

Missouri ArtSafe Reopening Safety Plan Template

12/2/20

Arts organizations, cultural venues, individual artists, and creative businesses seeking Missouri ArtSafe certification must develop, submit and post a written safety plan. Using this template is not required. It is a tool to help you prepare a comprehensive and well-organized plan for internal use. Once you complete the template, you'll be ready to create a plan in an accessible format that can be submitted to Missouri ArtSafe and, once approved, disseminated to public.

We encourage you to review arts-related safety plans and playbooks for content and presentation ideas. However, your plan must be tailored to address your location, community values, financial and human resources, spaces, technology needs/capacity and programming.

Resources

www.missouriartsafe.org

VLAA Reopening Plan Guidance: <https://vlaa.org/re-opening-plan-guidance/>

Disclaimer: The Missouri Arts Council and the Missouri Arts Safety Alliance developed this template for general educational and information purposes and to increase overall safety awareness. It is not intended to be a substitute for legal, medical or other expert advice. The information contained in this template should not be considered exhaustive.

Template

Name of Business

Address

Date

Your plan should be dated.

A. Introduction

Write a few sentences that articulate your commitment to safety.

Describe your physical spaces, including spaces that are open to the public and all spaces that are used by staff and/or other artistic and non-artistic personnel. Do you operate outdoors? Do you operate your own venue? Do you rent on an on-going basis or per event? How are/will your responsibilities and the responsibilities of your host, landlord and/or rented venue delineated? Be specific.

Briefly describe your programming, including outreach activities hosted by other facilities, such as schools.

Explain the status of your opening plans: Opened? Announced? When and in what capacity? No anticipated date yet? Explain.

Reopening plans should begin with core public health criteria for readiness. Describe the sources you consulted to draft your plan, such as guidelines and recommendations issued by the Centers for Disease Control and Prevention (CDC), the Occupational

Safety and Health Administration (OSHA), the state agencies, local government and public health officials.

While being specific is important, avoid using hard numbers, since CDC guidance changes. For example, recommended quarantine time for those who may have been exposed to the coronavirus has been reduced from 14 days to 7 days, for those who have received a negative test, and 10 days for those who have not been tested.

Consider building conditional phases into your plan — cautiously reopening, gradually resuming with capacity restrictions and maintaining safety protocols until COVID-19 is contained. You may want to use scenario-planning tools.

Explain under what situations you would temporarily close again, such as a change in local health guidance or a COVID-19 case. Explain your cancellation policy. How will guests and ticketholders be notified? What are your refund procedures? (Be sure to include an option for donating the cost back to your organization.)

Even the most cautious reopening plan will need ongoing review and revisions. To inspire confidence, explain that you will be re-evaluating your procedures on a regular basis and that your plan will be modified based on its effectiveness, best practices and the most up-to-date public health and safety guidelines.

Remember, your plan will be a living document. As the vaccine becomes widely available, your organization will face challenging and unavoidable decisions that will impact your goodwill and our sector's role in promoting public health.

Remember to date your revised plan. When you make a change, make sure the plan linked from www.missouriartsafe.org is updated and does not change the link.

Has your board of directors formally approved your plan? If so, consider sharing this information and include the date.

Does your local government (or other entity) require plan approval? If so, explain that approval has been received or that it is pending.

B. Core Safety Practices

Organizations, venues and businesses become Missouri ArtSafe certified by pledging and adhering to a core level of safe practices. Your plan **MUST** include specific practices addressing each of the 8 safety measures. Describe your protocols, using the examples below as a guide. If you are housed at a university or within another venue that has adopted safety protocols, list those protocols or include a link.

To provide a safe environment for our employees, volunteers, contractors, vendors and guests, we pledge to adopt and adhere to the following safety practices:

1. Facial Coverings

Face coverings are an effective way to slow the spread of COVID-19. When people wear cloth masks with two or more layers, they protect themselves and protect others and signal that wearing the mask is the right thing to do.

To ensure that personnel and visitors comply with recommended mask wearing guidance, we will:

- Require frontline workers to wear face coverings that fit properly (snugly around the nose and chin with no large gaps around the sides of the face).
- Instruct employees to wash or replace their face coverings daily.
- Require visitors/audiences to comply with local mask-wearing mandates (unless eating or drinking). Those over 2 years old will be asked to wear face coverings, unless a health condition prohibits them from doing so.
- Provide employees and volunteers with acceptable face coverings at no cost.
- Make free non-medical disposable masks available to visitors who arrive without safe face coverings.
- Lift the mask requirement when employees are alone in private offices or cubicles with a solid partition.

For internal planning: What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on-hand? How will you procure these supplies? Ensure that that PPE is appropriately stored and/or discarded?

For internal planning: How will you communicate that bandanas, gaiters, plastic face shields or masks with exhalation valves are not effective/acceptable?

2. Social Distancing

By now, we are familiar with the rule: Stay 6 ft. away from other people for your best chance of preventing the spread of COVID-19. Other factors to consider when assessing safe distance include crowd density, ventilation, masks and whether people are silent, speaking or singing.

To ensure employees, volunteers and guests comply with physical distancing requirements, we will:

- Use tape or signage to indicate proper distancing.
Display signs to remind visitors to maintain distance.
- Ensure a minimum of 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Members of the same household or living unit do not have to remain 6 feet apart from each other.
- Require personnel who are less than 6 ft. apart from one another to wear acceptable face coverings.
- Ensure that, wherever possible, tightly confined spaces will be occupied by only one individual at a time.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site.
- Limit in-person gatherings as much as possible.
- Hold essential in-person gatherings in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries to limit contact to the extent possible.
- Discouraging employees and visitors congregating in high traffic areas such as bathrooms and hallways.
- Assign distanced seating.

- Establish one-way traffic patterns.

List situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety in these situations?

3. Health Checks

As part of a larger COVID-19 prevention strategy, health screenings are one way to curtail the virus and keep communities healthy.

To contain and protect our workforce and guests against COVID-19, we will:

- Actively encourage sick employees to stay home and send sick employees home immediately.
- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about COVID-19 symptoms, positive COVID-19 tests, and/or (3) close contact with confirmed or suspected COVID-19 case. Our questionnaire will be revised as needed, based on the most up-to-date public health guidance.

For internal planning: Will the screening be done before employee gets to work or on site? If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you maintain the supply of this PPE? Train your testers?

For internal planning: What products identified as effective against COVID-19 will you need and how will you acquire them?

4. Contact Tracing

Along with testing, contact tracing can help prevent further transmission of the virus by quickly identifying and informing people who may be infected and contagious, so they can take steps to not infect others.

To help prevent the spread of the coronavirus, we will:

- Maintain a continuous log of every person who may have close contact with other individuals at our facility, excluding deliveries that are performed with appropriate PPE or through contactless means.
- Make best efforts to collect contact information from visitors.
- Notify state and local health departments if a worker tests positive for COVID-19.
- Cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining required confidentiality.

For internal planning: If a worker tests positive for COVID-19, how will you trace close contacts and inform them that they may have been exposed while maintaining privacy and confidentiality?

5. Contactless Experience

The pandemic is changing person-to-person interactions at the admissions and membership desks to experiences involving touch screens and hands-on activities.

Contactless payments are now seen as an effective way to overcome the ill effects of the COVID-19 pandemic and as a catalyst for adopting digital financial services technology.

To embrace growing preference for touch less environments and transactions, we will:

- Require/encourage online ticketing and advance food/drink orders using a secure third party vendor to process credit card payments.
- Install Plexiglas dividers to protect frontline workers in areas such as admission desks.
- Open doors for guests at entrances.
- Keep interior doors open.

6. Reduced Capacity

Operating at reduced capacity is considered an effective way to slow the spread of the virus.

To mitigate the effects of Covid-19, we will:

- Reduce seating/visitor capacity in compliance with public health recommendations/ mandates and accepted industry standards.
- Use timed tickets.
- Reserve time slots for high-risk clientele.

7. Enhanced Sanitation & Hygiene

Regular hand washing with soap or sanitizer is one of the most important ways to prevent and reduce the spread of COVID-19. Public health officials are now saying that the principal mode by which people are infected is through exposure to respiratory droplets carrying the virus. In other words, scrubbing doesn't do much to fight the coronavirus and addressing ventilation may be a better use of limited financial resources. That said, a clean environment makes the public feel safer.

To ensure that recommended hygiene and cleaning procedures are in place, we will:

- Provide and maintain hand hygiene stations especially in in high touch or high volume areas.
 - Post signage to remind personnel and guests to adhere to proper hygiene.
 - Conduct regular cleaning and disinfection.
 - Sanitize public restrooms using EPA-approved disinfectants.
 - Clean and disinfect contaminated areas in the event of a positive case.
 - Maintain written cleaning logs documenting the date, time and scope of cleaning.
 - Adhere to other sanitation measures recommended by the Centers for Disease Control and Prevention (CDC) and other experts.
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 - Post signage to remind personnel and guests to adhere to proper hygiene.
 - Conduct cleaning and disinfection.
 - Sanitize public restroom using EPA-approved disinfectants.
 - Clean and disinfect any contaminated areas in the event of a positive case.
 - Maintain written cleaning logs documenting the date, time and scope of cleaning.

- Adhere to other sanitation measures recommended by the Centers for Disease Control and Prevention (CDC) and other experts.

Use this space to provide additional details about your facility, including increasing airflow and steps taken in consultation with an HVAC professional to improve ventilation. For example, have you installed portable high-efficiency air cleaners, upgraded the building's air filters to the highest efficiency possible and made other modifications to increase the quantity of outside air and ventilation in offices and other spaces?

Use this space to provide additional details about your safety plan, including but not limited to working with children and other populations needing accommodation, renting your space for social events and addressing industry-specific guidance.

If you work with children, specifically address your safety precautions. Reference resources used to develop your procedures. Include how the protocols will be communicated to parents/guardians.

Will private events be permitted? How will safety protocols be enforced?

If you operate a restaurant, bar or café, reference public health restaurant protocols.

If you require guests to sign a liability waiver, explain your motivation and how you will communicate and enforce this requirement.

List any other safety measures, including protocols for creating safely. For guidance, consult industry related playbooks and checklists. In the absence of authoritative federal, state and/or local government rules for arts-related settings, these carefully considered guides provide practical steps for safe operations, including fostering open communication. Rather than sharing your detailed backstage and performance protocols, re-iterate your commitment to creating safely and reference the playbooks, public health experts or other resources that you consulted to draft your procedures.

8. Training

Missouri ArtSafe certification requires frontline workers to view the Missouri ArtSafe training video. Explain who has viewed the video. Describe any additional or planned training, such as de-escalation training.

C. Communication

Certified organizations, businesses and venues are required to post their plans on their websites. Missouri ArtSafe encourages you to use your certification in any appropriate public communications — digital, print, video and audio. When the logo is used online, it should link to missouriartsafe.org. You may also use the logo in your venue signage.

Explain how you will disseminate your plan and your participation in the statewide effort to inform audiences and stakeholders about our sector's commitment to creating and presenting safely.

Invite guests to provide comments and suggestions. Designate a contact person. Customer Service Tips: Respond quickly. Address the specific issues raised by the customer. Acknowledge and apologize for mistakes and explain what you intend to do (or have done) to improve the guest experience. Keep your promises.

For internal planning:

- Are you prepared to encounter patron resistance to safety protocols?
- How are you accommodating vulnerable staff (those above age 65, those with chronic health conditions, etc.) and employees who are experiencing challenging personal circumstances?
- How will you ensure that your plan is understood and embraced by everyone involved in its implementation?
- What are your formal and informal internal processes for getting feedback about your plan and its protocols?
- How does your plan complement your other policies?
- How will you monitor sector trends, such as reports that concert industry may ask guests to verify that they had been vaccinated or tested negative for coronavirus 24 to 72 hours before attending an event?

Contact Info

Name

Email

Phone

Website

Important! The completed template is not your final safety plan; it's a working document that should not be submitted to Missouri ArtSafe or shared with the public. Use your responses to draft an external plan that gives your audience confidence that they can attend safely and that you are creating safely. Your plan should be concise, organized and well designed. Consider using FAQs.

Very Important! The protocols outlined in your plan must be followed. In addition to the obvious benefit of keeping your employees and guests safe, written safety precautions may protect your business from legal liability claims, can reduce workplace stress and will re-enforce our cultural sector's most important asset — goodwill.