



Building 1300

Follow the general COVID-19 safety practices for employees and visitors, as well as additional practices developed for this building as follows:



Medical Screening. Leave the building and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain at least six feet between yourself and others at all times. The greater the distance the better. Respect distancing markings and notifications. Avoid congregating or loitering in common areas. Utilize outdoor areas when feasible.



Personal Hygiene. Wash hands/use hand sanitizer when entering and exiting the building. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth at all times when moving through the building or using common areas.

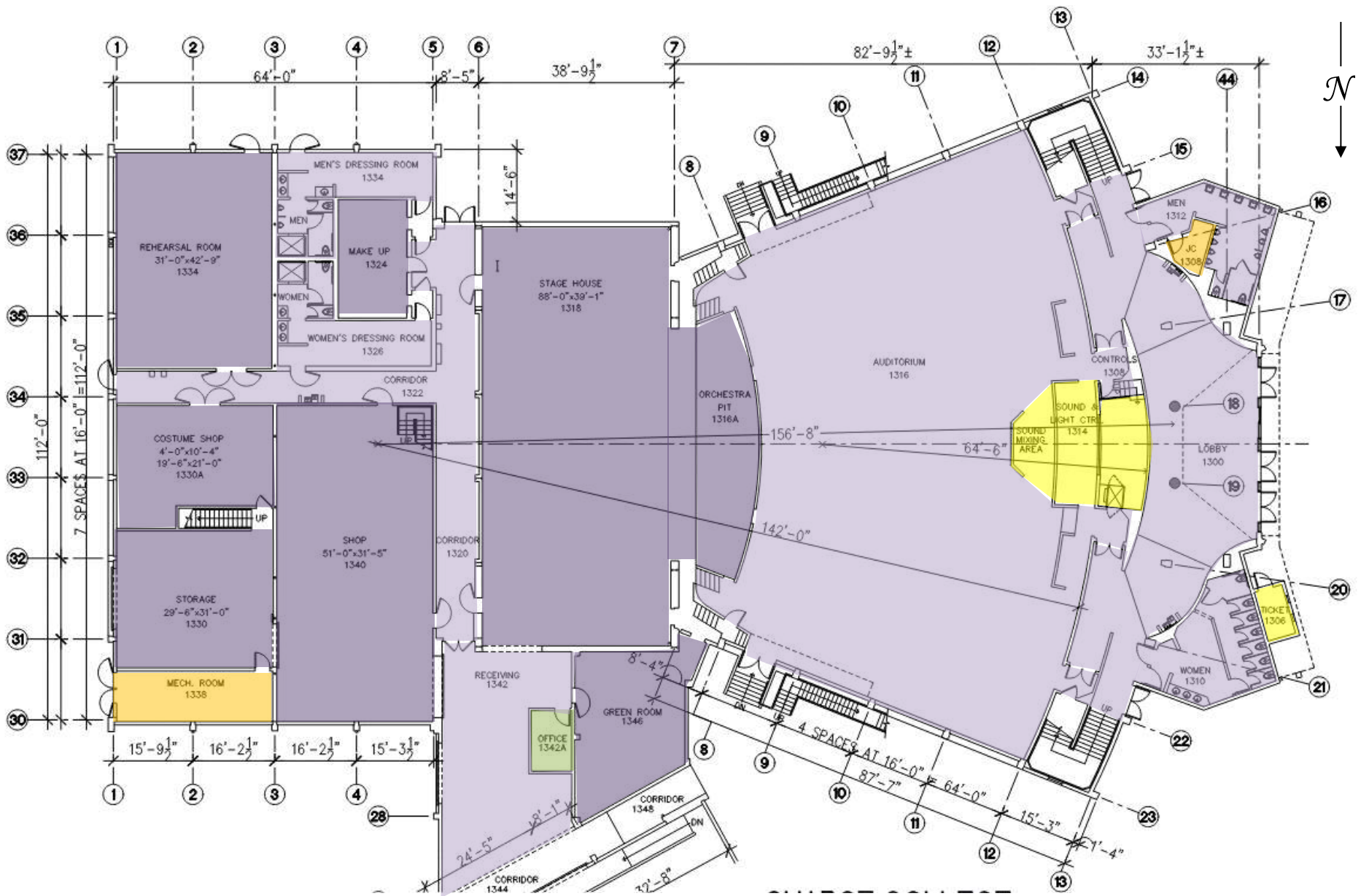


Environmental Cleaning. High touch surfaces in the building are cleaned and disinfected on a routine basis. In addition, ventilation systems have been adjusted to help enhance COVID-19 safety where practicable.



Additional Practices. Coordinate with representatives from the specific areas/operations you are visiting in the building regarding additional COVID-19 safe practices that may apply.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



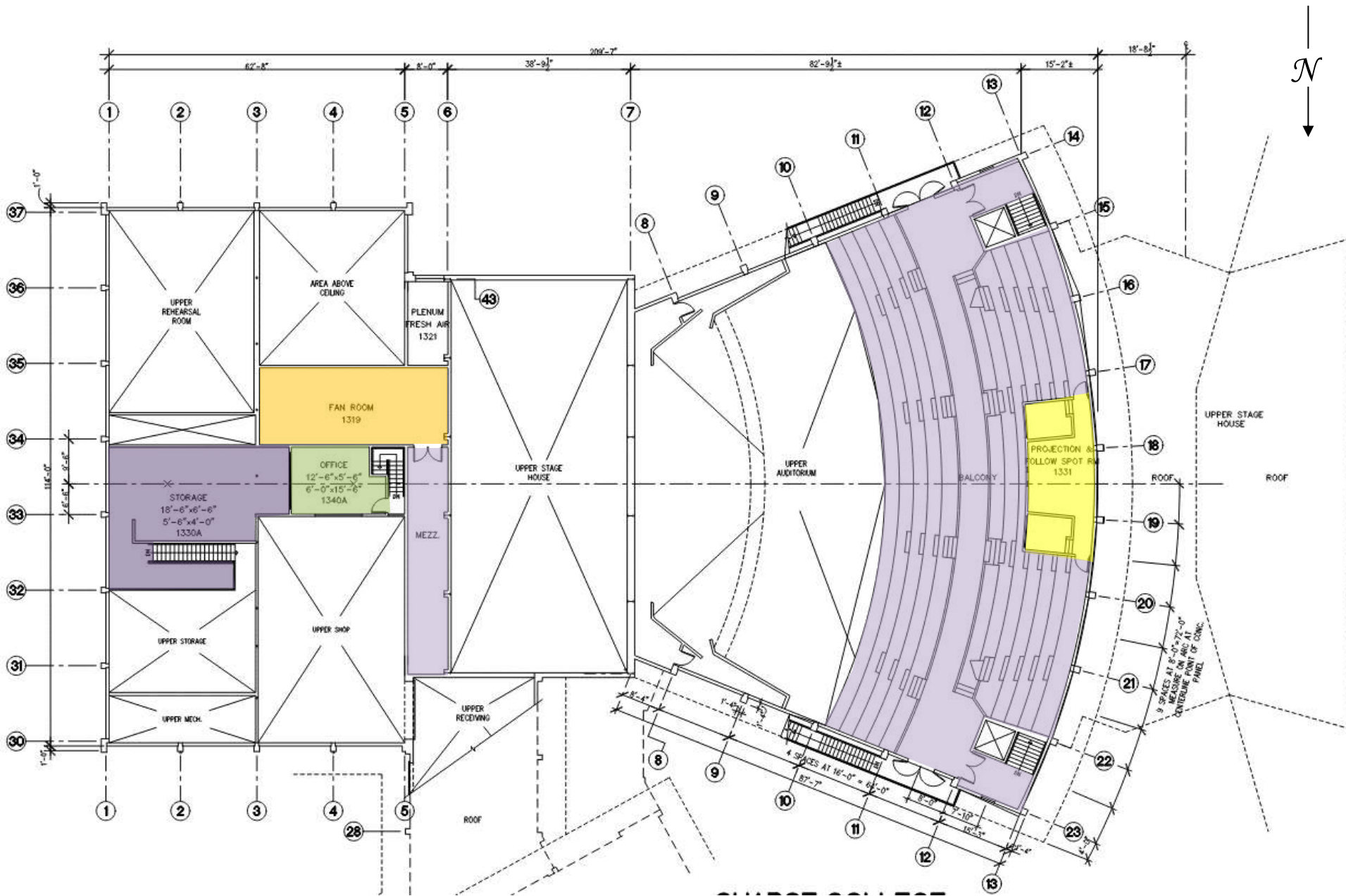
Safe Work Practice Zones

Chabot College – Building 1300 1st Floor
 25555 Hesperian Blvd., Hayward, CA
 FACS #PJ48098
 May 5, 2021

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	





Safe Work Practice Zones

Chabot College – Building 1300 2nd Floor
 25555 Hesperian Blvd., Hayward, CA
 FACS #PJ48098
 May 5, 2021

LEGEND

Green = staff personal spaces	Light Purple = common areas
Yellow = staff common areas	Dark Purple = public specialized areas
Orange = staff specialized areas	





COVID-19 Safe Practices (Public Area, Special): Chabot Community College Classrooms

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

All Chabot-Las Positas employees must follow the “General Practices for All Employees” COVID-19 safety guidance and all visitors/students must follow the “General Practices for All Visitors” COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



MEDICAL SCREENING

1. As indicated in the general COVID-19 Safety Practices Guidance for Employees and Visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.
2. All persons present at the facility, including both staff and students, will be monitored throughout the day for any signs of possible illness. Any person who begins exhibiting symptoms will trigger implementation of the case response protocol. If a student exhibits symptom, they will be isolated from other students and staff and will be required to leave the site.



PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better. Computer workstations should be maintained 6 feet apart or separated by physical barriers such as Plexiglass.
2. *Reduced Physical Interaction.* Follow guidance from your supervisor or site contact about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Groupings (Cohorting).* Keep student and staff groupings as static as possible. Limit mixing between groups.
4. *Activities.* Plan activities focusing on individual study or small groups that allow for physical distancing. Prioritize outdoor activities as much as possible. Activities that involve loud talking or heavy exertion should be curtailed or incorporate greater physical distancing due to greater risk of expelled respiratory droplets.
5. *Classroom Layout.* Be aware of and support changes in the classroom layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Keep seating/desks at least 6 feet apart. Ensure seating/desks face in the same direction (rather than facing each other), or have barriers in between if facing each other.
6. *Maximum Occupancies.* The following classroom occupancy limits have been determined to help promote proper physical distancing (includes 1 instructor): Refer to attached spreadsheet and room postings as applicable.
7. *Seating Assignments.* Have assigned seating for students when possible. This helps to support consistent physical distancing habits and minimizes the diversity of potential exposures.
8. *Instructor Area.* Conduct instruction from the areas designated for the instructor whenever possible in order to help maximize the distance between the instructor and students.

9. *Implementation of Safe Practices.* Staff are responsible for reinforcing safe practices in the classroom. Teach students the safe practices and enforce their implementation.



PERSONAL HYGIENE

1. *Hand Hygiene.* Reinforce handwashing with soap and water for at least 20 seconds among students and staff. At a minimum, handwashing should occur before and after touching shared surfaces and after coughing/sneezing. Stagger handwashing to prevent congregating at sinks. When handwashing is not feasible, use provided hand sanitizer, which should be rubbed into hands until completely dry.
2. *Sneezing & Coughing.* Reinforce covering coughs and sneezes with a tissue or the inside of their elbow.
3. *Avoid Touching Face.* Reinforce not touching the face (eyes, nose, and mouth) with unwashed hands.
4. *Personal Belongings/Clothing.* Keep each student's belongings separated from others' and in individually labeled containers, shelves, or areas. Non-essential personal items should be kept at home.
5. *Shared Materials.* Avoid sharing materials when possible. Ensure adequate supplies to minimize sharing of high touch materials (e.g., art supplies, books, equipment etc.). Assign supplies and equipment to a single student or limit use to one group of students at a time and clean/disinfect between uses. Discourage sharing of items that are difficult to clean (e.g. porous items) or eliminate their use altogether.
6. *Supplies.* Maintain adequate supplies to support healthy hygiene behaviors, including soap, approved hand sanitizer for classrooms, paper towels, tissues, and no-touch trash cans.



PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the general COVID-19 safety practices guidance for employees and visitors (including students), surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office, cubicle), room, or isolated area, and b) no other persons are anticipated to come within six (6) feet. Instructional staff may wear a face shield in lieu of a mask in limited situations when necessary for instruction, provided the instruction can be performed from a distance of at least six feet. Likewise, properly fitted and assigned respirators (e.g., N95) may also be used in lieu of face coverings, provided exhalation valves are covered with cloth. Face coverings are not to be worn by those who have trouble breathing or are unable to remove the covering without assistance. Additional precautions should be implemented in such situations as determined on a case by case basis.
2. *Face Shields.* Teachers may use face shields when use of a mask substantially inhibits instruction. Face shields must be cleaned/disinfected between users and at the end of a work shift. Students that are not able to maintain social distancing during certain tasks may wear face shield in addition to face masks.
3. *Gloves.* Employees may wear disposable rubber gloves while using disinfectants or while handling high touch objects. Put the gloves on prior to beginning work and remove them (using proper hygienic technique) when done and before taking breaks or performing any other tasks. Wash hands immediately after removing gloves.

4. *Protective Clothing.* When close contact with students is required, staff can protect themselves by wearing an extra outer layer of clothing that can be easily removed and laundered if it becomes soiled.



ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the classroom are cleaned as specified in the cleaning/disinfection log form and in accordance with the “General Practices for All Employees” COVID-19 safety guidance. This includes desks, chairs, blackboards, doorknobs, light switches, telephones, keyboards, staplers, supply cubbies, and storage furniture. Coordinate with your supervisor or site contact about your specific responsibilities in supporting the cleaning plan.
2. *Outside Items.* Individuals bringing packages, mail, or other items into the area should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
3. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the “General Practices for All Employees” COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



ADDITIONAL PRACTICES

1. *Visitors/Vendors.* When hosting a visitor/vendor in the classroom, confirm with them that they are free of COVID-19 symptoms, positive tests, or known exposures. Ensure they are familiar with the general guidance for visitors document, as well as additional classroom-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering.
2. *Ventilation.* As often as feasible within the limitations of weather and instructional needs, teachers should open windows and doors to increase ventilation in the classroom.
3. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.
4. *Postings.* Ensure postings are present wherever students are expected to clean and disinfect equipment and at handwashing sinks.



RESTROOMS

Follow the general COVID-19 safety practices for all employees and all visitors as well as the following practices specific to restrooms:



Medical Screening. Leave the area and remain at home if you are experiencing symptoms related to COVID-19, test positive, or have been exposed to a known or suspected case.



Physical Distancing. Maintain at least six feet of distance between yourself and others. The greater the distance the better. Minimize the time spent in the area to the shortest time possible. Do not socialize or linger.



Personal Hygiene. Close toilet lids (when present) before flushing. Minimize the surfaces you touch and avoid placing personal items on surfaces. Cover coughs/sneezes and wash your hands before entering and leaving the restroom.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth at all times, unless you are alone and are sure others will not enter (i.e., locked door).



Environmental Cleaning. Restrooms are cleaned/disinfected routinely. Please inform a building/area representative or your supervisor if conditions warrant immediate attention.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

All Chabot-Las Positas employees must follow the “General Practices for All Employees” COVID-19 safety guidance and all visitors/students must follow the “General Practices for All Visitors” COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



PHYSICAL DISTANCING

1. *Maintain Physical Distance.* Maintain at least six feet of distance between yourself and others. More distance and more physical barriers between people are better.
2. *Reduced Physical Interaction.* Follow your supervisor’s guidance about working from home, staggering work schedules and break times, conducting business online, and other measures aimed at reducing the need for physical interaction.
3. *Work Area Layout.* Be aware of and support changes in the work area layout that support physical distancing (e.g., do not use seats/desks marked as out of use, do not rearrange configurations changed for distancing, follow traffic flow guidance). Inform your supervisor immediately if any workstations are not configured to support 6 feet of distancing when in use.
4. *Maximum Occupancies.* The following occupancy limits have been determined to help promote proper physical distancing: Refer to attached spreadsheet and room postings as provided.



PERSONAL HYGIENE

1. Use proper practices per the “General Practices for All Employees” COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering common areas. Ensure visitors do likewise.
3. Avoid sharing phones, work supplies, office equipment, and communal amenities, when possible. Do not bring communal food items into the office, unless it is individually packaged and approved by your supervisor in advance.



PROTECTIVE EQUIPMENT

1. *Masks.* As indicated in the “General Practices for All Employees” COVID-19 safety guidance, surgical, paper or cloth masks (a.k.a., face coverings) must be worn at all times unless both: a) you are alone in a substantially enclosed personal workspace (office), room, or isolated area, and b) no other persons are anticipated to enter.



ENVIRONMENTAL CLEANING

1. *General Surfaces.* Frequently touched surfaces in the common/shared areas are cleaned as specified on the Cleaning/Disinfection Log Form and in accordance with the “General Practices for All Employees” COVID-19 safety guidance. This includes copiers, fax machines, printers, telephones, keyboards, staplers, reception areas, kitchen/break room items, and shared workstations. Coordinate with your supervisor about your specific responsibilities in supporting the office cleaning plan.
2. *Personal Work Area.* Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
3. *Outside Items.* Individuals bringing packages, mail, or other items into the office should either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.
4. *Cleaning/Disinfection Supplies.* Approved cleaning/disinfection products and materials will be provided. Per the “General Practices for All Employees” COVID-19 safety guidance, disinfectants must be used per the product label, which typically includes a minimum contact time to ensure proper disinfection, as well as precautions for using the product safely.



ADDITIONAL PRACTICES

1. *Visitors/Vendors.* Visitors to the building should be avoided when practicable and generally limited to those needed for essential meetings, tasks, or services. When hosting a visitor/vendor, confirm with them that they are free of COVID-19 symptoms and ensure they are familiar with the general guidance for visitor’s documents, as well as additional office-specific practices. For vendors, find out if their work will require any additional safety practices people in the area will need to follow, and communicate to others as appropriate. Meet visitors at the door and ensure they wash/sanitize their hands and are wearing a face covering. Escort visitors (at a distance of >six feet), directly to the appropriate meeting room or office.
2. *Personal fans.* Store all personal fans as they can contribute to the spread of respiratory droplets.
3. *Ventilation.* As often as feasible within the limitations of weather and instructional needs, open windows and doors to increase ventilation.



Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

All Chabot-Las Positas employees must follow the “General Practices for All Employees” COVID-19 safety guidance and all visitors/students must follow the “General Practices for All Visitors” COVID-19 safety guidance. This document provides additional more specific COVID-19 safety practices tailored to the work area/operation listed above. Questions regarding COVID-19 safety should be directed to your supervisor or the designated COVID-19 Safety Coordinator, Owen Letcher (925)485-5277.



MEDICAL SCREENING

1. As indicated in the general COVID-19 safety practices guidance for employees and visitors, stay home if you exhibit COVID-19 symptoms, test positive, have been in close contact with a known or suspected case, or have risk factors for more severe illness.



PHYSICAL DISTANCING

1. Other individuals should not come into your personal work area without your acknowledgement. Exceptions include staff members entering briefly for routine tasks while you are not present (e.g., custodial cleaning, drop-off packages). If someone must enter your personal work area while you are present, maintain physical distancing to the maximum extent feasible, but not less than six feet.



PERSONAL HYGIENE

1. Use proper practices per the “General Practices for All Employees” COVID-19 safety guidance (e.g., hand hygiene, covering sneezes and coughs, managing personal items).
2. Clean hands immediately whenever entering your personal area. Ensure visitors do likewise.
3. Accumulation of personal items should be limited to allow for easier surface cleaning and disinfection.



PROTECTIVE EQUIPMENT

1. *Masks.* Per the “General Practices for All Employees” COVID-19 safety guidance, wear a surgical, paper or cloth mask (a.k.a., face coverings) whenever you leave your personal work area. In addition, masks must be worn when others are present in your work area. If in a shared office with personal workstations, masks must be worn even if physical barriers are present.



ENVIRONMENTAL CLEANING

1. Clean/disinfect frequently touched surfaces in your personal area at least once per day (e.g., phone, keyboard/mouse, chair arms, desk surfaces, drawer handles). In addition, clean/disinfect surfaces touched by visitors to your work area following their departure.
2. When bringing packages, mail, or other outside items into your personal work area, either: 1) clean/disinfect the item (external surface), 2) clean hands and contacted surfaces after handling of the item, or 3) isolate the items until infectious risk diminishes. Current CDC guidance indicates that coronaviruses on surfaces and objects die within hours to days, and that COVID-19 has not been shown to survive on surfaces longer than seven days.

Room Detail Report - Fall 2021

Chabot College

*Occupancy is based upon DSA IR A -26.cc: Lecture 20 sf/student; Computer Lab 35 sf/student; Science Lab 50 sf/student; Nursing & Dental 50 sf/student; Career Technical Education Shop 50 sf/student; Athletics and Kinesiology 50 sf/student: Fixed Seating rooms number of seats provided. Fall 2021 capacity instructional rooms assume 195 sf for instructor plus remaining square feet at student capacity noted.

					Room Area	Occupancy Loads	*Occupancy Estimates
					Total Area (SF)	* Fire Code Capacity	Fall 2021 Room Reduced Room Capacity
Campus	Building	Room #	Room Type				
		Purple — Tier 1	In-person lectures prohibited.				
		Red — Tier 2	Lectures are permitted but must be limited to 25% capacity or 100 people , whichever is fewer, with modifications.				
		Orange — Tier 3	Lectures are permitted but must be limited to 50% capacity or 200 people , whichever is fewer, with modifications.				
		Yellow — Tier 4	Lectures are permitted but must be limited to 50% capacity , with modifications.				
482 - Chabot College	1300 1300 - AUDITORIUM	1316	610 Assembly -Theater House Lowe		7020	800	200
482 - Chabot College	1300 1300 - AUDITORIUM	1316-B	610 Assembly -Theater House Uppe		3510	400	100
482 - Chabot College	1300 1300 - AUDITORIUM	1318	610 Assembly - Stage		3525	117	48
482 - Chabot College	1300 1300 - AUDITORIUM	1318	610 Assembly - Orchestra Pit		531	35	14
482 - Chabot College	1300 1300 - AUDITORIUM	1324	615 Assembly Service - Makeup		317	15	8
482 - Chabot College	1300 1300 - AUDITORIUM	1330-A	615 Assembly Service - Costume St		409	8	8
482 - Chabot College	1300 1300 - AUDITORIUM	1334	610 Assembly - Rehearsal Room		1325	66	40
482 - Chabot College	1300 1300 - AUDITORIUM	1340	615 Assembly Service - Scene Sho		1606	32	32
482 - Chabot College	1300 1300 - AUDITORIUM	1340	615 Assembly Service - Green Roor		603	40	16
482 - Chabot College	1300 1300 - AUDITORIUM	1342-A	310 Office		96	1	3
					18942	1514	469



Classroom 1318

Stage

MAXIMUM OCCUPANCY

48

(Fall 2021)

USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



Classroom 1318-A

Orchestra Pit

MAXIMUM OCCUPANCY

14

(Fall 2021)

USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

**Classroom 1324****Make-up****MAXIMUM OCCUPANCY****8****(Fall 2021)****USE INSTRUCTIONS**

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



Classroom 1330-A

Costume Shop

MAXIMUM OCCUPANCY

8

(Fall 2021)

USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



Classroom 1334

Rehearsal Room

MAXIMUM OCCUPANCY

40

(Fall 2021)

USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



Classroom 1340

Scene Shop

MAXIMUM OCCUPANCY

32

(Fall 2021)

USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.

**Classroom 1346****Green Room****MAXIMUM OCCUPANCY****16****(Fall 2021)****USE INSTRUCTIONS**

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19, test positive or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least four feet between yourself and others at all times. The greater the distance the better. Do not rearrange tables/chairs, they have been placed to allow at least six feet between students.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Note: These practices are current as of the revision date. Since the COVID-19 pandemic is evolving rapidly, extra diligence should be used in watching for updates to these practices.



COVID-19 GUIDANCE: Indoor Seated Live Events and Performances

April 14, 2021
Effective April 15, 2021

This guidance is designed to address sectors and activities opening statewide. However, local health officers may implement more stringent rules tailored to local epidemiological conditions, so employers should also confirm relevant local opening policies.



OVERVIEW

The COVID-19 pandemic continues to impact the health of Californians. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. In addition, the risk of more severe disease and death increases with increasing age. As the pandemic has unfolded, we have learned that many organs can be affected by COVID-19 and there are many ways the infection can affect someone's health.

While most persons with COVID-19 recover and return to their baseline level of health, some people can have symptoms that can last for weeks or even months after recovery from acute illness. Even people who are not hospitalized and who have mild illness can experience persistent or late symptoms.

Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person. Transmission can occur when the infected person has symptoms, is without symptoms, or has not yet developed symptoms. Virus particles can travel more than six feet in indoor spaces and remain suspended in air even after an infected person has left the room. Indoor settings pose a much higher risk of transmission than outdoor settings. When an infected person does certain activities, such as singing or chanting, loud talking, or heavy breathing, for example with exercise, it can further increase risk compared to normal breathing and talking.

Therefore, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by workers (where respiratory protection is not already required) and customers/clients,
- ✓ for indoor locations, ensuring adequate ventilation in all spaces,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training workers on these and other elements of the COVID-19 prevention program.

On November 30, 2020, the California Division of Occupational Safety and Health (Cal/OSHA) implemented mandatory [emergency temporary standards](#) (ETS) to prevent worker exposures to COVID-19 in most workplaces where workers are not covered by Cal/OSHA's [Aerosol Transmissible Diseases standard](#). Under the ETS, employers have obligations including to develop and implement policies and procedures to prevent disease transmission in the workplace; to identify new disease cases if they occur; and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus. The ETS covers topics that are also addressed by this guidance. The guidance has been updated to clarify any instances where public health guidance imposes additional *requirements_beyond* those mandated by the ETS and to highlight additional recommended practices for public health purposes beyond those mandated by the ETS.

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Purpose

This document provides guidance for indoor seated live events and entertainment with audiences to support a safe, clean environment for workers, volunteers, and customers and patrons. Performances that take place in other venues (such as restaurants, bars, or houses of worship) must also follow the applicable sector guidance. Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations. For the most updated information on county status, visit [Blueprint for a Safer Economy](#). Please note that local health departments can have more restrictive criteria and different closures. Find [your county's local information](#).

- **Across all Tiers:** All venues are permitted to open for broadcast or streaming without a live audience. For any performance or event with a live audience, venues must follow the modifications outlined in this guidance, including:
 - Use of face coverings is mandatory throughout the venue in all settings indoor and outdoor, unless actively eating and/or drinking. Guests who do not comply should be removed from the facility immediately. Allow for exemptions identified in the CDPH Face Covering Guidance.
 - Performers and workers in the performance sector who cannot feasibly perform or work with a face covering are not required to wear a face covering during the time period in which such tasks are actually being performed on the condition that (1) the unmasked performer or worker is at least six feet away from all other persons, or (2) all unmasked performers or workers and any workers who come into contact with those people are fully vaccinated, or routinely tested at least twice weekly for COVID-19 (PCR or antigen are permissible diagnosis tests for routine testing of performers or workers).
 - Athletes are subject to the following face covering requirements:
 - **Professional athletes** who derive a living from competing in a sport or compete in a sport as representatives of the United States (e.g. Olympic and Paralympic Games) and who are subject a labor/management agreements between their union representatives and the relevant professional governing organization are subject to the applicable face covering requirements of those agreements.
 - **Collegiate athletes** are subject to the specific masking requirements of the [Institutions of Higher Education Guidance](#).
 - **All other athletes** who are not subject to a labor/management agreement - including professional, semi-professional, and recreational athletes - must follow the specific masking requirements in the [CDPH Youth and Adults Sports Guidance](#)
 - Performers and workers in the performance sector may rehearse indoors if they can wear face coverings and maintain physical distancing at all times, or if they cannot reasonably wear face coverings at all times but comply with the vaccination or routine testing requirement above.
 - Athletes, artists and workers must follow all the protocols required by any labor/management agreements, the Higher Education guidance, or the Youth and Adult Recreational Sports guidance, as applicable.

- Performers, athletes, and workers who are vaccinated or are participating in routine testing are NOT counted toward any occupancy capacity limit. All performers, athletes and workers not vaccinated and not participating in routine testing shall count toward any occupancy limit.
- Venue operators must allow for at least two hours between events to prevent mixing across attendees.
- Assigned seating is required to permit physical distancing of at least 6 feet between people from different households. Sections that include only vaccinated people do not need to maintain physical distancing between household and must follow the Addendum to Blueprint Activity & Business Tiers Chart – Tested and Fully Vaccinated Individuals and Sections.
- Limit customer groups to three household units.
- Audience seating locations must be fixed or marked, with readily identifiable signs to indicate section, row, and seat (assigned seating). Assigned seats must clearly define space for individuals with appropriate space per person (no blanket reservations or group areas), and non-permanent seating arrangements must not be altered by spectators.
- Discourage audience from engaging in yelling, singing, chanting, booing, use of noise makers that require the exhalation of air (e.g. vuvuzelas), and other similar practices that may increase the likelihood of transmission from contaminated, exhaled droplets and aerosols. Attendees MUST wear a mask during any of these activities.
- Entry and exit should be tightly controlled to prevent concentrations of people on concourses and aisles.
- In-state spectators only. Out-of-state spectators are permitted in accordance with the Addendum to Blueprint Activity & Business Tiers Chart – Tested and Fully Vaccinated Individuals and Sections, if fully vaccinated.
- Spectators should follow current [CDPH Travel Advisory](#).
- Information must be prominently placed on all communications, including the Reservation and Ticketing systems, to ensure guests are aware of Reservation and Ticketing Requirements. At the time a guest purchases tickets, the operator must obtain an attestation that the guest's block of seat reservations contains no more than three households and that the guest, and all members of the guest's party are in-state or fully vaccinated out-of-state visitors.
- Employers who have employees working at Live Indoor Events, must develop a worker COVID-19 testing program for weekly optional testing of all workers who may encounter other workers, support staff, or performers. PCR or antigen are permissible diagnosis tests for workers/performers where the interval between tests is no greater than seven days. For workers/performers returning to work where the interval between a prior test has been greater than seven days after receiving a prior test, only a PCR test is permissible.
- Advanced ticket reservations only and contact information for ticket purchaser should be collected.
- Refer to the Addendum to Blueprint Activity & Business Tiers Chart – Tested and Fully

Vaccinated Individuals and Sections for guidance on testing and vaccination requirements.

For **indoor venues that have assigned seating** (e.g. sporting events, live theater performances) refer to the [Blueprint for a Safer Economy to determine the county's current tier](#). The following attendance & capacity limits shall apply:

Purple – Widespread – Tier 1: CLOSED – No General Spectators

- o Attendance Limitations:
 - Venues may permit attendance up to 100 support staff (persons traveling with the cast/team) that follow the same testing or vaccination protocols as performers or athletes.
 - All concessions closed.

Red – Substantial – Tier 2:

All venues:

- o Venues can open with live audiences and must follow the modifications in this guidance, including:
 - o Weekly worker testing program.
 - o All tickets delivered digital, advanced purchase only.
 - o Pre-designated eating area (no eating/drinking allowed in seats) – 6 feet of distance.
 - o Each suite is limited to 25% occupancy with no more than 3 households physically distanced within each suite, or six people from the same household.

Venues: 0-1,500

- o Maximum 10% or 100 people
- o 25% if all guests show a negative test result or show proof of full vaccination.

Venues: 1,501 and above

- o 20% if all guests show a negative test result or show proof of full vaccination.

Orange – Moderate – Tier 3:

All venues:

- o Venues can open with live audiences and must follow the modifications in this guidance, including:
 - o Weekly worker testing program
 - o All tickets delivered digital, advanced purchase only
 - o Pre-designated eating area (no eating/drinking allowed in seats) – 6 feet of distance.
 - o Each suite is limited to 25% occupancy with no more than 3 households physically distanced within each suite, or six people from the same household.

Venues: 0-1,500

- o Maximum 15% or 200 people

- 35% if all guests show a negative test result or show proof of full vaccination.

Venues: 1,501 and above

- 10% capacity or 2000, whatever is fewer; with modifications, and no eating/drinking
- 35% if all guests show a negative test result or show proof of full vaccination.

Yellow – Minimal – Tier 4:

All venues:

- Venues can open with live audiences and must follow the modifications in this guidance, including:
 - Weekly worker testing program
 - All tickets delivered digital, advanced purchase only
 - Pre-designated eating area (no eating/drinking allowed in seats) – 6 feet of distance.
 - Each suite is limited to 25% occupancy with no more than 3 households physically distanced within each suite, or six people from the same household.

Venues: 0-1,500

- Maximum 25% or 300 people
- 50% if all guests show a negative test result within the 72 hours prior to attendance or show proof of full vaccination.

Venues: 1,501 and above

- 10% capacity or 2000, whatever is fewer; with modifications, and no eating/drinking
- 50% if all guests show a negative test result within the 72 hours prior to attendance or show proof of full vaccination.

Permissible Indoor Venues: For the purposes of this guidance, a permissible indoor venue for live audience performances shall require:

- A permanent and fixed facility focused around a stage round, field court, or other central area (temporary or fixed) designed primarily for viewing entertainment or athletics by an audience. Seat assignments must be marked clearly with at least 6 feet of distance between household groups and seats can be reserved.
- The facility shall be designed in a way that provides operators the ability to control fully the flow, ingress, and egress of all visitors, and to separate performers, artists, and workers from the general audience.
- There must be permanent or added barriers to create at least 12 feet between space occupied by audience members and the focal point (stage or round).
- Refer to CDPH guidance on temporary structures for indoor business operations for additional information (see [CDPH guidance](#))

Please note that local health departments can have more restrictive criteria and different closures. Find [your local health department information](#).

NOTE: This guidance is not intended for convention-style events or general admission

venues/activities where the central activity allows or requires patrons to move around shared space.

NOTE: This guidance does not alter existing criteria that govern return to athletic training and competition without live audiences. In instances of training or competition without live audiences, professional athletes, coaching staff, medical staff, broadcasting staff and others at sporting facilities or events should refer to any COVID-19 protocols approved by county public health officers and agreed by labor and management, if applicable. Collegiate athletes are subject to the specific return to training and competition criteria of the [Institutions of Higher Education Guidance](#). All other athletes must follow the requirements in the [CDPH Youth and Adults Sports Guidance](#).

NOTE: Live event and performance venues have a number of operational aspects and service offerings covered in other guidance and which are available on the [Blueprint for a Safer Economy website](#). Live event and performance groups and venues must review this guidance to apply the appropriate protocols to all aspects of operations, unless otherwise required in this document, including:

- Restaurants ([Restaurant guidance](#))
- Bars (see [Bars guidance](#))
- Gift shops and retail operations (see [Retail guidance](#))
- Hotels and lodging (see [Hotels, Lodging, and Short-Term Rentals guidance](#))
- Movie theaters and drive-in movie theaters ([Movie Theaters guidance](#))
- Trams, shuttles, and other transit ([Public and Private Passenger Carriers, Transit, and Intercity Passenger Rail guidance](#)) Limit shuttle service whenever possible and in accordance with obligations to individuals with disabilities.
- Maintenance and custodial work services (see [Limited Services guidance](#))

The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any or newly established safety and health-related regulatory requirements such as those of Cal/OSHA, including new [Emergency Temporary Standards](#) that went into effect on November 30, 2020. ¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their [Cal/OSHA COVID-19 Guidance and Resources webpage](#). CDC has additional guidance [for businesses and employers](#) and for [food and grocery retailers](#).



Required Use of Face Coverings

Consult the [California Department of Public Health \(CDPH\) Guidance on the Use of Face Coverings](#), which mandates the use of face coverings for both members of the public and employees in all public and workplace settings outside the home. Complete details, including all requirements and exemptions to these rules, can be found in the guidance, which should be checked periodically for updates. Additionally, CDPH provides [advice](#) on effective practices regarding face covering.



Workplace COVID-19 Prevention Program

As required by the Cal/OSHA [COVID-19 prevention standards](#), employers must establish, implement and maintain a written COVID-19 Prevention Program that is available to employees and their authorized representatives (i.e., union). Complete details, including all requirements and exemptions to these rules, templates for model COVID-19 Prevention Programs, and Frequently Asked Questions can be found at the following [link](#). All references and guidance should be checked periodically for updates.



Outbreak and Testing

Employers are also required to comply with Cal/OSHA's regulations for [outbreaks](#) and [major outbreaks](#), including any [relevant testing requirements for employees and reporting requirements](#). They should review [FAQs on Outbreaks](#) for more considerations and explanation of the regulations.

Consult [CDPH's Responding to COVID-19 at the Workplace](#) for specific definitions on what constitutes an outbreak and all required reporting requirements.



Individual Control Measures and Screening

The Cal/OSHA ETS requires employers to develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms, as well as to address several other individual control measures through implementation of the required components of the COVID-19 Prevention Program. See the linked materials for details on those requirements.

In addition to the requirements under the ETS, employers must:

- Take reasonable measures, including public address announcements, posting signage in strategic and highly-visible locations, and in reservation confirmations, to remind the public and workers that they must use face coverings whenever not eating or drinking (unless exempted per the ETS or [CDPH Face Coverings Guidance](#)), practice physical distancing, not touch their face, frequently wash their hands with soap and water for at least 20 seconds, and use hand sanitizer.
- CDPH recommends the following additional measures to further mitigate risk of transmission or other health risks:
 - Encourage guests or customers who are sick or exhibiting symptoms of COVID-19 to stay home.
 - Provide resources to promote personal hygiene. This will include tissues, no-touch trash cans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, and disposable towels.
 - Consider where disposable gloves may be a helpful supplement to handwashing or use of hand sanitizer, such as when handling commonly touched items.



Ventilation

- All businesses permitted to operate indoors must follow the CDPH and Cal/OSHA interim [guidance for ventilation, filtration, and air quality](#) to reduce the spread of COVID-19 in indoor settings. This guidance also addresses ventilation requirements contained in the Cal/OSHA COVID-19 ETS.
- Additional detailed guidance on ventilation is also available from the [CDC](#).



Cleaning, and Disinfecting Protocols

- Employers must implement cleaning and disinfecting procedures, as defined within the Cal/OSHA [COVID-19 ETS](#). Cleaning and disinfecting must be done in a manner that does not create a hazard to workers.
- CDPH guidance does not impose any additional requirements beyond those under the ETS.
- CDPH recommends the following additional measures to further mitigate risk of transmission or other health risks:
 - To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
 - Provide time for workers to implement cleaning practices during their shift. Assign cleaning assignments during working hours as part of the employee's job duties.
 - Install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.
 - Encourage the use of debit or credit cards by customers, for example, through signage.
 - When choosing disinfecting chemicals, use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Choose disinfectants that are less likely to trigger asthma by using products on EPA's "N" list that contain hydrogen peroxide (no stronger than 3%) or ethanol (ethyl alcohol) and that do not contain peroxyacetic acid or peracetic acid. Avoid disinfectant products on the "N" list that contain asthmagens, such as bleach (sodium hypochlorite) or quaternary ammonium compounds (e.g., benzalkonium chloride). Follow the [asthma-safer cleaning methods](#) recommended by the California Department of Public Health and ensure proper ventilation.



Physical Distancing Guidelines

- Physical distancing alone is insufficient to prevent transmission of COVID-19.
- Employers must implement protocols and procedures regarding physical distancing of at least six feet between workers and other persons, as defined within the Cal/OSHA [COVID-19 Prevention ETS](#). More details and examples can be found in [Cal/OSHA's FAQs](#).
- In addition to any mandatory physical distancing requirements in this guidance, CDPH recommends the following additional measures to further mitigate risk of transmission or other health risks:
 - Avoid in-person meetings unless allowed in Blueprint for a Safer Economy based on county Tier and, if they are necessary, adjust them to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines.
 - Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.
 - Create outdoor break areas with shade coverings and seating arrangements that ensures physical distancing, as practicable.
 - Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.



Additional Recommendations for Venues with Live Audiences



Recommendations for Entry and Security

- Protect ticketing offices with impermeable barriers, like Plexiglas. Instruct guests where to queue to maintain a minimum of six feet of physical distance.
- Particular attention should be given to staggered exiting of venues at the conclusion of an event. Establish directional entry and exit into venues whenever possible.
- Workers checking bags should modify activities to minimize directly touching guest items. This could include using styluses or other instruments to search bags, asking guests to open bags and move contents, etc. Where practices might cause direct contact with patrons or their items, workers should immediately sanitize hands or wear disposable gloves and change between each guest search.
- In order to avoid touching attendees' personal items, operators should consider enforcing a small clear bag policy and ask guests to open their

own bags for inspection. Consider necessary exceptions for medical and personal hygiene products.

- Consider the use of walk-through metal detectors rather than hand wand metal detectors to allow workers to maintain at least six feet of physical distance from patrons.
- Install and use touchless ticket scanners whenever possible. Ask patrons to scan tickets themselves rather than passing digital electronic devices or paper tickets back and forth between workers and patrons.
- Dedicate ushers during breaks and intermissions to ensure orderly entry and exit from and into venue areas. Use ushers to preserve appropriate space in queuing areas and help customers understand where lines begin as additional space may make it difficult to see where to stand.
- Venues that offer food and drink concessions should encourage customers to order online or over the phone, whenever possible, and provide designated areas to eat or drink.
- Reconfigure merchandise and other retail sales booths and areas to create physical distance between workers and patrons. Encourage pre-ordering, contactless payment, and other systems that minimize the amount of time patrons spend in retail areas.



Additional Recommendations for Production Departments



Recommendations for Performers

- Use precautions when performing in large groups or ensembles and evaluate the necessity of such activity on a case-by-case basis. Background players, stand-ins, and other non-essential performers on set should not linger in crowded holding areas unnecessarily. Holding/offstage areas should be sufficiently large to ensure adequate spacing between performers, backstage workers, etc.
- Performing groups should consider modifications to rehearsals where face coverings cannot be worn, that break physical distances, require performers to touch their own or others' faces, etc.
- Use microphones for performances to the maximum extent feasible so that performers can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther.
- Performers that are minors should be accompanied by a parent or guardian. Children should be given special instruction and guidance on the use of any provided protective equipment and safety protocols.



Recommendations for Musical Performers

- Performers should empty water keys onto disposable or paper towels whenever possible and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands and/or use hand sanitizer as described in this guidance after disposal. If musicians empty water keys onto non-disposable towels, the towels must be clean when brought to performance or practice, removed by the musician and placed away from others for laundering, and the musician must wash their hands and/or use hand sanitizer.
- Perform instrument cleaning, including wiping down and blowing through, at home and away from others before and after practice.
- Consider discontinuing assistance from musician assistants, such as page-turners, or others that cannot maintain at least six feet of distance.
- Shared musical instruments must be cleaned and disinfected in accordance with manufacturer's instructions between users. Musicians must play their own instrument whenever possible (e.g., discontinue single-piano duets).
- Increase distancing between people who sing or chant and others, or between wind instrument performers and others to more than six feet, especially when indoors and not wearing face coverings. Consider use of barriers to add further separation in these cases.
- Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or to redirect air emitted from the instrument.



Recommendations for Rehearsals

- Performances and/or practices where there is increased likelihood for transmission from lack of face covering use or contaminated exhaled aerosols (such as singing, chanting, brass and woodwind playing, etc.) should rehearse outdoors, if possible. Performers must rehearse and perform with their small group to the greatest extent feasible.
- When workers cannot wear face coverings as part of their rehearsal (e.g. opera singers, woodwind musicians, etc.), unless all are fully vaccinated, operators must modify rehearsal activities, including maintaining strict small groups, implementing at least weekly testing of participants during rehearsal as well as performance season, limiting the amount of time and the number of workers without face coverings, maintaining physical distance between those without face coverings and others to **at least** six feet, ensuring proper ventilation, etc.

- Use precautions when performing in large groups or ensembles. If a large group is required for the performance, minimize the time the full group is in proximity with each other (e.g. rehearsing in sub-groups).

Recommendations for Travel

- Production should evaluate whether travel is essential and should limit the number of workers asked to travel. Check the current [CDPH Travel Advisory](#) in effect and review the [CDC guidelines on air travel](#) and encourage all traveling personnel to do the same.
- Develop a detailed process and plan for travel, which should include:
 - Implementing small travel groups.
 - Ensuring facilities in proximity of venues can support necessary lodging and dining demands and any potential medical needs.
 - Reviewing the local, state, and [CDC Travel Recommendations by Country](#) and avoiding all destinations, both domestic and international, where there is widespread ongoing transmission.
 - Follow relevant local or state guidance regarding self-quarantine upon return from areas of higher transmission.
- Consider lodging workers in apartments instead of hotel rooms where they might interact with other guests or hotel staff.
- Where possible, workers should drive separately in their own vehicles, unless part of the same traveling small groups.
- If a large number of workers are in hotels, consider bus transport. If using shared vehicles, minimize the number per vehicle to support physical distancing and require passengers to wear face coverings.

Recommendations for Casting and Auditions

- Consider remote casting sessions and callbacks with live broadcast capabilities. Encourage the submission of self-tapes instead of in-person auditions where feasible.
- Digitally distribute scripts, music, etc. as opposed to handing out sheets of paper, in accordance with confidentiality requirements.
- Schedule any in-person auditions and callbacks with staggered appointments to accommodate physical distancing. Ask those auditioning in person to arrive at casting and audition locations at the assigned time.
- Encourage people to wait in their cars, not in the waiting area of the casting

facility. Consider utilizing app technology that checks people in for their appointment and sends a text when the audition will begin.

- Consider ensuring back-up talent selection and availability in the case of illness.



Recommendations for Construction Mills and Set Design

- Construction mill and set design employers should refer to additional guidance on the Construction and Manufacturing industries available on the [Blueprint for a Safer Economy website](#).
- Consider whether the set design crew can operate separately from production, including fully dressing locations prior to performances without interaction with other workers.
- Develop stage layouts to limit the number of staff and performers on site and maximize the physical distance between performers.
- Additional cleaning and disinfection practices should be developed for key props, furniture, or other set dressing which has repeated and regular exposure with workers. Where possible, limit the number of people who have contact with key props, e.g. ensure such props are only handled by a designated crew member or relevant cast.



Recommendations for Scenery, Sound, Props, Rigging, Special Effects, and Lighting

- Consider options to limit the number of staff needed in back-of-house production departments and/or identify ways they can complete tasks separately from each other. For example, where feasible, the lighting department should be allowed to work alone on set until the lighting is complete before other departments undertake their tasks.
- Evaluate the increased risk from standard working processes involving close contact (heavy lifting, working in confined spaces such as scissor lifts, lighting grids, moving large lamps, textile tying, etc.) and modify those work processes, where possible, and ensure workers have access to the proper protective equipment.
- Limit the shared use of production items to a single worker or a function team (e.g. sound equipment should be handled by a designated person or team).
- Encourage the use of microphones to decrease voice projection.
- Consider having sound crew pre-wire costumes, when practical and feasible, to minimize contact between personnel.



Recommendations for Costume and Wardrobe

- Consider options that allow performers to arrive in their own wardrobe. Where feasible, encourage background performers to also wear clothes from their own from home. Separate dressing areas to permit physical distancing if this is not possible.
- Ensure costume dressing and quick-change protocols are staggered and supervised by wardrobe attendants.
- Each cast member's costume and wardrobe supplies should be kept in separate, labeled plastic bags.



Recommendations for Hair and Makeup

- Hair and make-up crew members should refer to additional guidance on hair salons and other personal care services on the [Industry Guidance to Reduce Risk website](#).
- Hair extensions or wigs should be thoroughly cleaned according to the manufacturer's directions after each use.
- Makeup application tools and supplies should be purchased per performer and used only on that individual. These supplies should be kept in individual cast bags.
- Mix foundation, powders, lipstick, and other makeup items on a disposable palette for each individual. Use disposable, single-use applicators for each person (e.g. mascara wands, lip brushes, eyeliner sticks, cotton swabs, powder puffs, etc.).
- Performers should apply their own minor touch-ups, where possible, to avoid additional contact. Performers should also remove their own makeup to limit contact at the end of the day.

¹Additional requirements must be considered for vulnerable populations. Employers must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers must be prepared to alter their operations as those guidelines change.

