

Lost & Found Props Health & Safety Guidelines for Visitors

In order to protect you as well as our staff, we ask that all visitors to Lost & Found Props and Surface Archive observe the following health and safety procedures:

- Please DO NOT come in if you are feeling unwell, or if you have been in contact with someone who is sick. Make arrangements to send an associate or work remotely.
- All visitors and staff must wear a mask at all times.
- Please thoroughly wash or sanitize your hands immediately upon arrival.
- Temperature checks will be administered upon arrival.
- To avoid overcrowding, please call ahead for in-person propping.
- Consider propping your job remotely via phone and email. We will do everything we can to accommodate you including pulling options for you, sending photos, and helping you make your edits. Jobs that we pull for you are subject to a 30% fee added to rental cost.
- Please keep as much distance as possible between yourself and others—at least 6 ft. Please do not approach staff member's desks or workstations.
- To avoid cross-contamination, please bring and use only your own pens and work materials (tape measures, etc)
- Staff are disinfecting high-traffic surfaces multiple times per day.
- Gloves must be worn when handling the props and surfaces. We will provide these for you. *Please be mindful of cross-contamination and avoid touching your phone, your face, reaching into your bag, etc, while wearing your gloves and handling props.
- We regret that, for the time being, visitors will not be allowed to use the kitchen.
- Please take extra care to dispose of all of your trash before you leave and to not leave coffee cups, etc. behind.
- Let us know if you require any disinfecting wipes/spray to use as you work on our tables.
- Please inform all couriers, assistants, and PA's that they will need to wear masks when picking up/dropping off items.