

The Center for the Arts

Business Operation Plan for COVID-19

This plan was adapted for our venue from the *Event Safety Alliance Reopening Guide*, a collective work by event industry professionals to assist in reopening during the coronavirus disease (COVID-19) pandemic. We have attempted to identify reasonably foreseeable health risks and create options to mitigate them.

In this plan, audience members, gallery visitors, and renters are referred to as “patrons.” A patron is anyone who pays, makes an appointment, or visits The Center during business hours. To enter The Center patrons are required to follow health and safety procedures as a condition of entry and attendance. Staff or Workers are a paid professional or volunteers providing services – they can be required by their supervisor to follow health and safety procedures as a condition of work.

PLANNING WHEN TO REOPEN: WHEN IT’S LEGAL AND REASONABLY SAFE

Careful decision-making is necessary because even well-intentioned safety measures have potentially significant unintended consequences. This *Reopening Guide* assumes that we all want to reopen as gradually and safely as possible without unreasonably risking health or safety.

Working From Home

- a. The Center staff is encouraged to work from home when possible through June 31, 2021. When not possible please let your supervisor and HR (Debi Curtis) know your on-site work schedule.
- b. Please notify your supervisor if you have symptoms of acute respiratory illness consistent with COVID-19 - such as fever, cough, chills, muscle pains, headache, sore throat or shortness of breath - that is not explained by another medical or allergic condition. Continue to work from home and contact your healthcare provider. Do not come to The Center.

Working in the Office at 314 W. Main Street

- a. Do NOT come to work if exposed to COVID-19 or if you have symptoms of acute respiratory illness consistent with COVID-19 - such as fever, cough, chills, muscle pains, headache, sore throat or shortness of breath - that is not explained by another medical or allergic condition.
 - i. **Symptomatic Workers.** If a worker exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the day, their supervisor must separate them from other works and patrons and send them home or to a designated isolation area immediately.
 - ii. **Documentation.** The supervisor should document the circumstances of the worker’s illness to help with contact tracing as applicable. Please let your supervisor know if you have received the COVID19 vaccination.
 - iii. **Contact with Symptomatic Workers.** Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and get tested.
 - iv. **Returning to Work.** Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 10 days since their first symptoms or positive test, and (b) medical authorization.

b. Social Distancing:

- i. Be sure to maintain social distance (6 Ft) away from other co-workers and wear a mask at all times, except when at your workstation.
- ii. Avoid working more than 15 minutes in close proximity to coworkers.
- iii. Avoid gathering in the restroom or kitchen area with coworkers. Minimize interactions when picking up or delivering equipment, materials, or goods, ensure six-foot minimum separation

c. Hand Sanitizer and Hand Washing:

- i. Frequently Wash hands with soap and water for at least 20 seconds;
- ii. Use hand sanitizer with at least 60% alcohol; Available at front desk, bar, upstairs work space
- iii. Do not touch your face with unwashed hands or with gloves;

d. Workstations:

- i. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, and doorknobs.
- ii. Do not use other workers' phones, desks, offices, tools or equipment. If necessary, clean and disinfect before and after use

e. Cover Your Mouth:

- i. Cover your mouth with a face covering whenever away from your personal work space.
- ii. Masks and shields will be provided for your use if needed.
- iii. Gloves are available in the bar.
- iv. Face coverings must cover the nose and mouth.
- v. Avoid touching the eyes, nose, and mouth.
- vi. Face coverings must not be shared and should be washed or discarded after each shift.
- vii. Staff is required to wear a mask when working in close proximity to other staff members. All staff are required to wear a mask at all times when interfacing with the public. The only exception to this is box office staff who will be behind glass. Interacting in-person with any member of the public;
- viii. Face masks are required when:
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other staff are present when unable to physically Distance;

f. Upon Arrival at Work

- i. Clean and disinfect your workstation; this includes phone, mouse, laptop, keyboard, door handles, armrests on chairs and work surface. Disinfectant wipes are available for this purpose.
- ii. Your temperature will be checked prior to your going on the floor in the gallery or working at the Backstage Bar.

g. Prior to Leaving Work

- i. Clean and disinfect your workstation: this includes phone, mouse, laptop, keyboard, door handles, armrests on chairs and work surface. Disinfectant wipes are available for this purpose.

h. Clean break room after use:

- i. Cleaning supplies are in the janitorial closet.
- ii. Wash any dishes/cups you use.
- iii. Wipe down any surfaces, handles, knobs you touched/used.

i. After using the restroom

- i. After washing your hands, take a disinfectant wipe and wipe faucet, soap dispenser, flushing handle, and entrance door handles as you exit.

IMPORTANT: Parking All Workers (Staff, Volunteers and Contractors) should park in the back parking lot or side streets. NO PARKING on Main Street. Reserved for curbside pickup and deliveries.

Box Office

- j. One worker only in Box Office at a time - maintain 6 feet from any other worker or patron.
- k. Follow all procedures outlined above
- l. Disinfect your work area after every shift and wash hands every two hours when handling money and credit cards.
- m. Perform transactions through the box office window only. Discourage patrons from coming in the lobby when only purchasing tickets.

Responding to Confirmed Cases of COVID-19 If a worker is confirmed to be infected with COVID-19, their supervisor should immediately notify the local public health authority as well as the the HR Manager who should do the following:

- n. NOTE: It is important to protect the privacy of the infected worker by not providing information that could be used to determine their identity. .
- o. Determine what areas of the venue were visited, used, or impacted by the infected worker.
- p. Assess whether the worker's role put them within six feet of other workers or patrons, including whether their duties created specific transmission risks such as food handling, bartending, or ticket checking.
- q. Work with the local health department to determine which other workers had close contact with the infected worker.
- r. Notify the impacted workers that they may have had contact with an infected worker and encourage them to monitor their health and report any concerns to their healthcare provider
- s. To return to work after a worker receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications) for the last 72 hours. A worker without symptoms who was diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.

GENERAL CLEANING OF THE THEATER

Before and After Public has been in attendance

Sanitizing High-Touch Areas. As soon as artists or renters begin to load in, surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the Nevada County Health Dept. These areas include:

- Public Areas (lobby, hallways, bar)
 - Door handles, handrails, push plates
 - Bike rack or other barricades the public may touch
 - Handrails for stairs, ramps, and escalators
 - Elevator buttons – inside and out
 - Reception desks and ticket counters

- Telephones, Point of Sale terminals, and other keypads
- Tables and chairs, including high chairs and booster seats
- Beverage stations, water fountains, vending and ice machines
- Trash receptacle touch points
- Restrooms
 - Door handles and push plates
 - Sink faucets and counters, and toilet handles
 - Lids of containers for disposal of women's sanitary products
 - Soap dispensers and towel dispenser handles
 - Baby changing stations
 - Trash receptacle touch points
- Back of House Offices, Green Rooms, Production Areas
 - Individual office and other room furniture
 - Door handles, push plates, doorways, railings
 - Light switches and thermostats
 - Cabinet handles
 - Telephones, computers, other keypads, mouse
 - Microphones
 - Backstage and technical equipment
 - Trash receptacle touch points
- Breakroom
 - Handles of all kitchen equipment doors, cabinets, push pads
 - Counter surfaces
 - Light switches
 - Handles of beverage and towel dispensers
 - Handles of sinks, including hand washing sink and mop sink
 - Cleaning tools and buckets
 - Trash receptacle touch points

Cleaning and Disinfecting

- Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them.
- Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
- Cleaning Technique. Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.
- Disinfecting Technique. High-touch areas should be disinfected using materials effective against COVID-19. To quickly disinfect a seating area between events, electrostatic cleaning is a means of spraying a fine mist of positively charged disinfectant particles that adhere to surfaces and objects.
- Following the Manufacturer's Instructions. In all instances, including technical and production equipment such as microphones and headphones, it is important that cleaning procedures follow the manufacturer's instructions. This will increase the likelihood of a thorough cleaning while not damaging the equipment or voiding a warranty.
- Disposal. Place gloves and other disposable items used for cleaning and

- disinfecting in a bag that can be tied before disposing of them with other waste.
- **Frequency.** The frequency of cleaning high-touch areas should be determined based on the surface or object and how it is used, applying guidance from local health authorities. A deep sanitizing will take place before and after each event. High touch areas in restrooms including toilet handles, door handles, sinks, paper towel holders plus, bar areas, front doors handles, auditorium doors handles will be disinfected every 90 minutes.
 - **Documentation.** Documenting that health and safety practices on a cleaning log will be supervised by the FOH Manager at the correct intervals. The FOH Manager will ensure that cleaning logs are carefully entered and preserved for reference. Events that contract to use a venue should request a copy of the venue's cleaning and disinfection plan.

General Guidelines REOPENING The Center

“We’re all in this together” describes the essential role patrons play in reopening safely. Because COVID-19 is highly contagious, everyone – patrons as well as staff – must do their part.

Face coverings will be required at all times members of the public. Free disposable facemasks will be available at the front entrance and cloth face masks will be available for purchase at the membership desk.

Hand sanitizer is available at all public areas in multiple locations.

Capacity Limitations will be strictly enforced according to current state regulations and ensure patrons can be 6 ft apart.

Restrooms = 4

Lobby Gallery = Retail Space - 25% of 195 capacity (state guidelines are currently 50%) = 48

Backstage Bar = 50 max (Outdoors)

Mainstage Theater = 10 (same household for rentals)

Green Room 1 = 3 (more if same pod)

OCS Classroom Space = 15

Dance Studio 1 = 15

Dance Studio 2 = 15

Dance Studio 3 = 10

Social Distancing must be maintained at all times while visiting The Center. Any time the public visits The Center, a social distance monitor will be present.

NOTE: The Center has the right to dismiss patrons for any reason including disruptive behavior, flu symptoms, not adhering to public safety protocols such as social distancing, face masks, or not sitting in their assigned seat at the Backstage Bar. The Center has the right to revoke any patron’s invitation to a ticketed or free event, the art gallery or the bar. Dismissed patrons will be refunded at the discretion of the Front of House Manager.

Day Camps / Classes

State Guidelines for Day Camps are [HERE](#)

Face coverings will be required for students participating in day camps. Free disposable facemasks will be available in each camp and must be used if children are not able to be six feet apart. Cloth face masks will be required for all instructors and aides in the classrooms.

Capacity Limitations will be strictly enforced to ensure children are spaced six feet apart. A maximum of 10 participants will be allowed in each session regardless of square footage of space.

Social Distancing must be maintained at all times during day camp. This will be monitored by the instructors and the aides. Camp activities will encourage distancing throughout the programs.

Hand Washing will be required at the beginning of the class and after the break time for all students in the session. Students should wash their hands for more than 20 seconds.

Wellness Checks will be conducted for all campers upon arrival with a no touch thermometer and questionnaire at check in.

Hand Sanitizer Ethyl alcohol-based hand sanitizers are preferred and available for use by children

Hours The Center Day Camps are kept at a 3 hour maximum to avoid lunches, long breaks with children.

Food and Drink *Snacks and water will not be provided and should be brought from home. Sharing of food or snacks will not be permitted among students.*

Drop off and pick up Parents and family members are not allowed to enter the building or class room spaces. Center check in staff performs a wellness check at the curb.

Center Staff are not permitted to enter the classroom or day camp settings at any time to minimize contacts. Further campers need to remain in their designated area within the theater.

Approved Indoor Camps: Dance, Choreography, Painting, Photography, Drawing, Instruments - Strings and drums, no wind instruments

Not Approved Indoor Camp Activities: Acting, Singing

The Gallery, Membership Desk, and Center Merchandise

State guidelines for Retail are [HERE](#)

State guidelines for Gallery Guide are [HERE](#)

Hours of Operation

Tuesday to Friday 12pm to 4pm

Extended Hours Select Thursdays 4pm to 7pm

- Reservations is recommended
- Reservations for extended hours is required to adhere to capacity limitations

Control Measures for staff and volunteers

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Workers and volunteers must use all required protective equipment, including eye protection and gloves where necessary. This includes protections for cashiers, baggers, and other workers with regular and repeated interaction with customers. Disposable gloves and masks are available.
- Workers must also be provided and use protective equipment when offloading and storing delivered goods. Workers should inspect

Control Measures for the public

- Plexiglass barriers placed on the membership desk where purchases take place.
- Curbside pickup is available in the yellow zone at the front of the building.
- Maximum occupancy has been limited to no more than 25% maximum occupancy of 195.

The Bar and Cafe

State Guidelines for Bars are [HERE](#)

Control Measures for staff and volunteers

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Workers and volunteers must use all required protective equipment, including eye protection and gloves where necessary. This includes protections for bartenders and cashiers and other workers with regular and repeated interaction with customers.
- Disposable gloves and masks are available.
- Disposable glasses and utensils are used in the bar and cafe.
- All employees working in the bar are required to wear gloves and facemasks.
- Staff handling trash bags should use disposable gloves
- Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using protective glasses, goggles, or a face shield in addition to a face covering. Dishwashers are provided impermeable aprons and change them frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.
- Only one staff allowed in walk-in at one time and two staff maximum in the kitchen.

Control Measures for the public

- Plexiglass barriers are placed in front of cashiers and pick up counters.
- Maximum occupancy has been limited to no more than 48 inside and to 50 people outside at the Backstage Bar.
- Signage is posted at all entrances and in reservation confirmations, to remind the public that they must use face coverings while not eating and drinking at their table. They must practice physical distancing, should frequently wash their hands with soap for at least 20 seconds, use hand sanitizer, and not touch their face.
- We remind guests in advance to bring a face covering and make them available to anyone who arrives without one.
- Guests and visitors are screened for temperature and/or symptoms upon arrival, asked to use hand sanitizer, and to wear a face covering when not eating or drinking.
- Guests may not eat or drink away from their reserved table.
- Employers have the right to cancel reservations for individuals/parties with symptomatic guests.
- A social distance monitor is onsite at all times when the bar is open.
- The Center displays a set of clearly visible rules for customers and personnel at entrance(s) that are to be a condition of entry. The rules include instructions to use hand sanitizer, maintain physical distance from other customers, avoid unnecessary touching of restaurant surfaces, contact information for the local health department, and changes to services.
- The rules are repeated on bar and cafe menus.
- To eliminate person-to-person contact bar menus are available online and can be placed electronically from the patron's table.
- An email is also sent in advance so guests can pre-order their selections.

- The backstage bar does two separate seatings so that the all tables, chairs and high touch surfaces can be disinfected.
- Households are sat together at two and four top tables set 10 feet apart.
- Social distancing floor stickers are used for the bar and restroom lines.
- Bathroom and building doors are propped open.
- Patrons must sit at their reserved tables and only with the party on their reservation.

Control Measures for the artist in the Backstage Bar

- Outdoor green room tents are available in the upper lot.
- Only one staff member has contact with the artist.
- No staff is allowed to enter the green room or artist bathroom.
- Artists must be placed 6 feet apart.
- Non singing artists must wear a mask
- Artists must wear face masks or face shields when arriving at The Center and during load-in and load-out even if they are outside.
- Artists will load in their own instruments and other equipment.
- Artists who perform vocals will provide their own microphones. The Center will provide microphones for instrumentalists that do not sing vocals.
- Artists must social distance while at The Center at all times and will only interact with the artist liaison.
- No more than 4 artists will be permitted in the green room. An additional green room will be provided outside in the upper parking lot.
- Artists must social distance at least 6 feet away from other musicians.
- Due to Covid-19. The Center has suspended our hospitality services. Water and packaged beverages will be provided but food services are not provided at this time.
- Any singers or wind instrument players must be 10' from each other and at least 10' from any patrons/staff. All other band members must wear a mask and must remain 6' away from others.

Approved Entertainment

“From the Center” streams on the TV Monitor or Acoustic music.

Not Approved Entertainment

Karaoke singing, open mic performances, trivia activities, mixers, pub crawls, musical or dance acts that encourage large gatherings.

Film Production Reopening Began June 26

Governor Newsom has approved live streaming. We are waiting for state guidelines to be distributed. Until they are available we have been referred to LA County's Public Health Guidelines [HERE](#)

All new or re-starting productions and group recording sessions must have a written protocol before work begins to ensure physical distancing of six (6) feet or more between people throughout the production. It must ensure that:

- Only essential cast and crew should be on or near the set at any time.
- Production or editing meetings should take place via Zoom and not in person at The Center.
- All cast and musicians performing work in which they cannot wear a face covering (e.g. actors, interviewees musicians, vocalists) should strive for a minimum of 10 feet of social distancing during rehearsal or performance.
- Where feasible, all stage exits and entrances shall have one directional traffic to prevent contact or crowding near doorways.
- Rehearsals that are not part of work associated with a specific film production are not allowed.
- Increased HVAC ventilation will be performed during all film productions and broadcasts.
- All contracts, scripts, shot lists and other documents should be distributed digitally. If printed and individually distributed to cast, crew and musicians gloves should be used. Documents can not be shared.
- Before and after filming or recording sessions, group editing, or other meetings, frequently touched objects (e.g., tables, doorknobs or handles, printers, props, common equipment) are disinfected using EPA approved disinfectants. Such surfaces should be cleaned at least three times a day.
- Sets, production spaces, and the entire facility are cleaned the day before and after the broadcasts, with restrooms and frequently touched areas/objects cleaned more frequently.
- Symptom checks are conducted, consistent with employee screenings, before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the person has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- All crew and cast members must sign the visitors log.
- Hand sanitizer, tissues and trash cans are available to all cast, crew, musicians and staff at throughout the facility and on set.

Control Measures for the production crew

- Camera crews must wear a mask at all times. Crews should be at least 10 feet from the subject and use remote control operated cameras whenever possible.
- Crew members cannot eat or drink on set and must sit in the breakroom when consuming food or drink.
- All staff, cast, crew, musicians, contractors, renters or any visitors have been instructed to maintain at least a six (6) feet distance from each other at all times, except when specific tasks explicitly require closer work.
- No more than 2 persons in the Broadcast Room, film and sound editing areas and no more than 2 persons in the Tech Gallery.
- Wherever feasible, everyone utilizing the set should use their own equipment (including cameras, headsets, microphones, consoles), desks, phones, supplies, etc. If equipment must be shared, it should be sanitized between each use.

Control Measures for the interviewee, interviewer or musician

- Only one staff member has contact with the artists.
- No staff is allowed to enter the green room or artist bathroom.

- Artists must be placed 6 feet apart.
- Non singing artists must wear a mask both indoors and outdoors.
- Artists must wear face masks or face shields when arriving at The Center and during load-in and load-out even if they are outside.
- Artists will load in their own instruments and other equipment.
- Artists who perform vocals will provide their own microphones. The Center will provide microphones for instrumentalists that do not sing vocals.
- Artists must social distance while at The Center at all times and will only interact with the artist liaison.
- No more than 4 artists will be permitted in the green room. An additional green room will be provided outside in the upper parking lot.
- Due to Covid-19, The Center has suspended our hospitality services. Water and packaged beverages will be provided but food services are not provided at this time.
- Wind and brass instrument musicians will be separated from others and from each other by plexiglass or other barriers. Any singers must be 10' from each other and at least 10' from any crew member. All other band members must wear a mask and must remain 6' away from others.
- No more than three households can be a part of one musical act.
- Talent should supply their own props and instruments.
- Talent should arrive with their hair and makeup done.

In addition to complying with all other relevant sections of this protocol music production activities should also adhere to the list below:

- All sessions should be booked in advance with the expected number of participants recorded at booking to ensure that physical distancing can be maintained. A visitor log should be maintained with name and contact information of all participants.
- Individuals admitted to the set at any particular time (including talent and crew) must be limited to essential personnel only. This includes artists, songwriters, photographers/videographers, and the people who can accompany them, must be strictly limited to essential personnel only.
- Paper materials should be passed out using gloves. Ideally, they should be for single use and not collected at the end of the session.
- Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- Those entering the studio must wear a cloth face covering over the nose and mouth whenever they are near others, especially in common areas including lounges, kitchens, bathrooms.
- All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 10 feet of social distancing during rehearsal or performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.
- Contractors should ideally accept tax forms and other collectively bargained forms digitally, or via mail.
- Forms should be sent electronically in advance to contingent workers and visitors for e-signature, if possible, to minimize physical contact at the studio.
- As much as feasible all financial transactions should be arranged in advance or following the session through contactless systems. Transactions or services that can be offered remotely should be moved on-line.