



NEW YORK LIVE ARTS COVID-19 REOPENING SAFETY GUIDELINES AND PROCEDURES

Hello Everyone,

As we reopen the building, we are taking steps to provide a safe and clean environment. Please review the following, and reach out to your direct supervisor if you have any questions.

BUILDING UPGRADES/SYSTEM CHANGES

- The HVAC system has been thoroughly cleaned, HEPA filters are being used, and we have installed Bi-Polar Ionizers in the duct systems.
- Bipolar ionization technology releases charged atoms that attach to and deactivate harmful substances, in air and on surfaces, like bacteria, mold, allergens, and viruses. Testing at Microchem Laboratory has confirmed 99.92 % reduction in coronavirus within 30 minutes of exposure to bi-polar ionization technology.
<https://hospitalitytech.com/bi-polar-ionization-technology-proven-neutralize-coronavirus>
- Carpet was removed from the second floor office space and the floor was refinished. This will enable us to clean and disinfect daily.
- Hands free sanitizing stations are installed at all entrances and high traffic areas.
- Cleaning and disinfection wipes are available on each floor.
- Increased cleaning frequency: the entire building will be disinfected each morning and throughout the day for high touch areas.
- Touch free temperature monitoring system in the lobby.
- All CDC recommendations for cleaning and disinfection of the building are being followed. This will include: isolating possible infection areas for up to 24 hours when possible; thorough cleaning and disinfection of all areas that were in use.
- Procedures will be updated as new CDC recommendations are released.
- Training will be provided to all staff and employees for the proper use and disposal of PPE and the disinfection and cleaning of personal items.
- Here is a link to a training video on the proper use and disposal of PPE. Please review prior to arrival at the workplace. https://www.youtube.com/watch?v=9Tv2BVN_WTk
- PPE (masks, gloves) provided at the Box Office for those who do not prefer to wear their own cloth masks.
- Live Arts has publicly affirmed the NYC Stay Well Pledge:
<https://www.nycgo.com/coronavirus-information-and-resources-for-travelers/stay-well-nyc-take-the-pledge/>
- BTJ/AZ Company members will all agree to the Company Stay Well Pledge.

HEALTH SCREENINGS, CONTACT TRACING, & PROCEDURES

- Employees and visitors will be required to complete a health survey with contact tracing information prior to leaving their domicile and no more than **4 hours prior** to each day's arrival. Employees will be required to take a temperature check upon arrival. All information will be confidential and maintained onsite.
 - Link to health survey: <https://forms.gle/9fYZ2Y6kvUPfHLQ79>
 - Please check the New York COVID-19 Travel Advisory site guidelines for those traveling:
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>
- **NOTE: New Travel advisory and quarantine requirements are in effect as of April 1st.**

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- Domestic travelers will no longer be required to quarantine after entering New York from another U.S. State or U.S. Territory
- While no longer required, the NYS Department of Health still recommends quarantine after domestic travel as an added precaution.
- Mandatory quarantine remains in effect for international travelers.
- All international travelers must continue to fill out the [Traveler Health Form](#). Individuals should continue strict adherence to all safety guidelines to stop the spread - wearing masks, socially distancing and avoiding gatherings. Mandatory quarantine remains in effect for international travelers.
- All employees and visitors must check in with the front desk when entering the building to ensure they have taken the health survey.
- Contact tracing information will be required as part of the health survey. In the case of a symptomatic person or COVID positive test result, the information will be shared with the DOH authorities.
- Anyone who develops symptoms of COVID-19, is infected with COVID-19, or reports close contact with infected individuals should not go to work, should report their situation to their direct supervisor, follow safety protocols, and seek medical evaluation and care. They will receive a memo that will review the quarantine, testing, and resources. They will also receive a return to work memo.
- Anyone who develops symptoms will be isolated, sent home, and provided information for medical evaluation and care. [Link to resources on care and testing.](#)
- Please refer to this NYC.gov portal for more information on when and where to get COVID-19 testing. [Link to testing portal and testing sites.](#)
- Free antibody testing sites are available throughout NYC. [Link to free antibody testing by borough.](#)
- Return to work will be based on the NY Department of Health Interim Guidance for Employees to Return to Work. [Link to guidance.](#)

RECEPTION / HALLWAYS / COMMON AREAS

- A 6 ft. distance between personnel will be kept whenever possible, unless safety or core function of the work activity requires a shorter distance.
- The lobby will be limited to no more than 21 individuals.
- When the lobby is used for a media production activity, the number of performers and personnel are further limited to essential individuals who are required for the media production activities. Any non-essential personnel and visitors are prohibited from entering the lobby areas.
- Occupants must wear acceptable face coverings, which cover the nose and mouth, unless the Media Production activity (under NY Forward guidelines) allows for mask removal.
- Common areas will be disinfected with industrial cleaners at the start of each day and then sanitized frequently throughout the day with close attention paid to high-touch areas such as door handles, railings, water coolers, and elevator buttons.
- Disinfecting wipes will be provided for high use objects. Personnel are encouraged to wipe down high touch surfaces before and after use.
- The box office will be outfitted with a plexi-glass panel to protect the staff and guests.
- The lobby bar area is effectively closed for unschedule events until further notice.
- The maximum occupancy of the kitchen is limited to one person at a time.
- Drinking fountains are not available for use.
- Lobby lockers are not available for use.

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- No personal deliveries will be permitted.

KITCHENS (Basement and 2nd Floor)

- Capacity is limited to 1 person.
- Occupants must wear acceptable face coverings, which cover the nose and mouth
- Occupants are encouraged to disinfect high touch surfaces before and after use including: fridge handles, sink faucets, microwave and toaster oven.
- Sanitizing products are provided in the kitchen areas and should be properly disposed of after use.
- Shared kitchen items are not available for use. Occupants should bring their own plates, cups, utensils and store them in containers at their designated office or storage space.

2ND FLOOR CONFERENCE ROOMS

- Conference room(s) will be limited to 8 people with the wall open or 4 people per room if the wall is closed. A minimum of 6' spacing will be maintained whenever possible.
- Occupants must wear acceptable face coverings, which cover the nose and mouth.
- Tables and chairs will be disinfected at the start of each day and high touch areas will be sanitized frequently throughout the day.
- Cleaning supplies will be available to staff who must clean any utilized chairs and tables.
- Trash receptacles have been removed from this room, please dispose of all items in the covered trash cans provided by the kitchen area.

OFFICE STAFF AND OFFICE USE:

- Office capacity will be limited to a maximum of 7 people in the front office cubicles, 6 in the front offices. The back cubicles are limited to a maximum of 6 people.
- A minimum of 6' spacing and alternating cubicles will be maintained whenever possible.
- Common areas will be disinfected at the start of each day and then sanitized frequently throughout the day with close attention paid to high-touch areas such as door handles.
- Sanitizer will be provided next
- Masks or other facial coverings that cover the nose and mouth must remain on when in common spaces or when office doors are open.
- Schedules for onsite activities will be maintained by each department's direct supervisor.
- Minimal personal items to be kept on site. All personal items to be stored in cabinets, on wallboards, or in a closed container to enable more effective cleaning and disinfecting.

STUDIO & 3RD FLOOR DRESSING ROOM USE:

- Studios will be limited to no more than 58 individuals, or 29 per studio if the wall is closed. The number of performers and personnel are further limited to essential individuals who are required for the media production and/or small and medium performance space activities. Any non-essential personnel and visitors are prohibited from entering the studio.
- Masks or other facial coverings that cover the nose and mouth must remain on, unless the Media Production or Performance activity (under NY Forward guidelines) allows for mask removal.
- A minimum of 6' spacing will be maintained whenever possible.
- High touch-points such as door handles and pianos will be sanitized after each rehearsal.
- Occupants will be provided supplies and must clean any utilized music stands, piano keys, chairs, and tables at the end of their rehearsal.
- Everyone is encouraged to change from their street clothes before working in the studio.

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- All personal belongings must be kept in the locker room, and all items must be stored in lockers when not in use.
- Lockers will be sprayed with disinfectant at the start of each day.
- Lockers will be provided for the BTJ/AZ Company members.
- BTJ/AZ Company members are encouraged to eat in the studio.
- A minifridge and microwave will be provided in the dressing room for BTJ/AZ Company members to use.
- Dressing rooms will be limited to two occupants at a time.
- Dressing rooms will be disinfected at the start of each day and then sanitized frequently throughout the day with close attention paid to high-touch areas such as door handles.

THEATER

- Theater performance space will be limited to no more than 40 individuals. The number of performers and personnel are further limited to essential individuals who are required for the production or media production activities. Any non-essential personnel and visitors are prohibited from entering the theater.
- Theater audience (house) seating will be limited to no more than 19 individuals or 34 persons with double occupancy seating and further limited to maintain a minimum of 12'-0" distancing between the audience and the performers.
- A persons will maintain Zones as follows:
 - ZONE A (Stage & Front Two Rows of House): Performers, choreographers OR Technicians (disinfection between usage).
 - ZONE B (Dressing Rooms): Performers & wardrobe only
 - ZONE C (House): Designers, crew OR Audience.
 - ZONE D (Tech Areas: Booth, Amp Room, Scene Shop): Crew only
- A minimum of 6' spacing will be maintained whenever possible.
- The production booth will be limited to one occupant at a time.
- Backstage area will be limited to a total of 15 persons (including dressing rooms, wardrobe, and other backstage areas).
- Wardrobe room/kitchen area will be limited to one occupant at a time.
- Dressing rooms will be limited to a maximum of 6 per room.
- Masks or other facial coverings that cover the nose and mouth must remain on, unless the Media Production activity (under NY Forward guidelines) allows for mask removal.
- High touch-points such as door handles and railings will be sanitized after each rehearsal.
- Occupants will be provided supplies and must clean any utilized music stands, piano keys, chairs, and tables at the end of their rehearsal.
- Everyone is encouraged to change from their street clothes before rehearsing in the theater.
- All personal belongings must be kept in the first two rows of audience seating in designated areas that allow for proper distancing.
- Headsets, clear comm packs, handheld and wireless microphones will be assigned to one person for the duration of the occupants use of the space.
- The production tech table will be limited to 2 occupants, spaced 6' apart.
- Additional information provided in the Covid Protocols: Theater reference guide [HERE](#).
- All guidelines and procedures detailed in the NY Forward Production Media and Small and Medium Performing Arts Guidances will be followed.



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BATHROOMS & DRESSING ROOMS

- Bathrooms will be limited to two occupants at a time.
- Bathrooms will be disinfected at the start of each day and then sanitized frequently throughout the day with close attention paid to high-touch areas such as sink faucets, and door handles.
- Occupants must wear acceptable face coverings, which cover the nose and mouth.

ELEVATORS

- Building elevator capacity is limited to 2 persons.
- Occupants must wear acceptable face coverings, which cover the nose and mouth is required in the elevator.
- Building occupants are encouraged to utilize the stairs whenever possible.

TESTING RESOURCES

- As per the Small and Medium Performance Space Guidelines, Live Arts must ensure that anyone whose job functions or roles involve close or proximate contact with artists, have been tested for COVID-19 through a nasal diagnostic test, within 72 hours prior to their participation in performance activities, and weekly thereafter. Test results should be emailed to:
covidsafety@newyorklivearts.org

New York City Testing: Health and Hospital Sites

<https://www.nychealthandhospitals.org/covid-19-testing-sites/>

New York City COVID-19 Testing Information and Mobile Sites

<https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>

Urgent Care Testing sites within walking distance of New York Live Arts

- Northwell Health Urgent Care, 225 W. 23 (Corner of 7th Ave)
- Northwell Health Urgent Care, 41 E. 8th Street (Washington Sq. East)
- City MD, 37 W. 23rd Street (Btw 5th and 6th)
- City MD, 14 W. 14th Street (Btw 5th and 6th)