

**MIAMI-DADE COUNTY DEPARTMENT OF CULTURAL AFFAIRS
CORONAVIRUS DISEASE 2019 (COVID-19)
Cultural Facilities Preparation and Prevention**

Check List

- PROVIDE HAND SANITIZER FOR GENERAL PUBLIC**
 - Provide antibacterial and alcohol-based hand sanitizer with 60%-95% alcohol for all visitors and staff at stations in lobby areas and other key locations throughout the facility

- ENHANCE CLEANING SERVICES FOR PUBLIC SURFACES**
 - Communicate best practices to maintenance teams
 - Increase the frequency of maintenance services for all restrooms
 - Use disinfectant cleaning products for all public surfaces
 - Establish additional cleaning cycles to sanitize high-traffic public areas such as box office windows, elevator buttons, arm rests, doors, tables and counters surfaces, especially during performances and events

- INVENTORY CLEANING SUPPLIES AND HYGIENE SUPPLIES**
 - Order additional supplies of hand soap, hand sanitizers, sanitizing wipes, disinfectant spray, toilet paper and tissues

- FOLLOW HYGIENE RECOMMENDATIONS TO STOP THE SPREAD OF GERMS**
 - Wash your hands often with soap and water for at least 20 seconds
 - Avoid close contact with people, especially those who are sick
 - Cover your cough or sneeze into a tissue, then throw the tissue in the trash
 - Avoid touching your eyes, nose, and mouth
 - Clean and disinfect frequently touched objects and surfaces
 - Stay home when you are sick, except to get medical care

- ENCOURAGE VISITORS AND STAFF TO STOP THE SPREAD OF GERMS**
 - Post signs in the lobby areas and restrooms urging visitors and staff to follow proper hygiene and hand-washing techniques (PDFs of signs in English and Spanish attached to this email or contact Liliana Hernandez)

- COMMUNICATE WITH AUDIENCES**
 - Include the Department's Marketing Statement in all event announcements, emails, social media and websites in coordination with Liliana Hernandez (MS Word document attached)
 - Communicate any audience feedback immediately to supervisor and Director's Office

- MONITOR SITUATION AND BE PREPARED**
 - Alert the Department Director immediately of any potential threats
 - Please send all media inquiries to Liliana Hernandez for processing through the Mayor's Office communication staff
 - Stay informed at miamidade.gov and click on "Coronavirus"

