

PUBLIC HEALTH REOPENING PROTOCOL DRIVE-IN MOVIE THEATERS

10/29/2020 Recent Updates: (Changes highlighted in yellow)

- Plans for drive-ins that include a live performance are subject to review and approval by the Environmental Health Division.
- Specific guidance as it relates to musical concerts and live performances.

This protocol applies to both established and new drive-in movie theater operations. All drive-in movie operations must have sufficient infrastructure, staffing and training to meet all physical distancing, face covering and sanitation requirements. Established facilities with an established workforce, bathrooms and permitted food facilities are more easily able to meet safety requirements. Requirements specific to new drive-in operations being set up in parking lots and other spaces that are not pre-established drive-in movie businesses are listed at the end of this protocol.

Drive-in movie theater operations must be managed by a single employer in charge of the site, who will take responsibility for the ongoing training and screening of all staff, provision of all needed equipment and materials, the monitoring of adherence to all safety measures during any showing and obtaining approvals from local zoning and city officials, if required.

Live drive-in events (e.g. concerts, live performances, comedy shows) are allowed as long as the production team adheres to the requirements detailed in [Music, Television, and Film Reopening Protocols](#).

Food vendors must have a current and valid health permit from the Pasadena Environmental Health Division. Food may be purchased and picked-up onsite, or ordered through a third party delivery service and delivered to the customer's vehicle. Food facilities must adhere to all applicable [Restaurant](#) reopening protocols. Attendees may bring their own food.

The Pasadena Public Health Department is adopting a staged approach, supported by science and public health expertise, to allow certain retail businesses to safely reopen. The requirements below are specific to drive-in movie theaters. In addition to the conditions imposed on these businesses by the State Public Health Office, Drive-In Movie businesses must also follow the conditions laid out in this Checklist for Drive-in Movie Theaters.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

PROTECTING CLIENTS AND STAFF FROM COVID-19

In the midst of the COVID-19 pandemic, businesses must take steps to reduce the risk of an outbreak occurring among patrons and staff. Depending on the situation, public notification of an exposure to COVID-19 may be required. Help ensure staff are enrolled in health insurance and have an established relationship with a primary care doctor prior to reopening. Staff can call 211 for information on health insurance and primary care physicians.

- **Operators are required to make an immediate report to the Pasadena Public Health Department any time a visitor or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the establishment while sick or up to 48 hours before showing symptoms.** Establishment operators must email nursing@cityofpasadena.net or call (626) 744-6089 and provide all information requested by the Health Department. The operator is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the facility. Testing resources can be found through the staff member's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
- **Educate staff to contact their supervisor if a staff member or visitor is feeling sick.** The supervisor should send the ill staff member home immediately, taking care to maintain that person's privacy and observing physical distancing. If the person cannot leave the premises right away, utilize a safe, designated space for isolation (6 feet or more away from others). If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare client and personnel records, facility floor plans, and shift/attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all visitors and staff who were in contact within 6 feet of the infectious person for 15 minutes or more. Implement measures recommended by the Health Department.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in a conspicuous location that is visible to staff and clients and post to your website.

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

DRIVE-IN MOVIE THEATERS

REDUCING RISK OF COVID-19 TRANSMISSION

Drive-in movie theater operators must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the site. All policies described in this checklist, other than those related to terms of employment, are applicable to delivery staff and other third party companies on the premises. Designate one individual to be in charge of planning and implementation of all items. Submission of Protocol to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOLS	
Drive-in Movie Theater Name:	
Person in Charge:	
Title:	
Phone Number:	Date:

ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:
<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Retail – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Restaurants – Public Health Reopening Protocol
- Music, TV and Film Production – Public Health Reopening Protocol

NOTE: Throughout this guidance the word, “car”, is used to denote any car, van, small truck, camper or other vehicle in use for private transportation. Sites may limit the types or sizes of permitted vehicles as needed.

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.

- ❑ All employees (including paid staff, docents, interns and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow public health guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
 - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s [Executive Order N-62-20](#).
- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See above public health guidance on reporting COVID-19 in the workplace.
- ❑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should also be done at the worksite if feasible.
- ❑ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others.
- ❑ Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- ❑ Ticket booths and any other small, enclosed workspaces are equipped with working HVAC systems and adequate supplies of hand sanitizer.
- ❑ Employees are instructed to wash or replace their face coverings daily.
- ❑ All workstations or work areas are separated by at least six feet.
- ❑ Ticket booths, food concession areas, employee break rooms, restrooms and other common areas are disinfected frequently.
- ❑ Breaks are staggered to ensure that six feet between employees can be maintained in break rooms at all times.
- ❑ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms to assure that face coverings are worn consistently and correctly.
- ❑ Employees are allowed frequent breaks to wash their hands.
- ❑ A copy of this protocol has been distributed to each employee.

- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Cashless and touchless transactions systems have been implemented where possible. Reservations and payments can be made in advance online or over the phone.
- Vehicles must be spaced at least six feet apart, and the gathering of individuals outside of their vehicles is prohibited. Parking spaces for viewing are limited to either every other spot or reconfigured to ensure adequate distancing between vehicles.
- Each vehicle is limited to occupancy by members of the same household who have already been in close contact with each other. If not utilizing restroom facilities or picking up concessions, patrons must remain in their vehicles. Patrons cannot sit outside of their vehicles, e.g., to view a drive-in movie near their vehicle.
- Entering cars are prohibited from exceeding their maximum occupancy.
- Staff people wearing cloth face coverings are stationed at least six feet apart to direct patrons to open parking spaces.
- Staff people wearing cloth face coverings are stationed at entries to concession and restroom areas, at least six feet from each other and from the nearest patrons, to ensure at least six feet of distance between individuals in line and within facilities.
- Food concession operations are reconfigured to allow physical distancing.
 - If feasible, electronic pre-ordering and payment with assigned times for pick-up is offered.
 - If patrons are permitted to order and pick-up at the concession stand, they are offered a menu (posted or a single-use handout), to allow for ease of ordering, and items ordered are gathered, packaged and picked up by the customer within 15 minutes of the onsite order. Patrons waiting for items may not congregate at the concession area. They may either wait, while spaced at least six feet apart from each other, away from the concession area, or return to their cars and then come back at a designated time to obtain their order.
 - If patrons need to line up to order or pickup, tape or other markings identify both a starting place for patrons arriving for pick-up and six-foot intervals for subsequent patrons who are joining the line.
 - No child under 12 is permitted to visit the concession area or restroom alone.
 - No more than two adults per vehicle are permitted to pick-up food orders. If one adult is picking up an order, they may be accompanied by a child.
 - Concession stands are closed to new orders at least 30 minutes before the end of the screening.
- Restrooms are reconfigured and occupancy is limited so that a six-foot distance can be maintained between individuals at all times. The six-foot requirement applies in all cases except for individuals accompanying members of their own household who require assistance (e.g., children or individuals with disabilities).
- If patrons need to line up to enter the restrooms, tape or other markings identify both a starting place for patrons arriving and six-foot intervals for subsequent patrons who are joining the line.
- Employees have been instructed to maintain at least six feet of distance from patrons and

from each other in the concession ordering, pickup and payment areas. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

- Double features are eliminated, and screening times are limited or staggered to avoid the need for intermissions and prevent overcrowding between shows.
- Ample security and/or staff are assigned to ensure that employees and customers adhere to all requirements.

C. MEASURES FOR INFECTION CONTROL

- HVAC systems in ticket booths and at concession areas and restroom facilities are in good working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Paper tickets may be accepted by a staff person who is in a booth, wearing a cloth face covering and disposable gloves, and protected by an appropriate barrier. Electronic tickets or receipts may be scanned either by a staff person in a booth protected as above, or by a staff person in open air wearing a cloth face covering and disposable gloves.
- Frequently touched objects and surfaces in restrooms and concession pickup and payment area (e.g., counters, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using [Environmental Protection Agency \(EPA\)](#) approved disinfectants.
- Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- Patrons arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- Symptom checks are conducted before patrons may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as online check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Patrons arriving at the site with children must ensure that young children do not leave their cars unaccompanied. If a child must go to the restroom or join an adult at the concession area, the accompanying adult must assure that the child stays at their side, does not touch any other person or any item that does not belong to them, and wears a cloth face coverings if age permits.
- Employees engaged in food preparation wash hands and arms with soap and warm water for at least 20 seconds upon first arriving to work, after using the restroom, before and after eating, frequently throughout their shift and as specified in the California Retail Food Code (CRFC), Section 113953.3. Employees are instructed to avoid touching eyes, nose or mouth. Use of gloves is appropriate as an additional tool but use of gloves does not replace the need to wash hands and practice good hand hygiene.
- Hand sanitizer, tissues and trash cans are available to patrons at or near the entrance of the facility.

- All payment portals, pens, and styluses are disinfected after each use by a different person.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- Online outlets of the establishment (website, social media, etc.) instruct patrons on how to purchase tickets online and any policies related to proof of purchase at the site.
- Online outlets of the establishment (website, social media, etc.) provide clear information about opening hours, required use of face coverings, policies in regard to preordering, prepayment, pickup and/or delivery of concession items and other issues. A copy of this protocol is posted at all public entrances to the facility.
- Signage visible at the entry to the site and anywhere patrons line up notifies patrons of requirements related to physical distancing and infection control, including:
 - Prohibition of gathering or viewing outside cars
 - Availability of preordering from concession stand
 - Required use of cloth face coverings when visiting concession stands or restrooms
 - Required adult oversight of young children
 - Respectful compliance with employees' instructions concerning the above
- An on-screen announcement prior to screening is used to reinforcement patron awareness of requirements related to physical distancing and infection control.
- The menu of items available to purchase is readily available to patrons planning to purchase onsite at concession stands.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the patrons/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved online.
- Measures are instituted to assure access to goods and services for patrons who have mobility limitations and/or are at high risk in public spaces.

F. EXTRA CONSIDERATIONS for TEMPORARY or SEMI-PERMANENT SET-UPS IN PARKING LOTS or OTHER SETTINGS

- Public Health Notification.** Entities wishing to create drive-in movie operations on locations not normally used for that purpose must submit a written plan to address all safety and health issues to the Pasadena Public Health Department's Environmental Health Division 14 days prior to the first showing. Environmental Health may also require a detailed site-plan or walk-through inspection to assess the location and facility. **Written plans for drive-ins that include a live performance must identify the designated performance location on the site-plan. All components of the plan, including the safety protocols and performance location, are subject to review and approval by the Environmental Health Division.**
- Location Size.** The location must be large enough to accommodate the expected number of guests and their vehicles with six feet or more of distance between all cars, sufficient space for bathrooms, hand washing stations, film projection areas, and staff resting areas.
- Control of Perimeter and Attendees.** Develop a plan that identifies a maximum capacity to adhere to public health restrictions and to ensure controlled exits and entrances.
- Food.** Food vendors must have a current and valid health permit from the Pasadena Environmental Health Division. Food may be purchased and picked-up onsite, or ordered through a third party delivery service and delivered to the customer's vehicle. Food facilities must adhere to all applicable [Restaurant](#) reopening protocols. Attendees may bring their own food.
- Bathrooms and Handwashing.** If bathrooms and handwashing stations are not available, or

there are not enough of them to meet the needs of the expected attendees, portable bathrooms and handwashing stations must be provided. There must be approximately 1 toilet and 2 handwashing stations per 100 attendees.

G. MUSICAL CONCERTS AND LIVE PERFORMANCES

- ❑ All staff, crew, musicians and performers, have been instructed to wear a face covering and maintain at least a six (6) feet distance from each other at all times, except when specific tasks require closer work.
- ❑ All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to crew, musicians and performers to avoid sharing.
- ❑ Wherever feasible, everyone should use their own equipment (including headsets, microphones, consoles), supplies, etc. If equipment must be shared, it should be sanitized between each use.
- ❑ Distance markers must be provided to indicate adequate social distancing. Microphones, consoles, and other equipment must be set up to facilitate social distancing.
- ❑ 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 8 feet of social distancing during any rehearsal and performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.
- ❑ Talent must arrive with hair and makeup done if needed.
- ❑ Talent must remain in a predesignated performance location, and may not roam into or through the audience, or in any way come within 8 feet of the audience at any time. Talent must wear a face covering if designated performance area is less than 25 feet from the audience.
- ❑ All live performances must adhere to the [Music, Television, and Film Production Public Health Reopening Protocol](#).