

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 or presents a credential to attend an event or attends a free event – they can be 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 August 31, 2020. 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.
 - 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 contact their physician.
 - iv. **Returning to Work.** Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 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. If necessary to work closer for limited periods of time - staff will be required to wear a mask.
 - ii. Avoid gatherings or congregating of people where social distancing cannot be met (meetings, waiting rooms, etc). 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 and nose when coughing or sneezing and follow other hygienic recommendations by the CDC
 - ii. Masks and shields will be provided for your use if needed.
 - iii. Gloves are available in the bar.
 - iv. 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.
- 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 for all public events.
- 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 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 most transactions through the box office window. 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

REOPENING OF BAR AND GALLERY to the Public- June 12th

"We're all in this together" describes the essential role patrons play in allowing live events to reopen safely. Because COVID-19 is highly contagious, everyone – patrons as well as staff – must do their part.

Face coverings will be required for bar and gallery visitors. Free disposable facemasks will be available at the front entrance and cloth face masks will be available for purchase at the bar. For children under 12 face coverings are strongly recommended but not required.

Capacity Limitations will be strictly enforced to 25% of total capacity. 35 visitors to the Bar/Gallery and 100 maximum inside the Auditorium. These limitations do not include staff.

Social Distancing must be maintained at all times while visiting The Center. This will be monitored by the front of house manager. With this in mind, only 5 patrons will be allowed in the restroom at one time.

Rental Parties that are not open to the public have the option to either require or recommend masks for their guests. For seated dinner events there is a 10 person limit for each table and all persons must be part of the same household to share a table.

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. 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.

REOPENING OF Summer Camps - Beginning July 20th

Face coverings will be highly recommended for students participating in summer 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. 10 participants will be allowed in each session.

Social Distancing must be maintained at all times during summer 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.

Wellness Checks will be conducted for all campers upon arrival with a no touch thermometer.

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

GENERAL CLEANING OF THE THEATER

Before and After events

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.