This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Indoor Seated Live Events and Performances. 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.

INDIVIDUAL CONTROL MEASURES AND SCREENING

- Encourage workers and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide resources to promote personal hygiene.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer.
- 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.

VENTILATION

- Provide fresh air ventilation to the spaces with highest density of occupants, as well as areas where participants may be unmasked.
- Decrease occupancy in areas where outdoor ventilation cannot be increased.
- Consider implementing use of fans to increase effectiveness of open windows.
- Consider mechanical ventilation system upgrades to increase delivery of clean air.
Consider Portable Air Cleaners in rooms and areas where mechanical and passive ventilation cannot be improved.

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.
- 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.
- Provide hand sanitizer dispensers throughout activity areas, lobbies, and service areas, for use by customers and employees.
- Provide time for workers to implement cleaning practices during their shift. Assign cleaning assignments during working hours as part of the employee’s job duties.
- Install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.
- Thoroughly clean and disinfect each customer activity area after every use.
- Encourage the use of debit or credit cards by customers, for example, through signage.
- Provide time for workers to implement cleaning practices during their shift.
- 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.
- 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

- Avoid in-person meetings unless allowed in Blueprint for a Safer Economy based on county Tier and, if they are necessary, adjust them to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines.
- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.
- Create outdoor break areas with shade coverings and seating arrangements that ensures physical distancing, as practicable.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
ADDITIONAL RECOMMENDATIONS FOR VENUES WITH LIVE AUDIENCES

☐ Protect ticketing offices with impermeable barriers, like Plexiglas. Instruct guests where to queue to maintain a minimum of six feet of physical distance.

☐ Establish directional entry and exit into venues whenever possible. Particular attention should be given to staggered exiting of venues at the conclusion of an event.

☐ Workers checking bags should modify activities to minimize directly touching guest items. This could include using styluses or other instruments to search bags, asking guests to open bags and move contents, etc. Where practices might cause direct contact with patrons or their items, workers should immediately sanitize hands or wear disposable gloves and change between each guest search.

☐ In order to avoid touching attendees’ personal items, operators should consider enforcing a small clear bag policy and ask guests to open their own bags for inspection. Consider necessary exceptions for medical and personal hygiene products.

☐ Consider the use of walk-through metal detectors rather than hand wand metal detectors to allow workers to maintain at least six feet of physical distance from patrons.

☐ Install and use touchless ticket scanners whenever possible. Ask patrons to scan tickets themselves rather than passing digital electronic devices or paper tickets back and forth between workers and patrons.

☐ Dedicate ushers during breaks and intermissions to ensure orderly entry and exit from and into venue areas. Use ushers to preserve appropriate space in queuing areas and help customers understand where lines begin as additional space may make it difficult to see where to stand.

☐ Venues that offer food and drink concessions should encourage customers to order online or over the phone, whenever possible, and provide designated areas to eat or drink.

☐ Reconfigure merchandise and other retail sales booths and areas to create physical distance between workers and patrons. Encourage preordering, contactless payment, and other systems that minimize the amount of time patrons spend in retail areas.

ADDITIONAL RECOMMENDATIONS FOR PRODUCTION DEPARTMENTS

Recommendations for Performers

☐ Use precautions when performing in large groups or ensembles and evaluate the necessity of such activity on a case-by-case basis. Background players, stand-ins, and other non-essential
Performers on set should not linger in crowded holding areas unnecessarily. Holding/offstage areas should be sufficiently large to ensure adequate spacing between performers, backstage workers, etc.

- Consider modifications to rehearsals where face coverings cannot be worn, that break physical distances, require performers to touch their own or others’ faces, etc.
- Use microphones for performances to the maximum extent feasible so that performers can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther.
- Performers that are minors should be accompanied by a parent or guardian. Children should be given special instruction and guidance on the use of any provided protective equipment and safety protocols.

**Recommendations for Musical Performers**

- Performers should empty water keys onto disposable or paper towels whenever possible and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands and/or use hand sanitizer as described in this guidance after disposal. If musicians empty water keys onto non-disposable towels, the towels must be clean when brought to performance or practice, removed by the musician and placed away from others for laundering, and the musician must wash their hands and/or use hand sanitizer.
- Perform instrument cleaning, including wiping down and blowing through, at home and away from others before and after practice.
- Consider discontinuing assistance from musician assistants, such as pageturners, or others that cannot maintain at least six feet of distance.
- Shared musical instruments must be cleaned and disinfected in accordance with manufacturer’s instructions between users. Musicians must play their own instrument whenever possible (e.g., discontinue single-piano duets).
- Increase distancing between people who sing or chant and others, or between wind instrument performers and others to more than six feet, especially when indoors and not wearing face coverings. Consider use of barriers to add further separation in these cases.
- Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or to redirect air emitted from the instrument.

**Recommendations for Rehearsals**
Performances and/or practices where there is increased likelihood for transmission from lack of face covering use or contaminated exhaled aerosols (such as singing, chanting, brass and woodwind playing, etc.) should rehearse outdoors, if possible. Performers must rehearse and perform with their small group to the greatest extent feasible.

When workers cannot wear face coverings as part of their rehearsal (e.g. opera singers, woodwind musicians, etc.), unless all are fully vaccinated, operators must modify rehearsal activities, including maintaining strict small groups, implementing at least weekly testing of participants during rehearsal as well as performance season, limiting the amount of time and the number of workers without face coverings, maintaining physical distance between those without face coverings and others to at least six feet, ensuring proper ventilation, etc.

Use precautions when performing in large groups or ensembles. If a large group is required for the performance, minimize the time the full group is in proximity with each other (e.g. rehearsing in sub-groups).

**Recommendations for Travel**

- Evaluate whether travel is essential and should limit the number of workers asked to travel.
- Develop a detailed process and plan for travel, which should include:
  - Implementing small travel groups.
  - Ensuring facilities in proximity of venues can support necessary lodging and dining demands and any potential medical needs.
  - Reviewing the local, state, and CDC Travel Recommendations by Country and avoiding all destinations, both domestic and international, where there is widespread ongoing transmission.
  - Follow relevant local or state guidance regarding self-quarantine upon return from areas of higher transmission.
- Consider lodging workers in apartments instead of hotel rooms where they might interact with other guests or hotel staff.
- Where possible, workers should drive separately in their own vehicles, unless part of the same traveling small groups.
- If a large number of workers are in hotels, consider bus transport. If using shared vehicles, minimize the number per vehicle to support physical distancing and require passengers to wear face coverings.

**Recommendations for Casting and Auditions**
Consider remote casting sessions and callbacks with live broadcast capabilities. Encourage the submission of self-tapes instead of in-person auditions where feasible.

Digitally distribute scripts, music, etc. as opposed to handing out sheets of paper, in accordance with confidentiality requirements.

Schedule any in-person auditions and callbacks with staggered appointments to accommodate physical distancing. Ask those auditioning in person to arrive at casting and audition locations at the assigned time.

Encourage people to wait in their cars, not in the waiting area of the casting facility. Consider utilizing app technology that checks people in for their appointment and sends a text when the audition will begin.

Consider ensuring back-up talent selection and availability in the case of illness.

Recommendations for Construction Mills and Set Design

Consider whether the set design crew can operate separately from production, including fully dressing locations prior to performances without interaction with other workers.

Develop stage layouts to limit the number of staff and performers on site and maximize the physical distance between performers.

Additional cleaning and disinfection practices should be developed for key props, furniture, or other set dressing which has repeated and regular exposure with workers. Where possible, limit the number of people who have contact with key props, e.g. ensure such props are only handled by a designated crew member or relevant cast.

Recommendations for Costume and Wardrobe

Consider options that allow performers to arrive in their own wardrobe. Where feasible, encourage background performers to also wear clothes from their own from home. Separate dressing areas to permit physical distancing if this is not possible.

Ensure costume dressing and quick-change protocols are staggered and supervised by wardrobe attendants.

Each cast member’s costume and wardrobe supplies should be kept in separate, labeled plastic bags.
**Recommendations for Hair and Makeup**

- Hair and make-up crew members should refer to additional guidance on hair salons and other personal care services on the Industry Guidance to Reduce Risk website.
- Hair extensions or wigs should be thoroughly cleaned according to the manufacturer’s directions after each use.
- Makeup application tools and supplies should be purchased per performer and used only on that individual. These supplies should be kept in individual cast bags.
- Mix foundation, powders, lipstick, and other makeup items on a disposable palette for each individual. Use disposable, single-use applicators for each person (e.g. mascara wands, lip brushes, eyeliner sticks, cotton swabs, powder puffs, etc.).
- Performers should apply their own minor touch-ups, where possible, to avoid additional contact. Performers should also remove their own makeup to limit contact at the end of the day.