

**BE SAFE** ★  
**CHICAGO** ★



**Be Safe.**  
**Performance Venues**



## 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



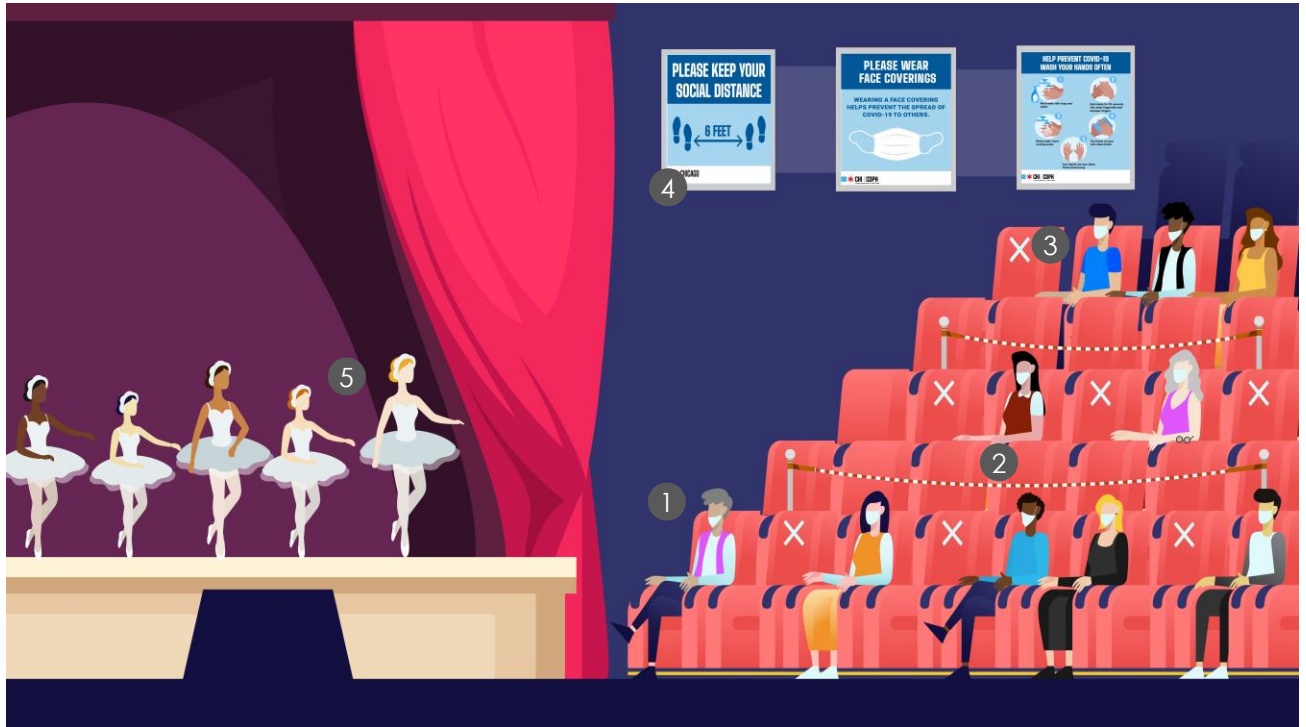
Facilitation of testing and tracking

# 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 -



## 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)



## Limit seating capacity to 40%, gatherings limited to 50 individuals

- Limit each indoor space / room (e.g., one theater) to no more than
  - 50 individuals, while practicing social distancing, or
  - 40% capacity (whichever is fewer)
- Limit gatherings of non-household members to no more than 100 individuals for outdoor spaces (e.g., outdoor performance venues) if group largely remains static (e.g., sitting at tables) and practices social distancing



## 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



## 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)



## 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)



**Cleaning standards**

## 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)



**Visual guidance**

## 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 flow
- 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.



## 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.



## 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



## 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



## Travel guidelines

### Limit travel by staff

- Minimize employees travel between different performance venues with multiple locations



## Testing/ Tracking

### 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



## 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?



## General workplace guidance

### National resources for further 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/>

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