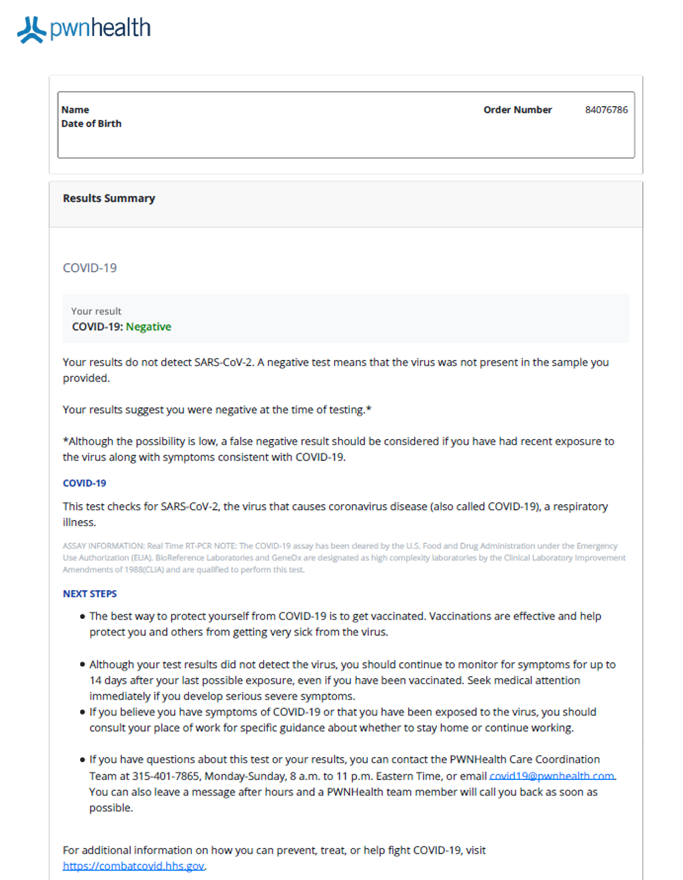
b. Date of test (from here you can determine the required 72-hour window)

c. Location of test

d. The test will be noted as a PCR test

e. Test results

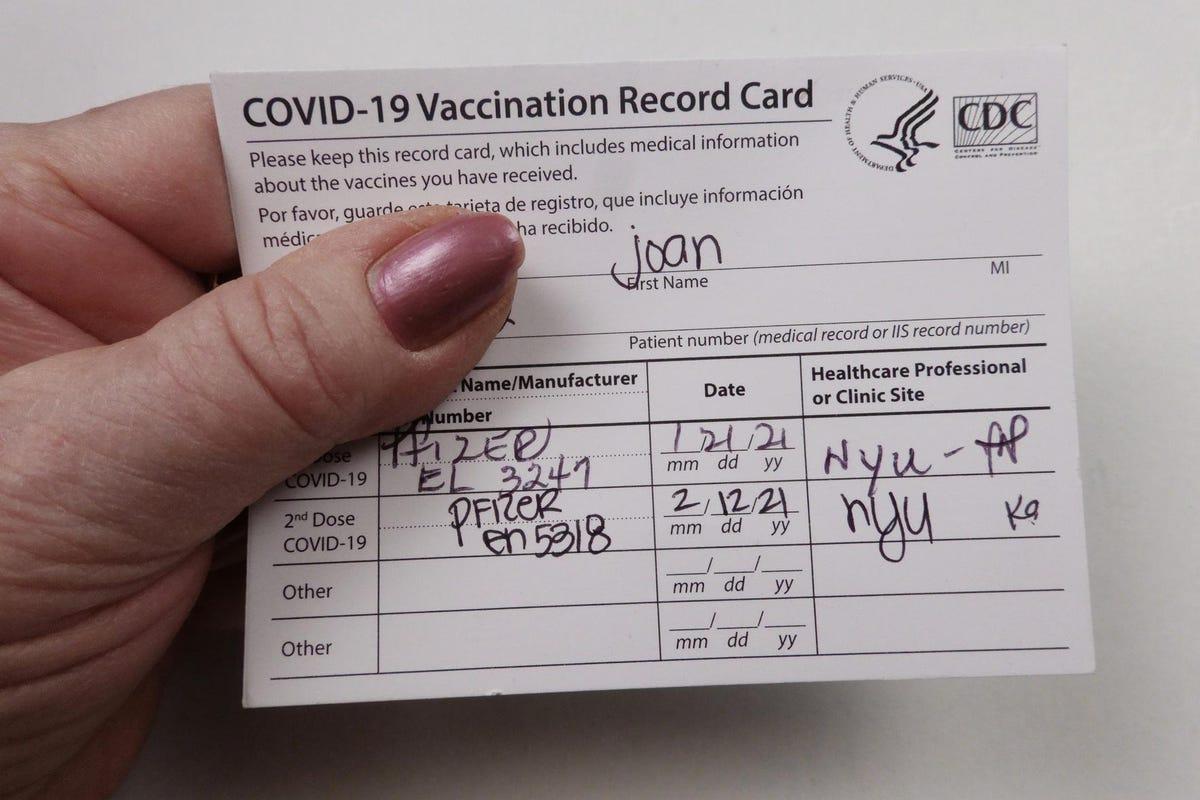
****

****

**Examples of COVID-19 Vaccination Card/Record**

* + - 1. **CDC Vaccination Card** (Physical card or photo of card is acceptable)

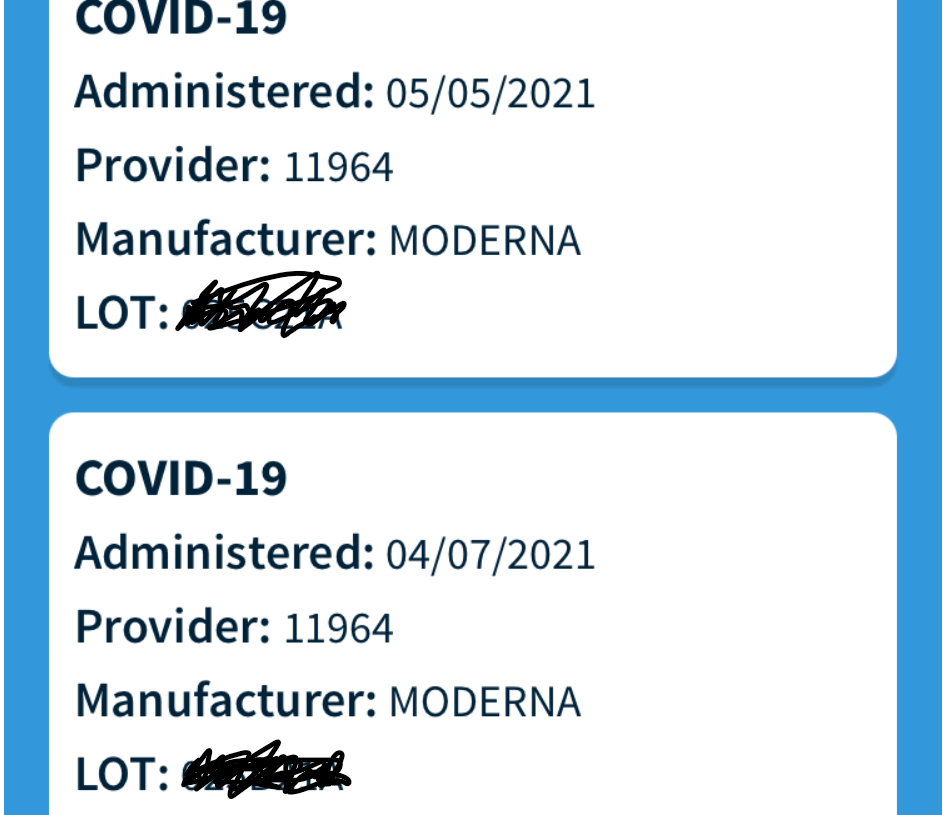
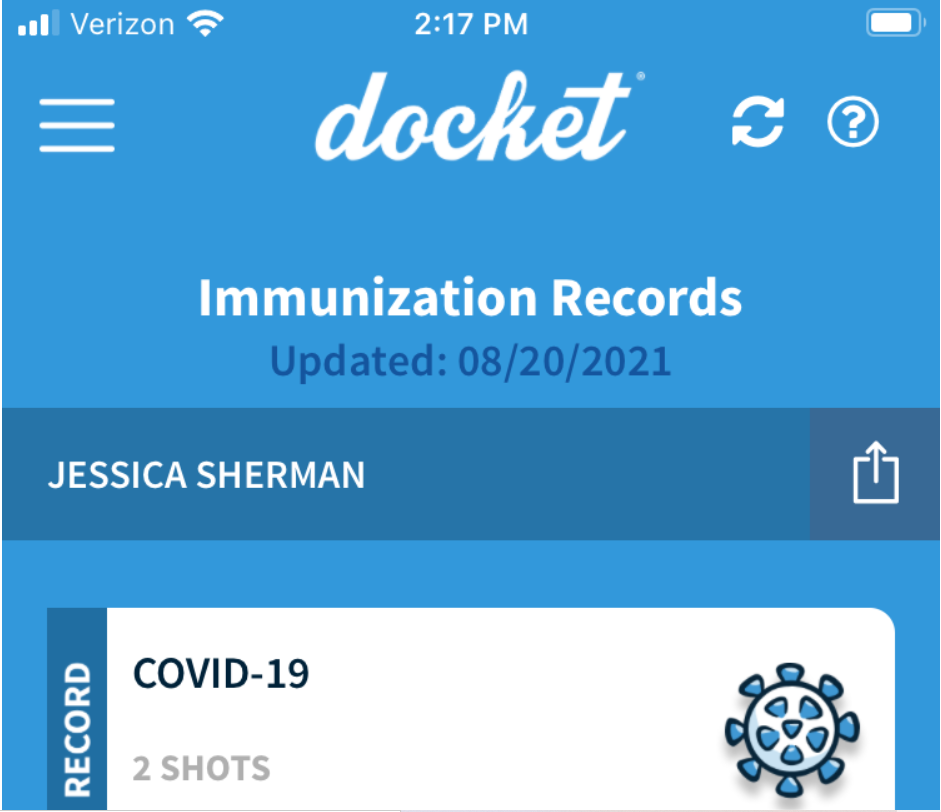
1. If Pfizer/Moderna, there should be two shot dates listed
2. Check to be sure two weeks have passed since the date of the second vaccine
3. If Johnson & Johnson, there will be one shot date listed
4. Check to be sure two weeks have passed since the date of the single vaccine

****

2. **Docket App** through New Jersey Immunization Information System

a. Screen 1 should notate the patron’s name and vaccine received

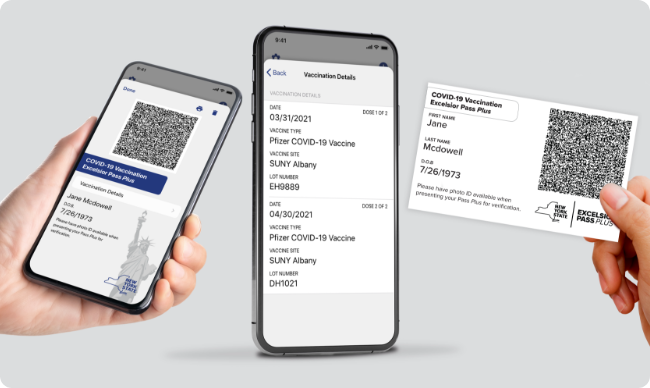
b. Once the patron taps that screen, details of the vaccine(s) will be provided – dates, type of vaccine and location

****

3. **Excelsior Pass/Excelsior Pass *Plus***– New York’s APP/digital proof of COVID-19 vaccination or negative test results. View [this 2 minute video](https://www.youtube.com/watch?v=UQFEjlOdi9s&t=105s) to learn more.

Businesses in NY have a separate app called Excelsior App Scanner to scan the QR code that shows up on the app/printed documentation from Excelsior. TRT does not have this scanner, however, the information on the paperwork/app itself provides all the data needed.

****

****