

# Technical Production Commission's COVID-19 Reopening Guides

## Audience Etiquette

### Preparation:

- Determine how to handle ingress and egress and create guides specific to your space. [1]
- Plan for when someone gets sick using the CDC Guide.
- Develop flexible refund policies for attendees for ticketed events. Will there be online viewing options as well? [1]
- Develop policies regarding employee hand washing. [1]
  - Before, during, and after taking tickets; after touching garbage with soap and water for at least 20 seconds and increase monitoring to ensure adherence. [1]
- Clarify employee policies on use, removal, and washing of their cloth face coverings. [1]
- Determine how ushers should respond to audience members who are not supposed to wear face coverings: children under age 2, people with breathing problems, anyone who is unconscious or unable to remove their cloth face covering without assistance. [1]

### Education:

- Educate staff and attendees about the theatre's expectations for them:
  - Wear their own face coverings at all times. [1] [3]
  - Maintain 6 feet of physical distance, including in lines and in seats, follow markings. [1] [2] [3]
  - Undergo temperature check and symptom screening on entry. [1] [2] [3]
  - An appropriate physical separation shall be maintained at all times between performers working without PPE and audience members. [1] [3]
  - Use provided tissues to cover the mouth and nose when coughing and sneezing, followed by hand washing. [1]
  - No handshaking, hugs, or other physical contact with those outside their household. [1]
- Educate staff and attendees about when they should stay home. [1]
  - People should stay at home if they have tested positive for COVID-19 or are showing COVID-19 symptoms.
  - People should stay home and monitor their health if they have had close contact with a person who has symptoms of COVID-19 within the past 14 days.

### Announcements:

- Post all policies on the company website and social media platforms, and send an email to give your guests advance notice. [1] [2] Videos are available on CDC website.
- Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and wearing a cloth face covering. Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language). [1]
- Signs available on CDC Website.
- Broadcast regular announcements on reducing the spread of COVID-19 on public address systems. [1]

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## Resources:

1. CDC Events and Gatherings
2. Event Safety Alliance pages 3 and 4
3. IFTA/Film guidelines, page 15

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