**Shoreline Arts Alliance**

**COVID-19 Procedures Template Public Notice**

**About**

Shoreline Arts Alliance is committed to providing our member organizations with information and resources regarding operating during the COVID-19 pandemic. As part of this commitment, we have worked with outside advisors to prepare this COVID-19 Procedures Template Public Notice document. The purpose of this document is to provide your organization with a template public notice that you may review, revise, and customize before making it available to your community and the general public.

We recognize that each member organization will address COVID-19 mitigation, safeguards, and policies differently in light of the organization’s own programs, facilities, and resources. One size will not fit all - and that’s okay. To that end, we’ve designed this document to suggest options for your organization to consider and not to recommend any particular approach.

**Using this Template Notice**

Please note that this notice is not legal advice nor does it contain medical recommendations. We encourage you to consult with your own advisors on questions specific to your organization or for advice on how to implement the items included in the template at your facilities or in your programs.

When using this template, we encourage you to review it carefully within your organization and with your advisors. Where multiple options are provided, please consider selecting the option most applicable to your organization. Feel free to revise and edit this template notice and make it your own. If a particular topic does not apply to your organization, or if you have no policy or process applicable to such topic, you may feel free to simply not address the topic in your document.

**Template Notice**

* Introduction
  + [ORGANIZATION] established this web page as a resource for our patrons, visitors, and local community regarding the measures we are taking in response to the COVID-19 pandemic.
  + For the most up-to-date information on the COVID-19 pandemic and current government recommendations, please refer to the Centers for Disease Control and Prevention (CDC) website available at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
  + As you may know, the COVID-19 situation is very fluid and both the severity of the pandemic and government guidance regarding it change frequently. Accordingly, we may revise or modify this notice at any time.
* Inherent Risk
  + Please keep in mind that while we endeavor to take the steps outlined in this notice, we cannot guarantee that all steps will be followed at all times. Also, we cannot guarantee that the steps outlined in this Notice will fully eliminate the risk of COVID-19 spreading at our facility or during our programs. Attendance is at your own risk.
* Vaccinations for Staff
  + Vaccination Requirement
    - Option 1: “We require all staff to be fully vaccinated against COVID-19.”
    - Option 2: “We encourage our staff to be fully vaccinated against COVID-19.”
  + Verification Process
    - Option 1: “We have a policy in place to verify and confirm that our staff have received the COVID-19 vaccine.”
* Vaccinations for Guests and Patrons
  + Vaccination Requirement
    - Option 1: “We require all of our guests and patrons to be fully vaccinated against COVID-19.”
    - Option 2: “We encourage our guests and patrons to be fully vaccinated against COVID-19.”
  + Verification Process
    - Option 1: “We will use reasonable efforts to verify the vaccination status of our guests and patrons prior to entry into our facility.”
      * *Note: An organization may consider including specific steps it will take to verify, such as asking to see a copy of a vaccination card prior to entry.*
* Vaccinations for Talent
  + Vaccination Requirement
    - Option 1: “We require all of our booked talent to be fully vaccinated for COVID-19.”
    - Option 2: “We encourage our booked talent to be fully vaccinated against COVID-19.”
  + Verification Process
    - Option 1: “We will use reasonable efforts to verify the vaccination status of booked talent prior to entry into our facility.”
      * *Note: An organization may consider including specific steps it will take to verify, such as asking to see a copy of a vaccination card prior to entry or prior to booking.*
* Masks
  + Option 1: “We require that masks be worn at all times by our staff, guests, and patrons.”
  + Option 2: “We encourage our staff, guests, and patrons to wear masks while visiting our facility.”
  + Considerations:
    - An organization may specify if it requires masks indoors, outdoors, or both.
    - An organization may indicate if failure to wear a mask, or wear a mask properly, may result in removal from the premises.
* Social Distancing
  + Option 1: “We realize that social distancing may not always be possible. However, we encourage all staff, guests, and patrons to give others space (6 feet) when possible.”
* Disinfecting
  + Option 1: “Throughout the day, common areas and high touch points are routinely cleaned, sanitized and disinfected.”
  + Option 2: “Each day, common areas and high touch points are cleaned, sanitized and disinfected.”
* Capacity/Seat Blocking
  + Option 1: “In order to promote social distancing, we have instituted a policy whereby every other seat is left open.”
  + Considerations:
    - You may replace “every other seat” with your own approach, such as “every third seat,” “one seat between each party or group,” or “every other row.”
* Patron Screening
  + Option 1: “We ask that our guests and patrons review the below CDC screening questions. If a guest or patron responds “yes” to any of the questions, we ask that the guest or patron not enter the facility and instead come back another time when they have been symptom-free for 48 hours.”
    - CDC Screening: (https://www.cdc.gov/screening/paper-version.pdf)
    - Have you experienced any of the following symptoms in the past 48 hours?
      * fever or chills
      * cough
      * shortness of breath or difficulty breathing
      * fatigue
      * muscle or body aches
      * headache
      * new loss of taste or smell
      * sore throat
      * congestion or runny nose
      * nausea or vomiting
      * diarrhea
  + Considerations:
    - Consider making the screening questions available to guests and patrons prior to arrival.
    - Consider if a refund on any purchased ticket will be honored or if tickets would be transferable to another event/date.
* Staff Screening
  + Option 1: “We value a healthy and safe workforce. To that end, our staff are required to undergo a personal screening assessment each day prior to presenting for work. Staff are asked to review the following questions and if their response is a “yes,” to inform us of the finding and to not come into work that day.”
  + Option 2: “We value a healthy and safe workforce. To that end, prior to starting a shift, we review the following COVID-19 screening assessment with each staff person. If a staff person responds “yes” to any of the questions, staff are asked to return home and not work that shift.”
  + CDC Screening: (https://www.cdc.gov/screening/paper-version.pdf)
    - Have you experienced any of the following symptoms in the past 48 hours?

• fever or chills

• cough

• shortness of breath or difficulty breathing

• fatigue

• muscle or body aches

• headache

• new loss of taste or smell

• sore throat

• congestion or runny nose

• nausea or vomiting

• diarrhea

* Air Flow/Air Filtration
  + Option 1: “We have installed new ventilation systems in our facility to increase the internal air flow. While this will not eliminate the risk of COVID-19 spread, we are hopeful that the increased air flow will improve safety for our staff, guests, and patrons.”
  + Option 2: “Where possible and weather permitting, we intend to open windows and doors to increase air flow in our facility. While this will not eliminate the risk of COVID-19 spread, we are hopeful that the increased air flow will improve safety for our staff, guests, and patrons.”

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