



## **WELCOME BACK**

### **3.3.2021 Update**

The Daryl Roth Theatre has been steadfastly researching and developing the health and safety protocols for our staff, productions, and audiences. We have established our comprehensive plan in accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Center for Disease Control and Prevention (CDC), and the New York State Department of Health (NYSDOH) for slowing the transmission of COVID-19. We have affirmed our business compliance with the New York Forward reopening guidelines, and we have taken the Stay Well NYC Pledge as an expression of our commitment to public health and safety.

COVID-19 is a new disease and almost every day scientists are discovering more about how the virus is transmitted and the best practices for containment. We will continue to look to the scientific and medical communities for guidance, as well as local, state, and national policy makers. We expect that our plans and policies will continue to evolve to address these changes.

Keeping our audiences, tenants, and staff safe is our utmost priority. Until the time that a COVID-19 vaccine is widely available, any public activity will include some inherent risk. To reduce the risk of COVID-19 infections, we must all adopt a shared responsibility for keeping each other safe through our actions both within the building and beyond. We are committed to engaging in a respectful mutual dialogue that will help us learn, grow, and support our community of staff, tenants, and audience members. Ultimately, we will learn to thrive in our “new normal” if we take good and honest care of ourselves and our patrons.

We thank you in advance for returning to the Daryl Roth Theatre and we look forward to seeing you soon.

We ask that all members of this community agree to the following policies as they are outlined in this document:

- Federal, state, and local directives
- Staying home if not well
- Use of face coverings and Personal Protective Equipment (PPE)
- Social distancing
- Hand hygiene



## **NEW YORKERS PLAN APPROVAL**

In accordance with New York State law, the Daryl Roth Theatre will affirm that we are in compliance with the New York State Phased Reopening Procedures for each of the following key activities before we resume operations for any individual activity. This Reopening Plan will serve as our New York State mandated Business Safety Plan and be made available onsite both in print and digital formats.

### **Key Activities:**

- **Venue Rentals and Facility Maintenance**
  - Daryl Roth Theatre's Certification of Commercial Building Management
  - Real Estate Guidelines
- **Offices**
  - Daryl Roth Theatre's Certification of Office Work Activity
  - New York State Guidelines
- **Live Theatrical Performance**
  - No certification is available yet for Arts and Entertainment Live Performance
  - Theatre Companies and Dinner Theaters (NAICS: 711110) are not currently allowed to reopen in New York State (8/8/2020)
- **Filming and Live Streaming of Theatrical Work**
  - Daryl Roth Theatre's Certification of Media Activity
  - Motion Picture and Video Production (NAICS 512110) - Currently permitted to operate
    - For scouting-related activities, office-related pre- and post-production activities, and construction-related pre- and post-production activities, please see and affirm the real estate, office-based work, or construction guidance
  - The following are limited to activities that can take place in an office or other setting for which there is guidance:
    - Teleproduction and Other Postproduction Services (NAICS 512191)
    - Post Production Services and Other Motion Picture and Video Industries (NAICS 512190)
    - Motion Picture and Video Distribution (NAICS 512120) - Music also complies with wholesale trade guidelines
    - Other Motion Picture and Video Industries (NAICS 512199)
- **Low Risk Indoor Activities**
  - Daryl Roth Theatre's Certification of Low-Risk Indoor Activities and Arts and Entertainment Low-Risk Indoor Activities (e.g. museums, galleries, aquariums, and historical sites)
  - Low-Risk Indoor Museum Guidelines



- Museums and Galleries (NAICS 712110) - Permitted to operate as follows:
  - Low-Risk Indoor Arts and Entertainment activities outside of New York City are permitted subject to the applicable guidelines and a 25% capacity limit
  - Retail galleries must follow retail guidance.

### General Building Information

- HVAC

Improving the ventilation of our building is an important strategy to reduce airborne transmission of COVID-19. The concentration of the virus in indoor air can be reduced by bringing more fresh outdoor air into the building and by filtering re-circulated air to remove airborne viral particles. Our theatres have 50% fresh air filtration. Additionally, to mitigate the risk of airborne infection we have installed MERV-13 filters, which will be changed monthly. The vents for the HVAC system are kept in the open position allowing for maximum fresh air flow.

UV-C technology is another method of disinfection. The Daryl Roth Theatre has installed in our air ducts a REVE Halo UV-C Air Treatment System. The system disinfects the air with ionized hydro-peroxide output to kill airborne microbials.

We have verified that our bathroom exhaust is functioning and we have added portable HEPA air purifiers.

- Touchless Experience

It is not feasible to replace our doors with automatic doors. We have placed NanoSeptic self-cleaning tape on all the handles to the bathroom, office, and theatre doors. The tape is changed every 90 days.

In the restroom, automatic touchless faucets, soap dispensers, and toilet flushers are installed.

- Cleaning

Cleaning and disinfection help reduce the chance of fomite transmission of SARS-CoV-2. Cleaning done with soap and water removes microorganisms, while disinfectant kills them. Coronaviruses are easy to disinfect on non-porous surfaces through the proper use of EPA-registered and approved disinfectants.



The Centers for Disease Control and Prevention (CDC) have published three sets of guidance that explain how to clean different types of surfaces, what products to use for disinfection, and cleaning frequencies to protect against COVID-19.

The Daryl Roth Theatre has a full-time porter who cleans and disinfects daily. High-touch areas, such as lobbies and bathrooms, are cleaned three times during a shift. Additionally, all employees are asked to help disinfect high-touch surfaces with Oxivir Tb wipes, which we have supplied. Our facility staff maintain a cleaning log that includes the date, time, and scope of cleaning and disinfection. The Daryl Roth Theatre will provide training on cleaning procedures and best practices to all parties. The CDC “Stop the Spread” one-sheet is posted on site.

- **Lobby**

In addition to the regular overnight or early morning cleaning performed by our cleaning staff, facilities and house management on site will disinfect all high-touch surfaces in public areas throughout the day and evening shifts. All handrails, countertops, and door handles will be disinfectant every few hours. Self-serve water stations and water fountains will be closed until further notice.
- **Restrooms**

The restroom will be cleaned every four hours when the building is open on normal days and more often when they are in frequent use. Disinfecting wipes will be available in the bathroom both for the user's own comfort and to increase frequency of cleaning.
- **Theatres and Headsets**

The theatres will be cleaned after each performance and overnight by our cleaning staff. The theatre chairs are power sprayed with an EPA-approved disinfectant and will be wiped down after each performance. Headsets will be cleaned and disinfectant after each use. Facilities and house management staff will disinfect all high-touch surfaces in public areas during performances.
- **Sanitization**

Sanitization stations are available at the theatre entrance and lobby area. Disposable masks are available as needed for anyone who enters the building and will be restocked by the facilities and/or house management staff throughout the day.



### **Audience Health Screening**

- A voluntary online health screening questionnaire will be emailed to guests who purchase tickets 24 hours before their performance. This questionnaire gives them clearance to enter the venue. If they do not receive a questionnaire, they will be asked to fill one out at the health screening upon arrival. If a guest fails the health screening, has a temperature of 100.4°F or higher, exhibits COVID-19 symptoms, has been exposed to someone with symptoms, or has tested positive for COVID-19 within the past 14 days, they will be asked to leave and issued a past date for their ticket.
- A member of the house staff will check in each guest and make sure we have received a health screening questionnaire, followed by a temperature check at the door of the building. A sanitization station will be available at the door of the theatre for use prior to entering the auditorium. All house staff is required to wear proper PPE.
- No record will be kept of the guest's temperature, though the Department of Health guidelines do permit recording if a guest passes or fails the temperature check if we choose to do so. If a guest believes the reading to be inaccurate, the screener may try up to three times.
- There will be a designated COVID Compliance Officer present at every performance who will be responsible for enforcing compliance with this safety plan. Guests who do not comply with safety measures will be asked to leave. Our house managers are certified as COVID Compliance Officers. In addition, all of our ushers and porters will have COVID safety training.
- Delivery personnel who will be spending less than five minutes at the venue are exempt from this screening.

### **Audience Movement Plan**

- Guests to the Daryl Roth Theatre will enter through the main lobby entrance at 101 East 15<sup>th</sup> Street and exit through the 20 Union Square doors. To avoid crowding, the front of house will not be opened until 10 minutes prior to curtain time. Before then, a socially distanced line will form outside on 15<sup>th</sup> Street just to the west of the building's glass doors.
- There will be no box office lobby, as all tickets will be purchased online and digital tickets will be required.



- Lines will be avoided whenever possible and floor markings will be placed in all common areas to ensure social distancing whenever a line is necessary. To reduce bi-directional foot traffic, we will use signage on sidewalks, lobbies, and other public spaces.
- Restrooms represent a particular challenge for all public facilities in the time of COVID-19. Guests are encouraged to use the bathroom prior to their arrival in order to avoid overcrowding. At this time the only restroom available is the single-use ADA accessible restroom on the first floor.
- Theatre seating will only be permitted in pairs that include members of the same household or party. A whole party must be present to be seated to minimize foot traffic in the theatre. However, if a guest is going to miss the event, the rest of their party may be seated.
- Seating areas where it is impossible to maintain social distancing are closed, including the lower level of the building. This includes the D-Lounge, concessions, and coat check.
- Under the Phase 4 State low-risk indoor performance regulations, auditoriums will be limited to a 25% capacity, which includes guests and employees. The Daryl Roth Theatre is a 600 persons theatre and a 376 persons gallery.

### **Communication**

The Daryl Roth Theatre's communication plan for employees and audiences will include applicable trainings, signage, and a consistent means to provide all parties with information. We may consider developing webpages, text and email groups, and social media to relay this information.

We will communicate the Daryl Roth Theatre's safety protocols and Community Agreement with audience members in five main ways:

- Messaging on our website
- Messaging on our ticket service provider's website
- Automatic confirmation emails sent when tickets are purchased
- Pre- and post-performance emails
- Signage in the building

Along with all necessary performance information, we will communicate the following Community Agreement to all guests who plan to attend a performance in our space:

- We require all guests to wear appropriate face coverings (cloth or disposable) at all times while in the building unless they have a medical condition that keeps them from doing so



- We will encourage guests to complete our health screening questionnaire and provide their contact information for contact tracing
- We will outline the audience movement plan so guests know what to expect when arriving at the theatre
- Guests should adhere to physical distancing guidelines with the exception of those in their party or household
- We will provide contact information so guests can notify us if they test positive for COVID-19 and their symptoms presented within 48 hours of being in our space, should they wish to do so
- Guests are encouraged to use the restroom prior to their arrival to reduce overcrowding

There is signage posted throughout the building encouraging guests and staff to:

- Wear a mask
- Adhere to physical distancing instructions
- Report symptoms of or exposure to COVID-19 and how they should do so
- Follow hand hygiene, cleaning, and disinfection guidelines
- Follow appropriate respiratory hygiene and cough etiquette

### **Contact Tracing**

Daryl Roth Theatre employees are required to notify their COVID Compliance Officer and direct supervisor if they receive a positive result for a COVID-19 test. Guests will be encouraged to contact the Daryl Roth Theatre with provided contact information if they test positive for COVID-19 and their symptoms presented within 48 hours of being on site.

If Daryl Roth Theatre management is notified of any positive cases, they will notify the state and local health departments and cooperate with contact tracing efforts for any potentially exposed employees and guests. Confidentiality will be maintained as required by state and federal law.

### **What to Expect**

All guests, staff, tenants, and visitors are required to wear a mask or face covering that meets CDC guidelines while at the Daryl Roth Theatre, regardless of physical distancing measures.

- Mouth and nose need to be fully covered
- The covering should fit snugly against the face without gaps
- Cloth masks should have at least two layers of fabric
- Face coverings should be secured from slipping
- Face coverings need to be cleaned or replaced when soiled or damaged
- PPE should not be shared and must be properly stored or disposed of (when applicable) in trash cans marked for that purpose



- Neck gaiters and bandanas do not meet the community safety standards

To reduce shared objects and surfaces, we will only use digital programs for our guests, which will be available by link or download.

### **Conclusion**

All the procedures listed for front of house operation are compliant with ADA requirements and the venue's emergency procedures. All cleaning and hygiene requirements listed throughout this safety plan meet CDC and EPA guidelines. This guidance is not intended to replace any existing applicable local, state, or federal laws, regulations, or standards.

As the live events industry learns to adapt to public health needs, we have to be able to trust and rely on each other to abide by ever-changing safety protocols to ensure our collective safety. By laying out this foundation for the road ahead, we hope to encourage a culture of respect as we learn and grow together.

### **Reminder:**

- Wash your hands for at least 20 seconds with soap and warm water
- Wear a mask properly
- Stand six feet apart from one another
- Follow the directional signage
- Stay home if you feel unwell
- Enjoy the show