

LOUISVILLE OPERATING VENUES SAFELY



Safety Guidelines

**Art Sanctuary • Black Complex • Headliners Music Hall • Iroquois Amphitheater
Kentucky Performing Arts • Mag Bar • Mammoth • Old Forester's Paristown Hall •
Parkland Plaza • Play Louisville • Production Simple • Riot Café • Shopbar • The Limbo •
Third Street Dive • Zanzabar**

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

OUR PURPOSE

WHO WE ARE - Louisville Operating Venues Safely (LOVS). In working closely with **Louisville Tourism** and the local sectors of **REVS** and **NIVA** we, as a group of Venues and Event Spaces, and Bars have allied to ensure that we are re-opening our establishments following the **Kentucky Healthy at Work Guidelines for all Venues and Event Spaces**. To find out more about overall reopening safety procedures for the State of Kentucky, please visit: <https://govstatus.egov.com/ky-healthy-at-work>.

Safety continues after COVID-19 by continuing to identify common safety issues found within nightlife. As music venue operators we are subject to many safety issues that come with inviting a large crowd of people, mass shootings, date rape, violence, over intoxication, drug use, and stage safety are just a few that we already take very seriously. As a coalition we now have the ability to stand together and find solutions for these and future safety concerns. We are stronger together, and the safety of guests, workers, and artists will be stronger as we stand together.

Our goal is to provide the safest and healthiest experience for all of our patrons and of course, our music fans, who have supported us throughout the years, and to welcome everybody back to our businesses with a healthy peace of mind.

The following is a set of unified protocols and safety guidelines for re-opening Venues, Event Spaces and Bars to in-person sales and assembly, after Kentucky meets COVID-19 health benchmarks stipulated by Federal recommendations and State Public Health guidelines.

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

GUIDELINES

Mask Requirements – Under the most recent Kentucky healthy at work mandate, it is required that patrons must wear a mask upon entry, and must continue to wear a mask while standing or walking. Mask may be removed when drinking alcohol or eating. The business has the right to refuse entry and or refuse service, to anyone refusing to wear a mask, and has the right to remove a patron if they refuse to follow this guideline. Furthermore, all employees are required to wear a mask at all times, unless they are working in a space where they can socially distance themselves or are working by themselves in a designated space. All staff must also wear gloves when working on or touching high touch surfaces.

Posting of Social Distancing and Hand Sanitizing Signage – Each venue will post signage, both inside and outside the venue detailing the proper social distancing guidelines, including floor markings and or stanchions, and the proper hand sanitizing and hand washing requirements. Once again, this will be monitored throughout the event to ensure everyone is following these guidelines, and if deemed necessary, patrons will be removed upon violation of these protocols.

Designated Safety Officer – Each venue will assign a “Safety Officer” for each event. The Safety Officer and entire staff will be educated in the required up to date Safety Guidelines. The Safety Officer will be responsible for overseeing the event and would act as the contact person to monitor the event and best practices for the duration of the event.

Hand Sanitation Stations – All venues will provide the appropriate amount of hand sanitizing stations throughout the respective venue, including all workspaces. And will include signage to designate the stations and the proper protocols and procedures.

Employees and Patrons Who Feel Sick or Vulnerable – Each venue will post exterior signage advising not to enter if sick. Patrons should not attend if they currently or in the last 14 days have been sick, or have any COVID-19 symptoms or reside with someone who has been sick or had any symptoms of COVID-19 or have been exposed to anyone who has tested positive for COVID-19.

Staff Temperature Checks and Health Screening – Each of us will be practicing temperature checks and health screening procedures for every staff member who will be working the event and or shift. We will be asking a series of questions regarding symptoms and be conducting temperature checks before allowing staff to enter the business. Any staff member who has a fever of 100.4 or higher or is showing any signs of illness or symptoms will not be allowed to enter the venue/bar, and will be sent home and must get a COVID-19 test within 36 hours. Each venue will record all data and keep a health log on hand.

Adjusted Capacity – Following the Kentucky healthy at work guidelines, venues and bars will follow the mandated maximum capacity of 60% or the social distancing standard (36 sq. ft. per person).

Patron Temperature Checks and Health Screening – Although it is encouraged, it will be up to the individual establishment to proceed on whether or not they will be conducting individual health and temperature checks for patrons entering their venue or bar.

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

Contact Tracing – For the safety of all involved it is required that some form of contact tracing is done for any event. Maintain a record of persons and their contact information, telephone number preferred, or through the ticketing platform, attending the event and cooperate with state and/or local public official request(s) to notify attendees if the event is linked by contact tracing to high risk of COVID-19 exposure. We are aware of and completely understand the privacy of each individual and will be respectful regarding all information gathered.

Social Distancing Guidelines and Procedures – We will make an adjustment and monitor all areas to ensure we are following the proper social distancing guidelines, including timed entries if deemed necessary, floor markings, stanchions, developing one-way traffic paths etc. for all of the heavy traffic areas (entryways, bars, bathrooms merchandise areas, etc.) also we will follow all signage protocol to make sure all customers are aware of the protocols and to limit gatherings in those areas.

Cleaning and Disinfecting Protocol – For the protection of the person tasked with disinfection, gloves and eye protection should be worn, gowns may be used for splash protection for spray or liquid disinfectants. First clean all surfaces that will be disinfected with soap and water. This removes grease and dirt and will make disinfection more effective. Wipe down all surfaces at beginning of day, and at least every couple of hours, as permitted, and the end of day with an appropriate EPA approved disinfectant (EPA-N Products). Frequently wipe down any high touch surface areas including workspaces, cash registers, bathrooms, tabletops, chairs, and bar stools. Additionally, each bartender, when possible, should be assigned a designated work station, POS, and is required to wipe down regularly throughout the shift.

Trash Disposal – As a group, we will be diligent on our waste disposal and will be emptying trash regularly throughout the evening to lessen the possibility of contamination. Any staff member or cleaning crew emptying the trash should wear gloves, mask and face shield while doing so.

HVAC Filter System – When at all possible we will be replacing our HVAC filters with virus rated filters. Understanding that this might not be viable for kitchen areas and not all systems and business will be able to follow this recommendation.

Clear Physical Barriers at Points of Sale – Each business will be required to install clear physical barriers or shields at each point of sale, including bar, kitchen, box office areas. This will be achieved through the use of plexi-glass or individual face shields and mask. Patrons will be encouraged to position themselves behind the clear barrier to protect the staff and themselves. In addition, each venue will work towards having an ordering location and a pickup location, to avoid large gatherings.

Food and Beverage Disposable Containers – All food and beverages will be served in disposable, throw-away containers, cups, cans, etc. and will not be self-served. It is also highly recommended that fresh fruit garnishes be replaced with liquid juices instead.

Work Areas – All employee work areas will be closed off and off-limits to the public. This includes bar and kitchen areas and all other prep areas, including backstage areas.

Contactless Payment Options – Although cash will still be accepted, we will implement contact-free payment options where all transactions take place, including bar area, merchandise area, coat checks, and box office. We will be encouraging all patrons to use the contact-free option when at all possible. Any employee working at high contact surface areas must wear gloves.

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

PRODUCTION

Producing live events will be a major part of our daily businesses. With that comes policies and best practice procedures to ensure the safety of visiting artists and crew members, along with our production staff and most importantly our audience. See below some of the guidelines we will be following.

- *All visiting artists and crew members will be subject to the same temperature and health screening procedures as our staff. Including presenting a health log upon arrival before entering the venue.*
- *Visiting artists and their crew will be required to wear a mask at all times, except when performing. And must wear gloves while working with high touch surfaces.*
- *All equipment and merchandise will be wiped down and sanitized before entering the building before load in. All house gear considered high touch (mics, cables, stands) will be wiped down and sanitized before load-in and after each use and at the end of the night.*
- *Crew members, both visiting and house members are required to practice social distancing during stage set up, including staggering of load in times if necessary, changeovers, and during the performance. When possible, performers should be placed accordingly during the performance to guarantee the proper social distancing protocols.*
- *Merchandise should be set up in a location where proper social distancing measures can be achieved. This location should not impede the entrance or exits of the venue. Work with the artist/tour to have merchandise available to order online and able to be picked up at venue. All sales should be contactless and final.*
- *Audience members will not be allowed closer than 12 ft from the stage.*
- *Backstage access should be limited to the artists and their crew or family members.*
- *The striking or movement of band equipment that needs to be moved during set change or otherwise should be performed by the artist crew. In addition, any shared equipment including microphones, stands, cables etc. should be wiped down and sanitized between each use. It is recommended to have a "cleaning station" set up side stage.*
- *Hand sanitizing stations will be provided at designated areas in the loading area and backstage. And will be monitored throughout the day.*
- *All hospitality items should be delivered in their original and sealed packages and be wiped down before being placed in the artist hospitality area. Also, all beverages will be in disposable containers, and self-serve stations will not be allowed.*
- *If a runner is required for the event, capacity for the runner vehicle will need to be reduced, to achieve the proper social distancing requirements and when at all possible when transferring personnel, windows should be rolled down, or cracked and every member must be wearing a face mask at all times. Runner vehicle is to be sanitized after each transfer.*
- *Any hospitality shop, food order etc. required by touring party should be sent electronically to runner, and all items or orders should be pre-paid by artist representative, and all items should either be delivered or handled thru curbside pick-up.*

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

GUIDELINES FOR OUTDOOR EVENTS

In addition to the above LOVS safety guidelines, please see the following protocols and best practices that will be implemented for all outdoor events at a LOVS venue for the safety of the staff, crew and patrons.

- Events may be required to be fully seated.
- All tickets will be sold by the Table/POD. No individual tickets will be for sale.
- Tables/PODS will be at least 6 feet apart from each other on all sides.
- Online ticket sales only. Patrons are required to purchase their tickets in advance of their arrival.
- No Pets allowed.
- It is encouraged that the events be cashless and contactless payments for all transactions, including merchandise and food and beverages.
- Hand sanitizing stations will be available for use around the venue, ideally one per POD/Table.
- Bathrooms will be adjusted to limited capacity to make sure all social distancing guidelines are met at all times. In addition, there must be a bathroom monitor to make sure guidelines are being adhered to.
- MASK ARE REQUIRED at all times except to consume food or beverage.
- Table/POD service only. All staff delivering or preparing food or beverages must wear mask and gloves at all times.
- Patrons must stay in their POD at all times, unless when having to use the bathroom.
- Prior to gates and during the event, staff will clean and disinfect all high touch points. Including bathrooms, seats, tables etc.
- All entry lines must adhere to the social distancing guidelines and be clearly marked. If needed timed entries will be implemented.
- Patrons or staff should not attend if they currently or in the last 14 days have been sick, or have any COVID-19 symptoms or reside with someone who has been sick or had any symptoms of COVID-19 or have been exposed to anyone who has tested positive for COVID-19.
- All staff, artist, and crew, will have their temperature checked and asked health screening questions. Anyone with a temperature of 100.4 or higher or answering yes to any of the health screening questions will be refused entry. It will be up to the individual establishment on whether patrons will be administered temperature checks.
- All staff administering the temperature checks and health screening, along with all staff at entry gates, will be required to wear gloves, face shield and mask.
- In addition to temperature checking and health screening, standard security protocols including metal detection will occur upon entry.
- Failure to comply with any of these rules may result in being removed from the venue.

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

TESTING - STAFF SAFETY

- All team members must be willing and able to work.
- If any team member expresses a concern or fear of working due to COVID-19, that team member will be allowed to opt out of work without repercussions.
- To the greatest extent possible, all employees will get tested every 3 weeks at a minimum.
- If an employee tests positive for COVID-19 during a routine staff testing, and it is a **single isolated case, and the employee is asymptomatic**:
 - *Notify all employees.*
 - *Make a public statement about a positive COVID-19 case.*
 - *Keep all testing results of staff on file but confidential.*
 - *Establishment gets a thorough deep cleaning.*
 - *The employee with the positive COVID-19 case will be quarantined for up to 10 days and until that person can get another test with a negative result.*
 - *Any employee who is considered a contact with employee who tested positive must quarantine for up to 14 days.*
 - *Reopen business only with employees who have tested negative.*
- If there are **two or more positive COVID-19 results** among staff and/or contracted individuals (Entertainers, DJs, etc.) and they show signs of illness:
 - *Immediately shut down the establishment.*
 - *Notify all employees & customers through contact tracing.*
 - *Notify the LOVS Coalition and Health Dept of Louisville.*
 - *Make a public statement about positive COVID-19 cases.*
 - *Business gets a thorough deep cleaning.*
 - *All individuals that worked with an employee that tested positive for COVID-19 must be tested and any employee considered to be a contact with employee who tested positive, must quarantine for up to 14 days.*
 - *Keep all testing results of staff on file but confidential.*
 - *Reopen business only with employees who have tested negative and are not considered a contact with employee who tested positive.*
 - *Positive COVID-19 tested employees only to return after a 10-day quarantine period and after producing a negative test result.*

LOUISVILLE OPERATING VENUES SAFELY

Safety Guidelines

REFERENCES

OFFICIAL COVID-19 SAFETY DOCUMENTS

Event Safety Alliance Guide PDF

⇒ <https://www.dropbox.com/s/8f3o199sjarlkaf/2020-05-11%2BEvent%2BSafety%2BAlliance%2BReopening%2BGuide.pdf?dl=0>

Louisville Tourism Reopening PDF

⇒ [https://www.dropbox.com/s/0y28cgz22fpl8em/Tourism Venue reopening.pdf?dl=0](https://www.dropbox.com/s/0y28cgz22fpl8em/Tourism%20Venue%20reopening.pdf?dl=0)

CDC Mass Gathering PDF

⇒ https://www.dropbox.com/s/nscu7rw78ctirvi/CDC%20Mass-Gatherings-Document_FINAL.pdf?dl=0

KY Healthy at Work (KHAW) Temperature and Health Screening PDF

⇒ https://drive.google.com/file/d/1jdlwOLhPPULOaSxw4o9rItiX2gk_y1h/view?usp=sharing

CDC OFFICIAL GUIDELINES WEBSITE LINKS

CDC Guideline: Proper Way to Wear a Mask

⇒ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

CDC Guideline: Mask and Symptoms

⇒ <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

CDC Guideline: Hand Washing

⇒ <https://www.cdc.gov/handwashing/when-how-handwashing.html>

CDC Guideline: Sanitizing Work Area

⇒ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Guideline: Social Distancing

⇒ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

FDA Temperature Checks

⇒ <https://www.fda.gov/medical-devices/emergency-situations-medical-devices/non-contact-temperature-assessment-devices-during-covid-19-pandemic>

Investigating and Responding to COVID-19 Cases in the Workplace

⇒ <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/non-healthcare-work-settings.html>

ADDITIONAL SUPPORT WEBSITE LINKS

Louisville Tourism Safe Reopen Official Website

⇒ <https://www.gotolouisville.com/safereopen/>

State of Kentucky Health at Work Reopening Kentucky Official Website

⇒ <https://govstatus.egov.com/ky-healthy-at-work/>

Official CDC COVID-19 Website

⇒ <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Thank you for taking the time to read this, and please review our requirements before attending your next show or your next visit. We appreciate you working with us, and together we can provide a healthy and safe environment for everyone involved. We look forward to welcoming you back.