



651 ARTS COVID-19 PROTOCOLS FOR OFF-SITE VENUES

As of January 25, 2021

Purpose

This document provides current policies and procedures for 651 ARTS staff, consultants, artists, and project participants using off-site venues for 651 ARTS programs following the COVID-19 closure. We assume there are still risk factors and that safety precautions are necessary. The following sections describe how we intend to mitigate risks for all 651 ARTS associated personnel and connected individuals.

651 ARTS will comply with the most current New York State reopening guidelines. This organization-wide policy is informed by New York State [Interim Guidance for Office-Based Work During the COVID-19 Public Health Emergency](#) dated July 17, 2020 and [Interim Guidance for Media Production During the COVID-19 Public Health Emergency](#) dated June 23, 2020.

The policies and procedures outlined in this guide, in conjunction with the protocols provided by the off-site venue, will be followed whenever 651 ARTS production personnel are present. 651 ARTS artists and project participants are urged to follow this guidance at all other times, including rehearsals and community outreach activities.

**This is a living document and will continue to evolve with up-to-date information as available.
Updates will be dated within each section.**

Office and Off-site Venue Access

Robert Henderson, 651 ARTS Production Manager, is the designated Site Safety Director (SSD), responsible for fielding all COVID-19 issues and their impact at off-site venues. 651 ARTS staff, consultants, artists, and project participants must notify the SSD of all access needs (or potential access needs) 48 hours in advance. Please note this policy helps 651 ARTS with contact tracing but off-site venues ultimately control access to their facilities.

City/State Enforced Closure

651 ARTS will abide by all city and state enforced capacity reductions and closures. If an off-site venue is located within a [COVID-19 Cluster Zone](#), 651 ARTS will take action in accordance with New York's [Cluster Action Initiative](#) to address COVID-19 Hotspots.

If an off-site venue falls in the Red Zone, all activity will cease for no less than 14 days and as long as determined by the state. 651 ARTS will work with the venue to provide staff, consultants, artists, and project participants working in the venue a brief window of time to retrieve their personal items. This window may be provided on short notice and will need to abide by State closure guidelines. 651 ARTS may not be able to provide access after that time until permitted to reopen.

Vaccinated Personnel

If you have been vaccinated against COVID-19, you must still follow all guidelines and protocols in this document.

Maintaining a Healthy Environment

This document informs staff, consultants, artists, and project participants of the new health and safety protocols including physical distancing, proper use of Personal Protective Equipment (PPE), screening procedures, and more.

All participants of 651 ARTS activities will be required to read this document and their designated Primary Site Safety Monitor (PSSM) must sign the acknowledgement below stating that they will comply with the new policies before their activity in the space commences.

The following policy is organized around three distinct categories: [Personnel](#), [Spaces](#) and [Processes](#).

PERSONNEL

Physical Distancing

- **Masks** must be worn at all times when moving throughout the venue and when using the restrooms. Masks with one-way valves are not permitted. Masks may only be removed temporarily when eating/drinking, or when performers/on-screen talent must apply makeup or while on-screen. When an individual's mask is removed, others should ensure appropriate distancing and additional PPE as required.
- **Maintain a 6-foot distance** at all times unless your work prohibits it.
- **Follow traffic patterns** – Always stay to the right when passing in hallways and confined spaces. If applicable, follow building signage and respect one-way passages. This is to help encourage safe movement/distancing.

- **No gathering in groups** unless in designated areas, following space guidelines. This includes kitchen spaces and bathrooms.
- **Doors** may be propped open where appropriate to limit touch points. Please stand aside and let someone pass before making your way through a doorway.
- **Elevators** should be used only when absolutely necessary. When used, please follow building guidelines as to occupancy.
- **Stairs** – be mindful when passing on the stairs and stay to the right. Wait on a landing to let someone pass when appropriate.
- **Signage** may be placed throughout the building encouraging physical distancing.

Performers

- Masks are mandatory for all production personnel, including performers during the rehearsal process.
 - Additional PPE should be worn to the extent that it allows full movement to perform required duties.
 - Performers may remove masks for dress rehearsals but must keep a 6' distance between themselves and others.
 - If an activity (such as wardrobe or hair and makeup) requires prolonged exposure to other individuals at a close distance, the individuals must wear KN95 masks and face shields.
- Performers may remove face coverings during performances and rehearsals, or when it interferes with a core activity such as makeup. Crew members and other individuals in close proximity to unmasked performers must wear a KN95 face covering and eye shields or goggles. All parties should resume 6 feet of distance and/or wearing face coverings as soon as practicable.
- Do not share equipment (such as microphones, pens/pencils, etc) without sanitizing.

Working in Close Physical Proximity

There may be certain job functions that require personnel to work in close physical proximity for extended periods of time, including performers, art handlers, production staff, and operations staff. Additional precautions should be taken including, but not limited to:

- Additional PPE should be worn to the extent that it allows full movement to perform required duties.
- Minimize the number of staff working together when possible and as safely allows a task to be completed. Observe physical distancing when possible. The general need for distancing should not cause other unsafe working conditions for staff. For example, if a piece of equipment takes four people to lift, then each worker should protect themselves from infection to the best of their ability while lifting the load together.
- Set up “work teams” for the day to limit additional contact and shared tools.
- Assign one tool per person per day. Encourage the use of personal tools whenever possible.
- Shared tools/equipment should be cleaned and sterilized at the end of each working day.

Audience Interaction

If authorities allow for an audience to gather, and as performers may not be wearing PPE while performing, it is essential to minimize contact with the audience and others when the performers are unprotected. Further, performers not wearing PPE should maintain a minimum of 12 feet of distance from the audience. 651 ARTS will work in collaboration with the off-site venue to set appropriate guidelines for audience interaction, which may be more

restrictive. **All instances of performers removing PPE for performance must be outlined, reviewed, and approved during pre-production planning.**

Levels of Access

Those authorized to be in the off-site venue will be designated with the following identifiers to specify their level of access and required PPE. Levels of Access will be determined by the SSD after a production meeting prior to the event and will be enforced by the Primary Site Safety Monitor (PSSM) & Site Safety Contact (SSC).

Level A

This level includes **performers that may be removing their face covering** for performance as well as **any crew who may need to come within 6 feet of the performers to complete their work**. This includes dressers, makeup technicians, and audio technicians who are touching microphones or other pieces of technology worn by the performers/clients. The following PPE standards accompany Level A Access:

- All persons coming within 6 feet of unmasked performers must wear a KN95 mask, eye protection in the form of safety glasses or face shield, and gloves.
- In instances where gloves would prohibit completion of the work, time and resources must be made available for the crew member to wash and/or sanitize their hands before and after contact with the exposed performer.
- As soon as the close proximity work is complete, the standard 6 feet of distance between individuals is reinstated.
- As soon as the performer completes their performance or goes on break, they must return to using their face covering and maintain 6 feet physical distance from others.
- Individuals with Level A access should minimize or eliminate interactions with Level B individuals and Level B workspaces.
- When working outside close physical proximity, these individuals are subject to all Level B guidelines.

Level B

This level includes all essential personnel on a production who are not authorized with Level A access. This includes producers, the director, the SSD, the PSSM, the SSC, technicians, and all those who must enter the venue and any workspace involved in the project including dressing rooms and restrooms. The following PPE standards accompany Level B access:

- All individuals in Level B must wear a face covering, either a cloth-based face covering or a disposable mask that covers both the mouth and nose. **Please note that masks with one-way valves on the front are not permitted as they provide the wearer protection but expose others to the exhaust breath of the wearer.**
- Those individuals in Level B whose work typically requires a higher degree of respiratory protection as designated by OSHA guidelines, should defer to those standards. Examples of these circumstances include workers exposed to paint fumes or dust particles in the course of their work.
- All individuals in Level B must maintain 6 feet physical distance from others.
- All individuals in Level B must follow all verbal and posted guidance regarding personal hygiene and traffic patterns in the production workspaces.

Level C

This level includes all those working remotely on a production that have not been approved to be at the venue. Other staff and the public who will not be approved to enter the Production area but will be moving throughout the venue.

- This also includes all those who come in contact with persons outside of the production environment. These individuals are encouraged to practice good hand hygiene, cough etiquette, and physical distancing measures outlined by the CDC.
- Individuals in Level C are **PROHIBITED** from the venue and project site.

Responsibility of 651 ARTS

Each project taking place at an off-site venue will have a designated Primary Site Safety Manager (PSSM). This person will be responsible for:

- Collecting a personnel list from the SSC 72 hours in advance (to be sent to the SSD 48 hours in advance).
- Ensuring everyone associated with 651 ARTS abides by all venue protocols.
- Have available a limited supply (quantity based on a pre-approved personnel list) of Level A PPE (gloves, face shield, and KN95 masks).
- Work with the venue to ensure their compliance, where possible.
- Ensuring the venue maintains cleanliness throughout shared spaces.
- Complete an Event Report at the end of each day.

If at any time 651 ARTS determines that the event is not in compliance with these protocols, it reserves the right to cancel the event.

Responsibility of Artists and Project Participants

Artists and project participants must designate a Site Safety Contact (SSC) for their group to work alongside the PSSM. This individual is responsible for:

- Reading the most current CDC guidance and the New York State *Interim Guidance for Media Production During the COVID-19 Public Health Emergency*.
- Providing a list of personnel to the PSSM 72 hrs in advance for approval.
- Ensuring their personnel and vendors comply with the protocols within this document.
- Ensuring their personnel and vendors provide their own basic government approved face covering.
- Be aware of any additional industry specific and/or union protocols or guidelines and share these with 651 ARTS at a production meeting. Artist and project participants will be responsible for coordinating the logistics of any additional industry/union requirements within the venue.

651 ARTS staff and consultants have the authority to ask anyone to leave if they are exhibiting signs of illness; engaging in behaviors that might endanger others; not adhering to protocols set forth in this document. If at any time 651 ARTS determines that the event is not in compliance with these protocols, it reserves the right to cancel the event.

SPACES

Building Cleaning

651 ARTS maintains no direct responsibility for off-site venue cleaning and maintenance. 651 ARTS relies on the venue to maintain and clean their facilities in line with health and governmental regulations. The venue will affirm they are cleaning their facilities in line with the aforementioned regulations. 651 ARTS staff, consultants, artists, or project participants may request a secondary cleaning from the venue staff or request the venue to provide the appropriate cleaning products to be used by the requestor.

NOTE: All products on [this](#) list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

Restrooms

Follow these guidelines when using the restrooms:

- Masks/face coverings must be worn when using the restroom.
- Wash your hands for 20 seconds before and after use.
- Do not touch faucets directly with your hands - use a paper towel or wipe to turn the faucet on/off.
- If available, use disposable seat covers.
- Users should inform the PSSM or SSC if additional cleaning is needed at any time.
- Inform the PSSM or SSC immediately if any supplies are low or out.

Venue Capacities

651 ARTS relies on each off-site venue to set appropriate capacity limits for their space but **capacity must never exceed 50% of the maximum capacity of the space**. Further, capacity may be lower than 50% of the previously approved capacity to account for appropriate physical distancing. In all production circumstances, crews should operate with as few people as possible while maintaining safety standards for work. Tasks that allow for remote work and social distancing should be prioritized over those that do not.

Dressing Room

If dressing room access is needed for a project, please discuss during the production meeting. When using dressing rooms, observe the following:

- Dressing rooms are considered [Level A](#) spaces.
- Wear a mask at all times unless removed for makeup application.
- Wipe down/sanitize all items after use.
- Observe physical distancing at all times except when activity, such as hair, makeup or wardrobe, prohibit it. In those instances, individuals should wear additional PPE as stated in the [Levels of Access](#) section.
- If additional cleaning is required please alert the PSSM.
- Follow all posted signs in the Dressing Room.

PROCESSES

COVID-19 Testing

Space capacities and appropriate distancing within each venue must be strictly adhered to during productions. Individuals authorized to be in the venues during a project will be designated with a [Level of Access](#) during an early production meeting. In accordance with NYS Guidelines, those assigned to [Level A](#) and [Level B](#) access must be tested for COVID-19 through a diagnostic test (swab) within a week prior to the start of project in the off-site venue and at least once a week after for ongoing projects. Rapid tests are not required, but please account for result time if getting standard test results. A list of testing sites can be found [here](#) and all individuals are responsible for coordinating their own testing time and location. 651 ARTS will not cover costs associated with COVID-19 testing.

651 ARTS staff, consultants, artists, and project participants will be required to provide proof of negative results prior to the start of project work to the SSD. Aside from the name and these specific COVID-19 test results, individuals should redact/block any additional personal information that appears on the result page before sharing. Results will be kept for 60 days and then permanently deleted. These results will be kept confidential.

Vendors; non-651 ARTS staff, consultants, artists, and project participants; and agents working on behalf of 651 ARTS will follow the same [Levels of Access](#) guidelines and must attest that they and their employees have received negative diagnostic testing results prior to the start of production.

Travel

New York State issued guidelines allowing people traveling from out-of-state (defined as states noncontiguous to New York, US territory or CDC Level 2 and higher country) to "test out" of the mandatory 14-day quarantine. The following applies:

For travelers who were out-of-state for more than 24 hours:

- Travelers must obtain a test within three days of departure from that state, prior to arrival in New York.
- The traveler must, upon arrival in New York, quarantine for three days.
- On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.

For travelers who were out-of-state for less than 24 hours:

- The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
- However, the traveler must fill out the [Traveler Health Form](#) upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in New York.

Individuals should limit all non-essential travel outside of New York or contiguous states (New Jersey, Connecticut, Pennsylvania, Massachusetts and Vermont) prior to their event with 651 ARTS. Those traveling out of the area will be subject to state mandated quarantine/testing until cleared. Staff, consultants, artists, and project participants must inform 651 ARTS of travel out of the area.

Please read further about [NYS COVID-19 Travel Advisory](#) and [CDC International COVID-19 Travel Map](#).

Temperature Checks & Health Screenings

Upon entry of the off-site venue all individuals associated with the 651 ARTS project, including outside vendors, will have their temperature taken.

Anyone who has a temperature over 100.4 F (38.0 C) will be denied entry and directed to appropriate medical care. If an individual develops symptoms onsite and is unable to leave immediately, they will be isolated at a location to be determined by the off-site venue until they're able to do so.

All personnel associated with a 651 ARTS project will also be required to answer a Health Survey Form each day prior to building entry. We encourage all individuals to complete this prior to leaving home, but not before the day they're scheduled to be in the building. The survey asks the following:

- Date.
- Name, reason for entering the off-site venue that day, and for what project.
- If you're currently experiencing a fever or 100.4 F or higher.
- In the past 14 days have you experienced any new or unexplained symptoms consistent with COVID-19? (If you believe your symptoms have a known cause (for example, asthma, COPD, chronic sinusitis, or are otherwise non-COVID-19 related) you will select "No".)
- In the past 14 days have you received a positive COVID-19 test (NOT antibody test)?
- In the past 14 days have you been in close prolonged contact with someone who has tested positive for COVID-19 or developed symptoms?
- If you've read, understand and agree to comply with the protocols in this document.
- Optional: Additional comments

The Health Screening Form only needs to be completed once a day unless you exhibit symptoms during the course of the day, at which point you may be subject to another temperature screening and/or asked to go seek medical care immediately.

A visitor log will be maintained. If anyone is asked to leave because of reasons above, they will not be permitted back in the building until they have medical clearance (see [Returning to the Building](#)).

Reduce Transmission

- **Stay home when sick** – Inform your 651 ARTS contact immediately if you are feeling ill. Read further under [Confirmed or Suspected Illness](#).
- **Masks/face covering** – all individuals must wear a mask or face covering when walking throughout the venue. Masks with one-way valves will not be allowed in the space.
- **Stay 6' apart** – maintain safe distance at all times.
- **Wash hands/Use hand sanitizer** – regularly wash your hands thoroughly for 20 seconds, especially after using the restroom or touching shared surfaces. If you're unable to wash your hands, use hand sanitizer.
- **Do not shake hands** when greeting each other.
- **Clean/Disinfect** – clean/disinfect areas within your control. Help maintain cleanliness throughout the day.

Confirmed or Suspected Illness

Individuals are expected to self-monitor before coming to the building. If they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition, they should **report immediately to their 651 ARTS Representative and stay home**. The same pertains while in the venue. If someone you cohabitate with is sick, also report to your 651 ARTS Representative.

- **Self-Check:** use this [Self Checker Tool](#) on the CDC website.
- **Keep Track of your Symptoms:** Review CDC's recommendations for what to do if you're sick [here](#).
- **Seek Medical Attention** immediately if you exhibit any of these [emergency warning signs](#). Consult your doctor if you have any additional concerns.

Returning to the Venue

Consistent with WHO/[CDC Guidelines](#), persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset, AND
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, AND
- Other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending the duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

PLEASE NOTE: If an individual is suspected or confirmed to have COVID-19 infection, 651 ARTS may inform personnel of their possible exposure to COVID-19 but will maintain confidentiality to the extent possible consistent with employee safety and as consistent with the Americans with Disabilities Act (ADA). Individuals should review CDC [Public Health Recommendations for Community-Related Exposure](#).

Reporting

Please inform the SSD/PSSM if you observe someone not complying with these protocols and/or you observe any unsafe conditions. In addition, you can share feedback about conditions that can be improved. These comments will be documented in an Event Report completed at the end of each day and sent to the SSD.

A Suspected COVID-19 Case Form will be completed as needed and submitted to the SSD.

ACKNOWLEDGEMENT

As the designated Site Safety Contact for my group, I hereby acknowledge that I have read, understand and agree to ensure my group will comply with the *651 ARTS COVID-19 Protocols for Off-Site Venues*. If there is any policy or procedure that I do not understand, I will seek clarification from my 651 ARTS Representative or Site Safety Director.

Signature

Date

Print Name

Group Name