This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Movie Theaters and Family Entertainment Centers. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

TOPICS FOR EMPLOYEE TRAINING

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- If animals are kept on the premise, provide information on how to prevent the spread of COVID-19 between people and animals.
- Review the importance of not coming to work if presenting any symptoms related to COVID-19.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Enhanced sanitation practices, physical distancing guidelines and proper use and washing of face coverings.
- Ensure temporary, contract, volunteer, and all other types of workers at the facility are trained in COVID-19 prevention policies.
- Provide information on employer or government-sponsored leave benefits relating to COVID-19.

INDIVIDUAL CONTROL MEASURES AND SCREENING

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment.
- Encourage workers and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR MOVIE THEATERS AND FAMILY ENTERTAINMENT CENTERS

- Face coverings are strongly recommended when employees are in the vicinity of others.
- Post signage in strategic and highly-visible locations and in reservation confirmations, to remind the public that they should use face coverings, practice physical distancing, to not touch their face, to frequently wash their hands with soap for at least 20 seconds, and to use hand sanitizer.
- Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to bring and wear a face covering when not eating or drinking.
- Display a set of clearly visible rules for customers and personnel at entrance(s) that are to be a condition of entry.

CLEANING AND DISINFECTING PROTOCOLS

- Perform thorough cleaning in high traffic areas such as customer waiting areas and lobbies, employee break rooms, etc., and areas of ingress and egress, including stairways and elevator banks.
- Frequently disinfect commonly used surfaces, including counters, credit card machines, touchscreens, buttons, doorknobs, armrests, toilets, hand washing facilities, coin-operated and redemption games, vending machines, etc.
- Disinfect rented or shared items before issuing to and when returning from customer use, including bowling balls, golf balls, putters, writing implements, bats, shoes, helmets, etc.
- Close self-service item selection areas for games or activities, such as bowling balls on accessible racks, and provide these items to customers individually.
- Provide hand sanitizer dispensers throughout activity areas, lobbies, and service areas, for use by customers and employees.
- Provide disposable or single-use items whenever possible. This could include scorecards, pencils, 3D glasses, etc. If disposable replacements cannot be provided, properly disinfect items before and after customer use.
- Thoroughly clean and disinfect each customer activity area after every use.
- Regularly clean and disinfect surfaces shared by employees between shifts or between users, whichever is more frequent, including but not limited to working surfaces, time clocks, copy machines, keys, cleaning equipment, gaming machinery, etc.
- Avoid sharing equipment such as phones, tablets, office machinery, and tools wherever possible. Never share PPE.
- Provide time for workers to implement cleaning practices during their shift.
- Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and disinfectant wipes, and provide personal hand sanitizers to all staff directly assisting customers.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR MOVIE THEATERS AND FAMILY ENTERTAINMENT CENTERS

☐ Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
☐ Provide resources to promote employees’ personal hygiene.
☐ To minimize the risk of Legionnaires’ disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
☐ Adjust or modify facility hours to provide adequate time for regular thorough cleaning.
☐ Install and encourage the use of credit cards and hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.
☐ Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.
☐ Consider improvements to air and ventilation in offices and other spaces.

PHYSICAL DISTANCING GUIDELINES

☐ Adjust maximum occupancy rules to limit the number of people at family entertainment centers as appropriate to support physical distancing.
☐ Limit customer groups to a household unit. People from the same household do not need to be six feet apart.
☐ Close ball pits, foam pits, indoor playgrounds, climbing structures, enclosed bounce houses, etc.
☐ Family entertainment centers with prize redemption counters, gift shops, etc., should refer to and follow the guidelines for retail available on the COVID-19 webpage.
☐ Family entertainment centers that offer food and drink concessions should encourage customers to order online or over the phone, whenever possible, and make items available for counter pick-up.
☐ Use visual cues to ensure customers maintain physical distances of at least six feet while waiting in line.
☐ Install impermeable barriers at concession counters, if possible.
☐ Install physical, impermeable barriers or partitions between game, seating, and other types of activity areas to minimize exposure between customers.
☐ Implement timed and/or advanced reservation ticketing systems and pre-assigned seating or activity areas, whenever possible, to stagger customer visits and help maintain physical distances.
☐ Dedicate staff to manage movement of customers when activities could bring people within six feet of distance from each other, such as usher customers to seats, preventing congregation in bottleneck areas, limiting groups from playing through courses, etc.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR MOVIE THEATERS AND FAMILY ENTERTAINMENT CENTERS

- Implement measures to ensure physical distancing of at least six feet between people, such as when customers are waiting in line.
- Install impermeable barriers where physical distancing cannot be maintained to minimize exposure between employees and customers.
- Face coverings are strongly encouraged for all employees; however, they are required for any employee who must be within six feet of customers (e.g., fitting and securing guests with safety equipment).
- Designate separate routes for entry and exit into facilities, activity areas, seating areas, employee work areas, etc.
- Reconfigure workspaces, if possible, to allow for six feet between employees.
- Close or limit access to breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks.
- Place additional limitations on the number of workers in enclosed areas, such as supply rooms and counter areas.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Ask vendors who are required to enter facilities to have their employees follow the guidance of local, state and federal governments regarding wearing face coverings.
- Redesign parking lots to limit congregation points and ensure proper separation (e.g., every other space, contactless payment, etc.)
- Discourage employees and guests from congregating in high traffic areas such as bathrooms and hallways.

ADDITIONAL CONSIDERATIONS FOR INDOOR MOVIE THEATERS

- Limit the number of attendees in each theater to 25% of theater capacity or a maximum of 100 attendees, whichever is lower.
- Implement a reservation system to limit the number of attendees entering the theater at a time whenever possible. Designate arrival times as part of reservations, if possible.
- Establish directional entry and exit into theaters where possible.
- Reconfigure, close, or otherwise remove seats from use to ensure physical distancing of at least six feet between attendees.
- Face coverings should be worn by patrons when not eating or drinking.
- Dedicate staff to help people maintain distances before and after screenings.
- Consider using disposable or washable seat covers in theaters, particularly on porous surfaces that are difficult to properly clean. Discard and replace seat covers between each use.
Prop or hold doors open during peak periods when attendees are entering and exiting facilities, if possible and in accordance with security and safety protocols.

Turn off public drinking water fountains and place signs informing attendees they are inoperable.

Consider limiting the number of people that use the restroom at one time to allow for physical distancing.

Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space).

If offering drive-in movies, ensure that vehicles have at least six feet of distance between them.
  - Operators of these establishments should follow additional applicable guidance for retailers of Drive-In Movie Theaters.