

READ BEFORE ENTRY

Temporary Operational Changes - March 17 thru March 28

To be more consistent with current “best practices” to mitigate the virus threat, we are implementing the TEMPORARY operational changes listed below, effective immediately. This should significantly reduce shop traffic and the duration of visits, prevent more than one customer from being in our design area at one time, keep surfaces clean, and keep our shop safer from the potential for virus transmission.

- **If you arrive in person**, please enter, STOP, and **wait for one of our friendly employees to assist you at the door.**
- **All Pick Ups will be done at our Door** – please do not enter the shop.
- **Design assistance / order development** will be by appointment only. Please **call (729-7765) or come to our door to schedule an appointment.** Appointments will be scheduled in **half hour intervals.**
- **If you arrive for design help and we are not already working with another customer, you will be escorted to our design area,** where we will more than gladly work with you to design your project.
- If you visit **without an appointment for design assistance** or to place an order, and we already are doing design work with another customer, **you may be asked to make an appointment to come back later.**
- Please **do not touch** any shop tools, devices, pens, samples, etc. while visiting. “Hands off” policy please.
- Please **do not set any work on any surface.** Hand it directly to an employee.
- If you or any household member has any symptoms or has recently returned from foreign travel, please do not enter our shop, and come back 3/31 or later.
- **Point of Sale device signing** will be done for you **by a shop employee ONLY.**
- Routine and appropriate **cleanings** of doorknobs, surfaces, etc. **will be performed first thing every morning and after every customer visit.**

Thank you very much for your understanding and assistance.

Dan, John, Bruce
The Picture Framers