MI SAFE START: LARGE VENUES

An informed-choice guidance for evaluating protective measures

As locations begin the process of reopening or scaling up after their initial response to COVID-19, certain actions will be inherently more protective of their staff and the general public. This document provides guidance that should be followed regardless of the current level of COVID-19 transmission, and additional measures that can be scaled depending on local levels of COVID-19 transmission and the protective measures desired. This document is to assist in making choices that best align for public health protection, business operations, and laws. Businesses are responsible for complying with all executive orders; this document does not supersede the executive order or other laws.

Guidelines for all large venues, regardless of local COVID-19 transmission levels:

Understand your community

- Establish and maintain communication with tribal, local and state authorities to understand facility roles in contact tracing protocol, local mitigation levels, or local reengagement phase for your community, as described in the MI Safe Start plan.

- Strongly consider special accommodations for employees who are members of an at-risk population. Possible considerations could include flexible leave, telework when feasible, or the reassignment to duties to reduce contact with the general public. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents.

- Strongly consider special accommodations for patrons who are members of an at-risk population. Possible considerations could include special operating hours solely for those at-risk individuals, separate seating areas isolated from the rest of the venue, or enhanced sanitation measures. Members of households with at-risk residents should be aware that by returning to environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents.

- Employers should follow applicable Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) guidance for businesses to plan and respond to COVID-19.

Safe behaviors

- Enforce hand washing and the covering of coughs and sneezes at all times.

- Ensure adequate supplies to support healthy hygiene practices for both employees and patrons including soap, hand sanitizer with at least 60 percent alcohol (at every entrance and other high contact locations), paper towels, and tissues.

- Use gloves when removing garbage bags or handling and disposing of trash. Remove gloves properly and wash hands afterwards.

- Ensure enough time between performances or events to allow for proper cleaning and disinfection of the venue.
- When disinfecting, use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Consider making available individual disinfectant wipes in bathrooms.
- Provide no-touch trash cans and, if equipped, encourage use of no-touch doors.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if doing so poses a safety risk to employees or patrons.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other contaminants associated with water.
- Train all employees in the above safety actions while maintaining social distancing and/or use of face coverings during training.

Health checks and response actions
- Require staff who are sick to stay at home.
- If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected. Employers may use examples of screening methods in CDC's General Business FAQs as a guide.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create and test communication systems for employees for self-reporting and notification of exposures and closures.
- Employees with symptoms of COVID-19 (fever, cough, or shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste of smell, nausea, vomiting, diarrhea) at work should immediately be sent to their home.
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance for home isolation if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home quarantine.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility.
- Notify local health officials, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

- Advise sick staff members not to return until they have met <u>CDC's criteria to discontinue home isolation</u>.
- Implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Support coping and resilience among employees.

Be prepared for closings

- Check State and local health department notices about transmission in the area daily and adjust operations accordingly.
- Be prepared to temporarily close facilities if there is a case of COVID-19 in the establishment or if cases increase in the local area.

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

Additional guidelines for large venues arranged by level of protective behavior:

Facial Coverings and Distancing:

Most Protective → **Least Protective**

Facial Coverings: **Patrons and Visitors**	Facial covering at all times while on venue property, indoors or outdoors	Facial covering at all times while indoors	Facial covering at all times while indoors and within six feet of others not from their household	No recommendations on facial coverings
Facial Coverings: **Employees**	Facial covering required at all times, eye protection required for employees interacting with patrons not wearing facial coverings	Facial covering required at all times	Facial covering required when within six feet of patrons	No recommendations on facial coverings
Personal Distancing: **Patrons**	Patrons are never within six feet of individuals not from their household	Patrons are within six feet of others occasionally while passing	Patrons are often within six feet of others, though separated by partitions	Patrons are often within six feet of other without the use of partitions
Personal Distancing: **Patron to Employee**	Employees and patrons remain six feet apart during all interactions	Partitions are used when employees and patrons are within six feet of each other	Employees and patrons are within six feet of each other (without partitions) occasionally during the event	Employees and patrons are within six feet of each other (without partitions) often during the event
Personal Distancing: **Employees**	Employees are never within six feet of each other	Employees are within six feet of each other occasionally while passing, partitions are used when employees must work within six feet for prolonged durations	Employees are within six feet of each other commonly at typical choke points	Employees are within six feet of each other often

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

Business Operations:

	Most Protective →		→ **Least Protective**	
Events Offered	No in-person events are offered	In-person events that allow for social distancing and facial coverings are offered	In-person events that allow for social distancing or facial coverings are offered	All events are offered, including events that cannot ensure social distancing or facial covering usage
Reservations	All events require pre-purchase of tickets or advanced reservations, no walk-up ticket sales or unmonitored entry events allowed	Walk-up ticket sales and walk-up reservations allowed, no unmonitored entry events allowed	Walk-up ticket sales and unmonitored entry events are allowed as long as capacity is closely monitored to allow for social distancing	No enhanced restrictions on reservations or ticket sales
Seating	All seating is assigned, employees assist to ensure patrons are seated in correct seats	Seating is assigned to a specific section, employees assist to ensure patrons are seated in correct location	Seating is assigned to a seat or section, but seating locations are not enforced	Seating is not assigned
Vestibules and Gathering Areas	Gathering areas like lobbies and vestibules are closed, patrons should wait in their cars or outside of the establishment until seating is opened for the event, markings outside of building to indicate six feet spacing	Patrons are encouraged to wait in cars or outside establishment until seating is opened for the event, markings outside of building to indicate six feet spacing, gathering areas are open but have seating spaced six feet apart and standing areas marked off for social distancing	Gathering areas are open, social distancing is encouraged through the use of physical markings and signage	Gathering areas are open
Signage	Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering	No signage posted		

MI SAFE START
A PLAN TO RE-ENGAGE MICHIGAN'S ECONOMY

Venue Entrance and Exits	Venue entrance location is different than the exit, patrons are dismissed after event by seat number/location to prevent overcrowding of exits	Patrons are dismissed after event by seat number/location to prevent overcrowding of exits	Venue entrance location is different than the exit	No considerations towards entering and exiting venue
Reducing Time in Venue	Reduce patron time spent in the venue by prohibiting entrance into venue until event is ready to begin, allow enough time for entrance to account for screening and social distancing, consider shortening the duration of event	Reduce patron time spent in the venue by prohibiting entrance into venue until event is ready to begin, allow enough time for entrance to account for screening and social distancing	Length of services and time spent in establishment not considered	
Patron Personal Items	Patrons leave personal items in car, only bring in car keys, method of payment, identification, or other essential items, keep items put away during visit	Patron brings in limited personal items, items are kept in a clear plastic bag during the duration of the event unless being used	No enhanced restrictions on patron personal items	
Shared Items (e.g. programs, photo op props)	No shared items	Shared items sanitized after each use	Shared items sanitized each day	Shared items unmonitored
Refreshments	Discontinue all food and beverage services	Discontinue all self-service foods and beverages, limit beverages provided to unopened bottles of water or other beverages, and individually packaged foods	Discontinue all self-service foods and beverages, food and beverage may be served by employees	Allow self-service food and beverages to be served in addition to that served by employees
Food Service Items	Use disposable plates, cups, and silverware if feasible		Use non-disposable food service items, wash with dish soap and hot water or in a dishwasher	

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

Exhibitors	No exhibitors or product demonstrations allowed	Exhibitors and product demonstrations allowed as long as patrons are not within six feet of kiosk	Exhibitors and product demonstrations allowed, partitions used to separate patrons from kiosks	Exhibitors and hands-on product demonstrations allowed
Payment	Use touchless payment options		Exchange cash or credit card payment by placing method of payment on receipt tray or on counter rather than by hand, disinfect pens before and after use	No payment restrictions in place
Merchandise Returns	Prohibit the return of purchased products or merchandise	If there must be a return of purchased products or merchandise, disinfect merchandise before restocking, do not allow a return on merchandise that cannot be disinfected	If there must be a return of purchased products or merchandise, disinfect returned merchandise if possible	No restrictions on returns

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

Sanitation and Cleaning:

Most Protective → **Least Protective**

	Most Protective			Least Protective
Clean and disinfect frequently touched surfaces (for example, door handles, seating areas, cash registers)	Frequently touched surfaces cleaned hourly		Frequently touched surfaces cleaned daily	Frequently touched surfaces cleaned less frequently than daily
Clean and disinfect shared objects (for example, payment terminals, tables, receipt trays)	Shared objects cleaned between each use	Shared objects cleaned hourly	Shared objects cleaned daily	Shared objects cleaned less frequently than daily
Employee Workstation Cleaning	Clean and disinfect entire workstation and equipment at the beginning and end of every day and between employee shifts	Clean and disinfect entire workstation and equipment between employee shifts	Clean and disinfect entire workstation and equipment at the beginning and/or end of every day	Workstations are not cleaned and disinfected at least daily
Merchandise	Clean all merchandise before stocking, merchandise handled by staff only		Clean all merchandise before stocking	Merchandise stocked without being cleaned
Deep Cleaning	Close one day per week (or proceed after business hours) for a thorough deep cleaning of the entire establishment		Deep cleaning of the entire establishment regularly performed, but not weekly	Deep cleaning of the entire establishment not regularly performed
Employee Duties	Cleaning and disinfecting time is built into the employee's daily work schedule			Cleaning and disinfecting time is not accounted for in the employee's work schedule

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

Health and Wellbeing:

	Most Protective →			**Least Protective**
Health Screening: Patrons	Employee led screening questions asked of all individuals when making appointments and/or when entering facility, signage posted on door or entrance to facility explaining symptoms of COVID-19	All individuals must attest to a set of self-screening questions before entering facility, signage posted on door or entrance to facility explaining symptoms of COVID-19	Signage posted on door or entrance to facility explaining symptoms of COVID-19 and what to do if exhibiting any of these symptoms	Signage posted on door or entrance to facility explaining symptoms of COVID-19
Health Screening: Employee	Require self-conducted pre-shift health screening followed by on-site verification using temperature and symptom checks for all employees	Require on-site pre-shift health screening using temperature and symptom checks for all employees	Require self-conducted pre-shift health screening of all employees	No health screening of employees
Contact Tracing	Keep a list of contact numbers for all ticket sales, advanced reservations, free entry patrons	Keep a list of contact numbers for all ticket sales and advanced reservations	Keep a list of contact numbers for pre-purchase ticket sales and advanced reservations	List of contact numbers for ticket sales or reservations are incomplete

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY

Employee Policy:

	Most Protective →			**Least Protective**
Telework	Telework required whenever possible and feasible with business operations	Telework encouraged whenever possible and feasible with business operations	Telework considered whenever possible and feasible with business operations	Telework not supported even though possible and feasible with business operations
Employee Shifts	Set shifts so that employees are working with the same cohort of employees on a day-to-day basis, stagger start times so employee cohorts do not overlap	Set shifts so that employees are working with the same cohort of employees on a day-to-day basis	Employees work with different employees from day to day	
Employee Common Areas	Common areas closed	Common areas open but enforce capacity to ensure six feet separation	Common areas open with six feet separation encouraged	Common areas open with no restrictions
Business Travel	Non-essential business travel not allowed	Non-essential business travel limited to local travel between similar transmission areas	Non-essential business travel limited to domestic travel between similar transmission areas	Non-essential business travel not restricted

MI SAFE START
A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY