

PUBLIC HEALTH REOPENING PROTOCOL INDOOR SEATED LIVE EVENTS

Effective Date: Wednesday, May 5, 2021, 12:01 AM

Recent Updates: (Changes are highlighted in yellow)

5/4/2021:

- Effective May 5, 2021, the Health Officer order for the City of Pasadena allows for sector reopenings consistent with **Tier 4, Minimal (Yellow)** of the State of CA Public Health Order Blueprint for a Safer Economy.
- Venues that seat up to 1,500 persons can operate at 25% of capacity or 300 people, whichever is fewer. Venues that seat more than 1,500 persons can operate at 10% of capacity of 2,000 people, whichever is fewer.
- Venues may increase to 50% of capacity if all guests either show a qualifying negative test result or show proof of full vaccination.
- Event organizers must notify the Public Health Department of the event by submitting the completed and signed protocol into the Event Portal no less than 14 days before the event.
- Prior to the first event, the HVAC system must be evaluated by a certified HVAC Specialist to ensure it is clean and in good working order, filters are replaced or upgraded, and to the maximum extent possible, ventilation has been increased. Venues operators are required to maintain HVAC maintenance invoices on-site, and provide a copy upon request. The HVAC maintenance invoice must be dated in calendar year 2021.
- Communicate to employees regarding new paid sick benefits available in 2021.
- Frequency reduced for cleaning and disinfection of certain surfaces to once daily to align with updated CDC guidance.

At this time, all public health jurisdictions in Los Angeles County, including the City of Pasadena, are in **Tier 4, Minimal (Yellow)** of the State of CA Public Health Order [Blueprint for a Safer Economy](#). This protocol applies to indoor venues and indoor events that have assigned seating including sporting events, live theater, concerts, live performances, and graduation ceremonies. This protocol is not intended for convention-style or general admission events where the central activity allows or requires guests to move around a shared space. For private meetings, receptions, and conferences refer to the [Private Venues and Events Protocol](#).

Venues can open for performances and events with seated audiences in adherence to restrictions detailed in the Public Health Reopening Protocol Checklist, including, but not limited to, reduced capacity attendance, implementation of a weekly worker testing program, advanced ticketing and assigned seating, restrictions on food and drink, and designation of an on-site COVID-19 Compliance Coordinator responsible for ensuring the facility, staff, and guests are compliant with protocols.

The following terms are used:

- **A Customer Group** is 6 or fewer individuals from no more than 3 households.
- **A Fully-Vaccinated/Tested Only Event** is an event where all attendees' COVID-19 vaccination

documents or test results are verified upon arrival as a condition of entry.

- A **Fully-Vaccinated Only Section** is a seating area where fully-vaccinated attendees are seated in a designated section with other fully-vaccinated attendees. Physical distancing is not required.
- A **Tested-Only Section** is a seating area where attendees who have tested negative are seated in a designated section with other attendees who have tested negative. Physical distancing is required.

Permissible Indoor Venues

- The indoor venue for live audience performances must be a permanent and fixed facility, focused around a stage, court, or other central area (temporary or fixed) designed primarily for viewing entertainment or athletics by an audience.
- Seat assignments must be marked clearly with at least 6 feet of distance between customer groups and seats must be able to be reserved.
- The facility must have had its HVAC system inspected by a certified HVAC inspector to ensure that it is in proper working condition and that the facility has considered optimizing ventilation through routine maintenance and/or system upgrades. **See ventilation section for details.**
- The venue shall be designed in a way that provides operators the ability to fully control the flow, ingress, and egress of all attendees, and to separate performers and workers from the audience.
- There must be permanent or added barriers or other demarcation to create at least 12 feet of distance between audience members and the focal point (stage or court).

COVID-19 Compliance Coordinator and Public Health Review

- Both the venue and the event organizer must designate a COVID-19 Compliance Coordinator to review and complete this protocol checklist, implement all items, be on-site for preparation and during the event, and be responsible to ensure the facility, staff and guests are compliant with requirements.
- Submit this completed protocol to the Pasadena Public Health Department **Event Portal** at least 14 days before the proposed. You will receive an email confirming receipt of your submission within 3 business days. Additional information including a site plan, worker testing plan, vaccination and test result verification procedures, and an HVAC maintenance invoice may be required. You must receive written **acceptance** of your plan prior to holding the event. Protocols submitted less than 14 days before the proposed event may not be **accepted**. For questions contact the Environmental Health Services Division at 626-744-6004 or **envhealth@cityofpasadena.net**.

PROTECTING EMPLOYEES AND ATTENDEES FROM COVID-19

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

- **Facilities are required to make an immediate report to the Pasadena Public Health Department any time an employee with COVID-19 (confirmed by a lab test or physician diagnosis) was at the facility while sick or up to 48 hours before showing symptoms or receiving a positive test (if asymptomatic).** Operators must email **nursing@cityofpasadena.net**

or call (626) 744-6089 and provide all information requested by the Health Department. The employer is expected to provide or ensure testing for all employees who 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 employee's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.

- **Educate employees to contact their supervisor if they are feeling sick.** The supervisor should send the ill employee 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 employee, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (Cal-OSHA) record keeping. Follow all applicable [Cal-OSHA mandatory emergency temporary standards](#).
- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare employee 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 employees and guests who were in contact within 6 feet of the infectious employee for a cumulative 15 minutes or more in a 24-hour period, and other individuals as specified by the Health Department. Implement measures recommended by the Health Department.

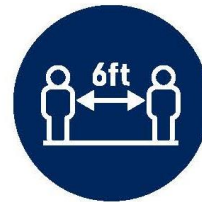
Key Practices



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 A HIGH QUALITY MASK



PERFORM DAILY HEALTH SCREENINGS

Steps to Reopen

- ✓ Complete and implement this Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of this completed protocol to each worker, performer, and athlete, and conduct education regarding the requirements.
- ✓ Post a copy of the Public Health Reopening Protocol in a conspicuous location that is visible to employees and guests, 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>.

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>

- Restaurants, Bars and Breweries - Public Health Reopening Protocol
- Retail – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Hotels, Lodging and Short-Term Rentals – Public Health Reopening Protocol

[CA Department of Public Health Blueprint for a Safer Economy](#)

[CA Department of Public Health COVID-19 Guidance: Indoor Seated Live Events and Performances](#)

In the protocol that follows, the term “household” is defined as “persons living together as a single living unit” and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial living arrangements such as boarding houses, hotels, or motels. The terms “staff”, “worker”, and “employee” are meant to include employees, volunteers, interns and trainees, performers, athletes, contractors and all other individuals who carry out work at the site. The term “guests” or “customers” should be understood to include members of the public and others who are not staff or employees who spend time at the business or site. The terms “venue”, “site”, and “facility” refer to the building, grounds, and any adjacent buildings or grounds at which permitted activities are conducted.

INDOOR SEATED LIVE EVENTS PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

Event organizers, in partnership with the venue operator, must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the event. 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 a COVID-19 Compliance Coordinator to be in charge of planning and implementation of all items.

EVENT INFORMATION		
Event Name:	Event Date:	
Venue Name and Address:		
COVID-19 COMPLIANCE COORDINATOR - VENUE		
Name:	Signature:	
Phone:	Email:	
COVID-19 COMPLIANCE COORDINATOR – EVENT ORGANIZER		
Name:	Signature:	
Phone:	Email:	
OCCUPANCY CALCULATION		
0-1500 Seat Venue Total Occupancy: <i>(per Fire Code)</i>	25% Occupancy: <i>(up to 300 individuals)</i>	50% Occupancy: <i>(All attendee’s vaccination or test results must be verified)</i>
1501+ Seat Venue Total Occupancy: <i>(per Fire Code)</i>	10% Occupancy: <i>(up to 2000 individuals)</i>	50% Occupancy: <i>(All attendee’s vaccination or test results must be verified)</i>

Measures That Ensure Equitable Access to Critical Services

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

EXTERNAL COMMUNICATION

- Utilize public address announcements, signage posted in strategic and highly-visible locations, and reservation confirmations to remind customers and the public to wear a mask over the nose and mouth whenever not eating or drinking, practice physical distancing, refrain from touching the face, frequently wash hands with soap and water for at least 20 seconds, and use hand sanitizer.
- If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing customers to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Communicate the venue's new protocols by posting information on your website and social media pages. Include information regarding physical distancing and masking requirements.
- Post a copy of the completed Protocol in a conspicuous location that is easily visible to workers, customers, and guests.
- Provide a copy of the Protocol to all workers, performers, and athletes.

INTERNAL COMMUNICATION, TRAINING AND RECORDS

- Provide training to employees on all sections of the Protocol including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work if they are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face masks ([CDC guidance on masks](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the employee may be entitled to receive that would provide financial support to stay at home while ill. Provide additional information on [government programs](#) supporting sick leave and workers' compensation for COVID-19, including employee's sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- Maintain records of each employee's schedule and work area or assignment.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

PROTECTION OF EMPLOYEE HEALTH

Access to COVID-19 Vaccine

Individuals ages 16 years and older are currently eligible to obtain a vaccine effective against COVID-19. Provide information and registration assistance to staff. Individuals may sign up at myturn.ca.gov, call the CA COVID-19 Hotline 1-833-422-4255, access the Pasadena [On-call Form](#), or may call the Pasadena Citizen Service Center at 626-744-7311 for assistance. Links to vaccine appointments at pharmacies and other federal, state, and county sites are available at the [PPHD website](#).

Employee Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) before or upon arrival. The screening must include asking if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days, and whether they are currently under isolation or quarantine orders. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Send employees home immediately if they arrive sick or become sick during the day. Encourage sick employees to contact their medical provider. Employees who need information on health insurance or providers can call 211.
- Notify employees that they are not to come to work if sick or if they are exposed to a person who has COVID-19. Employers must comply with Cal-OSHA requirements for quarantine and isolation, which may be more restrictive than the Pasadena Public Health Department (PPHD). For the purposes of PPHD, employees who are fully vaccinated for COVID-19 do not need to quarantine after exposure to someone with COVID-19 if asymptomatic, and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires individuals to self-quarantine for 10 days from last contact with someone with COVID-19, unless fully-vaccinated. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The employee must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative (no virus detected).
- Require a sick employee to stay home for at least 10 days, or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Review and modify workplace leave policies to ensure employees are not penalized when they stay home due to illness.
- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the employee at home and self-quarantine of everyone that came into contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill employee, except fully-vaccinated individuals who are asymptomatic. The plan should also include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test) if they are not fully vaccinated. However, contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.

Verifying Full Vaccination

- Individuals are considered fully vaccinated for COVID-19:
 - 2 weeks or more after they have received the second dose in a 2-dose vaccine series (Pfizer-BioNTech or Moderna), or
 - 2 weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
- With a photo ID**, the following are acceptable as proof of full vaccination for COVID-19 and must include the name of person vaccinated, type of vaccine provided and date last dose was administered (**a photo ID is not required for children/minors**):
 - Vaccination card or

- A printed or digital photo of the person’s vaccination card stored on a phone or electronic device or
- Documentation of full vaccination from a healthcare provider
- ❑ Customers who attest to being fully vaccinated at the time of purchase must also provide the venue the required vaccination documents upon arrival.

Verifying COVID-19 Test Results

- ❑ Testing must be conducted within 72 hours before event start time, if using PCR. Antigen tests are acceptable and must be conducted within 24 hours of start of the event. Results of the test must be available prior to entry into the event or venue.
- ❑ With a photo ID, the following are acceptable as documentation of a negative test result (a photo ID is not required for children/minors):
 - A printed document from the test provider or laboratory
 - An email or a text message from the test provider or laboratory located on the attendee’s phone
- ❑ The information provided should include name of person tested, type of test performed, and date of negative test result (for PCR, date of negative result must be within prior 72 hours; for antigen, date of negative result must be within prior 24 hours).
- ❑ Customers who attest to having a negative test result for COVID-19 at the time of purchase must also provide the venue with the required test documents upon arrival.

Weekly Worker Testing Program

- ❑ Employers must develop a COVID-19 testing program for weekly optional testing of all workers who may encounter other individuals. PCR or antigen are permissible diagnosis tests for workers and performers where the interval between tests is 7 days or less. Individuals who have not been tested for more than 7 days must be offered a PCR test.
- ❑ Workers, performers, and athletes participating in weekly testing are NOT counted toward the capacity limit. Workers, performers, and athletes not participating in weekly testing shall count toward the capacity limit.
- ❑ Performers and workers who are not able to perform work while wearing a face mask (actors, singers, musicians, TV broadcasters) and are not able to physically distance 6 feet from others while working without a face mask, must either be fully vaccinated or must be routinely tested at least twice weekly for COVID-19 with a PCR or antigen diagnosis test.

Ticket Sales

- ❑ Tickets must be purchased in advance of the event and delivered digitally. Collect contact information for the ticket purchaser. On-site ticket sales are prohibited.
- ❑ Purchases are limited to blocks of six or fewer seats, for members of a single household or customer group (no more than 3 households).
- ❑ Tickets may only be purchased by California residents. Information must be prominently placed on all communications, including reservation and ticketing systems, to ensure guests are aware of requirements. At the time a guest purchases tickets, the venue must obtain an attestation that the guest’s block of seat reservations contains no more than three households, and that the

guest, and all members of the guest's party are in-state residents or fully-vaccinated out-of-state visitors.

- Fully-vaccinated individuals from out of state may attend events that are restricted to in-state residents.
- ❑ For Fully-Vaccinated/Tested Only Events, and for seating in Fully-Vaccinated Only Sections or Tested-Only Sections, the venue must obtain the following at the time of purchase:
 - An attestation that all individuals in the customer group are fully vaccinated, or will provide a negative test result for COVID-19
 - An acknowledgement that vaccination status and/or COVID-19 test results will be verified upon arrival as a condition of entry
- ❑ Protect ticketing offices with impermeable barriers, like Plexiglass. Instruct guests where to queue to maintain a minimum of six feet of physical distance.
- ❑ Venue operators must allow for at least 2 hours between events to prevent mixing across attendees.

Security and Guest Entry

- ❑ The use of face masks is mandatory throughout the venue in all settings indoor and outdoor, unless actively eating or drinking while seated. Guests who do not comply should be removed from the venue immediately.
- ❑ Install and use touchless ticket scanners whenever possible. Ask guests to scan tickets themselves rather than passing digital electronic devices or paper tickets back and forth.
- ❑ For events where vaccination records and COVID-19 test results will be verified at the point of entry, provide a protective Plexiglass barrier, disposable gloves, and hand sanitizer for staff reviewing verification documents.
- ❑ Consider the use of walk-through metal detectors rather than hand wand metal detectors to allow workers to maintain at least six feet of physical distance from guests.
- ❑ Workers checking bags should modify activities to minimize directly touching guest items. This could include using styluses or other instruments to search bags, asking guests to open bags and move contents, etc. Where practices might cause direct contact with guests or their items, workers should immediately sanitize hands or gloves, or wear disposable gloves and change between each guest search.
- ❑ To avoid touching attendees' personal items, operators should consider enforcing a small clear bag policy and ask guests to open their own bags for inspection. Consider necessary exceptions for medical and personal hygiene products.
- ❑ Discontinue coat check and other amenities that require workers to unnecessarily touch guest items and increase the risk of contact of contaminated items from different households.
- ❑ Provide hand sanitizer, tissues and trash cans at or near the venue entrance.

Retail Transactions

- ❑ Reconfigure merchandise and other retail areas to create physical distance between workers and guests. Encourage preordering, contactless payment, and other systems that minimize the amount of time guests spend in retail areas. Discontinue allowing guests to try on merchandise.
- ❑ Provide no-contact methods of payment.
 - For counter transactions, utilize a customer-facing credit card terminal, or instruct

customers to place cash or card on the counter rather than directly onto the employee's hand. Provide the credit card receipt or change using the same process. Disinfect the counter, credit card terminal, check presenter, and shared pen after each use.

- Employees should avoid touching their face when handling credit cards and cash.
- Offer any transactions or services that can be handled remotely on-line.

Face Masks*

- All individuals are required to wear an appropriate face mask with 2 or more layers that covers the nose and the mouth at all times. This applies to all adults and to children 2 years of age and older. Masks with one-way valves and single layer cloth face masks must not be used. Only individuals who have been instructed not to wear a face mask by their medical provider due to a medical condition, mental health condition, or disability that prevents wearing a face mask are exempt from wearing one. Reference CDC guidance for better masks: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>
- Double masking, as described by the CDC, can increase protection if it improves the seal and filtration, so one option is wearing a multi-layer disposable mask under a multi-layer, well-fitting cloth mask that pulls the edges of a disposable mask against the face.
- Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart) to ensure face masks are worn consistently and correctly.
- Performers and workers in the performance sector who cannot feasibly perform or work with a face mask are not required to wear a face mask during the time period in which such tasks are actually being performed on the condition that: (1) the unmasked performer or worker is at least six feet away from all other persons, or at least 12 feet if the performer is singing or playing a wind or brass instrument; or (2) all unmasked performers or workers and any workers who come into contact with those people are routinely tested at least twice weekly for COVID-19 (PCR or antigen are permissible diagnosis tests for routine testing at least twice weekly of performers and workers).

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face mask hazardous are exempted from this requirement. Children under age 2 years should not wear a face mask. Refer to the [CDC guidance on masks](#) for additional information on use and care of the face mask.*

Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- Allow employees time during their shift to wash their hands frequently.

Restrooms

- Place trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.

- ❑ Clean and disinfect restrooms at least once per day or as often as determined is necessary using EPA-approved disinfectants and following the manufacturer's instructions for use.
- ❑ Designate an employee to ensure restrooms stay operational and stocked at all times.

Food and Drink Concessions

- ❑ Restaurants and concessions stands with valid public health permits may be open for food and beverage service in compliance with the [Restaurant, Bars and Breweries Protocol](#).
- ❑ Concessions and beverage counters must be strictly monitored to ensure that customers are not crowding together. To limit crowding and lines, venues that offer food and drink concessions should encourage customers to order online and/or over the phone and make concessions available for counter pick-up. Tape or other markings assist customers in keeping a six-foot distance between them and others in line. A marking identifies both a starting place for customers arriving in the line and six-foot intervals for subsequent customers who are joining the line.
- ❑ Food and beverages may only be consumed by customers in pre-designated dining areas. Tables in pre-designated dining areas must be at least six feet apart, measured from the back of the chair at one table to the back of the chair at the adjacent table while diners are seated. Maximize the distance between indoor service tables beyond the required six feet wherever possible, to minimize the risks from customers eating indoors without face coverings.
- ❑ Seating at each table is limited to people from the same household or customer group of six or fewer persons.
- ❑ Seating at counters, those not used as work, food or drink preparation areas, is permitted provided there is six feet of distance between members of different customer groups, unless everyone seated at the counter is fully vaccinated.
- ❑ Food and beverages may not be consumed by customers while they are in their assigned venue seats. Eating or drinking anywhere else while inside the establishment is prohibited, except in the pre-designated dining areas. Outdoor dining in designated dining areas is permitted.

Singing, Yelling, and Chanting

- ❑ Attendees should not be encouraged to yell, sing, chant, boo, use noise makers, or engage in other similar practices that increase the likelihood of transmission from contaminated exhaled droplets and aerosols. Attendees MUST wear a mask during any of these activities.

PHYSICAL DISTANCING

Capacity Restrictions

- ❑ **Venues that seat up to 1,500 persons:** Maximum occupancy is 25% of capacity or 300 people, whichever is fewer. Venues of this size may open at 50% of capacity if ALL guests either show a recent negative test result or show proof of full vaccination. Documents must be verified at the time of entry.
- ❑ **Venues that seat more than 1,500 persons:** Maximum occupancy is 10% of capacity or 2,000 people, whichever is fewer. Venues of this size may open at 50% of capacity if all guests either

show a recent negative test result or show proof of full vaccination. Documents must be verified at the time of entry.

- ❑ Workers, performers, and athletes participating in a weekly testing program, and workers, performers and athletes who are fully vaccinated, do NOT count toward the capacity limit.
 - Workers, performers, and athletes who are not fully vaccinated and are not participating in a weekly testing program shall count toward the capacity limit.
- ❑ Suites are limited to 25% occupancy with no more than 6 individuals. Customer groups comprised of multiple household units must physically distance by household while in the suite. Guests in suites count toward the capacity limit.
 - Suites may be occupied at full capacity if all persons in the suite provide proof that they are fully vaccinated.
- ❑ The venue must strictly and continuously meter entry and exit of guests at all entrances in order to track occupancy to ensure compliance with capacity limits. Operators that are insufficiently or not metering, and venues that appear to be over-capacity may, at the discretion of the Public Health Officer, be closed until these issues are rectified.

Customer Seating

- ❑ Customer groups are limited to 6 individuals from no more than three household units.
- ❑ Members of a customer group may be seated together. Customer groups comprised of multiple household units must physically distance by household while seated in a suite.
- ❑ Assigned seating is required to allow physical distancing of at least 6 feet in all directions between customer groups.
- ❑ Audience seating locations must be fixed, and must be marked with readily identifiable signs to indicate the section, row, and seat. Assigned seats must clearly define space for individuals with appropriate space per person (no blanket reservations, group, or standing areas), and non-permanent seating arrangements must not be altered by spectators.

Fully-Vaccinated Only Sections

- Fully-vaccinated Only Sections must be separate, distinct, and clearly marked from any other section of the venue.
- Individuals in the Fully-vaccinated Only Section do not have to be physically distanced. Face coverings are required.
- Fully-vaccinated Only Sections may be seated at full capacity within that section only. Suites may also operate at 100% of suite capacity if all guests show proof of full vaccination. However, capacity for the venue must not exceed the limits established above.
- Children (> 2 years of age) who are not eligible to be vaccinated may sit with their parent or guardian in the Fully-vaccinated Only Section if they are tested. Children younger than 2 do not need to be tested and may also sit with their parent or guardian in the Fully-vaccinated Only Section. Children sitting with their parent or guardian in the Fully-vaccinated Only Section, as permitted by age or testing, are considered for purposes of social distancing to be fully-vaccinated.
- There must be at least **6 feet** of distance in all directions between the Fully-vaccinated Only Section and any other section in the venue.

Tested-Only Sections

- Tested-Only Sections must be separate, distinct, and clearly marked from any other section of the venue.
- Customer groups seated in the Tested-Only Section must still be physically distanced a minimum of 6 feet in all directions from other customer groups.

Controlling the Flow of Guests Moving through the Venue

- Be prepared to queue customers outside with adequate space to maintain physical distance, and with the use of visual cues. Place an employee near each entry, but at least 6 feet from the nearest guests, to track occupancy and to direct customers to line up six feet apart outside the entrance if the venue has reached its occupancy limit or until their reservation time.
- Designate separate routes for entry and exit, activity areas, seating areas, and employee work areas to help maintain physical distancing and lessen the instances of people closely passing each other. Use one-way directional hallways and passageways if feasible.
- Particular attention should be given to staggered exiting of venues at the conclusion of an event.
- Dedicate ushers during breaks and intermissions to ensure orderly entry and exit from and into venue areas. Use ushers to preserve appropriate space in queuing areas and help customers understand where lines begin as additional space may make it difficult to see where to stand.
- Remind attendees to stay in their seats except for visits to the restroom, to pick up concessions, to visit a retail area, or to eat at a designated dining area. Place employees in the concourse to remind attendees not to congregate.
- Extra measures must be implemented and guests monitored to ensure physical distancing at all locations where crowding is most likely to occur, including, but not limited to, restrooms, concessions, retail sales areas, etc.

CLEANING AND DISINFECTION

- Develop an appropriate plan, in adherence to [CDC Guidance](#) that identifies the surfaces to be cleaned and disinfected, the frequency, and the person assigned to the task.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)](#) list and follow product instructions and Cal/OSHA requirements.
- Disinfect high traffic areas and commonly touched surfaces such as doorknobs, railings, light switches, handles, faucets, trashcans, fixtures, dispensers, pens, and credit card machines **daily or more frequently as needed**.
- Disinfect shared equipment **daily** including printers, phones, keyboards, staplers, fax machines, counters, and protective barriers.
- Provide disinfection supplies in multiple locations readily available to employees, and not accessible to children.
- Prop doors and gates open where possible and applicable to reduce touching of handles, consistent with fire codes and accessibility standards.
- Install hands-free devices wherever possible such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- Provide time for workers to implement cleaning practices during their shift.

BUILDING SAFETY

Water Safety

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building, it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).

Ventilation

- Prior to hosting the first event, the facility must have its the HVAC system evaluated by a certified HVAC Specialist to ensure it is clean and in good working order, filters are replaced or upgraded, and to the maximum extent possible, ventilation has been increased. Facility operators are required to maintain HVAC maintenance invoices on-site, and provide a copy upon request. The HVAC maintenance invoice must be dated in calendar year 2021.
- Consider HVAC upgrades to improve air filtration in the venue (targeted filter rating of at least MERV 13) and increase fresh air ventilation.
- Where possible, install portable high-efficiency air cleaners, upgrade the building's air filters, and make other modifications to increase the quantity of outside air and ventilation in all working areas. Conduct routine maintenance and cleaning of HVAC systems to keep ventilation optimized.
- Consider opening windows, if feasible, safe, and compliant with the Fire Code and ADA requirements.
- If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly at another.
- Review and follow the California Department of Public Health's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).

ADDITIONAL RECOMMENDATIONS FOR PRODUCTION DEPARTMENTS

Considerations for On-Air Talent

- During live sporting events, on-air talent, including pre-game reporters, play-by-play announcers, sideline reporters and others who appear on-camera before, during or after a live broadcast of a game may remove their face masks during times when they are on-air, provided that they are at least 6 feet from any other individual while they are on-air. At all other times, they must wear an appropriate face mask.
- If possible, on-air talent should broadcast in an outdoor or open-air setting. On-air talent that is broadcasting from an indoor booth setting must be positioned at least 6 feet from others in the booth, and if the booth is occupied by more than one on-air announcer, there must be barriers set up between them.
- Those who conduct interviews with players, coaches or others (e.g., sideline reporters) must keep their face masks on at all times during interviews.
- All broadcasters must be included in the venue and/or operator's COVID-19 worker testing programs and offered at least weekly PCR testing, if they are not fully vaccinated.

Considerations for Venue Support Operations: Sound, Lighting, Scenery, Props, Rigging, Special Effects

- Consider options to limit the number of staff needed for back-of-house production departments and identify ways they can complete tasks separately from each other. For example, where feasible, the lighting department should be allowed to work alone on set until the lighting is complete before other departments undertake their tasks.
- Evaluate the increased risk from standard working processes involving close contact (heavy lifting, working in confined spaces such as scissor lifts, lighting grids, moving large lamps, textile tying, etc.) and modify those work processes, where possible, and ensure workers have access to the proper protective equipment.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, such as tools, handles and latches, and controls on equipment and in the cab of vehicles.
- Sanitize reusable PPE (such as face shields) and employer-owned and controlled equipment, such as hard hats, at the end of each shift.
- Post signage to remind workers to take precautions while moving through choke points and working in confined areas such as hallways, hoists, and elevators.
- Limit use of shared production equipment to a single worker or a team (e.g., sound equipment should be handled by a designated person or sound team).
- Disinfect communication technology before and after each use. Label equipment with the user's name to avoid unintentional sharing.
- Allow additional time for workers to wash their hands or use hand sanitizer after handling keys, opening car doors, or touching other's items.

Considerations for Performers, Musical Performers, and Rehearsals

- For Performers:
 - Use precautions when performing in large groups or ensembles and evaluate the necessity of such activity on a case-by-case basis. Background players, stand-ins, and other non-essential performers on set should not linger in crowded holding areas unnecessarily. Backstage areas should be sufficiently large to ensure adequate spacing between performers and workers.
 - Performing groups should consider modifications to rehearsals where face masks cannot be worn, that break physical distance, or that require performers to touch their own or other's faces.
 - Use microphones for performances to the maximum extent feasible so performers can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther.
 - Performers who are minors should be accompanied by a parent or guardian. Children should be given special instruction and guidance on the use of any provided protective equipment and safety protocols.
- For Musical Performers:
 - Performers should empty water keys onto disposable or paper towels whenever possible and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands or use hand sanitizer after disposal. If musicians empty water keys onto non-disposable towels, the

towels must be clean when brought to performance or practice, removed by the musician and placed into a sealed container away from others for laundering, and the musician must wash their hands or use hand sanitizer.

- Perform instrument cleaning, including wiping down and blowing through, at home and away from others before and after practice.
 - Do not share instruments, if possible. Consider discontinuing assistance from musician assistants, such as page-turners, or others that cannot maintain at least six feet of distance. Discontinue single-piano duets.
 - Shared musical instruments must be cleaned and disinfected in accordance with the manufacturer's instructions between users.
 - Increase distancing between people who sing or chant and others, and also between brass and wind instrument performers and others to greater than 6 feet, when not wearing face masks. Consider use of barriers to add further separation in these cases.
 - Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or to redirect air emitted from the instrument.
- ☐ For Rehearsals:
- Performances where there is increased likelihood for transmission from lack of face mask use or contaminated exhaled aerosols (such as singing, chanting, brass and woodwind playing) are strongly recommended to rehearse outdoors.
 - When performers cannot wear face masks as part of their rehearsal such as opera singers and woodwind musicians, operators must modify rehearsal activities. Modifications include maintaining strict small groups, implementing at least weekly testing of participants during rehearsal as well as performance season, limiting the amount of time and the number of workers without face masks, maintaining physical distance between those without face masks and others to at least six feet, installing impermeable barriers between people, and ensuring proper ventilation.
 - If a large group is required for the performance, minimize the time the full group is in proximity with each other by rehearsing in subgroups.

Considerations for Costume, Wardrobe, Hair and Make-up

- ☐ For Costume and Wardrobe:
- Consider options that allow performers to arrive in their own wardrobe. Where feasible, encourage background performers to also wear their own clothes from home. Separate dressing areas to permit physical distancing if this is not possible.
 - Ensure costume dressing and quick-change protocols are staggered and supervised by wardrobe attendants.
 - Each cast member's costume and wardrobe supplies should be kept in separate, labeled plastic bags.
- ☐ For Hair and Makeup
- Hair and make-up crew members should refer to the [Personal Care Services Protocol](#) and the [Hair Salons Protocol](#).
 - Hair extensions and wigs should be thoroughly cleaned according to the manufacturer's directions after each use.

- Makeup application tools and supplies should be purchased per performer and used only on that individual. These supplies should be kept in individual cast bags.
- Mix foundation, powders, lipstick, and other makeup items on a disposable palette for each individual. Use disposable, single-use applicators for each person.
- Performers should apply their own minor touch-ups, where possible, to avoid additional contact.
- Performers should also remove their own makeup to limit contact at the end of the day.

Considerations for Construction Mills and Set Design

- ❑ Construction mill and set design workers should refer to additional [industry guidance](#) on the Construction and Manufacturing industries.
- ❑ Consider whether the set design crew can operate separately from production, including fully dressing locations prior to performances without interaction with other workers.
- ❑ Develop stage layouts to limit the number of staff and performers on site and maximize the physical distance between performers.
- ❑ Additional cleaning and disinfection practices should be developed for key props, furniture, or other set dressing which has repeated and regular exposure with workers. Where possible, limit the number of people who have contact with key props.

Considerations for Travel

- ❑ Production should evaluate whether travel is essential and should limit the number of workers asked to travel. Check the current [CDPH Travel Advisory](#) for those traveling from out of state and the [Los Angeles County Travel Advisory](#) for those traveling through LA County. Review the [CDC guidelines on air travel](#) and encourage all traveling personnel to do the same.
- ❑ Develop a detailed process and plan for travel, which should include:
 - Implementing small travel groups.
 - Ensuring facilities in proximity of venues can support necessary lodging and dining demands and any potential medical needs.
 - Reviewing the local, state, and [CDC Travel Recommendations by Country](#) and avoiding all destinations, both domestic and international, where there is widespread ongoing transmission.
 - Follow relevant local or state guidance regarding self-quarantine upon return from areas of higher transmission.
- ❑ Consider lodging workers in apartments instead of hotel rooms where they might interact with other guests or hotel staff.
- ❑ Where possible, workers should drive separately in their own vehicles, unless part of the same traveling small groups.
- ❑ If a number of workers are in hotels, consider bus transport. If using shared vehicles, minimize the number per vehicle to support physical distancing, require passengers to wear face masks.