

COLUMBUS ASSOCIATION FOR THE PERFORMING ARTS
55 East State Street, Columbus, Ohio
LIVE PERFORMANCE HEALTH & SAFETY PROTOCOLS
LAST UPDATED 9/25/2020

HEALTH & SAFETY PROTOCOLS

FRONT OF HOUSE STAFF/VOLUNTEERS

- Daily Health Checks
 - Staff will self-certify via a health questionnaire they are eligible to work
 - A temperature check will be conducted on-site daily
- Required to wear a mask at all times
- Disposable gloves provided for all cleaning procedures
- Encourage regular breaks for hand washing
- Operations staff and volunteers will take part in COVID training prior to events. Written materials and protocols will be provided to staff/volunteers as well.

PATRONS

- Masks are mandatory at all times except while actively eating and drinking.
- Safety requirements are being communicated in advance via website and marketing materials.
- Signage posted at entrance about hand hygiene, social distancing and preventing spread of COVID-19
- ENTRY/EXIT
 - Patron entry and exit points will be segregated to limit cross-traffic; employee exit/entry points will be separate from patron entry/exit points.
 - Put appropriate signage (ex. ENTER ONLY) on each door both inside and out
 - Provide stanchions to divide lobby spaces and control traffic flow
 - Mark floor for social distancing for box office line
 - Hand sanitizer stations in outer lobby
- BOX OFFICE
 - Hang clear plexiglass barrier at front of counter
 - Strongly encourage pre-purchase of tickets
 - Limit capacity to 300 for Ohio Theatre (11% of total capacity)
 - Clean touched surfaces after each transaction
 - Signage posted on hand hygiene and preventing spread of COVID-19
 - Every other hand sink blocked off
- CONCESSIONS
 - No concessions offerings
- RESTROOMS
 - Prop entrance doors to stay open when theatre is in use
 - Hand sanitizer available in all restrooms
 - Limit restroom capacity

- Clean surfaces after beginning, during and end of each movie
- AUDITORIUM SEATING
 - All seating will be socially distanced – CAPA staff and volunteers will ensure parties meet distancing requirements
 - Limit capacity of auditorium to 300 (11% capacity)
 - Patrons from the same party can seat together up to 10
 - Pre-show slide asking patrons to keep their distance and keep their face covered
- CLEANING AND HVAC (see frequency chart for more details)
 - Daily deep cleaning of hard surfaces in common areas and theatres
 - Use electro-static sprayers for seating area
 - Full cleaning between each event
 - Additional cleaning of high touch areas as outlined throughout protocols
 - Cleaning during event of high touch areas as outlined in frequency chart
 - Increased fresh air intake through the HVAC system
- SUSPECTED COVID PRECAUTIONS
 - Impacted areas of the theatre will be closed until a thorough deep cleaning can be completed.
 - Deep cleaning to include thorough cleaning of all surfaces and thorough electro-static spraying of all exposed areas.

BACKSTAGE STAFF/STAGEHANDS

- Daily Health Checks
 - Staff will self-certify via a health questionnaire they are eligible to work
 - A temperature check will be conducted on-site daily
- Building entry and exit points for staff, performers and stagehands will be isolated from patrons
- Required to wear a mask at all times
- Disposable gloves provided for all cleaning procedures
- Encourage regular breaks for hand washing
- Backstage staff and stagehands will take part in COVID training prior to events. Written materials and protocols will be provided to staff/stagehands as well.
- Signage will be posted at the stage door and other entry points, about hand hygiene, social distancing and preventing spread of COVID-19
- Use of tobacco products is prohibited.
- Crew members must stay in their designated work area unless using the restroom or executing a performance related duty on stage.

PERFORMERS

- Daily Health Checks
 - Staff will self-certify via a health questionnaire they are eligible to work
 - A temperature check will be conducted on-site daily
- Required to wear a mask when not actively rehearsing or performing.

- Encourage regular breaks for hand washing.
- Musicians must wear a mask while performing unless it prevents them from performing (string section, percussion section, rhythm section)
- Musicians will be set up on stage or in the orchestra pit following social distance guidelines. Barriers will be provided when social distance cannot be achieved. 10 feet of distance is required for wind and brass musicians. Mutes, bell covers are encouraged to help prevent airborne transmission.
- Personal items shall be left in dressing rooms.
- Water bottles shall have lids, labeled with the performer's name, and shall be filled and maintained by the performer.
- Use of tobacco products is prohibited.
- Performers are not to share any items, including microphones, props, towels, chairs and music stands without first having shared items disinfected.

BACKSTAGE AREAS/DRESSING ROOMS

- BACKSTAGE
 - CDC COVID prevention signs will be posted in work areas
 - Hand sanitizer stations will be located backstage
 - Congregating before and after performances and rehearsals is prohibited.
 - Encourage regular breaks for hand washing.
 - Face coverings are required at all times.
 - Social distancing is required at all times by any personnel backstage.
 - Kleenex and trash bins will be available on sides of stages
- RESTROOMS
 - All restrooms will be converted to single person use.
 - Hand sanitizer stations will be located outside restrooms.
 - CDC COVID prevention signs will be posted in each restroom.
- DRESSING ROOMS
 - Social distance guidelines will be followed when assigning dressing room space.
 - Barriers will be used in dressing rooms when distance cannot be maintained.
 - Hand sanitizer stations will be located on each dressing room floor.
 - CDC COVID prevention signs will be posted in each dressing room.
- CLEANING AND HVAC (see frequency chart for more details)
 - Daily deep cleaning of hard surfaces in backstage, hall and common areas
 - Use electro-static sprayers for hard surfaces
 - Full cleaning between each event
 - Additional cleaning of high touch areas as outlined throughout protocols
 - Cleaning during event and rehearsals of high touch areas as outlined in frequency chart
 - Increased fresh air intake through the HVAC system
- SUSPECTED COVID PRECAUTIONS

- Impacted areas of the theatre will be closed until a thorough deep cleaning can be completed.
- Deep cleaning to include thorough cleaning of all surfaces and thorough electrostatic spraying of all exposed areas.