



COVID-19 PRACTICES

SUBJECT TO CHANGE

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I. INTRODUCTION

Our community continues to take important steps to respond to the outbreak of coronavirus (COVID-19). Together with a coalition of arts and culture venues and organizations, we at Arts United believe it is our role and responsibility to prioritize the health and well-being of our audiences, participants, and staff by playing a constructive role in supporting local health officials and government leaders as they work together to contain and mitigate the virus. Through that lens, we will make decisions that are responsive to the recommendations of the Allen County Department of Health. Arts and culture organizations exist to bring people together, but we know that we need to do our part to protect our audience, employees, volunteers, friends, family members and neighbors.

Arts United remains committed to our mission in service to our community, and will continue to provide essential services for arts and cultural organizations and their employees. We know that we will reach the other side of this international crisis, and Arts United is staying focused on that outcome. When that happens, arts and culture will continue to support the positive momentum of Northeast Indiana's economy, healthcare, education, social justice, and quality of place well into the future. For now, our thoughts are with those who are ill and our community's caregivers. We wish everyone in our community the hope and peace that so often is experienced through song, dance, theatre, film, and visual art.

II. FEDERAL, STATE, AND LOCAL GUIDANCE

Arts United periodically updates the COVID-19 Practices document to reflect new guidance and directives from the following sources.

CENTERS FOR DISEASE CONTROL GUIDELINES

CDC guidelines for quarantine and isolation [can be found here](#).

CDC guidelines for masks [can be found here](#).

CDC guidelines for self-testing [can be found here](#).

INDIANA EXECUTIVE ORDERS

From April 2020 through November of 2020, the State of Indiana followed the Back on Track Indiana Plan. This plan was then transitioned on November 15, 2020 to a four-color county COVID-19 cases dashboard and metrics which informed gatherings, events, activities, and capacity guidelines as outlined in Executive Orders [20-48](#), [20-50](#) and [21-02](#).

State Executive Order [21-34](#) requires individuals to take "responsibility for their safety and the health and safety of those around them by taking appropriate preventative measures". It also recommends COVID testing for those who are symptomatic, outlines processes for individuals

who have had close contact with someone who has COVID-19, and requires individuals to follow the Indiana Department of Health isolation guidelines for those who test positive.

INDIANA DEPARTMENT OF HEALTH

The Indiana State Department of Health provides a COVID-19 Dashboard which updates daily Monday through Friday as well as an advisory state map which updates weekly on Wednesday afternoons. Advisory level refers to the current guidelines the county must follow. A county must remain at a lower Weekly Two-Metric Score for two consecutive weeks to move down to a lower advisory level.

Details about the Indiana Department of Health's County Map [can be found here](#).

The map advisory levels are:

WEEKLY 2-METRIC SCORE

- ■ Blue (0 and .5)
- ■ Yellow (1 and 1.5)
- ■ Orange (2 and 2.5)
- ■ Red (3)

Indiana State Department of Health quarantine guidelines [can be found here](#)

Additionally, in 2022 the Allen County Department of Health created a [COVID-19 Hotline at 260-449-4499](#) available Monday-Friday 8am - 4:30pm assisting with the following:

- Guidance on what to do if you were exposed to someone who tested positive
- Securing a work/school note for those with positive lab test results
- Contact tracing assistance to day cares and preschools
- Assistance with outbreaks in workplaces, on sports teams, at churches, etc.
- Guidance for those with positive results on at-home tests
- Help with finding COVID-19 testing, vaccination and treatment sites

III. ARTS CAMPUS FACILITY RESPONSE LEVELS

ARTS UNITED-OWNED FACILITIES ARE CURRENTLY AT LEVEL 2 AS OF 1/25/2022.

Arts United may engage one of the following facility response levels in response to a state or national mandate, or in the event of an emergency. In these situations, every effort is to communicate with tenants and licensees in an efficient manner any pending changes.

Applies to Arts United Owned Buildings Only

LEVEL 1: Business as usual.

LEVEL 2: Facilities are open for routine business, such as galleries, meetings, and classes, events, and public performances. Lease and license holders must comply with all federal, state, local laws and ordinances and Arts United's health and safety guidelines. Lease and license holders may also establish their own additional health and safety guidelines for their programs and activities. Facility hours may be coordinated around booked activities.

LEVEL 3: Facilities are closed for events and public performances, but open for routine business, such as galleries, meetings, and classes. Lease and license holders must comply with all federal, state, local laws and ordinances and Arts United's health and safety guidelines. Lease and license holders may also establish their own additional health and safety guidelines. Lease holders may be required to self-monitor activities and limited building access hours may be necessary.

LEVEL 4: Facilities are closed to the public (no galleries, classes, camps, rehearsals, meetings), but employees of Arts United and lease holders can access offices as needed with their keys and security codes. Most employees are encouraged to work from home. Limited building access hours will be in place for security purposes.

LEVEL 5: Facilities are completely closed to all people except for Arts United maintenance, security, and other essential activities. There will be limited or no access to administrative offices for other staff.

At facility levels 2-4 Arts United will coordinate building access, capacity limits, and hours of operation around activity levels of lease and licenses holders.

When required by the Allen County Department of Health and/or the State of Indiana, lease and license holders which present public gatherings and events in facilities owned by Arts United must, jointly with Arts United, apply for a Gathering and Events Plan Review.

IV. GUIDELINES FOR ALL INDIVIDUALS WHEN ALLEN COUNTY IS BLUE, YELLOW, OR ORANGE

- **MASKS**
Individuals ages 3 and older are requested to wear a mask or face covering that covers both the nose and mouth and meets or exceeds the [guidelines established by the CDC](#).
- **HAND-WASHING**
Wash or sanitize your hands frequently. Sanitizing stations are placed throughout Arts United-owned facilities.
- **SOCIAL DISTANCING**
When possible, please maintain a 6-foot distance from individuals who are not in your household.
- **STAY HOME IF YOU'RE SICK OR HAVE TESTED POSITIVE FOR COVID-19**
Follow [guidelines for quarantine and isolation established by the CDC](#).

V. GUIDELINES FOR ARTS UNITED EMPLOYEES



ARRIVAL AND DEPARTURE

When Allen County is at a Red Advisory Level, Arts United employees are required to “scrub in” to the facility upon entry by utilizing hand sanitizer or by washing their hands.

When Allen County is at a Red Advisory Level, Arts United employees are encouraged to leave the facility in the same path from which they entered unless specific venue entrance and egress information has been posted and communicated.

When Allen County is at a Red Advisory Level, inter-facility travel is allowed when it is considered business-critical.

Employees are responsible for cleaning their own workspaces. Arts United should provide appropriate cleaning materials.

MASKS REQUIRED

Arts United employees working events in public spaces are required to wear a mask.

Arts United employees must wear a mask when they cannot be socially distanced and whenever they are passing through Arts United facilities or common spaces. Employees may remove their masks when they are at their desk, behind a plexiglass barrier, or working alone in a space (such as cleaning and maintenance.)

Fully vaccinated employees may choose to remove their masks during small group meetings and/or when working in close proximity to other employees. Unvaccinated

employees must wear masks during small group meetings or when working in close proximity to other employees. As a common courtesy, if anyone in the meeting expresses discomfort with removing masks, please respect their wishes and wear a mask.

When Arts United employees gather for in-person staff meetings, masks are required regardless of vaccination status. Department Heads may choose to implement the same requirement for in-person department meetings.

VIRTUAL AND IN-PERSON MEETINGS

When meetings are conducted virtually by Zoom (or similar system), employees should use the video feature to make communication as personal as possible.

When Allen County is at a Red Advisory Level, in-person meetings should be conducted in spaces which allow for appropriate social distancing. The size of the room will determine the size of the meeting. Shared and common spaces will have social distancing capacity signs posted. For example, the Auer Center Conference Room may only accommodate a meeting of 8-10 individuals.

If using a common space or shared room for any length of time, the meeting organizer is required to wipe down all tables and chairs before and after each meeting, as well as any common-touch surfaces such as remote controls, power cords, light switches, door handles, etc. Disinfectant spray bottles and paper towel are provided in each of the common and shared spaces for this purpose.

COMMON AREAS AND RESTROOMS

Masks must be worn by Arts United employees when they are using or passing through any of the common or shared spaces including lobbies, hallways, restrooms, elevators, and greenrooms, auditoriums, technical spaces, or within 6 feet of another person.

Social distancing indicators are installed in common spaces. Social distancing capacity signs are posted in lobbies, shared rooms, and common areas and tenants and licensees are asked to enforce these capacities with their guests and participants.

The Arts United Maintenance Staff will regularly disinfect restrooms and common areas throughout the day but will not be able to do this after each use.

Modifications may be made to remove furniture and define boundaries to encourage social distancing.

VACCINATIONS

Arts United strongly encourages all employees to stay up-to-date on COVID-19 vaccinations. Scientific data shows that vaccinated and boosted individuals fare better than unvaccinated individuals if they are infected by the COVID-19 virus.

According to the CDC, individuals who are not up-to-date on COVID-19 vaccinations and are exposed to COVID-19 should stay home and quarantine for at least 5 days. Individuals who are fully vaccinated and boosted do not need to quarantine unless they develop symptoms.

Beginning in January 2022, in order to encourage all employees to be fully vaccinated, Arts United will pay full-time employees \$200 and part-time employees \$100 when they provide proof of vaccination and booster. This is not a vaccine mandate.

VI. GUIDELINES FOR LEASE AND LICENSE HOLDERS

Lease and License holders should identify a COVID-19 response manager who is empowered to interface with Arts United on venue policies and procedures and enforce those practices with his/her organization's visitors, participants, patrons, volunteers, and guests.

Lease and License holders must comply with all federal, state, local laws, and ordinances as well as Arts United's health and safety guidelines.

Lease and License holders should also establish their own additional health and safety guidelines and practices for COVID-19 and communicate them in writing to Arts United's COO. The guidelines and practices should align with recommendations from the CDC and the Allen County Department of Health.

VII. ADDITIONAL GUIDELINES WHEN ALLEN COUNTY IS RED

ALLEN COUNTY IS CURRENTLY RED, AND THESE GUIDELINES ARE IN EFFECT AS OF 1/25/2022.

The following guidelines supersede all other Arts United guidelines and those produced by lease and license holding organizations, and are put in place when the Indiana Department of Health gives Allen County a "Red" Advisory Level. The purpose of these additional guidelines is to protect Arts United staff and limit the possibility that their exposure to COVID-19 disrupts service to lease and license holders. The state dashboard can be found at <https://www.coronavirus.in.gov/indiana-covid-19-dashboard-and-map/> and is updated weekly on Wednesday.

1. Masks are required for all employees, volunteers, performers, and patrons when they are in Arts United's facilities in all common spaces (lobbies, hallways, restrooms, green rooms, etc.) and licensed spaces (Ian Rolland Gallery, ArtsLab, Arts United Center Auditorium, Arts United Center Rehearsal Halls, etc.). Arts United will post signage at building entrances. Lease and license holders are required to communicate the mask requirement to their patrons and participants when in effect. Mask exceptions include the following:
 - a. Performance-based activities like playing an instrument, dancing, or singing when other controls are in place for performers (i.e. social distancing, proof of vaccination and/or weekly testing requirements).

- b. Lease-holders are permitted to create their own mask guidelines for their leased space (such as their office space).
2. During public events and performances, Arts United will offer masks at no charge to patrons/participants and may hire security to protect staff as they enforce mask requirements. For organizations that present full seasons in the Arts United Center or PPG ArtsLab (Resident Organizations), these expenses will be absorbed by Arts United. For all others, these expenses will be passed on to the licensee.
3. All venue licensees are required to have written COVID-19 policies AND must appoint an individual to be present at all activities (auditions, rehearsals, classes, performances, or meetings) who can communicate and enforce the licensee's COVID-19 policies as well as Arts United's mask requirement when Allen County is Red.
4. Arts United **strongly recommends** that licensees who require backstage staff and performers to work for extended periods of time in close proximity take additional steps to minimize the risk of the transmission of COVID-19 at their own expense. These protocols should be communicated to Arts United prior to the performance. If appropriate protocols are not put in place by the licensee, Arts United will take steps to protect its staff by limiting their exposure to the licensee's backstage staff and performers including social distancing, working behind barriers, and working from alternate spaces or during alternate times. Methods that the licensee may take to minimize the risk of transmission include:
 - a. Mask requirements;
 - b. Proof of up-to-date vaccination prior to entry;
 - c. Routine testing and/or proof of negative test prior to entry; and
 - d. Social distancing and/or the separation of groups of performers.

VIII. NOTIFICATION PROTOCOL FOR A CASE OF COVID-19

The Lease or License holder's COVID-19 response manager or executive director should communicate any known or suspected cases of COVID-19 to Arts United:

Step 1. If somebody has tested positive for COVID-19 or is believed to have COVID-19, the Chief Executive or COVID-19 response manager should communicate the following to the Arts United President and/or Arts United COO:

- An employee, volunteer, student, or participant has notified us that they have symptoms of/tested positive for COVID-19. (Arts United does not need to know the name of this individual.)
- This individual is being isolated until: _____.
- This individual was last in <<FACILITY>> on <<DATE>>. These are the areas of the facility that the individual has been in: _____.
- Employees, volunteers, or participants within my organization have (or have not) been notified that they may have been exposed to COVID-19 according to my organization's communication policies and procedures.

Step 2. Arts United President or Arts United COO will communicate the following information to the Executive Director of other users of the Facility where an ill individual has reported symptoms of COVID-19.

“An individual who has recently been in <<FACILITY>> has reported symptoms of COVID-19. This individual’s last entry in the <<FACILITY>> was <<DATE>>. This individual has been isolated. Additional janitorial procedures have been put in place.”

Step 3. Arts United President or COO communication to Arts United Maintenance Department

- Location to be disinfected: _____.

Arts United will also notify Lease and License Holders if an Arts United employee has tested positive for COVID-19.

IX. LIMITED FACILITY ACCESS AND SOCIAL DISTANCING

LIMITED ACCESS

Under facility response Levels 3-4, Arts United-owned facilities may operate with limited hours to the public. Arts United will communicate with Lease and License holders when facilities are limited or restricted.

When access to facilities is limited, Lease and License holders should communicate any activities or meetings which require use or access to the facility outside of the established office hours. The purpose for this coordination is janitorial sanitization scheduling and the need for an evening security sweep of each building and the arming and disarming of the building security systems.

ARTSTIX COMMUNITY BOX OFFICE

The ArtsTix Community Box Office will have on-site operation for walk up service during facilities response Levels 1 and 2. Social distancing markings will be installed outside the box office and contactless transactions will be strongly encouraged. On-site box office operation is subject to modification for facilities response Levels 3-5.

Under facilities response Levels 3-4, lobbies and common areas will be restricted to the number of individuals who can be appropriately distanced. The Auer Center lobby, for example, can accommodate up to 17 individuals.

ARTS UNITED CENTER AND PARKVIEW PHYSICIANS GROUP ARTSLAB

Arts United and Licensees must adhere to local, state and federal regulations and mandates imposed on facilities, events, performances, and audience capacities.

Licensees must complete and return a mask and social distancing form provided with their license agreement to notify Arts United of their mask requirements or socially distanced seating requirements. Arts United reserves the right to modify standard operating procedures for performances and events to provide a safe working environment for Arts United staff.

When COVID-19 mandates from local, state, or national authorities are in place, the Allen County Department of Health may be consulted prior to an event. If a Licensee is required to obtain a review, approval, or waiver from the Allen County Department of Health for its event, Arts United must receive a copy prior to submission and receive a copy of the final approval by the Health Department.

Arts United will continue to implement enhanced janitorial and barrier processes for the Arts United Center and Parkview Physicians Group ArtsLab.

Socially distanced capacities for each of the licensable Arts United spaces are available and posted in each area.

Production modifications may be necessary to mitigate COVID-19 exposure to casts, crews, staff, volunteers, and others. Licensees may refer to the *COVID-19 Technical Theatre Supplement* and the *COVID-19 Production Planning Supplement*

Social distanced seating arrangements have been drafted for the Arts United Center and the Parkview Physicians Group ArtsLab and are available for use by Licensees.

ARTS UNITED CENTER AUDITORIUM SOCIAL DISTANCING EXAMPLE PLAN

This plan assumes all seating will be reserved seating. Social distancing maximum capacity is 174-180 but may decrease dependent on different seating configurations, purchased ticket groupings, and stage capacities change.



STAGE

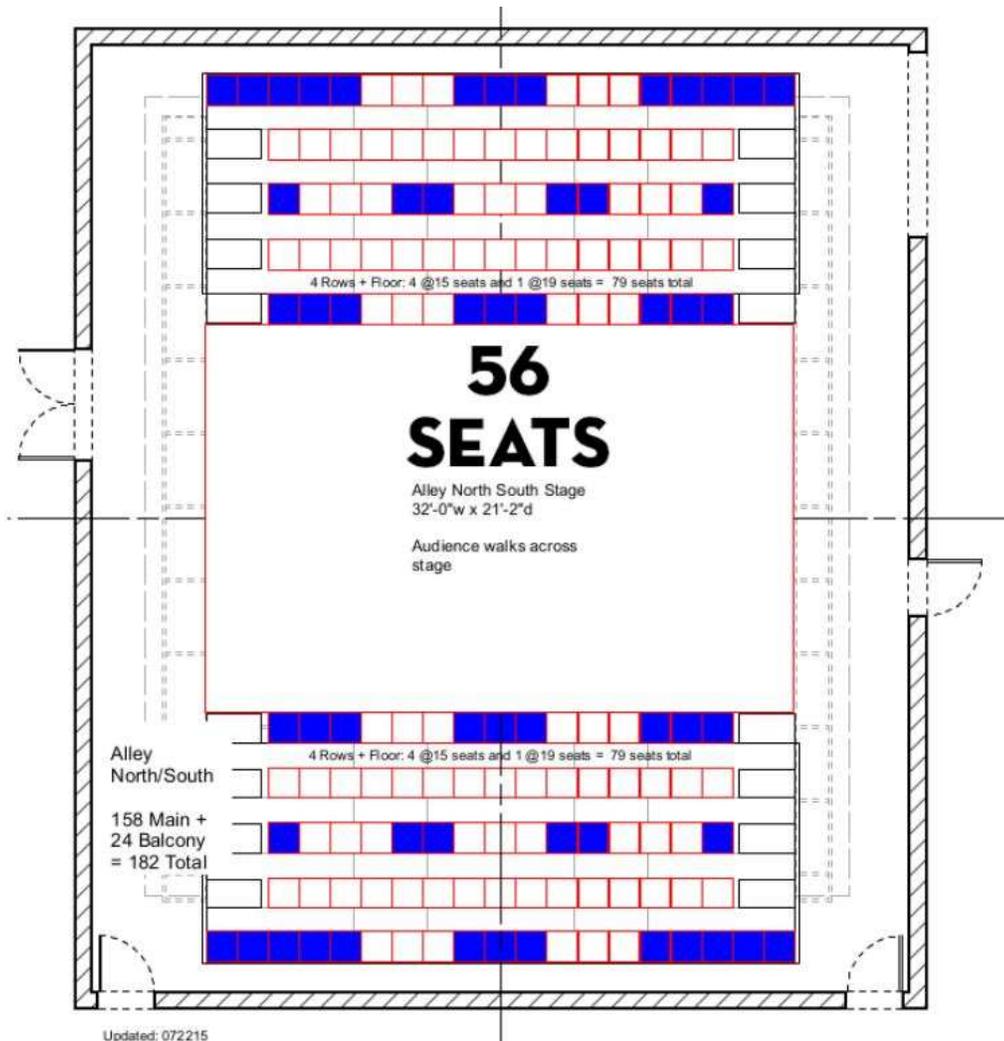
Companion Seating
Wheelchair Seating (not a physical chair)

659	Original Venue Capacity
164	Available seats not marked in red
* includes 4 wheelchair spaces	

ARTSLAB AUDITORIUM SOCIAL DISTANCING EXAMPLE SEATING PLAN CAPACITIES

These seating plans change the venue seating from general admission to reserved seating only and capacities may slightly increase or decrease on groupings of tickets sold or stage production needs. Cast/crew capacities vary depending on configuration, please inquire with the Arts United Technical Director for specifics.

Configuration	Original Capacity	25% Capacity	Social Distancing Capacity
Thrust	178	45	57
Alley North/South	158	40	56
In the Round	134	34	56
Corner Straight	173	43	54
Corner Angle	173	43	54
Proscenium	154	39	43
Alley East/West	128	32	40



Alley North/South