

Entertainment Venue COVID-19 Safety Plan Risk Assessment Tool

The purpose of this tool is to assist the City of Milwaukee Health Department (MHD) while reviewing a venue’s COVID-19 Safety Plan during the COVID-19 pandemic. The venue’s COVID SAFETY PLAN must address all the items listed below and must be included with the submission of this document to be considered. Any item that does not pertain to your establishment please enter as “N/A”. It will be handled in the order it was received. It is important for the City of Milwaukee Health Department and other partners to work together to determine what is feasible, practical and acceptable given the unique needs and circumstances of the local community. Maintain regular communication about transmission in your area and adjust operations accordingly. Submission of Safety Plan does not guarantee approval by Milwaukee Health Department.

This tool covers key areas that must be addressed:

Workplace policies and practices to protect employee health, measure to ensure physical distancing, measures to ensure infection control, patron areas, facility considerations, measures that communicate to the public.

NOTE: This safety plan does not include on-site cafes, bars, restaurants or dining options. A separate safety plan would need to be submitted for the operation of those within your establishment.

I. General Information <i>(Completed by the Venue)</i>	
Public health orders about venue closures may come from the Governor’s Office , Wisconsin Department of Health Services, and/or Local Health Departments	
Contact Name: _____	
Establishment Name: _____	
Establishment Address: _____	
Phone Number: _____	
Email Address: _____	
1. Include an employee roster with birthdates. Update upon request	
2. Total number of staff employed at the venue:	
3. Total number of volunteers at the venue:	
4. Establishment occupancy limit provided by the City of Milwaukee Department of Neighborhood Services:	
5. Banquet or conference rooms available	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Catering Service	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Bar available	<input type="checkbox"/> With table seating <input type="checkbox"/> Without table seating
8. MHD Approved COVID- 19 Safety Plan for bar or restaurant areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No

II. COVID-19 Safety			
	<i>Operator: Provide the page # in your COVID Safety Plan that the element is addressed</i>	Official Use – to be completed by City of Milwaukee Health Department	
Elements addressed		Approved (X)	Not Approved (X)
9. COVID-19 Employee Health Reporting Agreement reviewed and signed by all employees. All employees should be health screened prior to each shift. Provide a copy of employee health screening document.			
10. Workers are provided information on employer or government-sponsored leave benefits that the employee may be entitled to receive, which would make it financially easier to stay at home, including employee’s sick leave rights under the Families First Coronavirus Response Act			
11. Safety plan includes protocol for contact tracing of positive cases.			
12. In the event that the owner, manager, or operator knows of two (2) or more cases of COVID-19 in the workplace within a span of 14 days, the employer must report the outbreak to the City of Milwaukee Health Department at 414-286-3674. Address in your plan.			
13. Have a response plan for sick performers, staff, volunteers: <ul style="list-style-type: none"> • Identify a place where sick staff members or volunteers can be safely isolated. • Disinfect the area and any materials handled by a sick performer, staff, volunteer 			
14. Employee face coverings are to be worn over nose and mouth. If a person does not have a mask, a clean face covering shall be provided at no cost to the employee/performer/volunteer. Vendors must also wear a mask while at facility.			
15. Establishment is responsible for ensuring patrons wear face coverings in accordance with the City of Milwaukee’s guidance on mask policy. This applies to all adults and to children over the age of 3. Exemptions are made only for medical conditions or religious reasons. Policy in place for how to handle noncompliance.			
16. Employees are directed to ensure hand hygiene practices, including hand washing, use of hand sanitizer and proper glove use, are adhered to. Hand sanitizer provided throughout public and employee spaces. Restrooms are continually stocked with soap and paper towels. Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.			

<p>17. Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet distance between employees can be maintained any area where breaks are taken. Employees are prohibited from eating or drinking anywhere inside the facility other than designated break areas.</p>			
<p>18. Measures to ensure physical distancing are adhered to where customers or employees are in a queue or line. This includes restrooms, host stands, ticket booths, gift shop, valet drop off and pick up, waiting areas, and any other areas where customers congregate.</p> <ul style="list-style-type: none"> • Placing tape or other markings at 6-foot intervals in any area where members of the public form a line or stand. • Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another. 			
<p>19. Technology solutions, where possible, have been implemented to reduce person-to-person interaction; mobile ordering, text on arrival for seating, contactless payment options.</p> <p>Cashless transactions are encouraged. If reasonable for the facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.</p>			
<p>20. Design interaction between patrons, delivery drivers and employees to allow for physical distancing. Interactions between staff and patrons are limited to a maximum of five minutes per occurrence where possible.</p> <p>Install physical barriers such as partitions or Plexiglas at registers, box office, etc. where maintaining physical distance of six feet is difficult.</p>			
<p>21. Physical distancing protocols should be used in any office areas, back stage, break rooms, loading zones, or other high density high-traffic employee areas.</p> <ul style="list-style-type: none"> • Incidental contact is to be expected, however, the goal is to limit this contact to less than 15 minutes, and the employees must always wear their face coverings • Establishment has developed and implemented strategies to support physical distancing (i.e. spacing of ticket takers) 			
<p>22. EPA-registered, hospital-grade disinfectants with an emerging viral pathogens claim* against SARS-CoV-2 are available to allow for frequent cleaning of high-touch surfaces and shared equipment.</p> <ul style="list-style-type: none"> • Name and number of EPA-registered disinfectant(s) used: <hr/> <ul style="list-style-type: none"> • Disinfectant Contact Time: _____ • EPA-registered disinfectants are prepared and used in accordance with label instructions. 			

<p>23. For indoor performance venues, intermission should be eliminated, unless necessary, or addressed in the sense that patrons must remain in their seats while the set is being changed, etc.</p>			
<p>24. Customers arriving at the site with children must ensure that their children stay next to the parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.</p>			
<p>25. For performances involving singing or brass or wind instruments, special distancing must be followed:</p> <ul style="list-style-type: none"> • At least 10 feet between performers • At least 25 feet between performers and first row of the audience <p>Plexiglass barriers cannot be used to reduce required distance between performers or between performers and the audience</p>			
<p>26. A cleaning and disinfection plan for high-touch customer surfaces and access areas has been developed and is followed.</p> <ul style="list-style-type: none"> • Common areas and frequently touched objects related to customer pickup and payment (e.g. tables, doorknobs or handles, credit card readers, counters, etc) are disinfected on an hourly basis during business hours using EPA approved disinfectants. • All payment portals, pens, and styluses are disinfected after each use. 			
<p>27. Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly/after each performance. A log is kept to monitor completion wherever possible.</p>			
<p>28. Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.</p>			
<p>29. Sharing of props, costumes, instruments, and other equipment is discouraged. A cleaning and disinfection plan for high-touch shared staff surfaces and access areas has been developed and is followed.</p> <ul style="list-style-type: none"> • Audio equipment, microphones, stage props 			
<p>30. Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.</p>			
<p>31. Hand sanitizer and trash cans are available to the public at or near the entrance of the facility. Trash cans should be touchless or foot activated.</p>			
<p>32. A sign notifying customers to wear a face covering is posted at all entrances.</p>			

33. Signage is posted that reminds the public to maintain physical distancing of six feet, wash hands and use sanitizer upon entry into an establishment, and to stay home if they are ill or have symptoms consistent with COVID-19.			
34. Cancellation policy should include full refund for patrons who cannot attend due to illness or symptoms.			
35. Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies in regard to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.			
36. Employee assigned to ensure all safety plan protocols and guidelines are adhered to by staff and patrons.			
37. A copy of your COVID-19 Safety Plan is available upon request.			