

## Reopening Plan Trinity Parish Church, Seattle

www.trinityseattle.org

609 Eighth Avenue, Seattle, WA 98104

206.624.5337

*Create* items in red.

*Communicate/train/educate* items in purple.

*Procure* items in blue.

*Action/Response required* items in green.

### **Before Any Services or Events:**

1. **Remove** all prayer books, hymnals, pencils, donation envelopes, etc., from the entire sanctuary.
2. **Deep clean** the entire sanctuary and all entry points into the sanctuary.
3. **Deep clean** the elevator and all areas outside of the elevator.
4. **Deep clean** all bathrooms which will be available for use during any service.
5. **Deep clean** all stairwells and handrails leading to lower rooms and restrooms.
6. **Remove and store** pew cushions.
7. **Procure** portable, touchless thermometers for each usher. Secure an ample supply of batteries for the thermometers.
8. **Procure** an ample supply of PPE equipment (masks, gloves, face shields) for staff, clergy, and parishioners.
9. **Procure** an ample supply of hand sanitizers for use throughout Trinity.
10. **Procure** an ample supply of tissues for use throughout Trinity.
11. **Procure** touchless garbage bins for disposal of used items for sanctuary and restrooms.
12. **Procure** boxes or crates for stations with PPE supplies, hand sanitizer, and cleaning supplies **placed** strategically throughout Trinity's campus.
13. **Procure** tables, chairs, and clear plastic barrier shields for the welcome desk, and clear plastic barrier shields for church lecterns, worship table, and music soloist(s).
14. **Procure** wipes for use in restroom stalls for use on toilet handles after flushing.
15. **Procure** pledge and/or contribution baskets. **Educate** congregants that there will be no passing of the plate during services, so they are prepared to **give** their pledges or donations to the ushers when entering for the service.
16. **Procure** or **download/print** ample supplies of safety signage from CDC and DOH to post around campus.
17. **Recruit** service-volunteer ushers, greeters, elevator attendants, and cleaners, preferably with no underlying health conditions and under the age of 60. Job descriptions with COVID-19 protocols will be **created** for these positions.
18. **Communicate** COVID-19 reopening policies with staff and parishioners, including social distancing, proper hygiene, appropriate use of PPE, and protocols for **cleaning** and **disinfecting**.
19. **Communicate** with congregants regarding what to expect when **visiting** Trinity or **attending** any service including: COVID-19 screening, reservation process, signing waivers, entering and leaving a service, giving pledge/plate contributions, maintaining separation (no

handshakes, hugging, fist or elbow bumps), etc. **Create** a video to walk people through the process.

20. **Train** staff and volunteers on proper protocols for screening anyone for COVID-19 symptoms (taking temperature; asking about symptoms) prior to entry into any of Trinity's buildings. Training should be done by a medical professional.
21. **Train** all ushers on the proper use of thermometers.
22. **Advise and educate** congregants about the need for reservations to attend any in-person service at Trinity.
23. **Advise and educate** congregants about the requirements of the Disclosure and Screening Form (see Exhibit A) and about Trinity's protocols for social distancing, use of PPE, COVID-19 symptoms, etc.
24. **Advise and educate** congregants on no-touch greetings.
25. **Advise and educate** congregants not to share any papers, writing instruments, etc.
26. **Advise and educate** staff and congregants on how to properly wear a face mask that covers mouth and nose. **Masks are required for entry onto Trinity grounds and into Trinity buildings, without exception** Only children under the age of two will be exempt from this requirement.
27. **Advise and educate** staff and congregants regarding access to restrooms. Ushers will **supervise access** to restrooms with no more than two people at once permitted inside. Anyone waiting for access to a restroom will maintain 6 feet of social distance. Proper **hand-washing protocol must be posted** in all restrooms.
28. **Communicate** with congregants that there will be no congregational singing during any service.
29. **Advise and educate** music staff regarding updated government guidelines **limiting** the number of musicians per performance (according to the Governor's most current guidelines). Soloists must wear masks at all times. Woodwind or brass instrumentalists may remove their mask only during the performance.
30. **Designate** and **educate** a staff member regarding **notification** of state and local health departments should any clergy, staff, guest, or congregant test positive for COVID-19.
31. **Create** a COVID-19 symptom-free acknowledgement and liability waiver form for use by any congregant or guest upon entry to any of Trinity's buildings. The form should include name and contact information for potential contact tracing and be kept for a minimum of 30 days. **Make sure** that there are ample supplies of the forms at all entrances to Trinity's building. (See Exhibit A from the Diocese: *COVID-19 Event Disclosure and Screening Form*). Staff and volunteers should **fill out** the form found in Exhibit B.
32. **Create** an action plan for remedial actions necessary to respond to any clergy, staff, guest, or congregant with a positive COVID-19 test.
33. **Require** anyone entering Trinity's buildings who has not filled out the disclosure form on REALM to sign an attendance/sign-in form. An adult should sign in for all family members, including all children. Forms (digital and hard copy) will be kept in the Trinity office for one month in case contact tracing is needed. See Exhibit A.
34. **Create** a plan for the orderly dismissal of congregants.
35. **Create** plan for proper washing or disposal of used face masks and PPE and storage of any cleaned items.
36. **Prepare** for video streaming which will be shown concurrent with any live services.
37. **Create** communication and decision-making methods for anyone entering any buildings who refuses to follow COVID-19 requirements concerning use of PPE (e.g., what to do should

someone refuse to wear a face mask), or who shows a temperature of 100.4 or higher on Trinity's digital thermometers.

38. **Create** protocols for access to restrooms and post appropriate signage.
39. **Create** protocols for cleaning all surfaces before and after any building or sanctuary usage.
40. **Create** complete bulletins for all services to replace prayer books and hymnals in the sanctuary.
41. **Create** written instructions for ushers, greeters, elevator hosts, and cleaners.

### **Reservation Process:**

1. Use **Realm** to reserve seats for in-person services up to a determined maximum for each service.
2. Based on the number of people who sign up through Realm, **assign seats** using the **sanctuary seating chart**.
3. For the in-person service, **provide** a list of names and assigned seats to the ushers who will seat parishioners at the service. **Create** seating form to give to ushers.
4. **Require** that each attendee complete and sign the *COVID-19 Disclosure and Screening Form* (Exhibit A), preferably on REALM. The form will include contact information on the front of the waiver for the purpose of contact tracing. On the day of attendance, each person will **sign** a check-in list to confirm that they have no new symptom or exposures. Hard copies of the disclosure and screening form will be available for those who forgot or are walk-ins.
5. **Create** a method for congregants to request use of the elevator to enter the sanctuary.
6. **Provide** a hard copy of the final reservation list to the ushers on the morning of the service.
7. **Create** a protocol for seating walk-in attendees and/refusing walk-ins should the service be full allowable capacity.

### **Day of Service:**

1. Sexton or ushers will **confirm that** there is ample supply of soap and paper towels in each of the restrooms that will open.
2. **Set up** a table for greeters with a plastic barrier shield, COVID-19 precautions sign, hand sanitizer, no-touch thermometers, extra face masks, a no-touch basket for collecting Event Disclosure and Screening forms, blank copies of the Event Disclosure and Screening forms, and baskets for sanitized pens and used pens.
3. **Make certain** the ushers have a final list of attendees with their assigned seats based on the reservation seating chart. The seating chart should **include** any vacant seats for walk-in attendees.
4. Ushers should **don PPE equipment**, including face masks and gloves, immediately prior to or upon entry into the sanctuary. Ushers must not remove their masks until they leave Trinity's grounds.
5. **Block off** any entrances that will not be used by guests or congregants to enter the sanctuary.
6. **Open** all outside doors to increase ventilation in the sanctuary.
7. **Prepare the** sanctuary by blocking off rows of pews that will remain empty to create social distancing for those who attend.
8. **Place signage** inside and outside Trinity requiring **social distancing**.

9. Place **signage** inside and outside Trinity reminding people that **masks** must be worn at all times inside and immediately outside Trinity.
10. Place **signage** inside and outside Trinity reminding people of sanitation stations, the use of hand sanitizer, and frequent and proper hand washing. ([CDC Handwashing Poster](#))
11. Place **signage** inside and outside Trinity reminding people of COVID-19 symptoms and asking that anyone with such symptoms not enter Trinity.
12. Place **signage** inside and outside Trinity discouraging the sharing of items and touching of shared surfaces.
13. Place **signage** inside and outside Trinity stressing no-touch greetings.
14. Place CDC or Dept of Health **COVID-19 safety signs** throughout campus.
15. Place markers on floors, walkways, and sidewalks using tape or signs denoting 6 feet of separation, both inside and outside Trinity.
16. Place sanitation stations throughout Trinity's campus that include hand sanitizer, PPE, tissues, bins for garbage and paper recycling and cleaning supplies.
17. Provide all ushers, clergy, and acolytes with PPE (face masks that meet Dept. of Health standards, hand sanitizer, gloves, and face shields if requested) if they do not have their own. Require the use of PPE at all times when on Trinity property, either outside or inside.
18. Provide ushers with the REALM-generated master list of those attending, indicating who has completed the *COVID-19 Disclosure and Screening Form* online. Each clergy person, staff, guest, and attendee must appear on the REALM sheet or **sign-in on the day**. Those who have not completed an online form must complete a hard copy form before entry.
19. Provide ushers with pledge/donation baskets which will be kept at the ushers' table(s).
20. Provide ushers with hardcopy versions of the *COVID-19 Disclosure and Screening Form* (Exhibit A) for anyone whose name is not on the REALM list of completed forms for that Sunday, and the symptom checklist for everyone. Sufficient clean pens for signing must also be available.
21. Place a service bulletin on each reserved seat.
22. Ushers will **screen** clergy, staff, parishioners, and guests at all points of entry for signs or symptoms of COVID-19 upon entry into any Trinity building. Each person's temperature will be taken. Anyone showing any symptoms, including a cough or a temperature over 100.4 degrees will not be admitted into the building.
23. Regularly **disinfect** high-touch areas using a bleach solution or other EPA approved formula.
24. Ushers will **seat congregants** based on the reservation and seating charts. If there are vacant seats available, those will be given to walk-in guests on a first-come, first-served basis. If vacant seats are filled, additional walk-ins will be asked to wait outside (observing social distancing) until the start of the service to see if any reserved seats become available. Walk-ins will then be seated only after completing all entry protocols.

### **At the Eucharist—Protocols and Guidelines through Phase III**

Please see Addendum A below for Diocesan guidelines for the Eucharist.

### **At a Baptism—Diocesan Protocols and Guidelines through Phase III**

Please see Addendum B below for Diocesan guidelines for Baptisms.

### **To Do After the Service or Event:**

1. **Announce** that ushers at the front of the church will dismiss congregants row by row beginning from the back of the church and maintaining 6 feet of social distancing.
2. **Announce** that there is no coffee hour and no lingering for conversation.
3. **Remind** congregants to keep their masks on within or around Trinity buildings.
4. **Remind** congregants to take all personal items with them.
5. Ushers will **ascertain** that all guests and congregants have exited all Trinity buildings, including the undercroft and restrooms.
6. Ushers will **lock all doors** in the Sanctuary.
7. Sextons will **perform deep cleaning** of all surfaces in the sanctuary, stairways, and restrooms, paying particular attention to high-touch areas such as exterior and interior doors and doorknobs, bannisters, pews, elevator surfaces (inside and out), and restroom stalls, sinks, and toilets.
8. The Altar Guild will set aside enough communion wafers for the next Sunday's service. These wafers will remain untouched until the next service.

### **Events at Trinity:**

1. **Follow** all guidelines from the Governor's document: "Theater and Performing Arts COVID-19 Requirements." **See** attached Exhibit C.
2. **Provide** clear communication to any outside group regarding Trinity's protocols and expectations for sanitation and safety. All protocols will be **stated** in an addendum to the Facilities Use Agreement.
3. **Post** signs outside and inside which clearly outline what spaces may be used by any outside group.
4. **Post** signs inside and outside stating clear expectations for visitors re: physical distancing, hand washing, use of hand sanitizer, proper use of face masks, etc.
5. **Advise** all attendees of requirements outlined in Item 3.
6. **Clean and sanitize** all occupied areas between performances or rehearsals.
7. Frequently **sanitize** high-touch surfaces such as doors, elevator buttons, and workstations before, during, and after events.
8. **Provide** sanitation stations throughout the venue (backstage, in office spaces, and in green rooms) that include hand sanitizer and wipes.
9. **Require** proper use of face masks.
10. **Consider** shield guards or physical protection guards between the public and staff (concessions, box office, reception).
11. **Ventilate** interior spaces by opening windows and doors to increase circulation of outdoor air.
12. **Adjust** seating, audience flow, and lobby spaces to maximize physical distancing and reduce contact with any high-touch surfaces.
13. **Use** digital or download-at-home tickets.
14. **Consider** use of digital programs to avoid exchange of printed materials.
15. **Limit** audience or staff congregation points to maintain social distancing.
16. **Prohibit** backstage visits or greeting the audience following performances.
17. **Obtain contact information from each** staff member, performer, and audience member for contact tracing purposes. See Exhibit A for a copy of the required form.

18. **Train** staff and volunteers on security procedures and protocols when audience members do not cooperate with safety protocols. Procedures will also be explained to a staff person from any visiting organization.
19. **Train** staff and volunteers on all the above.

## **Addendum A**

### **At the Eucharist—Protocols and Guidelines through Phase III**

1. Proper precautions, as well as PPE and distancing guidelines, should be followed by everyone in the chain of work. Altar Guild, and everyone in the chain, need to carefully sanitize all surfaces, wash and sanitize hands, wear masks, etc. All linens, including the pall, should be cleaned thoroughly after each use and certainly before each use.
2. The Presider alone will set the table. Try to keep all other hands out of this, including any altar assistants. This includes bringing items from the credence table. The Presider should simply go to retrieve all the elements, vessels, etc.
3. Presider should vigorously wash and sanitize hands before the service, and multiple times throughout the service, most especially just before setting the table and beginning the consecration prayer. This should not be ceremonial washing but vigorous washing.
4. In setting the table, the Presider should use the pall to cover all wafers, and only expose the priest host. If you want to use an additional covering, you may but at least the pall. The main point here is to stop droplets that may come from the Presider.
5. Priest host will only be touched and consumed by the Presider.
6. No one else should stand near the Presider at the altar.
7. For distribution, the presider will either consume the priest host before distribution or set it aside to consume after all have received.
8. Wafers are then placed at least 6 inches apart in a line around the side and front of the altar. Presider should make every effort not to touch the linen if possible.
9. If there are steps or a concern about accessibility you can consider another table put at floor level upon which the Presider could also place wafers. This could also be used in larger settings to offer multiple access points to communion.
10. After Presider has placed these first wafers on the table, the ushers can begin to allow the congregants to come forward one at a time, all the while keeping social distance. You might consider putting marks with tape on the floor to show six feet distance and offer some guidance.
11. Before approaching the altar EVERY PERSON receiving should sanitize their hands, allowing them to dry, before going forward.
12. Every person should take one wafer, and NOT consume it until back at their seat. At that point they can remove their mask and consume the wafer. If possible, sanitizer could be in every pew or aisle so that people could sanitize after consumption if possible and if desired.
13. You are highly encouraged NOT to use real bread during this time. If you choose to you must follow the above guidelines but can only distribute by putting bread into a dixie cup or similar.
14. There is to be no wine offered to anyone other than the Presider until at least Phase IV. More guidelines will come as we get to that phase.

## **Addendum B**

### **At a Baptism—Diocesan Protocols and Guidelines through Phase III**

1. For baptism, only one Presider is allowed for all manual acts, blessing the water, baptizing, anointing, etc.
2. Water should not be put into the font until the actual blessing of the water.
3. Only the Presider may touch the water.
4. Presider will vigorously wash their hands and sanitize before the Blessing of the Water, and will repeat this action before and after each baptism.
5. If aspersions are planned for the congregation, that water should be extracted from the font, in a dedicated bowl, by the Presider, before any baptisms take place and set aside for use for this.
6. If there are multiple baptisms, you have several options when baptizing. You may take water in your hands and move away from over the font, and pour the water over the candidate's head. Or you could use a separate bowl and walk to the candidate to baptize, trying not to let water fall off the head of the person, back into the bowl. If this does happen, please use a new bowl. In fact, it would be best to have a new bowl for each candidate.
7. Presider only anoints. Wearing a mask.
8. Candles should either be not used during this time, OR, you may light the candle, show it to the person, then blow it out and keep this to be sanitized after the service and given to the candidate. You could do all of this after the service if you wish.
9. During this time there is to be no sprinkling of the congregation with the water in font or bowls used for baptisms. Only use the water set aside in the beginning.
10. All water, in all bowls and the font should be discarded BEFORE the ending of the service.
11. Prior to the baptism you could send a link to the congregants with a card whereby people could download and print that includes the line, "Will you who witness these vows do all in your power to support this person in her life in Christ? We will." and ask people to write a message and mail it to the baptismal candidate, affirming their participation in the liturgy and the covenant and whatever other message of welcome and support they want to give.

**Exhibit A**

**COVID-19 EVENT DISCLOSURE AND SCREENING FORM**

Church/Organization: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Considering recent events, the health and well-being of our community is our paramount concern. Therefore, each participant at the above event is required to sign one of these forms and agrees to voluntarily assume any risk of physically participating at this event.

Before attending, you agree to the following:

1. I understand that my attendance and participation in the above event can pose a risk to me of COVID-19 or other contagious or infectious diseases, and if I am a high-risk person, as defined by the CDC, I should stay home and avoid participation.
2. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others.
3. I agree that none of the following applies to me:
  - a. To my knowledge, I have not been in close or proximate contact with anyone who has had symptoms of COVID-19 in the past 14 days.
  - b. I have not tested positive for COVID-19 in the last 14 days.
  - c. I have not experienced symptoms of COVID-19 in the past 14 days, including but not limited to fever, fatigue, difficulty breathing, or dry cough.
4. If there is an outbreak, my information may be shared with public health officials to be included in an approved contact tracing program. I understand that my information will be saved, and my information may be released to such public health officials in the event it is needed for such a program.
5. I agree to follow all social distancing protocols in place at this event or activity and agree to wear a face mask while attending this event.

Your in-person participation at this event is conditional upon your acceptance of and agreement to the above.

Thank you for helping us keep our community safe and healthy—we are all in this together!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit B

## COVID-19 Screening Questionnaire

You must check your temperature before entering each day. You will need to wear a mask, maintain 6 feet of social distancing, and wash your hands upon entry.

If you answer YES to any of the questions below, do not enter the building further. Contact the Rev. Sabeth Fitzgibbons or the parish office at [office@trinityseattle.org](mailto:office@trinityseattle.org) or (206) 624-5337 x23.

Do you have any of the following symptoms? <ul style="list-style-type: none"><li>• FEVER (TEMPERATURE GREATER THAN OR EQUAL TO 100.4 F)</li><li>• CHILLS WITH SHAKING OR TEETH CHATTERING</li><li>• SORE THROAT</li><li>• FREQUENT COUGH</li><li>• SHORTNESS OF BREATH AT REST</li><li>• PAIN OR TIGHTNESS IN YOUR CHEST</li><li>• FLU-LIKE SYMPTOMS</li><li>• MUSCLE PAIN (UNRELATED TO EXERCISE)</li><li>• LOSS OF ABILITY TO TASTE OR SMELL</li></ul>	Yes	No
Have you recently been exposed to crowds or gatherings where individuals are not practicing social distancing or wearing masks?	Yes	No
Have you had any contact with, or been in close proximity with, an individual with COVID-19 or who has tested positive for COVID-19?	Yes	No

I have NOT tested positive for COVID-19:

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit C

# THEATER & PERFORMING ARTS

## COVID-19 Requirements

[COVID19 Performing Arts Theater Sector Guidance.pdf \(wa.gov\)](#) version 1/11/2021

Theaters and performing arts are permitted to operate, provided the general and discipline-specific requirements in this document are met and followed. The theatre and performing arts organization must adopt a written procedure for operation that is at least as strict as the procedures below and complies with all safety and health requirements.

### **A. General Indoor and Outdoor Theater and Performing Arts Organizations and Performing Arts Events:**

This section includes guidance that all indoor and outdoor theater and performing arts organizations must follow. Additional requirements may also be required depending on the discipline.

**Phase 1: Indoor:** Private rentals/tours/performances for individual households of no more than six people are permitted. All individuals must wear face coverings. Maximum capacity is 25% of the venue or space.

**Phase 1: Outdoor:** Ticketed events only. Groups of 10 people are permitted, but are limited to two households per group. Groups must be physically distanced six feet apart and maintain six feet of physical distance from others at all times. All individuals in attendance must wear a face covering. A minimum of 20 feet of physical distancing is required between artists/performers and the audience. A maximum of 75 individuals including artists, crew, and audience members may be in the designated area. There is a two-hour time limit on all performances/events.

**Phase 2: Indoor:** Maximum capacity is 25% of the venue/space or 200 people, whichever is less. Groups with a maximum of six people are permitted. Each group must be physically distanced six feet apart and maintain six feet of separation from others at all times. All individuals in attendance must wear a face covering. A minimum of 20 feet of physical distancing is required between artists/performers and the audience. There is a two-hour time limit on all performances/events.

**Phase 2: Outdoor:** Groups of up to 15 people are permitted, but are limited to two households per group. Groups must be physically distanced six feet apart and maintain six feet of separation from others at all times. All individuals in attendance must wear a face covering. A minimum of 20 feet of physical distancing is required between artists/performers and the audience. A maximum 200 individuals including artists, crew, and audience may be in the designated area. There is a three-hour time limit on all performances/events.

### **B. Discipline-specific Requirements:**

Trinity Parish Church, Seattle  
Reopening plan version 02/21/2021

## **1. Dance and Movement:**

**Phase 1 Rehearsals:** A minimum of 500 square feet per dancer is required. If there are two or more people per a barre, each dancer must maintain a radius of six feet of physical distancing and all dancers must face the same direction. A maximum length of 45 minutes per rehearsal session with 30- minute breaks between sessions is required.

**Phase 2 Rehearsals:** The maximum capacity is 25% of the room/venue/space. All other requirements in Phase 1 must be followed.

### **Phase 1 Performances/Recitals:**

- **Indoor:** Prohibited.
- **Outdoor:** Must follow “Dance and Movement: Phase 1 Rehearsals” requirements plus the general requirements in “Part A – Phase 1: Outdoor.”

### **Phase 2 Performances/Recitals:**

- **Indoor:** Must follow the “Dance and Movement: Phase 1 Rehearsals” requirements plus the general requirements in “Part A – Phase 2: Indoor.”
- **Outdoor:** Must follow the “Dance and Movement: Phase 1 Rehearsals” requirements plus the general requirements in “Part A – Phase 2: Outdoor.”

## **2. Choral/Vocal/Opera/Musical Theatre/ Comedy/Spoken Word/Poetry Readings or Slams Phase 1 and Phase 2 Rehearsals:**

1. **Indoor and Outdoor:** Solo singers and performers in a rehearsal setting may rehearse without a face covering, so long as they are at least 15 feet physically distanced from the pianist/accompanist and others. If a speaker decides not to wear a face covering, it is recommended that a Plexiglas 3-sided barrier is used during the rehearsal. The barrier must be disinfected after every use.

All group performance activities that involve singing require everyone to wear a three-layer surgical mask and maintain at least 9 feet (12 feet is recommended) of physical distance from others. Group singing/choirs are limited to no more than 15 individuals. Rehearsals may be held indoors for up to 45 minutes at a time with 30-minute breaks in between to allow for air exchange.

### **Phase 1 Performances/Recitals:**

- **Indoor:** Prohibited.
- **Outdoor:** Must follow “Phase 1 and Phase 2 Rehearsals: Choral/Vocal/Opera/Musical Theatre/Comedy/Spoken Word/Poetry Readings or Slams” requirements plus the general requirements in “Part A – Phase 1: Outdoor.”

### **Phase 2 Performances/Recitals:**

- **Indoor:** Must follow “Phase 1 and Phase 2 Rehearsals: Choral/Vocal/Opera/Musical Theatre/Comedy/Spoken Word/Poetry Readings or Slams” requirements plus the general requirements in “Part A – Phase 2: Indoor.”
- **Outdoor:** Must follow “Phase 1 and Phase 2 Rehearsals: Choral/Vocal/Opera/Musical

Theatre/Comedy/Spoken Word/Poetry Readings or Slams” requirements plus the general requirements in “Part A – Phase 2: Outdoor.”

### 3. **Orchestra/Instrumental Phase 1 and 2 Rehearsals:**

1. **Indoor and Outdoor:** All physical distancing requirements are section/instrument specific:

- **String and percussion instruments** must maintain a minimum of six feet of physical distancing.
- **Brass & woodwind instruments** must maintain a minimum of 9 feet of physical distancing and use a bell cover.
- **Vocalists** refer to guidelines for “Phase 1 and Phase 2 Rehearsals: Choral/Vocal/Opera/Musical Theatre/Comedy/Spoken Word/Poetry Readings or Slams.”

Rehearsals are a maximum of 45 minutes at a time with 30-minute breaks in between to allow for air exchange. All are required to wear masks. For instruments that require mouth-to-instrument connection, musicians are not required to wear a mask while playing, but during long periods of rest and breaks, masks are required.

#### **Phase 1 Performances/Recitals:**

2. **Indoor:** Prohibited.
3. **Outdoor:** Must follow “Phase 1 and Phase 2 Rehearsals: Orchestra/Instrumental” requirements plus the general requirements in “Part A – Phase 1: Outdoor.”

#### **Phase 2 Performances/Recitals:**

- **Indoor:** Must follow “Phase 1 and Phase 2 Rehearsals: Orchestra/Instrumental” requirements plus the general requirements in “Part A – Phase 2: Indoor.”
- **Outdoor:** Must follow “Phase 1 and Phase 2 Rehearsals: Orchestra/Instrumental” requirements plus the general requirements in “Part A – Phase 2: Outdoor.”

### **C. Venue Requirements and Guidelines:**

**Sanitation & Safety Expectations:** The venue shall:

- Designate a point of contact to ensure the “Healthy Washington – Roadmap to Recovery” Proclamation 20-25.12 (et seq.) and requirements per Department of Labor and Industries (L&I) and Health Department, are met with a written safety plan specific to each venue that meets the minimum requirements as set forth by the Healthy Washington plan.
- Provide clear communications to patrons prior to arrival regarding safety expectations.

- Post signage outdoors and inside that declares expectations for the visitors to enter the venue, including caution to physical distance, wash hands, use hand sanitizer, wear a face covering, and other safety precautions.
- Clean daily and adhere to the Centers for Disease Control and Prevention (CDC) recommendations for cleaning and sanitation of public facilities are followed. Clean and sanitize all occupied areas between performances.
- Frequently sanitize high touch surfaces including counter tops, doors, elevator buttons, and workstations, particularly during events.
- Install sanitation stations throughout the venue, including backstage and office spaces, that include hand sanitizer and wipes.
- Require all individuals to wear face coverings in accordance with state, county, and venue regulations.
- Consider shield-guards/physical protection guards between public and staff (concessions, box office, reception, retail).

The venue must provide clear communications to renters, artistic partners, event producers, and other visiting groups prior to arrival regarding the venue sanitation and safety expectations. In addition, the venue must post signage outside and inside of the venue that clearly outlines which spaces may be used by renters.

- Promote the ventilation of interior spaces. HVAC systems will be maintained and operated following [ASHRAE recommendations](#) to the best of each facility's capability. Circulation of outdoor air will be increased to the safest extent possible.
- Evaluate and adjust when possible, audience flow and general lobby spaces to maximize physical distancing and minimize engagement of high touch surfaces.
- Train and strategically place staff or volunteers to encourage flow and physical distancing of visitors.

**Patron Safety Expectations:** The venue shall:

- Strive to secure patron contact information to facilitate contact tracing (if selling reserved seating).
- Require all to wear face coverings in accordance with state, county, and venue regulations.
- Send protocols in advance to patrons when feasible.
- Encourage patrons to download digital tickets or use print-at-home ticketing when possible.
- Consider the use of digital programs and reduce exchange of printed materials.
- Identify, control, and limit congregation points in venues where staff and visitors may come into proximity.

**Employee Safety Expectations (all staff including front-of-house, backstage, artists, volunteers):** The venue shall:

- Sanitize and prepare the venue before allowing employees to return to work.

- Reorganize workspaces to maximize physical distancing and/or encourage continued remote work.
- Provide disinfecting wipes and hand sanitizer throughout work areas for personal use and to sanitize workstations, equipment, and limit sharing when possible.
- Provide and train use of personal protective equipment required for personnel per L&I as well as OSHA and CDC recommendations, based upon duties.
- Consider job hazard assessment for artists and personnel for each venue and event.
- Regularly review safety procedures with staff, updating as indicated by public health officials and industry standards.
- Provide training and security protocols for employees to address patrons who do not cooperate with safety protocols.
- Prohibit Backstage visitors and prohibit the greeting of audience members at the stage door following performances.
- Require everyone to wear face coverings in accordance with state, county, and venue regulations.

**Food Service and Retail:** Food service, restaurants, gift shop, and other retail operations in performing arts venues and at events will operate according to phase-specific guidelines outlined in the [“Retail”](#) and [“Eating and Drinking”](#) in sections of the Healthy Washington guidelines.