



LOCAL VENUE SAFETY CHECKLIST

THE HUDSON EYE POST COVID-19
AUGUST 26TH - SEPTEMBER 5TH, 2022

As the city of Hudson reopens, it is essential to ensure the health, safety, and well-being of artists, audiences, and patrons. Clear and efficient communication with the general public is important to foster a sense of community and dispel lingering fears regarding COVID-19. The following guide will provide an outline for moving forward with The Hudson Eye post COVID-19 outbreak.

INDOOR VENUE GUIDELINES

- Conduct necessary sanitation procedures in high-touch areas. Both cleaning (removing dirt and impurities from surfaces) as well as disinfecting (killing germs on surfaces) are required for maximum safety.
 - Door handles
 - Handrails
 - Light switches
 - Elevator buttons
 - Reception desks and ticket counters
 - Faucets/Soap dispensers
 - Telephones/Keyboards
 - Microphones
 - Backstage/Technical equipment
- Document the frequency of your venue's health and safety practices for future reference.
- Provide an indication on the encouraged 6' separation within the venue and in areas where lines may form. This can be indicated through signage or tape measurements on floors.
- Reduce the number of will call and box office windows and provide clear barriers between staff and patrons.
- Implement temporary roping/stanchions and block off private areas from crowds to protect staff and artists.
- Prohibit the use of every other seat in venues with fixed seating.
- Limit the occupancy of restrooms to encourage social distancing.
- Have staff available to monitor open areas and provide information to the public.
- Consider lengthening intermissions to allow for socially-distanced movement and prohibit congregation in concession, lobby, and/or restroom areas.
- Merchandise must be handled by staff only. Implement 'final sale' policies to prohibit returns, and exchanges.
- Provide alternate means of communication regarding safety and event updates through websites, signage, social media posts, emails, and push notifications.

OUTDOOR VENUE GUIDELINES

- Continue to encourage social distancing in outdoor and public gathering places.
- Document the frequency of your venue's health and safety practices for future reference.
- Have staff available to monitor open areas and provide information to the public.
- Allow staff, artists, and patrons access to hand washing and sanitation stations.
- Surfaces, furniture, and equipment must be sanitized between each use.
- Remove public access to non-essential surfaces and objects.
- Implement temporary roping/stanchions and block off private areas from crowds to protect staff and artists.
- Consider the use of every other parking space in lots affiliated with the venue.
- Evaluate queueing and waiting areas in relation to pedestrian walkways and roads.
- Provide alternate means of communication regarding safety and event updates through websites, signage, social media posts, emails, and push notifications.

ENTRY, EXIT, INGRESS, EGRESS

- Hand washing and sanitation stations are encouraged at all points of ingress, with no-touch application whenever possible.
- Implement virtual ticket collection and queueing systems whenever possible to stagger ingress and minimize lines.
- Encourage the use of clear bags in place of traditional security bag checks.
- Offer contactless payment methods through websites, ApplePay, Venmo, or other mobile device applications.
- Create an egress system by row, beginning with patrons closest to the exit to avoid crowds.
- Consider emergency egress situations and strategy in the event of an unexpected evacuation.

MATERIALS - HANDLING & PROTOCOLS

- Production equipment should be sanitized when being unloaded at the venue.
- Consult manufacturer's instructions when disinfecting production and technical equipment.
- Staff must wear face coverings and gloves when handling equipment.
- High-touch equipment should be used by a single individual whenever possible.
 - Microphones
 - Microphone stands
 - Remotes
 - Audio/Video cables
 - Motor controls
- Minimize the number of operators in specialty equipment whenever possible.

FOOD & BEVERAGE GUIDELINES

- Evaluate updated food safety, regulation, and sanitation protocols on a regular basis.
- Document the frequency of your venue's health and safety practices for future reference.
- Evaluate flexible reconfiguration of furniture to encourage social distancing. If possible, consider expanding facilities to the outdoors.
- Create a visible communication system regarding safety protocol and health updates to build trust within staff and patrons.
- Consider electronic ordering systems and/or implement single-use menus.
- Consider providing clear partitions between staff and patrons at areas such as cash registers and ordering counters.
- Staff must wear face coverings and gloves when handling food and beverages.
- Tables and chairs must be sanitized following each use.

ARTIST SAFETY

- Coordinate all technical and production needs in advance of the event and work with staff to generate a production protocol.
- Work with staff to develop a schedule for sanitizing equipment and venues.
- Conduct hand washing when entering and exiting all rehearsal and performance venues.
- Minimize contact with surfaces, equipment, and fellow collaborators.
- Evaluate audience interaction with your work, incorporating contactless and social distanced engagement when possible.

AUDIENCE SAFETY

- Purchase tickets in advance of scheduled events, to ensure contactless payment.
- Utilize hand sanitation and disinfecting stations as available.
- Respect all separation guidelines and partitions within queueing and waiting areas, and refrain.
- Follow designated specifications for staggered entering and exiting from venues as well as fixed seating arrangements for performances.
- Consider face coverings and other protective wear when participating in a public gathering of any size.

PATRON SAFETY

- Purchase tickets in advance of scheduled events, to ensure contactless payment.
- Utilize hand sanitation and disinfecting stations as available.
- Respect all separation guidelines and partitions within queueing and waiting areas.
- Refrain from excess handling of merchandise, food & beverage, and other equipment.
- Consider face coverings and other protective wear when participating in a public gathering of any size.