

Alaska Center for the Performing Arts (ACPA) Facility Mitigation Plan (COVID-19) – YOUTH ORGANIZATIONS

Updated 10.19.21 – subject to changes/updates at anytime

The Situation

Anchorage, along with Alaska, the United States and the rest of the world is experiencing the impacts of the world-wide COVID-19 (coronavirus) pandemic. Venues that host large gatherings have been impacted and must develop stringent new processes to safely host events.

What is a novel coronavirus? A novel coronavirus is a new coronavirus that has not been previously identified. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

Alaska Center for the Performing Arts, Inc. (ACPA) is committed to remaining vigilant in mitigating the outbreak of COVID-19. When it comes to hosting events at the facility, ACPA will implement this plan, to the extent feasible and appropriate, throughout the building and in each venue.

ACPA's Facility Mitigation Plan Objectives

- Provide a rubric for risk assessment to determine type and size of events that can be safely hosted at Alaska Center for the Performing Arts.
- Provide guidance for planning and hosting of events that reduces and limits contact between attendees, artists/performers, staff, and others.
- Provide parameters for artists/performers, audiences, staff and crew for safe participation in events.
- Provide flexibility in mitigation planning; ACPA Management recognizes that this is an ever-changing global situation and is committed to providing as much flexibility as is possible. ACPA Management will allow for increasing/decreasing mitigation requirements as much as possible per event as needed throughout the event period and as agreed upon between clients/users and ACPA Management.

Guiding Principles & Decision-Making Framework

ACPA will operate the PAC facility following these guiding principles:

1. It is confirmed that the *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading. This is especially true for gatherings that don't implement accepted preventative and mitigation measures including face covering, social distancing and stringent cleaning and disinfecting protocols.
2. It is understood that the higher the level of community transmission the higher the risk of COVID-19 spreading during a gathering.

Given acceptance of Guiding Principle 1 and 2, the size of and mitigation for events or gatherings held at the PAC will be determined based on guidance from the CDC, federal, state and local health and safety laws and regulations and community transmission levels combined with an event-by-event risk assessment together with our clients and facility users.

CURRENT PRACTICES 10.19.2021

All Youth Organization events must meet ACPA Mitigation Policy for Youth Organizations at minimum. Each event can adopt more stringent requirements but no less than current ACPA Mitigation Policy for Youth Organizations.

Each event will have a customized Backstage Mitigation Policy, including how backstage entry/exit will be managed.

At this time per EO No. 2021-3, **ACPA is requiring masks to be worn at all times in the building, except for performers while onstage performing.**

In addition, ACPA has the following requirements and/or recommendations for all individuals in order to gain entry into the building:

- Proof of one of the following **required** for all age 18 and over.
- Proof of one of the following is **recommended** for all individuals between the age of 12 and up to age 18, **but not required**.
- Proof of one of the following is **not required** for any individuals under the age of 12.

PER EO 2021-3 ALL INDIVIDUALS MUST WEAR MASKS WHEN NOT PERFORMING ON A STAGE

Acceptable forms of required proof for entry into the building for all individuals 18 and over; or for anyone between ages of 12 and up to 18 providing recommended proof:

- proof of vaccination against COVID-19 completed at least two weeks prior to the event

OR

- proof of a negative result for a COVID-19 test taken within 72 hours of the show

OR

- proof of recovery from a COVID-19 diagnosis no more than 90 days prior to the event and no less than 11 days prior to the event

The following must be given to provide proof of one of the above scenarios:

- Proof of vaccination must be in the form of a vaccine card or record *or* a photo of a vaccine card or record *and* a matching photo ID.
- Proof of a negative test must be in the form of an official notification from your provider *and* a matching photo ID.
- Proof of recovery must be in the form of a documented positive result on a COVID-19 viral test *and* a letter from your physician clearing you for travel or for entry to a large indoor event *and* a matching photo ID.

Each employer must provide their own verification of proof:

- It is the responsibility of EACH client to verify proof of vaccinations, negative tests or recovery of their crew, staff, performers, and anyone needing access.
- A verified manifest will list names of each verified employee/worker for each client.
- Accepted documentation verified by client can be originals, copies, or digital images.
- Verified Manifests are preferred 1 week prior but no less than the day before event and before entry of anyone on the list is allowed in the building.
- Contractors of any kind are to provide Verified Manifests for their crews and staff.
- IATSE crew manifests need to be verified by Dispatch unless another arrangement is made in advance of the crew call.

This supersedes any other mask or proof of vaccination/negative test or proof of recovery previously published, until further notice. 10.19.21

GENERAL PRACTICES

This plan is based on the information available from the CDC and is subject to change based on further information provided by the CDC and federal/state/local public officials. In addition, ACPA may amend this plan further based on changing operational needs over the course of the pandemic and event-by-event as needs warrant.

ACPA's Infection Mitigation Coordinator:

Cindy Hamilton, VP Operations
907-263-2919

chamilton@alaskapac.org

ACPA's Infection Mitigation Coordinator will:

- coordinate, communicate and help implement current public health guidelines;
- work closely with event organizer/client main point of contact to develop and implement event health plans, in addition to the established ACPA Facility Mitigation Plan;
- ensure all clients understand and sign the 1) ACPA User Regulations, 2) Alaska Center for the Performing Arts (ACPA) Facility Mitigation Plan (COVID-19), 3) Pandemic Response Addendum, 4) any event specific mitigation plans including, but not limited to, the Backstage Mitigation Plan specific to their rental space as part of their contract requiring that they agree to the responsibility of safe health practices including, but not limited to, testing, quarantine when applicable, notice to ACPA of any workers that test positive, wearing required PPE, etc.;
- help to create worker training that applies to current information, procedures/protocols;
- determine, in conjunction with event organizer, if a worker or patron may safely enter the event space when there is a health concern.

ENTERING THE FACILITY

During any period whereby ACPA is under local, county, state or national health and safety guidance or directives due to epidemic, pandemic or similar situations, clients/users will adhere to any and all preventive and screening protocols put into effect by ACPA Management. These preventive and screening measures may be implemented and/or changed at any time with or without notice and may include, but are not limited to:

- a) Body temperature checks of event attendees, client/user personnel, and ACPA staff.
- b) Wearing of filtering face coverings, commonly known as masks, and other personal protective equipment by event attendees, client/user personnel, and ACPA staff.
- c) Intentional social distancing of six (6) feet by event attendees, client/user personnel, and ACPA staff through use of tools including, but not limited to, stanchions, post and rope, signage and floor markings. Social distancing observation will allow for nuances of family members and working groups who regularly contact each other.
- d) Frequent hand-washing and hand sanitation stations in Front of House and Backstage areas. Hand sanitizer product will be at least 60% ethanol or 70% isopropanol and supervisors will regularly confirm adequate supplies.
- e) Regular surface cleaning of areas frequently touched by event attendees, client/user personnel, and ACPA staff.
- f) Formal statements of general health, vaccination status and knowledge of exposure to pandemic by event attendees, client/user personnel, and ACPA staff.
- g) Client/user-provided lists (manifests) of event attendee (other than attendees ticketed through ACPA's CenterTix service) and client/user personnel names for potential contact tracing.
- h) Formal waivers of liability for any injury or illness related to pandemic attested by event attendees, client/user personnel, and ACPA staff.
- i) Encouragement of online ticket purchase with print-at-home and mobile delivery.
- j) Occupancy capacity changes in the audience chambers, stages, lobbies, meeting spaces, backstage support areas, restrooms, elevators, and other portions of the premises.
- k) Public area restrooms outfitted with touchless technology.
- l) Postponement and/or cancellation of the event.

To confirm any and all preventive and screening measures in place for entering the facility at the time of your event, consult with the ACPA Mitigation Officer or your Event Mitigation Plan included as an addendum to your contract and/or event set up.

Isolation: An isolation area will be designated for personnel or patrons designated as sick or symptomatic to remain while waiting to get home or arrange for a visit to a medical facility.

Travel Recommendations: To find out more about State of Alaska travel requirements and recommendations please see the following State of Alaska Department of Health and Social Services website:

<http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/travel.aspx>

ACPA Management requires personnel to adhere to these requirements at all times.

ACPA Management requires clients with events involving out of state travelers communicate these requirements to their attendees, speakers, or any other people traveling to participate in the event and confirm adherence to these requirements with ACPA Management in advance of the event.

PRACTICES FOR SICK/SYMPTOMATIC/EXPOSED WORKERS

Workers, including client/user and all event personnel must notify their supervisor and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19, such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath, loss of taste or smell that is not explained by another medical or allergic reaction.

Symptomatic Workers/Volunteers

If a worker exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the day, their supervisor must separate them from other workers and patrons and send them home or to ACPA's designated isolation area immediately until they can safely get home or to a doctor, depending on the severity and type of symptoms. If symptoms are related to and/or diagnosed and/or suspected to be COVID-19, the worker is required to be tested and provide negative results and/or self-quarantine at home for 10-days after the onset of symptoms and with no fever within the last 24 hours (or per current CDC guidelines) before being authorized to return to work.

Documentation and communication

The supervisor must document the circumstances of the worker's illness to help with contact tracing, as applicable including reporting COVID-19 positive cases to the Anchorage Health Department as outlined under "Reporting and Contact Tracing" on page 8.

Contact with symptomatic workers or individuals

Any unvaccinated or vaccinated worker who has had close contact (15 minutes or greater, less than 6-feet apart) with a person known to have the virus, or whose family or friends show signs of exposure, should behave as if they are infected, report the situation to immediate supervisor and isolate themselves / self-quarantine for 14-days from last contact with infected person for asymptomatic/preventative quarantine, and contact their physician or provide negative test results.

Response to confirmed cases of COVID-19

If a worker is confirmed to be infected with COVID-19, in addition to prompt communication to state and local health departments (see communications requirements and protocol outlined on page 8), ACPA's Mitigation Coordinator, will do the following:

Disclosure

Inform all employees/volunteers and client/artists/crew (if applicable) of a confirmed case upon notification from the affected employee. The ACPA Mitigation Coordinator will not share the worker's name or other information that could determine their identity to other colleagues, volunteers or the public and will work through assessment protocols to further advise Impacted Workers.

Assessment

1. Determine what areas of venue were visited, used or impacted by the infected worker. (Impacted Area)
2. Assess whether the worker's role put them within 6-feet of other workers, patrons, clients/crew/artists, including whether their duties create specific transmission risks such as food handling, bartending or ticket scanning. (Impacted Area /Individuals/Workers)
3. Work with local health department to determine which members of the public and/or other workers had close contact (someone you live with or have spent more than 15 minutes in close proximity/less than 6-foot distance) with infected worker. (Impacted Individuals/Workers)

Notification

Notify the Impacted Workers that they may have had contact with an infected worker and encourage them to monitor their health and report any concerns to their healthcare provider. See additional notification protocols on page 8.

Quarantine/Isolation

Any worker who tests positive for COVID-19 should remain in home isolation for not less than 10 days after onset of symptoms and with no fever for the last 24 hours (or per current CDC guidelines). The worker should follow health authority guidance and is subject to completing the quarantine or providing negative test results in order to return back to work.

Impacted Workers who have been in close contact (15 minutes or greater, less than 6-feet apart) with a person who tests positive, but who are not presently symptomatic or suffering a fever of greater than 100 degrees F, should self-quarantine and not come to work for 14-days from last close contact for asymptomatic/preventative quarantine. During quarantine they should watch for symptoms of COVID-19.

Any workers who have been in close contact (15 minutes or greater, less than 6-feet apart) with a person exhibiting symptoms characteristic of COVID-19 infection, but it is not yet confirmed, are encouraged to self-quarantine until negative test results are provided and/or for 14-days from last close contact with infected person for asymptomatic/preventative quarantine.

DISINFECTING THE VENUE

Cleaning and Disinfecting (definitions):

Cleaning. Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them.

Disinfecting. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.

Cleaning Technique: Clean high touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.

Disinfecting Technique: High touch areas will be disinfected using materials effective against COVID-19. To quickly disinfect a seating area between events when 72 hours or more have not elapsed, electrostatic cleaning will be used which sprays a fine mist of positively charged disinfectant particles that adhere to surfaces and objects.

Disposal: Gloves and other disposable items used for cleaning and disinfecting will be placed in a bag that can be tied before disposing of them with other waste.

Frequency: High touch areas will be cleaned and disinfected regularly and with a frequency based on how the surface or object is used. In cases when 72 hours or more passes between events, theatre seats will not be sprayed in order to better preserve fabrics and padding, but all arm rests and other high touch surfaces will be cleaned and disinfected.

Documentation: Regular logs will be maintained to communicate that all health and safety practices were followed at the appropriate frequency levels. Supervisors will ensure that cleaning logs are carefully kept and preserved for reference. All clients will complete/sign the following addendums as part of the Rental Agreement: ACPA User Regulations, ACPA Facility Mitigation Plan, ACPA Backstage Mitigation Plan (specific to their rental area(s)), ACPA COVID Addendum

Disinfecting High Touch Areas

Surfaces and objects that are touched frequently, such as the ones listed below, will be regularly disinfected using approved products.

- Public Areas
- Light switches, thermostats, door handles, handrails, push plates, doorways, railings
- Handrails for stairs, ramps and barriers
- Elevator buttons (internal and external locations)
- Reception desks and ticket counters

- Telephones, computers, point of sale terminals, mouse/other keypads
- Tables and chairs, including booster seats
- Theatre seats and arm rests
- Concessions areas
- Vending and ice machines
- Water fountains will be closed to use
- Trash receptacle touch points

Restrooms (front and backstage)

- All high touch surfaces
- Sink faucets, counters, toilet/urinal handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Baby changing stations

Backstage Rooms/S.M. Stations, Stages, Dressing Areas, Green Rooms, Production Areas

- All high touch surfaces
- Individual offices, tables/counters, dressing rooms and other room furniture
- Cabinet handles and lockers
- Microphones
- Backstage and technical equipment
- Trash receptacle touch points

Backstage Kitchens and Food Preparation Areas

- All high touch surfaces
- Handles of all kitchen equipment doors, cabinets, push pads, sinks
- Counter surfaces
- Handles of beverage and towel dispensers
- Cleaning tools and buckets

FRONT OF HOUSE

All Worker Health & Hygiene protocols apply to Front of House operations. Additional details that pertain to Front of House are outlined below:

PPE at the PAC. PPE to minimize the risk of exposure to COVID-19 is necessary for workers. ACPA will provide face coverings* as necessary to patrons to ensure they have appropriate and recommended and/or required PPE for the event. See specific PPE requirements in the Event Mitigation Plan specific to your event.

***ACPA MASK POLICY:** Per EO 2021-3, masks are required for all individuals in the building, except during the period an individual(s) may be performing on a stage.

TICKETING

- **Contactless/online ordering.** All tickets are available for purchase through ACPA CenterTix website and via phone at 907-263-ARTS (263-2787).
- **Points of sale/will call.** Online sales will be strongly encouraged with option for print at home or mobile tickets. Walk up sales immediately prior to the event will be available at ACPA CenterTix box office locations, which include additional barriers to separate ACPA CenterTix staff from public. Will call will also be available for patrons who purchase at the last minute and/or less than one week prior to the event.
- **Refund and exchange process.** ACPA will put liberal exchange/refund practices in place to support ticket buyers in appropriate self-care and responsible behavior when it comes to safely attending events. Anyone who becomes ill or must stay home due to self-quarantine requirements related to COVID-19 will be able to request and receive a full refund if it happens prior to the start of the performance. If an individual becomes ill at an event, and must leave before it concludes, they can make a refund request to CenterTix at a time convenient to them following the event. All refund requests must be made to CenterTix at 907-263-ARTS (263-2787) or info@centertix.com.
- **Social distanced seating (when applicable).** Seating maps will be designed per event and adhere to all current health mandates and/or client requests/requirements. Specific theatre maps per event will vary depending on family group seating configurations/sizes in order to achieve distancing needs/requirements.
- **Box office hours of operation.** Any changes to hours will be communicated on our website, outgoing phone messages, social media channels and other locations.
- **Touchless ticket scanning.** Patrons will be encouraged to opt in for mobile tickets that can be scanned by Ushering in the Arts volunteers. All ticket takers will be wearing face coverings as required. Surfaces will also be set up so that the patron can place their ticket (mobile or paper) face up to be scanned without being held by the ticket scanner volunteer.

PATRON CIRCULATION

- **Lobby congestion.** As possible, per event, audience members will be encouraged to take their seat early in order to relieve congestion in the lobby spaces. Concessions and merchandise configuration is being modified to support mitigated flow through the lobbies.
- **Disability accommodations.** All events with reduced capacity will continue to offer accessible seating, including companion seats, to comply with disability laws.
- **Restrooms.** ACPA has installed touchless faucets and soap/towel dispensers and touchless toilets.
- **Scheduled egress from back to front (as determined per event).** After theatre events conclude, ACPA may opt for patrons nearest the exits to be directed to leave first, by row and/or section, in order to clear space for patrons further inside to follow.
- **Emergency egress.** Mitigation procedures are secondary consideration if there is clear and imminent danger requiring emergency evacuation. Emergency egress plans reflect moving patrons away from the most urgent hazard as the first order of business.

FOOD & BEVERAGE

- **Ordering.** ACPA will work closely with its Concessionaire to provide online ordering for service pre-show as is feasible and possible.
- **Points of service.** Counter service will be provided in a way that minimizes congestion and queuing as much as possible. Workers will place food/beverage on counter or table for patrons to pick up after payment is processed.
- **Points of sale.** Terminals (registers) will be assigned to one worker where possible, and will be sanitized between each user and before/after each shift. Workers who handle money will wear gloves and not handle food/beverages.
- **Hygiene.** Bar hygiene will include modeling of safe behavior with workers wearing face masks and gloves when behind the bar. Patrons will be asked to hold their own identification for workers to inspect. If a patron's ID must be handled, the worker will dispose of gloves, wash hands before donning new gloves and returning to work.
- **Surfaces and work areas.** Tables and chairs, counter tops and service areas will be sanitized after each use.
- **Service tools.** Utensils, including straws and stirrers will be provided pre-wrapped.
- **Condiments.** Condiments will be served with food orders upon request and provided in disposable single-use packages.
- **Separation of entry/exit points.** Entrance/Exit routes to concessions will be marked for ease of queuing while placing orders and picking up.
- **Concessionaire mitigation plan.** ACPA's food and beverage vendor must provide their mitigation plan to ACPA before first day of service. Workers may need to arrive early for shifts to implement new processes related to the concessionaire's and venue's mitigation plans.

MERCHANDISE:

- **Inventory processing.** ACPA must be able to inventory all merchandise prior to the event. Digital programs are encouraged. Printed programs will be provided in areas for self-service by patrons.
- **Contactless/online ordering.** No trying on or handling merchandise by patrons will be permitted. Only workers with proper PPE may handle merchandise.
- **Points of sale.** Locations will be on street level of Lorene Harrison Lobby and orchestra level in Carr-Gottstein Lobby or Anchorage Daily News Lobby.
- **All sales final.** No returns or exchanges, all sales are final.

PRODUCTION / BACKSTAGE

All Worker Health & Hygiene protocols apply to Backstage operations. Additional details that pertain to Backstage are outlined below and provided in the Backstage Mitigation plan for each theatre.

COVID-19 Event Plan Agreement. Signed by client/crewmember, and any non-ACPA employee before commencing work and/or rental.

PPE at the PAC. PPE to minimize the risk of exposure to COVID-19 is necessary for workers. ACPA will provide face coverings* and gloves as necessary to workers to ensure they have appropriate and recommended PPE supplies for their work. Non-ACPA workers working in the building must provide and use their own PPE. See specific PPE requirements in the Event Mitigation and Backstage Mitigation Plan specific to your event and work area.

***ACPA MASK POLICY:** Per EO 2021-3, masks are required for all individuals in the building, except during the period individual may be performing on a stage.

Air exchange plan for stages. Recommendations provided in the ASHRAE Position Document (published April 14, 2020) on Infectious Aerosols will be implemented to the degree possible and/or feasible in order to increase ability for the PAC's HVAC system to reduce pathogens that cause infectious diseases, including COVID-19. Recommendations include increasing outside air flow, frequent filter changes and suggestions for air filtration improvements.

Equipment deliveries. All delivery personnel will undergo the same screening as all workers or visitors to the building. Workers unloading deliveries should change their gloves and wash their hands between deliveries.

COMMUNICATIONS, EDUCATION & MESSAGING

WORKER EDUCATION

- All workers will undergo regular training and education on ACPA's Facility.
- ACPA requires each worker to participate in ongoing prevention efforts while in the facility; we are all in this together and we all have a role to play.
- All workers are also expected to report to their direct supervisors or the Business Office Manager (HR) if they are experiencing signs or symptoms of COVID-19. If any worker has question about the ACPA's Facility or specific Event Mitigation or COVID-19, they are advised to bring those questions/concerns to their manager, supervisor or the Business Office (HR). If they cannot answer the question, please contact Codie Costello, President & COO.

PATRON EDUCATION

ACPA regularly updates and provides information to patrons on what to expect when coming to the building. Updates can be found at <https://www.alaskapac.org/plan-ahead/> and <https://centertix.com/plan-ahead>. In addition, messaging is provided on a regular basis and frequency through a number of messaging channels. Our goal is to provide practical and informative messaging to do all we can to ensure patrons and workers have a positive and safe experience.

The information on ACPA and CenterTix websites for overall facility mitigation will be maintained per the ACPA Facility Mitigation (updated August 30, 2021), with an added notice that Youth Organizations' mitigation may vary, directing patrons to check CenterTix for event specific information.

Messaging Channels include, but are not limited to:

- Website
- Social Media
- Ticket purchasing site
- Emails and push notifications
- Signage
- Event screenings/check-in
- Guest services staff and volunteers

REPORTING AND CONTACT TRACING

At a minimum, ticket purchase data will be provided/used to communicate with patrons, should there be a need, to inform of possible exposure following attendance at an event.

COMMUNICATION TO WORKERS AND PATRONS OF KNOWN COVID-19 EXPOSURE REQUIRED.

ACPA will promptly communicate to workers and state and local public health departments at COVID-19-Business@anchorageak.gov if a known or probable COVID-19 exposure occurred in the workplace. ACPA will also assist state and local health departments in the process of informing customers or clients of a known COVID-19 exposure at the workplace.