



COVID-19 Safety Guide

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For the purposes of this Safety Guide, the use of the term **“staff”** refers to all 1099 contractors, W2 staff and volunteers working as administrators, performers, production crew or house crew for ProArts.

The policies and procedures in this document draw from guidelines suggested by county, state and federal agencies, including the Centers for Disease Control and the Event Safety Alliance, the industry leader in performing arts venue safety. ProArts continuously monitors the current guidelines and restrictions. As such, everything in this safety guide is subject to change and exception without prior notice at ProArts’s discretion, based upon new information and guidance regarding COVID-19 and local, state, and federal regulations and recommendations.

LIVING DOCUMENT AMENDMENTS AND REVISIONS

The ProArts COVID-19 Safety Guide is a living document subject to amendments and revisions at any time. ProArts reserves the right to amend or revise this document and enact new policies and protocols at any time based upon new information from the CDC, OSHA, ESA and other government and industry entities regarding safety practices related to COVID-19.

SECTION I GENERAL COVID-19 POLICIES AND PRACTICES

ProArts will abide by and enforce local, state and federal mandates regarding face coverings and social distancing, if/when they are in effect at the time of an event. Please be aware that said mandates may change between the time that an event is scheduled/contracted and when it actually takes place. ProArts reserves the right to implement additional protocols outside of governmental authority (e.g. no intermission, pre-ordered concessions, etc.). All staff are required to practice the following safety protocols, both at ProArts and in their daily lives:

- **HAND WASHING** - When available, staff will wash their hands with soap and water for at least 20 seconds. When soap and water is not available, staff will use hand sanitizer containing at least 70% isopropyl alcohol. Staff should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
- **FACE COVERINGS and SOCIAL DISTANCING** - All staff must observe current local, state, and federal recommendations and regulations regarding face coverings, social distancing, and gatherings. The exception to this will be for the presenters when in performance on stage, as previously approved by the mayor.
- **CLEANING CHECKLISTS** - Cleaning and disinfecting checklists will be completed before and after every performance and rehearsal with CDC-approved supplies. Staff may be asked to assist in cleaning and disinfecting all gear and high-touch surfaces areas, which include tools, machinery, and equipment (including microphones, headphones, cell phones, keyboards and other personal gear), and audience-accessible spaces. All refuse will be immediately removed from the facility at the conclusion of the performance.
- **OTHER PRACTICES** - Staff should avoid touching their face whenever possible. Staff should also cover their cough or sneeze with a tissue or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand sanitizer. It should be common practice to avoid close contact with people who are sick (COVID-19 or other illnesses), stay home when sick, and clean/disinfect frequently touched surfaces and objects.
- By entering the ProArts facility, all individuals, including staff, presenters, volunteers and patrons voluntarily assume all risks related to possible exposure to COVID-19. Notice of this policy will also be posted at the main entrance of the venue and in the program materials. Acknowledgement of and agreement with this policy will be required as a part of all staff contracts and patron ticketing.

SECTION II BACKSTAGE POLICIES AND PRACTICES

The Executive Director/COVID Safety Officer (“ED”) shall oversee the implementation and adherence to all guidelines in all production departments and daily operations to promote a safe work environment for all staff. All staff members must adhere to the following specific rehearsal and production policies:

- PAPERWORK/DOCUMENTATION will be completed electronically and in advance whenever possible to minimize contact.
- BACKSTAGE FOOD/BEVERAGES - Food and beverages backstage belonging to performers and crew will be kept to a minimum and kept in individual containers to be consumed by one person and the container taken home or disposed after the show.
- PRODUCTION CREW
 - The Technical Booth has a plexiglass boundary between the crew and audience members. Hand sanitizer will be provided at the technical booth.
- LIGHTING AND SOUND TECHNICIANS
 - Lighting and sound technicians will sanitize their hands and clean and disinfect their equipment between uses.
 - All microphones should be sanitized before and after each performance.
 - Whenever possible, a sound crew member who services a microphone must attempt to avoid doing so while it is being worn by the presenter.
- RESPONDING TO CONFIRMED CASES OF COVID-19 IN CAST OR CREW OF A PRODUCTION In the event that a presenter or production crew member is confirmed to be currently infected with COVID-19, the following actions will be taken:
 - Immediately suspend all performances of the production for a minimum of 24 hrs.
 - Determine what areas of the venue were visited, used, or impacted by the infected cast or crew member and clean and disinfect those areas.
 - Notify the cast, crew members, ProArts staff that they may have had contact with an infected coworker (without identifying such person for privacy reasons) and encourage them to monitor their health for any symptoms, and if symptoms appear, refer them to seek medical attention and/or test for COVID-19.
 - Any ProArts staff member who is confirmed to have been within 6 feet of an infected person for a combined total of 15 minutes or more over a 24-hour period will be directed to follow the current guidance from the State of Hawai’i with regard to testing and isolation/quarantine:
[\(https://health.hawaii.gov/coronavirusdisease2019/what-you-should-know/faqs/\)](https://health.hawaii.gov/coronavirusdisease2019/what-you-should-know/faqs/)
 - Any cast or crew member who tests positive for COVID-19 should remain in quarantine until able to provide reliable proof that a physician has determined that they should be released from quarantine and may return to work.

SECTION III

FRONT OF HOUSE POLICIES AND PRACTICES

- Signage will be hung and/or socially distant spacing indicators will be displayed on the floor in the lobby and in other locations where lines normally form, in accordance with current local, state, and federal recommendations and regulations.
- Azeka Plaza restrooms are maintained and cleaned daily by Azeka Plaza staff.
- Hand sanitizing stations are located at the main entrance and throughout the lobby.
- **BOX OFFICE**
 - Ticketing will be handled primarily online or by-phone with digital touchless tickets and confirmation of patron contact tracing information. In person ticket purchasing will be kept to a minimum.
- **FRONT OF HOUSE/HOUSE MANAGERS/USHERS**
 - All front of house staff will comply with the policies listed in Section I
- **AUDIENCE/PATRONS**
 - Patrons are required to follow all CDC, local and state guidelines regarding masks and social distancing between groups/parties at all times while on premises.
- **SEATING**
 - Our seating will average 104 seats, 27 of which will be organized into 16 socially-distanced seating modules for those who prefer to remain distanced.
- **PROGRAMS**
 - ProArts will provide digital versions of show-specific programs who do not wish to use paper programs.
- **CONCESSIONS**
 - As previously approved, concessions will only be available in single-serve disposable containers
 - Patrons will be asked to dispose of concessions in the trash cans provided or take them home. Any concessions left in the audience seating modules after a performance will be disposed of by trained staff.

REFERENCES/RESOURCES

Health Education Services: COVID-19 Compliance Officer Training

ASHRAE Position Document on Infectious Aerosols

ASHRAE: Technical Resources - General

CDC: COVID 19 - Employer Information for Office Buildings CDC: Cleaning and Disinfecting Your Facility

AMS: The Long Runway to Return E

SA: Reopening Guide

Event Safety Alliance: Safe in Sound: Reopening Checklist for the Live Entertainment Industry

ProArts Seating Layout with Socially-Distanced Seating Module Options

