

## PUBLIC HEALTH REOPENING PROTOCOL PRIVATE VENUES AND EVENTS

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

Recent Updates: (Changes are highlighted in yellow)

5/3/2021:

- 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.
- Outdoor private events are limited to a maximum of 200 people, or a maximum of 400 people if all guests test negative for COVID-19 or show proof of full vaccination.
- Indoor private events are prohibited, unless all guests test negative for COVID-19 or show proof of full vaccination. Indoor events are limited to a maximum of 200 people.
- 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. Venue 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](#).

A Private Event for purposes of this protocol is defined as a meeting, reception, or conference of individuals at a location, which generally requires attendees to have an invitation, reservation, ticket, or to be on a guest list to attend, and a rental contract for use of the location. All private events that are allowed pursuant to this protocol must have tickets or a defined guest list, a system for checking guests' tickets or registration, and seating charts or assigned seating. Intermingling of multiple private events is not allowed.

Facilities that host or hold private events may provide event space in adherence to the following Public Health Reopening Protocol Checklist. The restrictions include reduced capacity, implementation of a weekly worker testing program, advanced ticketing or reservations, assigned seating, restrictions on food and drink service, and designation of an on-site COVID-19 Compliance Coordinator responsible for ensuring the facility, staff, and guests are compliant with protocols.

## 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 event. 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](mailto:envhealth@cityofpasadena.net).

## Outdoor Tent Structures

Outdoor venues may utilize tents, canopies or other temporary outdoor structures with no more than 50% of the structure's perimeter with impermeable walls, and that are in compliance with all requirements in the [CDPH Guidance for Temporary Structures](#).

## PROTECTING EMPLOYEES AND ATTENDEES FROM COVID-19

### Reporting Positive and Suspect Cases to the Public Health Department (Employees and Guests)

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](mailto: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, speaker, and performer, 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
- Hotels, Lodging and Short-Term Rentals – Public Health Reopening Protocol
- Office Worksites – Public Health Reopening Protocol

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

[CA Department of Public Health COVID-19 Guidance: Private Venues and Events](#)

*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, photographers, videographers, performers, sound technicians, contractors and all other individuals who carry out work at the site. The term “guest”, “attendee”, or “customer” 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.*

# PRIVATE VENUES AND 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:	
EVENT TYPE (SELECT ONE)		
<input type="checkbox"/> Outdoor Event <ul style="list-style-type: none"> <li><input type="radio"/> Outdoor private events may include up to <b>200</b> attendees.</li> </ul> <input type="checkbox"/> Outdoor Event with ALL Attendees Tested/Fully Vaccinated <ul style="list-style-type: none"> <li><input type="radio"/> Outdoor private events may increase guest list to <b>400</b> individuals if all attendees are tested or fully vaccinated. Verification of test result or vaccination status is required.</li> </ul> <input type="checkbox"/> Indoor or Partially Indoor Event with ALL Attendees Tested/Fully Vaccinated <ul style="list-style-type: none"> <li><input type="radio"/> Indoor private events are prohibited unless all attendees are tested or fully vaccinated. Verification of test result or vaccination status is required. Attendance is limited to <b>200</b> individuals.</li> </ul>		
ATTENDANCE CAPACITY		
Number of Attendees:	Number of Untested/Not Vaccinated Workers:	Total Number of Individuals:

### 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 announcements during the event, signage posted in strategic and highly-visible locations, and reservation confirmations to remind guests 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.
- Post signage reminding guests that eating or drinking is prohibited anywhere in the facility except while seated at their assigned seating location.
- Post diagrams or maps of how people should flow through the site.
- Post signage instructing guests 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 this completed Protocol to all workers, speakers, guests and performers.

### 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](https://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 administered result **(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
- Guests who attest to being fully vaccinated must provide the venue or the event organizer the required vaccination documents before the event or 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).
- Guests who attest to having a negative test result for COVID-19 must provide the venue or the event organizer 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.
- Employees participating in weekly testing are NOT counted toward the capacity limit. Employees who are not fully vaccinated and who do not participate in weekly testing must count toward the capacity limit.

### 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.
- Provide a face shield for all employees who are working in indoor dining areas where guests are not wearing face masks. Face shields must be worn in addition to the face mask.
  - Employees who are fully vaccinated may elect to not wear a face shield, provided they show proof of full vaccination to their employer. Face mask requirements for fully-vaccinated employees remain in effect.
- It is strongly recommended that workers that are in close contact indoors with attendees who are not wearing face masks be provided with masks that are more effective at protecting against airborne transmission, including but not limited to fit-tested N95 (preferred), KN95 or double-masks, given the higher risks of COVID-19 spread indoors.
- 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 speakers who cannot feasibly present or speak with a face mask on are not required to wear a face mask when such tasks are being performed, but must remain 12 feet from all other persons.

*\* 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.
- Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in guest areas, and also in employee areas where a hand sink is not available.

### 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.

## General Operations

- The use of face masks is mandatory throughout the venue in all settings indoor and outdoor, unless actively eating or drinking while seated at an assigned seating location. Guests who do not comply should be removed from the venue immediately.
- Attendees should not be encouraged to yell, sing, chant, or engage in other similar practices that increase the likelihood of transmission from contaminated exhaled droplets and aerosols.
- 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 individuals reviewing verification documents.
- 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.
- 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 no-contact methods of payment.
- Venue operators must allow for at least 2 hours between events to prevent mixing across attendees.

## Registration/Guest List

- For Conferences and Business Meetings
  - All attendees must register for the event in advance. The facility and event organizer must have a system in place for verifying test results and vaccination documentation, and for monitoring entry and checking registration status of guests to ensure adherence to capacity restrictions.
  - Use electronic registration and touchless check-in for meetings, where feasible.
  - Registration desks, kiosks, and tables are limited to one person per 6-foot table.
  - Facility must provide adequate space for registration activities to ensure physical distancing of attendees.
- For Receptions
  - All attendees must be an invited guest from a defined guest list. The facility and event organizer must have a system in place for verifying test results and vaccination documentation, and for monitoring entry of guests to ensure adherence to capacity restrictions.

## PHYSICAL DISTANCING

### Capacity Restrictions

- Outdoor Events** are restricted to **200** individuals. Outdoor Events where ALL guests show a negative test result or proof of full vaccination are restricted to **400** individuals. The event organizer must verify documents at the time of entry, in accordance to the verification requirements at the end of this protocol.

- ❑ **Indoor or Partially Indoor Events** are prohibited, unless ALL guests show a negative test result or proof of full vaccination. Indoor events are restricted to **200** individuals. The event organizer must verify documents at the time of entry, in accordance to the verification requirements at the end of this protocol.
- ❑ Workers, performers, and speakers participating in a weekly testing program, and workers, performers and speakers who are fully vaccinated, do NOT count toward the capacity limit.
  - Workers, performers, and speakers who are not fully vaccinated and are not participating in a weekly testing program must count toward the capacity limit.

### Seating Configurations

- ❑ Seating configurations must clearly define space for individuals with appropriate space per person. Seating arrangements must not be altered by attendees.
- ❑ All seating must be assigned.
- ❑ Configure tables to ensure physical distancing of at least 6 feet between guests seated at different tables. Tables must be spaced at least 6 feet apart, when measured from the back of the chair at one table to the back of the chair at the adjacent table. This also allows for passing room between tables and accounts for chairs being pushed out and occupied by guests.
  - Fully-vaccinated events are not required to physically distance tables, individuals, or households.
- ❑ Seating Configurations for Conferences and Business Meetings
  - Classroom style seating must allow each individual or household 6 feet of physical distance in all directions from others. Seat one person per 6-foot table or two people, if at opposite ends of the table. Attendees must face the same direction.
  - Theater seating must allow each individual or household 6 feet of physical distance in all directions from others. Attendees must face the same direction.
  - Table rounds must allow each individual or household 6 feet of physical distance in all directions from others. For example, use a 10-foot round to seat a maximum of 4 guests from different households with four chairs spaced equally around the table to achieve 6 foot distancing, or 6-foot rounds with two chairs spaced the furthest possible from each other to achieve 6 foot distancing.
  - Encourage attendees to stay in their seats except for visits to the restroom, or to eat or drink at a designated dining location. Assign staff in the common areas such as the lobby and hallway to remind attendees not to congregate or loiter.
  - For break-out sessions, consider moving speakers instead of attendees.
  - For facilities where there are multiple meeting rooms, each room should have a maximum occupancy posted to facilitate physical distancing.
  - Stagger start, end, and break times to minimize crowding in common areas.
- ❑ Seating Configurations for Receptions
  - Outdoor: Guests at each table are limited to 6 individuals from up to 3 households. If everyone seated at the table is fully vaccinated, there is no limit on the number of individuals or households per table.
  - Indoor: Guests at each table are limited to 6 individuals from one household. If everyone seated at the table is fully vaccinated, there is no limit on the number of individuals or households per table.

## Controlling the Flow of Guests through the Facility

- The venue must be designed in a way that provides operators the ability to fully control the flow, ingress, and egress of all attendees. Ensure guests are able to exit the event in a staggered fashion. Provide attendants in all areas of the event to encourage guests to keep moving, and to manage bottlenecks and crowding.
- Designate separate routes for entry and exit, activity areas, seating areas, and employee work areas to maintain physical distancing and lessen the instances of people closely passing each other. Utilize one-way directional hallways, if feasible.
- Be prepared to queue attendees while still maintaining physical distance, including the use of visual cues.
- The facility must strictly and continuously meter entry and exit of guests at all entrances in order to track occupancy, ensure compliance with capacity limits, and verify registration. Operators that are insufficiently or not metering, and facilities that appear to be over-capacity may, at the discretion of the Public Health Officer (or designee), be closed until these issues are rectified.

## 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.
- Clean and disinfect meeting room tables and chairs prior to each new event.
- Disinfect commonly touched surfaces including credit card machines, pens, printers, phones, keyboards, staplers, fax machines, time clocks, counters, protective barriers, doorknobs, railings, light switches, handles, faucets, trashcans, fixtures, and dispensers daily.
- Provide disinfection supplies in multiple locations readily available to employees.
- Place soiled linens in a single-use bag in the meeting space, and replace linens after each use. Clean linens according to [CDC guidelines](#).
- 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](#).

### **CONSIDERATIONS FOR EVENTS WITH FOODSERVICE**

- ❑ Guests may only eat and drink while seated at their reserved seating location.
- ❑ All food that is served at an event must be provided by a licensed food establishment that is operating in compliance with the [Restaurants, Bars, and Breweries Protocol](#).
- ❑ Provide face shields for food workers, and instruct food workers who are not fully vaccinated (servers, bussers, bartenders) to wear a clean, disinfected face shield when working in dining areas. The face shield is to be worn by the employee in addition to the face mask. Face shields are optional for employees that show proof of full vaccination to their employer; wearing a mask is still required.
- ❑ In addition to the Restaurants, Bars, and Breweries Protocol requirements, the following modifications must also be followed:
  - All food must be served by an attendant. Self-serve items, pass-around trays, self-serve beverages and appetizers, buffets, and salsa/desert bars are prohibited.
  - Staffed buffets and beverage stations are permitted when a protective barrier is used between the guest and the buffet or beverage station. Guests and staff must wear a mask (and staff must wear a face shield if not vaccinated) while in line, and the line must flow in one direction. Consider utilizing floor decals to promote physical distancing.
  - For conferences or meetings, consider boxed meals with staggered pick-up times to avoid lines and the need for staff to serve food to attendees.

### **CONSIDERATIONS FOR PRIVATE EVENT RECEPTION ACTIVITIES**

- ❑ Speakers, presenters, and musicians must perform from a designated stage or performance area that is at least 12 feet horizontally from attendees. Consider installing barriers or partitions to maintain the 12-foot separation between performance and attendee areas.
- ❑ Dancing is permitted and dance floors may be open provided that all attendees are able to maintain a physical distance of at least 6 feet from individuals who are not members of their household, and that all attendees wear a face mask at all times. Dancing is strictly limited to no more than 6 persons dancing together from the same party. Attendees should be encouraged to take frequent breaks if they experience any difficulty breathing while dancing.

- ❑ Karaoke singing and open microphone performances are strongly discouraged. However, where karaoke is performed, guests performing must maintain a distance of at least 12 feet from all other people and must wear a face mask while performing.
- ❑ Performance-related demonstrations, exercises, and activities that involve interaction between performers and attendees that conflict with physical distancing practices are not permitted.

## **CONSIDERATIONS FOR SUPPORT OPERATIONS INCLUDING SOUND AND LIGHTING**

- ❑ 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, MUSICIANS, AND REHEARSALS**

### **Considerations for Performers**

- ❑ Use precautions when performing in large groups or ensembles and evaluate the necessity of such activity. Backstage areas should be sufficiently large to ensure adequate spacing between performers and workers.
- ❑ 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 to the maximum extent feasible so performers can limit voice projections.
- ❑ 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.

### Considerations for Musicians

- ❑ Performers should empty water keys onto disposable or paper towels, 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 the 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.
- ❑ Clean instruments, including wiping down and blowing through, at home and away from others.
- ❑ 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.

### Considerations for Rehearsals

- ❑ 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), performers 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 individuals 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 REGARDING TRAVEL

- ❑ Facility operators should make event planners aware of the [CDPH Travel Advisory](#) and, if they are traveling through Los Angeles County, the [Los Angeles County Travel Advisory](#), to ensure all attendees are compliant with the current travel requirements.

## **TESTED AND VACCINATED ATTENDEES**

### **Additional Allowances for Tested/Vaccinated Only Events**

A Tested/Vaccinated-Only Event is an event that requires all attendees to have a negative COVID-19 test or to be fully vaccinated as a condition of attendance. Test results or vaccination status must be verified before the event or at the time of entry. Tested/Vaccinated-Only Events are able to increase capacity as outlined above.

### **Additional Allowances for Fully-Vaccinated Only Events**

A Fully-Vaccinated Only Event is an event where all guests 16 years and older are fully vaccinated, and all children 2 years to 15 years receive a negative COVID-19 test, as a condition of attendance. Test results or vaccination status must be verified before the event or at the time of entry. Fully-Vaccinated Only Events are able to be altered as follows:

- If the event is outdoors and has 50 people or less, masks are not required.
- If the event is indoors and has 25 people or less, masks are not required.
- Attendees need not maintain a physical distance from other guests, including for any seating arrangements. Attendees must still maintain 6 feet of distance from all employees and any performers or speakers.
- Attendees may move freely around the event space while consuming food and beverages, provided that the event space is contained, and attendees do not come in contact with individuals who are not attendees at the event.
- Employees who are working at such an event and are not fully vaccinated must wear both a face shield and a face mask that is more effective at protecting individuals from airborne transmission of COVID-19, such as fit-tested N95, KN95 or double-masks.
- If any of the guests are not fully vaccinated, or tested if a minor, the event does not meet the definition of a Fully-Vaccinated Only Event.

**PRIVATE EVENTS SUMMARY**

LOCATION TYPE*	VACCINATION/ TESTING PLAN	MAXIMUM ATTENDANCE**	# OF GUESTS PER TABLE	PHYSICALLY DISTANCED TABLES***	ADDITIONAL ALLOWANCES FOR SMALL, FULLY-VACCINATED EVENTS
Outdoors	None	Up to 200	6 individuals/ 3 households	Yes	-
Outdoors	Tested/Fully-Vaccinated Only Event	Up to 400	6 individuals/ 3 households	Yes	-
Outdoors	Fully-Vaccinated Only Event	Up to 400	No limitation	No	If the fully-vaccinated outdoor event has 50 or fewer guests, masks are not required and guests may eat and drink while standing.
Indoors	None	0	-	-	-
Indoors	Tested/Fully-Vaccinated Only Event	Up to 200	6 individuals/ same household only	Yes	-
Indoors	Fully-Vaccinated Only Event	Up to 200	No limitation	No	If the fully-vaccinated indoor event has 25 or fewer guests, masks are not required and guests may eat and drink while standing.

\* Events that occur both indoors and outdoors must comply with the restrictions for indoor events.

\*\* Guest count includes all workers and performers who are not tested or fully vaccinated.

\*\*\* Physical distancing between tables is not required for fully-vaccinated events.