

Re-Opening Checklist

Topics to consider as you develop your plans for re-opening

Familiarize Yourself with Local Public Health Entities:

- Do you know the specifics of the phase/tier your area is under and what is needed to move forward?
- Do you have a contact with/are you working in conjunction with your local public health entity? • What federal guidelines, resources issued by entities that you commonly work with do you need to be considering as you craft materials? (OSHA, Actors Equity, IATSE guidelines for COVID)?

Who do you need policies for?

- Staff/Employees/Union Employees (those who are regulars to your space)
- Visitors (vendors, guests, contractors, those who need to be onsite to complete work)
- Artists/Performers/Users
- Patrons

Ventilation: Know your HVAC

- What filters does your system require? Can your facility upgrade?
- How often do you change your air filters? Can you increase how often you change your filters?
- Can you increase the amount of outdoor, fresh air that circulates in your facility? ● What is your ACH (Air Change Per Hour) in your facility or for different areas of your theater? Stage? House? Back of House? Front of House?

Mask Guidance & PPE: Protect your employees and those entering your space

- What supplies will you have available onsite for your employees?
 - Masks, eye protection, gloves etc.
- How do you plan to communicate to visitors your policies prior to their arrival?

Cleaning & Disinfection Program:

- Offering further training for cleaning crew surrounding COVID-19 infectious disease mitigation
 - Online Training Courses – ISSA Trainings/Certifications <https://issa.com>
- Cleaning vs Disinfecting
 - Do you have written procedures in place?
 - Do you have inventory tracking set up for products needed?
 - Do you have proper storage for these materials?
- Emphasis on High Touch Points & Restrooms
- Appropriate PPE in house for cleaning crew
- Visual Indicators in the space
- Emergency Cleaning & Disinfecting Protocol should you have a positive case onsite or known exposure onsite

Touchless Facility:

- Removing Doors where unnecessary, making automatic if possible, propping doors if possible to limit touching
- Auto faucets/auto flushers

- Automatic Sanitation Dispensers

12/28/2020 4:59 PM

- Touchless Transactions (tickets, concessions, merchandise/gift shops)
- Program Books/Collateral Distribution- Providing digital options or limiting hard materials?

Flow of Traffic & Social Distancing:

- Decals & Signage throughout the space to reinforce
- Rethinking set up / number of people per space / facility flow:
 - Office Spaces
 - Backstage Space/ Shop Space
 - Common Areas
 - Dressing Rooms
 - Restrooms
 - Front of House / Lobby Spaces
 - Box Office
 - Patron Seating
 - Concessions/Merch Areas

Hand Washing & Hand Sanitizer Stations:

- Signage encouraging proper hand washing
- Signage indicating where the nearest hand washing station or hand sanitizer station is located.

Communication/Training (Staff, Users, Artists, Patrons):

- Training Protocol/Materials for Staff prior to returning onsite
- Know Before You Go Communication (Users, Artists, Patrons)
 - Videos
 - Visual Guides (what you might expect for all levels of people coming into the space)
 - Social Media communication (patron)
- Have you incorporated effective communication in your plans to disseminate information (i.e., captioning “Know Before you go” videos or providing alternative formats)?
- Training/Talking Points for Customer Service Staff answering patron calls & emails
- De-escalation Tactics and Training for FOH Staff
- Do you have a plan to survey or receive feedback from those using your space? May include staff, users, artists and/or patrons. How are you evaluating/implementing changes?