THEATERS & PERFORMING ARTS GUIDELINES

**Illinois
Department of Commerce**
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS
A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Seated theaters, cinemas, and performing arts centers primarily engaged in showing live or pre-recorded performances
    - Examples of productions shown by theaters and cinema businesses include (non-exhaustive): plays, musicals, orchestras, operas, comedy/ improvisational shows, movies, pre-recorded events
- These guidelines apply to ticketed events with seating available for all customers; general admission shows and/or events without seating (e.g., standing room only) are not permitted at this time
- **Note:** organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** As of release, indoor theaters and performing arts venues should operate at lesser of 50 guests OR 50% of overall theater or performance space capacity. Outdoor theaters and performing arts venues should operate at 20% of overall theater or performance space capacity. Capacity restrictions and group sizes will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR's guidance.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employers should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available
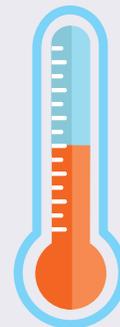
HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website

2. Employees should follow CDC travel guidance to protect themselves and others during business travel

3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations

4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic

5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns

ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home

2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore guidelines website

   a. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms

   b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)

3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart

4. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results

5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines

6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name

7. Any employee who has had close contact[1] with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/ most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop

ii. Encouraged best practices

1. A one-time nasal swab for RT-PCR testing of all live performers should be obtained within forty-eight to seventy-two hours prior to the start of work on set or location

[1] Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to theaters and performing arts:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Venue operators should display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed

2. On website and digital ticket purchasing sites, event organizers should clearly indicate face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed

3. Allow for 6-ft. spacing between occupied ticketing workstations OR if not practical, install an impermeable barrier between ticketing workstations

4. Venue operators should ensure at least 6-ft. between seats occupied by patrons that are not members of the same household or party. If seats cannot be moved, venue operators should limit number of open seats to ensure social distancing

5. For live performances, all individuals should maintain 6-ft. of social distancing unless job duty cannot be performed without proximity (e.g. actors performing, hair, make-up, costumes) and should wear face coverings if practical (e.g., string instrument performers in orchestra)

6. For live performances, if first row of seating is within 6-ft. of stage, then any seating within 6-ft. of stage should be closed OR impermeable barrier should be installed between stage and patrons

7. Concessions should follow Restaurant and Bar guidelines for all food and beverage operations and should be one of the following:
   a. Delivered by a server who takes orders from guests while seated with distancing requirements laid out in Restaurant and Bar guidelines; OR
   b. At outdoor kiosk, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing OR
   c. At indoor quick service areas over 500 square feet, purchased pre-packaged via "grab and go" (no queuing permitted)
   d. At indoor quick service areas 500 square feet and under, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing

8. Concession stand employees should not refill patron food (e.g. popcorn) and/or beverage containers. Refills are still allowed at venue operators' discretion, but must be completed using new food and/or beverage containers

ii. Encouraged best practices

1. Display visual markers 6-ft. apart at patron queue points

2. If practical, install impermeable barrier between employee and patron at checkout

3. If practical, implement touchless transactions

4. Where possible, eliminate common touchpoints (e.g. remove shared items in commons areas, use touchless door pulls)

5. If practical, designate doors as entry-only and exit-only to reduce likelihood of close contact and congestion points

6. For events that have security, utilize walk-through magnetometers to allow security workers to maintain social distance and avoid patting down any patrons
   a. If not practical, security workers performing pat-down searches should wear appropriate face coverings and gloves and have access to a hand washing and/or sanitizing station

7. If practical, designate staging area for taxis and rideshare vehicles to drop patrons off
8. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
9. Prepare a venue-specific emergency evacuation plan that allows for patrons to maintain 6-ft. social distancing
10. For live performances with musical accompaniment where orchestra pit space is limited, consider remote pit options
11. If practical, performers use their own equipment (e.g., instruments, microphones)
12. Where possible, minimize use of coat and bag checks and clean area frequently

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, dressing rooms) and surfaces touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 30 minutes recommended for high-traffic areas
3. Clean and disinfect occupied tables and seats between use by different groups or parties, and again at closing time
4. For live performances, minimize sharing of high-touch props and equipment between non-household participants. If props and equipment are to be shared, individuals (e.g. performers or support staff) should sanitize equipment before and after use (see EPA approved list of disinfectants) and are encouraged to wash or sanitize hands
5. Valet staff should perform cleaning of vehicle in compliance with GSA protocols
6. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time

ii. Encouraged best practices

1. Allot extra time between show times and/or events to allow for more frequent cleaning

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Indoor venues should operate at lesser of 50 guests OR 50% of overall theater or performance space capacity. Outdoor seated venues should operate at 20% of overall theater or performance space capacity

   a. If venue has multiple performance areas, capacity restriction should apply to each theater or performance space

2. Venue operators should have a plan to allow for social distancing within the venue and if needed, designate employee(s) to monitor capacity limits and social distancing

3. Venue operators should have a plan to limit congregation during entry/exit and throughout duration of the event, including any intermission

   a. For venues with multiple theaters or performance areas, schedule staggered show start and end times

   b. If practical, schedule staggered patron arrival times (timed ticketing), with email or mobile notification

   c. If practical, allow patrons to select their entry time and location

   d. If practical, limit number of unscheduled entries

   e. If practical, designate specific point of entry for patrons based on seating location

   f. If practical, release patrons by row, beginning with those closest to exits (use videoboard/ PA announcer to facilitate release)

4. If applicable, venue operators should create plan to limit congregation in parking lots and assign parking spaces to patrons during the digital sales process

5. Venue operators should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft. or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements

6. Venue operators should develop a method to inform customers of available facility capacity before customers arrive at the facility (e.g. reservation system, overview of days/ times when establishment is typically most crowded)

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-patron visitor to enter, or while requiring them to wait in a designated area, venue operators should ask whether external supplier or non-patron visitor is currently exhibiting COVID-19 symptoms
   a. If possible, venue operators should take external supplier or non-patron visitor temperature using thermometer (infrared/thermal cameras preferred, touchless thermometers permitted)
2. Venue operators should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. Limit contact between external suppliers/ non-patron visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Patrons should wear face coverings over their nose and mouth, except while seated within a venue (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Patrons should check for available capacity before going to the facility

ii. Encouraged best practices

1. Before allowing entrance, venue operators ask whether patron is currently exhibiting COVID-19 symptoms
   a. If practical, venue operators take patron temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. If practical, implement touchless transactions/ registration for patrons upon arrival to the event (e.g. mobile ticketing/ check-in)
3. If applicable, patrons are encouraged to purchase online tickets in advance of the show or performance

If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to Illinois.gov/businessguidelines

Additional Resources:

- CDC Interim Guidance for Businesses and Employers
- CDC Workplace Decision Tool
- IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine
- IDPH Testing Guidance
- IDPH FAQs
- Symptoms of Coronavirus
- IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19
- CDC Guidelines on Cleaning and Disinfecting Your Facility
- CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes
- EPA Disinfectants for Use Against SARS-CoV-2