BE SAFE CHICAGO

Be Safe. Performance Venues

CHICAGO

Effective January 23, 2021

Be Safe. Performance Venues

What's in this guide?

Gradually Resume (Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing

Limitations on physical distance to other individuals

Gathering size

Limitations on gatherings of individuals

Protective gear

Use of protective gear by individuals

Hygiene requirements

Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access

Entry/exit condition for access to space

Cleaning standards

Actions taken to disinfect space

Visual guidance

Hygiene resources and guidance posted in space

Workplace conditions

Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models

Flexibility with sick leave, remote work (when possible)

Operational resiliency

Support for operational flexibility (e.g., multiple shifts)

Travel guidelines

Restriction of movement of people between locations

Testing / tracking

Facilitation of testing and tracking

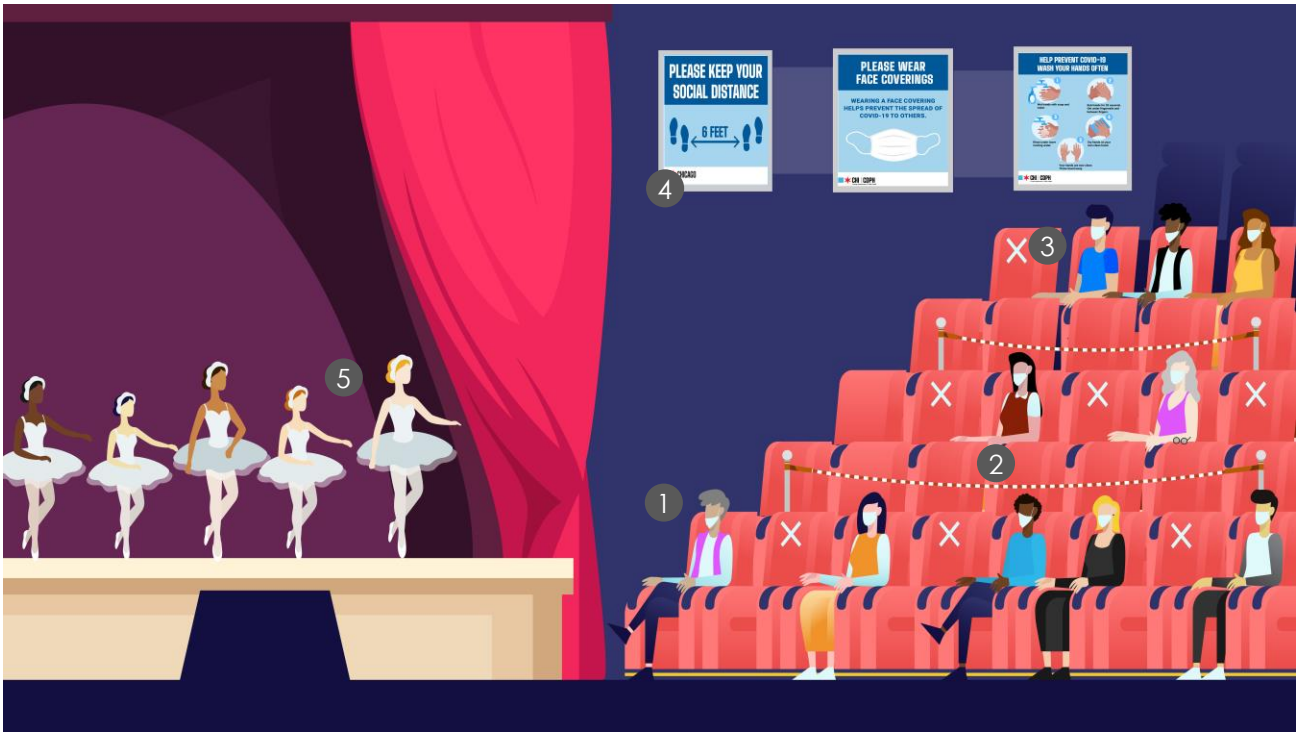
- Recommended guidance -

BE SAFE CHICAGO

Be Safe. Performance Venues

Illustrative example

Gradually Resume (Phase IV)



What may be different?

1. Attendees / employees required to wear **face coverings at all times, except while eating/drinking while seated**
2. **Rows or seats are decommissioned** between groups to allow for social distancing
3. Seat household members together, with **adequate distance between groups** for social distancing
4. **Visual signage** posted throughout facilities regarding hygiene, social distancing, proper PPE and more
5. **Cast / performers not required to wear face coverings on stage,** expected to wear PPE in all backstage common areas

- Recommended guidance -

BE SAFE CHICAGO

Be Safe. Performance Venues

Healthy interactions

Gradually Resume (Phase IV)

Ensure >6 ft. between individuals

- Ensure attendees adhere to 6 ft. social distancing at all times; allow 3 ft of distance between seated individuals if physical barrier in place
- Seat members of the same household together; children must remain with their parents/guardians at all times
- Areas where individuals queue should be clearly marked for 6 ft. distancing (e.g., entry ways)
- Encourage impermeable barriers where 6 ft. social distancing is not possible, especially in choke points (e.g., entry ways)
- Ensure stage or other designated area for performers (e.g., dancers, singers, bands) is at least 10 ft. distance from the audience
- If practical, dedicate staff to enforce social distancing for all shows (recommend one usher/staff member for every 10 attendees)

BE SAFE CHICAGO

Be Safe. Performance Venues
Healthy interactions

Gradually Resume (Phase IV)

Limit seating capacity and gathering sizes

- Limit capacity in each indoor space / room (e.g., one theater), as well as gatherings held in outdoor spaces (e.g., outdoor venues)
- **CLICK HERE to view more specific Performance Venues Phase IV capacity restrictions**

BE SAFE CHICAGO

Be Safe. Performance Venues

Healthy interactions

Gradually Resume (Phase IV)

Require face coverings for all; face coverings not required for cast / performers

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth for all individuals above the age of 2 (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Face coverings for actors and / or performers not required during show, but should be worn during off-stage activities (e.g., breaks, back-stage)
- Face coverings not required while attendees are eating or drinking while seated
- Prohibit entry to a person who refuses to wear a face covering for non-medical reasons; if available, masks can be provided upon entry
- Provide a physical barriers (e.g., Plexiglas) in areas where close contact communication is in high volume (e.g., box office)
- If applicable, consider use of Plexiglas between vocalists and/or wind instruments

Be Safe. Performance Venues

Healthy interactions

Gradually Resume (Phase IV)

Where possible, provide hand sanitizer at ingress/egress points

- Provide sanitation station(s) at a minimum at the entrance of the theater(s) and in common backstage areas; if available, make stations easily accessible throughout the venues
- Train all staff on new cleaning policies and procedures prior to opening
- Communicate new operating procedures to staff and general public
- Instruct all employees to wash hands, or use sanitizer, every 60 minutes and after certain activities (e.g., sneezing, touching their face, blowing their nose)

BE SAFE CHICAGO

Be Safe. Performance Venues

Safe spaces and working conditions

Gradually Resume (Phase IV)

Require health checks upon entry

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic (if possible, provide questionnaire during ticket purchase)
- Prior to entering establishment, employees self-screen (e.g., questionnaire - see appendix) to ensure no symptoms of COVID-19
- Employees should not report to, or be allowed to remain at, work if exhibiting symptoms or reporting they feel ill

Monitor ingress/egress and ensure social distancing

- Monitor ingress/egress points to regulate the flow of traffic
- Leave doors open where possible during ingress /egress, or have ushers open and close doors as needed
- Encourage outdoor security to direct people at entrances and exits to minimize contact
- After entry and ticket/food purchase, encourage individuals to immediately proceed to seats to avoid congregating in common areas
- Prohibit additional people from entering theater(s) if capacity is met or 6 ft distancing is no longer possible

Be Safe. Performance Venues

Safe spaces and working conditions

Gradually Resume (Phase IV)

Frequently clean seating and high-traffic areas

- Clean entire theaters between shows and at the end of the day (e.g., seats, railings, arm rests)
- Increase cleaning frequency in public areas, focusing on high contact surfaces (e.g., door handles, counter tops, public restrooms, light-switches, microphones) and high traffic areas (e.g., bathrooms)

Provide signage at any entry/exit points and any other high-traffic common areas

- Post visual guidance to promote social distancing, washing hands, wearing face coverings, and using non-contact greetings
- Provide visual guidance to direct traffic follow
- Where possible, provide information to visitors (e.g., social distancing and PPE requirements) prior to arrival at the venue through social media channels, ticketing software, etc.

BE SAFE CHICAGO

Be Safe. Performance Venues

Safe spaces and working conditions

Gradually Resume (Phase IV)

Optimize seating arrangement to ensure social distancing

- Rearrange seating to allow for 6 ft distancing (may include blocking rows in places with fixed seating)
- Encourage visual markings on seating to indicate 6 ft separation, as well as signage to indicate the maximum number of individuals permitted per row
- Consider removing, disabling, or spacing furniture in high density spaces including the lobby and backstage lounges
- Utilize all entrances and exits to manage traffic flow and minimize interactions (where appropriate)
- If applicable, eliminate general admission standing rooms; all patrons must be seated
- In shared space (e.g., break rooms, back stage) ensure individuals keep their belongings to themselves, minimize use of shared lockers, cubbies, etc.

BE SAFE CHICAGO

Be Safe. Performance Venues

Operations and monitoring

Gradually Resume (Phase IV)

Flexible models

Develop flexible work models for staff

- Ensure employees that can work from home continue to do so (e.g., admin employees)
- Minimize overlap of employee shifts, where possible

Operation resiliency

Consider ways to control ingress, egress, and seating

- Where possible, encourage attendees to pick their seat prior to arriving to the theater, allowing the option to block off rows or seats between groups
- Suggest times for attendees to arrive to the theater to monitor ingress
- Stagger show / performance start times for venues with multiple theaters and eliminate intermission to minimize interactions in gathering points (e.g., lobby and ticketing) and ingress / egress
- Where possible, use touchless ticketing and playbills, contact-free payment and registration
- Where possible, use outdoor performance venues

Be Safe. Performance Venues

Operations and monitoring

Gradually Resume (Phase IV)

Limit travel by staff

- Minimize employees travel between different performance venues with multiple locations

Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a venue becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak

BE SAFE CHICAGO

Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than 10 minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

National resources for further guidance

General workplace guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*: https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf

CDC – *Guidance for Businesses and Workplaces* https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

OSHA *Guidance on Preparing Workplaces for COVID-19*: https://www.osha.gov/Publications/OSHA3990.pdf

Performance venue guidance

CDC – *Safety and Health in the Theater*: https://blogs.cdc.gov/niosh-science-blog/2012/06/11/theater/

Disclaimer

Any links provided in this document are for convenience and informational purposes only; they do not constitute an endorsement or an approval by the City of Chicago of any of the products, services or opinions of the corporation or organization or individual. The City of Chicago bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.