

Entertainment Venues Order - 8/25/2020

ENTERTAINMENT VENUE CHECKLIST

Note: Once complete, please maintain for your records. Allen County Public Health may contact you in the future to request a copy of your plan.

Name of Organization:

Address: Street:

City:

Venue:

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| Contact Info: | Name: | Phone: | Email: |
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| Venue Manager | Name: | Phone: | Email: |
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"Entertainment Venues" includes: auditoriums, stadiums, arenas, concert and music halls, theaters, ballrooms, gymnasiums, convention centers, arcades, bingo halls, adult and child skill or chance games, laser tag facilities, and interactive game facilities hosting non-Sports events. The order covers only Entertainment Venues that have not been otherwise addressed in other Director of Health Orders, including venues encompassed by the Director's Order that Provides Mandatory Requirements for Youth, Collegiate, Amateur, Club and Professionals Sports (8/25/2020). (Section 2)

Patrons (for this order only) includes: spectators, customers, interactive participants, game players, clients, or other individuals that are in attendance at Entertainment Venues. (Section 2)

Limitations on Patrons at Entertainment Venues:

Patrons are permitted to attend Entertainment Venues, with exceptions and limitations as set forth in the Director's Order (8/25/2020).

Outdoor: The maximum number of individuals gathered in any outdoor Entertainment Venue is the lesser of 1500 patrons or 15% of fixed seated capacity.

Indoor: For indoor facilities the maximum number of patrons permitted in an indoor entertainment venue shall be the lesser of 300 patrons or 15 percent of fixed seating capacity.

However, Social Distancing must be maintained throughout the venue and seating must be arranged and assigned to allow for six feet of space between groups of:

- a) no more than four patrons, or
- b) members of a single household

(Section 6)

In addition, Entertainment Venues, whether currently open or those that will open in the future, shall abide by each of the requirements below.

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| | <p>Outdoor Venue? _____</p> <p>Fixed Seating Capacity: _____</p> <p>15% of Fixed Seating Capacity: _____</p> <p>Maximum Allowed Capacity: _____ (Section 6)</p> | <p>Indoor Venue? _____</p> <p>Fixed Seating Capacity: _____</p> <p>15% of Fixed Seating Capacity: _____</p> <p>Maximum Allowed Capacity: _____ (Section 6)</p> | <p>Outdoor: The maximum number of individuals gathered in any outdoor Entertainment Venue is the lesser of 1500 or 15% of fixed seated capacity.</p> <p>Indoor: For indoor facilities the maximum number of individuals gathered in any indoor entertainment venue shall be the lesser of 300 patrons or 15 percent of fixed seating capacity.</p> |
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Compliance Areas

| | Standard Standards are from the Director's Order that Provides Mandatory requirements for Entertainment Venues, issued 8/25/2020 | Who/How this will be addressed | Tips |
|--------------------------|---|---------------------------------------|--|
| Social Distancing | | | |
| | Designate 6-foot distances with signage, tape or by other means 6-foot spacing for performers (except when performing), employees and patrons in line to maintain appropriate distance (4.A.) | | Consider ticket sales/pick up, venue entrance, concessions, restrooms, exits Recommend that performers socially distance during performances when possible. |
| | Have hand sanitizer and sanitizing products readily available for performers, employees, and patrons (4.B.) | | |

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| | Post online whether the Entertainment Venue is open and how best to approach the facility consistent with the Social Distancing Requirements (4.C.) | | Consider planning entrances to avoid congregating |
| Enforcement The venue manager has an affirmative duty to ensure that this Order and all other relevant Director of Health orders are followed by all performers, employees and patrons | | | |
| | Each Entertainment Venue manager shall designate, in writing and prior to an event, a compliance officer whose responsibility it is to ensure that the requirements of the Director's Order are followed. (5.A.) | | Please name the Venue Manager for your organization and report that to Allen County Public Health using the ACPH Guidance & Fax Back form for Entertainment Venues, available at www.allencountypublichealth.org |
| | That designated person shall also be the contact person for the local health department, sheriff's department and any other local law enforcement agency that has jurisdiction over the event. (5.A.) | | Consider assigning someone for each event who will be responsible to monitor compliance for that event and report to the Venue Manager. |
| Patron Pathway: Venues must develop a spectator pathway that allows for physical distancing as patrons move from parking, through box office lines, ticket scanning, and security screening to their seats. Venues must also meet the following requirements: | | | |
| | One-way entries, exits, and aisles; patrons to enter and exit gates or doors closest to assigned seats. (6.A.i.) | | |
| | Markings or signage to indicate social distancing in lines and throughout venue. (6.A.ii.) | | Consider ticket sales/pick up, venue entrance, concessions, restrooms, exits. |

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| Patron Pathway | | | |
| | Elevators and escalators monitored by attendants to ensure compliance with social distancing standards This includes limiting the number of people in an elevator and leaving steps empty between passengers on escalators, where possible, to maintain social distancing. (6.A.iii.) | | |
| | Where a box office/will call window does not already have a glass partition between ticketing staff and patrons, install a physical barrier to maintain social distancing. (6.A.iv.) | | |
| | A plan to allow for social distancing when patrons leave, including inclement weather for outdoor venues. (6.A.v.) | | |
| | Seating must be assigned in groups of no more than four people who know one another, but members of the same household may be seated together even if there are more than four people. (6.A.vi.) | | |
| | Each seating group must be separated from the next group by at least six feet in each direction. (6.A.vii.) | | |
| | Seating groups must be assigned in staggered rows and sections to prevent contact between groups. (6.A.viii.) | | |
| | Patrons must sit in the assigned seats or spaces. (6.A.ix.) | | |
| | No congregating before or after performances is permitted. (6.A.x.) | | |

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| Patron Pathway | | | |
| | General admission (e.g. lawns, standing room, in-fields) is allowable only to the extent six feet of distance between groups of patrons can be clearly marked and strictly maintained. (6.A.xi.) | | Note: This seating is counted as part of the maximum capacity; it is NOT additional seating capacity. Consider marking boxes/spaces for 2-4 people to sit, leaving at least 6 feet between marked spaces. |
| | Venues must limit entrance to hospitality suites to ensure that Social Distancing can be maintained for both indoor and outdoor viewing sections. (6.A.xii.) | | |
| | Dressing rooms and other spaces shared by performers should be cleaned and sanitized frequently. Individuals must maintain social distancing while in these rooms, and facial coverings must be worn at all times. (6.A.xiii.) | | |
| | Recommendation: It is recommended that, if possible, contact-free ticketing be utilized to eliminate box office congestion. (6.A.xiv.) | | |
| | Recommendation: It is recommended that, if possible, institute assigned arrival times. (6.A.xv.) | | |
| | Recommendation: It is recommended that, if possible, block off unused seats. (6.A.xvi.) | | |
| | Recommendation: It is recommended that if possible, block off the front rows of the venue to avoid contact between performers and patrons. (6.A.xvii.) | | |

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| | A set back of the audience from the performers must be developed in conjunction with and approved by local health officials that is sufficient for the nature of the live entertainment and the event space to assure required social distancing throughout the performance. At a minimum, there must be at least twelve (12) feet between performers/stage and audience. (6.A.xix.) | | Please share your audience set-back plan with Allen County Public Health via email: contact@allenhealthdept.org with a Subject line: Venue Approval |
| | Recommendation: It is recommended that if possible, block off the last row of each section and the aisle seats to prevent contact with people walking to and from seats. (6.A.xviii.) | | |
| | Recommendation: It is recommended that intermissions be eliminated or limited in duration to discourage patrons from congregating, and no congregating is permitted. (6.A.xx.) | | |

Signage and Education

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| | Communicate with patrons before each event ("know before you go") the importance of staying home if sick, face covering requirement, and need to maintain physical separation. (6.B.i.) | | Consider putting information on your website for each venue/event. |
| | Install signage concerning hygiene, physical separation, and face covering. (6.B.ii.) | | Consider staff, employees, performers and patrons. |

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| | Communicate reminders of physical separation, face coverings, hygiene, and health symptoms through public announcements throughout the event. (6.B.iii.) | | |

Facial Coverings

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| | Patrons, employees, staff, and volunteers must wear a cloth face covering at all times. Patrons must wear a cloth face covering at all times except for one of the reasons stated in the Director's Order for Facial Coverings throughout the State of Ohio, signed July 23, 2020 or as it may thereafter be amended. (6.C.i. and 6.C.ii.) | | Exceptions: 1. Individual is under age 10 2. Individual has medical condition or disabilities and can't wear a mask 3. Individual is communicating with someone hearing impaired 4. Individual is seated, <u>actively</u> consuming food/beverage 5. Facial coverings prohibited by law or regulation 6. Individual is actively participating in broadcast communications |
| | Performers are not required to wear facial coverings during performances, but otherwise are subject to the same facial covering requirements as patrons, employees staff, and volunteers. Nothing in the Order prohibits a performer from wearing a facial covering while performing if it is practical to do so. (6.C.iii.) | | |

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| | The only exception to facial coverings requirement are the reasons stated in the Director's Order for Facial Coverings throughout the State of Ohio, signed July 23, 2020, or as it may thereafter be amended. (6.C.iv.) | | Exceptions: 1. Individual is under age 10 2. Individual has medical condition or disabilities and can't wear a mask 3. Individual is communicating with someone hearing impaired 4. Individual is seated, actively consuming food/beverage 5. Facial coverings prohibited by law or regulation 6. Individual is actively participating in broadcast communications |
| | Recommendation: It is recommended that, if possible, the face covering requirement is reinforced with signage and announcements throughout the venue/event. (6.C.v.) | | |

Cleaning and Hygiene - Venues must also meet the following requirements:

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| | Frequent cleaning of high-touch areas (railings, ATMs, elevators, bathrooms). (6.D.i.) | | |
| | Allow adequate time between events to allow for cleaning (6.D.ii.) | | |
| | Follow protocol for cleaning and disinfecting if a COVID-19 case is identified at the venue. (6.D.iii.) | | CDC Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html |

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| | Use all available restrooms with one-way entry and exit to allow for frequent handwashing without crowding. (6.D.iv.) | | |
| | Make hand sanitizer readily available throughout the venue (6.D.v.) | | |
| | Recommendation: It is recommended that, if possible, hand hygiene is promoted through signage. (6.D.vi.) | | |
| | Recommendation: It is recommended that, if possible, every-other sink in restrooms be used to allow for physical separation. (6.D.vii.) | | |

Handling Sick/Symptomatic People - Venues must also meet the following requirements:

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| | Any person with symptoms consistent with COVID-19 must be instructed to return home or be taken to a dedicated isolation area. (6.E.i.) | List Isolation area: | Consider where/how you will isolate someone who becomes ill. |
| | Develop a plan for handling sick/symptomatic individuals, covering how the following will be addressed: a. Immediately isolate the sick person. b. Refer to medial care. c. Notify the local public health department. d. Cooperate with the local health department in contact tracing. (6.C. ii.) | | Allen County Public Health 24/7 contact: 419-228-4457 |

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Flexibility and Accountability

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| | Each Entertainment venue is required to have a written operations plan, prepared in consultation with the local health department. (6.F. i.) | | Please contact Allen County Public Health with any questions 419-228-4457 |
| | The venue manager is responsible for ensuring and enforcing compliance with the venue's operations plan, and all current orders of the Ohio Department of Health. (6.F.ii.) | | For Fixed Venues, please complete the ACPH Guidance & Fax Back form for Entertainment Venues, available at www.allencountypublichealth.org |
| | Entertainment Venues must designate an individual responsible for the compliance with this Order. (6.F.iii.) | | |
| | Venue operators must cooperate with the local health department related to any case investigation. (6.F.iv) | | |
| | Failure to comply may result in a venue being shut down. (6.F.v.) | | |

Concessions and Retail Vendors

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| | Follow Responsible Restart Ohio Guidance for Bars & Restaurants. (6.G.i.) | | Available at coronavirus.ohio.gov |
| | Follow Responsible Restart Ohio Guidance for Consumers, Retail, Services & Entertainment guidance. (6.G.ii.) | | Available at coronavirus.ohio.gov |

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Indoor Venues

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| | Patrons shall be seated in a socially-distanced manner, consistent with the requirements for outdoor seating. (6.H. i.) | | |
| | Recommendation: It is recommended that, if possible, ushers should actively monitor social distancing practices and encourage additional distance between patrons as appropriate. (6.H.ii.) | | |
| | Increase the times between use of the facility from one event to another to allow for more thorough cleaning of individual areas, as well as staggered arrivals/departures of patrons. (6.H.iii.) | | |
| | Limit the number of people in lines and use cues/floor marking to assist with social distancing of six feet. (6.H.iv.) | | |
| | Increase frequency of cleaning and sanitizing per CDC Environmental Cleaning and Disinfection guidance on high contact areas/hard surfaces, including snack counters, door handles/hinges, etc. (6.H.v.) | | See: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html |
| | Increase cleaning and sanitizing of restrooms (6.H.vi.) | | |
| | Sanitize seats and flat surface, including tray tables between uses of the facility, (6.H.vii.) | | |
| | Make available additional opportunities throughout the facility for persons to reduce the spread of the virus through handwashing or sanitizing stations. (6.H.viii.) | | |

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| Indoor Venues | | | |
| | Train, implement and enforce hygiene and handwashing with staff (6.H.ix) | | |
| | Recommendation: It is recommended that, if possible, optimize HVAC to blend additional outside air and open fire doors and loading doors so that outside air can circulate. (6.H.x.) | | |
| | Recommendation: It is recommended that indoor venues follow American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidance and resources. (6.H.xi.) | | https://www.ashrae.org/technical-resources/resources |
| | If an event has multiple performances during a day, plan when possible for patrons to enter and exit the performances so that the venue may be cleaned between performances and that the exiting patrons are at all times separated from the entering patrons. (6.H.xii.) | | |
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