

These guidelines are intended for application in non-health care settings. The foundation guideline for businesses and employers remains the [Centers for Disease Control and Prevention \(CDC\)'s Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#).

General Guidelines that Apply to All

All venues need to determine how best to minimize the spread of COVID-19 in the venue. In order to re-open and successfully remain open for business, everyone individually and collectively must actively participate in the core recommendations:

1. Self-isolation – if you are sick, stay home.
2. Practice social distancing of at least six feet distance to the greatest extent possible.
3. Wash hands frequently (20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol).
4. Clean and disinfect frequently touched objects (e.g. keyboards, phones) and surfaces (e.g. handrails, workstations, sinks) and remove unnecessary frequently touched surfaces.
5. Avoid touching of eyes, nose and mouth with unwashed hands.
6. Strongly consider wearing a cloth face covering when it is difficult to practice social distancing (do not use on children under two years old, people with difficulty breathing, or people who cannot remove the mask themselves).
7. Cover mouth and nose when you cough or sneeze, and throw used tissues away immediately after use.
8. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use.
9. Minimize the use of soft surfaces like cloth covered chairs or area rugs that are more difficult to clean or disinfect.

Guidelines Specifically for Performing Arts Venues

Any scenario where a lot of people gather together comes with a risk of transmitting COVID-19. In addition to the above referenced general guidelines, the following are put forth for your consideration to further reduce the transmission of this virus:

1. Before resuming business operations, check the building to see if it's ready for occupancy.
 - a. Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC systems) that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems.

- b. Increase circulation of outdoor air as much as possible by opening windows and doors, using fans and other methods. Do not open windows and doors if doing so poses a safety or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
 - c. Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth, rodents or pests or issues with stagnant water systems, and take appropriate remedial actions.
2. In venues where food is served, follow the [AccelerateSC Guidelines for Restaurant Opening](#).
3. Maintain or adjust seating and furniture to encourage social distancing of 6 feet or more. When furniture/seating cannot be easily removed, use draping, tape or other labels to indicate that seat(s) are not available to ensure social distancing.
4. Install clear shields or use other physical barriers where possible to separate employees and patrons.
5. Actively encourage employees and/or patrons who have had a fever of 100.4 or greater in the last 3 days or who have any [symptoms associated with COVID-19](#) to refrain from attending any event.
6. Identify realistic capacities for your facility based on line length, waiting areas, pre-shows, and capacity, adjusted to allow for 6 feet of physical distancing between individuals.
7. For larger events, consider staggering the arrival times of guests by assigning arrival time windows to prevent overcrowding at venue entrances.
8. Use floor/pavement decals in and around the venue to indicate what 6-foot social distancing looks like.
9. Establish one-way traffic flows, where possible.
10. Compliance with social distancing should be encouraged through periodic announcements or audio recordings.
11. Frequently clean and disinfect all high touch surfaces that cannot be eliminated (for example by propping or holding a door open or removing the lids off of trash cans). Follow the [CDC Guidelines for Cleaning and Disinfecting](#).
12. Remove soft surfaces that can be removed (for example, area rugs, unneeded furniture, etc.).
13. Provide hand sanitizer stations throughout venue – with a focus of proximity to high touch points.
14. [Post signs and reminders](#) at entrances and in strategic places providing instruction on [hand hygiene](#), [COVID-19 symptoms](#) and [cough and sneeze etiquette](#). This should include signs for non-English speakers, as needed.



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15. Employees and patrons should wear a cloth face covering as a measure to contain the wearer's respiratory droplets. Note: People should not wear cloth face coverings if they are under the age of two, have trouble breathing or any inability to tolerate wearing it or if they are unable to remove it without assistance.
 16. Encourage performers to bathe or shower and get prepared (hair and makeup) as much as possible at home, not at the theater.
 17. Disinfect key backstage areas two hours before cast arrives.
 18. Minimize in person rehearsals where possible.
 19. Plan backstage activities to allow for distancing between employees and cast members.
 20. Follow all recommended guidelines for sanitizing shared equipment, including microphones stands, and other equipment shared by staff and/or performers.
 21. Minimize wardrobe changes and plan them to allow distance between performers.
 22. Alter choreography and blocking to allow for distance between performers.
 23. Change out towels on a daily basis, and increase towel service and deliveries.
 24. Stagger dressing times and reconfigure flow of show to minimize quick, large-scale cast transitions.
 25. Temporarily eliminate or reduce direct performer/guest interactions during the performance and intermission, as well as after the performance (e.g., playbill signings).
 26. Temporarily eliminate or reduce any performances in which performers go into the audience or audience members are encouraged to go on-stage.
 27. Encourage use of contactless payment; use electronic tickets instead of paper.
 28. Participants in the theater should have their symptoms checked each day they are performing in the venue.
 29. Cancel group visits, guided tours and public programs.

DISCLAIMER: The information provided in this document is for general informational purposes and to help you make informed decisions. Notwithstanding any and all Federal and State requirements, re-opening and resuming activities are at your own discretion.

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