Reopening Safely: Tips and Resources to Prepare

The following document is intended for information and planning purposes only. Please refer and adhere to all local, state, and federal guidelines and requirements. Consult with your organization’s legal, human resources, and insurance professionals.

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This resource is designed to provide an evolving list of tips and resources for use by arts and cultural organizations as they navigate the process of reopening to the public in accordance with the guidelines of state and federal government. It is a tool designed to help strategically plan for reopening and move forward when it is appropriate to do so. Organizations should consider the financial impacts that may accompany the reopening process, including decreased capacity, social distancing measures, and increased costs for supplies. For some organizations, being allowed to reopen in accordance with state and federal guidelines does not mean it will necessarily be financially feasible to do so right away. This resource is not intended to be exhaustive or comprehensive in scope and not every consideration will apply to every organization.

This document presents information that is current as of the date of issuance. During this unprecedented time, information is rapidly evolving and can change daily. Please check back regularly to ensure access to the most up-to-date information. If you identify additional resources that you would like the Pennsylvania Council on the Arts (PCA) to consider, please contact Sarah Merritt at skmerritt@pa.gov. We want this to be a helpful resource and are interested in your feedback.

Arts and cultural organizations should carefully consider the health and safety of their employees, artists, contractors, volunteers, vendors, and audiences when determining
whether to engage the public with in-person programming and performances. Planning for reopening is a process that must be tailored to each individual organization. Proper planning will require a review of nearly every aspect of your organization and may have associated costs, including equipment purchases and/or professional services. This is not an easy undertaking but is a critical component to your organization’s future. Begin preparing now, to ensure you have time to plan for:

- Researching requirements for reopening;
- Facility preparation;
- Creating safety policies and procedures and training staff on these;
- Procuring the necessary safety and cleaning supplies;
- Making any changes to regular business operations to ensure safety;
- Staffing to ensure safety of staff and the public; and
- Planning a communications strategy for the public.
Introductory Note and Disclaimer

This resource document is intended to provide helpful information to arts organizations and other interested parties and to assist in reopening according to the guidelines provided by the Commonwealth of Pennsylvania and federal sources. However, this document is not intended and is not designed to serve as an industry best practice and should not in any manner be considered a best practice for the arts sector.

While the PCA makes every effort to present accurate and reliable information, the contents of this document are presented is “as is” without any warranty of accuracy, reliability, or otherwise, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose or compliance with government regulations, or freedom from infringement. Neither the PCA nor its officers, members, employees, or agents will be liable for any loss, damage, or claim with respect to any liabilities, including direct, special, indirect, or consequential damages, incurred in connection with reliance on the information presented herein.

Users of this document should not in any manner rely upon or construe the information or resource materials herein as legal or other professional advice and should not act or fail to act based upon the information in this document without seeking the services of a competent legal or other professional.

This document has been created utilizing a number of varied resources, including guidance and guidelines from Commonwealth of Pennsylvania and other governmental resources, industry associations, national arts and cultural organizations, and other guidance. These sources are included in the list of resources.
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Review
In addition to thoroughly reviewing this document, we encourage you to review the following Commonwealth resources for further guidance, requirements, and resources specific to each agency’s or department’s area of specialty:

- **CDC – Reopening Decision Tree**
- **PA’s Phased Reopening Process**
- **PA Businesses and nonprofits permitted to conduct in-person operations are subject to the following guidance:** [Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency](https://www.paho.org/en/)
- Commonwealth of PA requirements for communication with employees and on-site customers – [COVID-19 Safety Procedures for Businesses Flyer](https://www.paho.org/en/)
  (must print, sign, and post on premises, at public entrances in prominent locations and in employee common areas). [Link to 8.5x11, 8.5x14 flyers in English and Spanish.](https://www.paho.org/en/)
- **PA Department of Health (DOH) – Coronavirus Resources**
- **County & Municipal Health Departments**
- **Department of Labor & Industry (DLI)**
- **Department of Community and Economic Development (DCED)**

The following federal resources also are suggested for your review:

- **Centers for Disease Control and Prevention (CDC)**
- Centers for Disease Control (CDC) - [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](https://www.cdc.gov/)
- The Department of Health and Human Services’ (HHS) and Occupational Safety and Health Administration (OSHA) [Guidance for Preparing Workplaces for COVID-19](https://www.cdc.gov/)

If you still have questions, after review of the following, you may contact the appropriate agency:

- **PA DOH – [Frequently Asked Questions](https://www.paho.org/en/)** or call 1-877-PA-HEALTH
- **Contact form for PA [DLI](https://www.paho.org/en/)**

Designate
Designate a staff member to be the COVID-19 safety coordinator and review all requirements and guidelines referenced above.

- This staff member should monitor DOH and CDC websites and be responsible for staying up-to-date on changes to requirements and new information regarding COVID-19 to inform and advise staff.
• This staff member should work with leadership to create and implement appropriate staff training to establish and maintain workplace and facility safety requirements, cleaning policies and procedures, and procedures for managing and enforcing safety of patrons.

• National Institute of Environmental Health Sciences- training tools and resources

Plan
In advance to reopening, managerial staff and board leadership should meet virtually to discuss requirements and how the organization will prepare for and implement reopening.

• To ensure accessibility for the public, plan for the virtual offerings.

• Develop a plan for how the organization will adhere to social distancing and cleaning guidelines and how they will affect operations.

• Consider staff capacity for monitoring ingress and egress, monitoring and enforcing mitigation measures such as mask wearing and/or social distancing, and performing regular cleaning of the facility, with an enhanced focus on frequent cleaning of high-touch areas.

• When considering staff capacity to adhere to requirements for safe reopening, the organization may have to adjust hours of operation, event schedules, and staff schedules to staff appropriately and manage social distancing and cleaning requirements.

• Understand and plan for possible COVID-19 exposure.
  o Discuss requirements for COVID-19 exposure response.
  o Have a plan in place for use in the event a member of staff comes into contact with COVID-19.
    • To whom should staff report potential contact?
    • Refer to your local health department, DOH, and CDC requirements and recommendations.

• Create a communication plan for use in the event a member of staff or patron, infected with the virus, enters the facility.

• Plan signage and floor markings to manage traffic, social distancing, and enforcing mask wearing, hygiene, and facility cleaning.

• Plan for regular facility cleaning to ensure staff and patron safety.
  o CDC Cleaning Guidelines

• Create a list of necessary personal protective equipment (PPE) and cleaning supplies.

• Create a communication plan for how the organization will promote reopening, any
changes to previous business practices, and updated workplace and patron safety protocols.

- Communicating with Artists
- Communicating with Patrons
- Communicating with Vendors

**Purchase**
Purchase required PPE, cleaning supplies, and necessary signage. Keep in mind, there may be delays.

- [DCED Supplies Business 2 Business Directory](#)

**Train**
Train and provide virtual sessions and written policies and procedures for all staff.

- [OSHA Guide](#)
- US Department of Labor – [COVID-19 and the Family Medical Leave Act](#)
- [DOH infographics](#)
- [COVID-19 Contact Trace Course – Johns Hopkins University](#) (free course)

**Communicate**
Communicate reopening plans and procedures to your patrons via video, website, social media, email, and in the local media.

- [US Chamber of Commerce - Ready to Reopen: A Playbook for Your Small Business](#)
- [PR News - How to Create a Communications Plan for Reopening](#)

**Prepare**
What you need to do to prepare your facility for reopening. Clean the entire facility, with emphasis on high-touch areas as appropriate.

- [CDC - Guidance for Cleaning and Disinfecting](#)
- Set up staff work areas and break rooms to ensure safety, which may involve moving around furniture and frequently used appliances such as microwave ovens to ensure safe distances can be maintained when more than one individual is in the room.
- Post necessary signage and floor markings that can be easily understood by individuals within your organization and the general public.
- While maintaining proper social distancing and masking, provide a walk-through of the facility in advance of reopening for all staff to get them familiar and comfortable with procedures and changes. (Depending on the staff size, this may have to be done in small groups.)
Evaluate and Revise
Reopening and assessing what your organization must do to ensure the safety of staff and the public will not be a once and done process. Rather, your organization will need to stay up-to-date on changes in local, state, and federal requirements and be prepared to incorporate adjustments accordingly.

- Be open to making inevitable adjustments and refinements.
- Consider staff and patron feedback in this process.
- Stay current on changes in safety requirements and reserve time to educate all staff.

Other Considerations
Here are additional considerations you may wish to incorporate into your facility’s plan:

- Hiring artists to design signage for your facility.
- Updating your organization’s Crisis Communications Plan to incorporate processes and talking points around reopening.
- Updating your organization’s Personnel Policies and Procedures.
  
  o Update Personnel Policies and Procedures to include Family Leave Act information. Families First Coronavirus Response Act
  
  o Pennsylvania Association of Nonprofit Organizations – Sample Policies

Workplace cleaning and maintenance, staff safety, organization protocol for managing visitors, and responding to a COVID-19 exposure in the facility.

Virtual - Continuing to provide virtual opportunities will be necessary to ensure accessibility for the public. Based on current studies of public perceptions, reluctance to visit public spaces or attend mid-to-large-sized events is an inevitable component of this time that organizations must consider.

Training - Consider training selected staff or dedicated volunteers to serve as “greeters” to monitor ingress and egress, enforce social distancing, clean high-touch areas, and generally be a friendly face to help patrons feel comfortable about visiting. Some communities are considering providing businesses and organizations with designated color t-shirts that signal greeters/safety monitors. Check with your local community development organization to find out if this is the case in your community.

Alternate Venues - Consider what activities can take place outdoors and if your organization has the capacity to move them (e.g. restaurants around the country are working to ensure their
Many members of the public will likely be reluctant to gather indoors, so providing them with the opportunity to take part in activities, outside in small groups is a great option.

**Links to Resources**

**Federal Agencies and National Organizations**
- Americans for the Arts (AFTA)
- Centers for Disease Control and Prevention (CDC)
- Centers for Disease Control and Prevention (CDC) - Spanish Language Resources
- National Endowment for the Arts (NEA)
- National Main Street Center
- Occupational Safety and Health Administration (OSHA)
- ReopenMainStreet.com - Tips for Arts & Culture Organizations

**PA State Agencies & Organizations**
- Department of Community and Economic Development (DCED)
- Department of Conservation and Natural Resources (DCNR)
- PA Downtown Center (PDC) - Reopening Resource Briefs
- PA Historical and Museums Commission (PHMC)
- PA Humanities Council (PHC)
- Pennsylvania Association of Nonprofit Organizations (PANO)
- Team PA
- United Way of Pennsylvania - COVID-19 Fact Sheets in other languages

**Local Health Departments**
- Local Health Department Websites

**ADA Accessibility-Focused Resources**
- CDC- American Sign Language COVID-19 Information Videos
- National Endowment for the Arts (NEA) - Resources to Ensure Accessibility of Virtual Events

**Planning for Reopening**
- The Event Safety Alliance Reopening Guide
- CDC - Gatherings and Community Events
Performing Arts Centers Consortium – Guide to Reopening Theatrical Venues

**Updating Personnel Policies & Procedures**
*Blue Avocado - Navigating the New Families First Coronavirus Response Act*

*BoardSource - How Nonprofits and Board Members Can Respond to COVID-19*

*The Chronicle of Philanthropy - How to Adapt Your Nonprofit’s Sick Leave Policy During COVID-19*

**Crisis Communications Planning**
*Communicating with Teams, Stakeholders, and Communities During COVID-19 (McKinsey & Co.)*

**Budgeting In the Time of COVID-19**
*Nonprofit Finance Fund*

*Nonprofit Quarterly - Making Good Decisions in Unprecedented Times*

*Propel Nonprofits - Cash Flow Management* and *Cash Flow Spreadsheet Template*

**Training Resources - Protecting Staff, Volunteers, Vendors, Artists, & Patrons**
*COVID-19 Hazard Recognition*

*Cleaning Vs. Disinfecting – Michigan State University*

*COVID-19 Contact Trace Course – Johns Hopkins University* (free course)

**Information Posters and Infographics**
*What You Should Know About COVID-19*

*COVID-19 Safety Procedures for Businesses Flyer* (English)

*COVID-19 Safety Procedures for Businesses Flyer* (Spanish)

*DOH - Infographics & Posters for Social Media (English and Spanish)*

*CDC - Face Covering Do’s and Don’ts*

**Supply Sources**
*DCED - Business 2 Business Directory*