

Bloomington Center for the Arts COVID-19 Safety & Preparedness Plan

August 24, 2020

The Bloomington Center for the Arts COVID-19 Safety & Preparedness Plan (“Plan”) is to be used in conjunction with the City of Bloomington’s COVID-19 Safety & Preparedness Plan, dated May 22, 2020. Specific policies related to the operations of the Bloomington Center for the Arts are included herein and have been developed in conjunction with the City of Bloomington’s COVID-19 Response Team. The goal of this Plan is to continue to provide responsive and high-quality services in a collaborative way while mitigating the potential for transmission of COVID-19. The City has used its best efforts to include best practices and procedures for recreational facilities as set forth by the Minnesota Department of Health (MDH), Centers for Disease Control and Prevention (CDC), and the Minnesota Department of Natural Resources (DNR). Contents of this Plan and continued operations of the Bloomington Center for the Arts are subject to change at the sole discretion of the City of Bloomington.

General Operations Plan

- Unless otherwise exempted or not recommended by local, state or federal guidance, all persons entering Bloomington Civic Plaza and the Bloomington Center for the Arts will be required to wear a face mask for the time that they are present in the building. Facility Users/Renters must notify their participants of this requirement and ask that they bring their own cloth face masks. Facility Users/Renters are also encouraged to have a supply of disposable face masks that they can hand out to participants in the event the participant does not have their own cloth face mask.
- All persons entering the building are expected to maintain appropriate social distance from others while in the building. Facility Users/Renters and participants should not gather in close groups, hallways or other confined areas.
- Participants NOT responsible for setting-up and taking down for a rental/reservation should not enter the building more than 10 minutes before the activity is scheduled to begin. Upon entry into the building, participants will proceed to check-in for the activity at the Information Desk located across the hallway from the Inez Greenberg Gallery. Participants are asked to leave the building within 10 minutes of completion of the activity.
- Hand sanitizing stations are located at both main entrances to the Bloomington Center for the Arts and the adjacent entrances to the Civic Plaza. It is recommended that all visitors wash their hands with soap and water or sanitize their hands frequently throughout the day for at least 20 seconds. Bloomington Civic Plaza is equipped with restroom facilities which will be thoroughly cleaned by cleaning staff at the end of every day. The City’s Facility Maintenance staff will also clean “high touch” surfaces in the public areas of

both Bloomington Civic Plaza and the Bloomington Center for the Arts periodically throughout the day, Monday through Friday.

- Facility Users/Renters are required to clean all areas they use, i.e. classrooms, galleries, theater spaces (including backstage areas), meeting rooms, etc., not generally open to the public prior to use, in between each use, and also periodically throughout the day.
- Each Resident Arts Organization and any Facility User/Renter will be required to have a COVID-19 operations plan in place that will require participants in their programs to adhere to all of the requirements of the City of Bloomington and the Bloomington Center for the Arts' COVID-19 Business Plans.
- Each Resident Arts Organization and any Facility User/Renter must require its employees, volunteers and participants to stay home if they are feeling ill, and must have a documented means of sending employees, volunteers and participants home if they come to Bloomington Civic Plaza or the Bloomington Center for the Arts when they are exhibiting symptoms of COVID-19. Signage has been posted by the City of Bloomington reminding visitors to not enter City facilities if they are exhibiting any of the known symptoms of COVID-19.
- All Facility Users/Renters will be asked to provide a phone number or email address for contact purposes in case of a reported infection. Failure to provide this information will not disqualify the Facility User/Renter from using the Center for the Arts facilities.

Facility Use Plan

- All Facility Users/Renters must have a current, signed Facility Rental Agreement or contract on file with the City. Payment, via credit card, must be made at the time the rental/reservation is accepted. No cash, check or credit card will be taken by any staff other than the Bloomington Center for the Arts Manager, or the Parks and Recreation Department Registrar, unless previously agreed upon and approved. Credit card payments can be made by calling the Parks and Recreation Department at 952-563-8877.
- Facility Users/Renters using spaces at the Bloomington Center for the Arts are currently limited to the occupancy limits in the Occupancy Limits section below. Please note, these limits may be changed at the sole discretion of the City.
- All Facility Users/Renters must identify the number of participants for each event at the time the facility is being reserved to ensure that the adequate space is being used/rented for the event. Once the reservation is booked, the number of participants in the activity CANNOT exceed the original estimated number. Facility Users/Renters are responsible to ensure that they have reserved a room of an appropriate size for the activity.
- When scheduling a rental/reservation, Facility Users/Renters must identify the amount of time needed for setup and take-down for each reservation. This additional time will be factored into the total time needed in between rentals/reservations to ensure enough time for transitioning and cleaning of the room(s).
- Upon entry of the Bloomington Center for the Arts, Facility Users/Rental group coordinators and all participants are expected to check in with Art Center staff stationed at the Civic Plaza Information desk located across from the Inez Greenberg Gallery. Art Center staff will direct visitors to the appropriate room for the activity and notify them if there is an adjacent waiting area that they should use for the duration of the activity.

- Upon entry, and after checking in with Art Staff, Facility Users/Renters and all participants will go directly to the reserved/rented room(s), or adjacent waiting area(s) assigned. Upon completion of the activity, all participants will promptly leave the area so that the area can be properly cleaned before the next use. Should an individual participant be scheduled for more than one program in the building, they will be directed to an assigned adjacent waiting area until they are allowed into the next program or activity.
- Users/Renters will maintain a listing of all participants registered for a specific activity and will provide the listing to the Bloomington Center for the Arts, or the City of Bloomington, for contact purpose in the case of a reported infection.
- Doors should be propped open to enhance airflow so long as noise doesn't become an issue.
- Breaks should be taken in the space that is being rented, or the waiting area immediately adjacent to the space. However, if participants need to move about the building, the following guidelines must be followed:
 - A minimum of 6 feet social distancing between people must be maintained at all times when moving through the building.
 - Take turns, and space yourself out appropriately, when walking through doorways. Do not gather closely in hallways, restrooms or other small areas.
 - Please stand at least 6 feet away from service counters if possible.
 - Face coverings are mandatory when moving through the building.
- It is the responsibility of the Facility Users/Renters to supervise the participants of the activity and to assure that they are following the policy and procedures set forth in this Plan. Failure of any participant to abide by the policies and procedures set forth in this Plan will result in the revocation of the Facility Users/Renters permission to use/rent space in the Bloomington Center for the Arts and all of its facilities adjacent there to, until further notice.
- There will be a minimum of 30 minutes between reservations to allow for the transitioning between groups and cleaning. For larger rental spaces, additional time may be allocated.

Cleaning Protocols:

- The City's contract cleaning company will clean restrooms and public areas of Bloomington Civic Plaza and the Bloomington Center for the Arts, as well as classrooms and meeting spaces in the Bloomington Center for the Arts on a daily basis. The City's Facility Maintenance staff will also clean "high touch" surfaces in the public areas of both the Bloomington Civic Plaza and the Bloomington Center for the Arts periodically throughout the day, Monday through Friday.
- Because the Bloomington Center for the Arts staff cannot guarantee, that all Renters/Facility Users or participants have properly sanitized the spaces they have used or touched during their use of the space, all Renters/Facility Users must take time to wipe down all table surfaces, counters, sinks, chairs, presenting equipment (white boards, dry erase markers, erasers, etc.) and door knobs with a disinfecting agent before any participants are allowed to enter the space. Please allow for this additional setup/cleaning time before your meeting.

- Upon completion of the use of the space, the Renter/Facility Users must wipe down all counter tops, cabinet handles, sink, table surfaces, door handles and furniture with a disinfecting agent before leaving. Facility Users/Renters and participants are expected to pick up/clean up after themselves.
- Cleaning supplies will be kept at each service counter, meeting room, rehearsal hall and classroom/studio space. If additional supplies are needed, please notify the Information Desk located across from the Inez Greenberg Gallery.
- All trash must be disposed of in the appropriate trash receptacles and there should be no items left in any of the rooms after a rental/reservation is finished. Failure of any participant to remove trash as set-forth in this Plan will result in the revocation of the Facility Users/Renters permission to use/rent space in the Bloomington Center for the Arts and all of its facilities adjacent there to, until further notice.
- Any furniture moved during the rental should be “reset” before you leave in accordance with studio furniture maps located on the walls in these specific spaces.

Drop Off/Pick Up of Participants

- Participants who are dropped off at the main doors of the Bloomington Center for the Arts should not enter the building more than 10 minutes prior to the start of their reserved gathering, meeting or program time. It is requested that you leave, and are out of building, within 10 minutes of the end of the program.
- Participants should be picked up on the northwest and northeast entrances of the building. Loitering is not allowed in either the building or parking lots. Please be timely with your pick up so participants and visitors are not waiting very long outside the Bloomington Center for the Arts.

Caregivers/Guardians/Parents

- ~~One Caregiver/Guardian/Parent may accompany a participant under the age of 10 into the building to assist the participant in the check-in procedure. At this time, it is not recommended that siblings (of the participant) enter the building while the caregiver/guardian is inside assisting the participant.~~
- Caregivers/Guardians/Parents that accompany a participant(s) in the building must wear face masks and maintain proper social distancing for the entire time they are while in the building.
- At this time, it is not recommended that siblings (of the participant) enter the building while the caregiver/guardian is inside assisting the participant. accompany the participant, however, if siblings do accompany the participant, Caregivers/Guardians/Parents are responsible to assure compliance of all non-participants for the duration of the activity with the Bloomington Center for the Arts and City of Bloomington’s COVID-19 Safety and Preparedness Plans. Children between the ages of 2 and 5 are encouraged to wear a face mask, but are not required to wear a face mask.
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Food Policy

Unless hosting an all-day event, Facility Users/Renters and participants/attendees are encouraged to not bring food into the building. The Bloomington Center for the Arts Manager must approve all requests to provide food as part of the activity/rental. If food is allowed, the following requirements must be followed:

- All participants/attendees should wash/sanitize their hands for a minimum of 20 seconds before eating.
- Any food/beverages offered should be individually packaged. Multiple people should not share any food containers or food/beverage items.
- Social distancing of a minimum of 6 feet between people must be maintained.
- Face coverings can be taken off during food breaks (if social distancing of 6 feet is maintained) but need to be put back on immediately after the break is over.
- If a space is too small for 6 feet of social distance between participants, people may need to use an adjacent space, approved by the Bloomington Center for the Arts Manager to allow for appropriate distancing between people on break.
- All leftover food/beverage containers must be removed from the room, when the gathering, meeting or program is finished. Any items left in the space will be discarded.
- Facility Users/Renters are responsible for removal of all trash from the room(s). Trash and recycling from food breaks should be placed in the appropriate trash and recycling receptacles placed throughout the Bloomington Center for the Arts. Additional trash and recycling receptacles can be requested prior to an event by contacting the Bloomington Center for the Arts Manager. Failure to remove trash from the room(s) may result in an additional cleaning charge assessed to the Facility User/Renter, as determined by the Bloomington Center for the Arts Manager, or denial of future requests to provide food for events.
- Any tables, chairs, adjacent areas where food may be consumed must be cleaned after the break by the Facility User/Renter. If the area cannot be cleaned immediately, the Facility User/Renter must notify the Bloomington Center for the Arts Manager so that the area can be blocked off until cleaning can be completed.

Occupancy Limits

The occupancy limits listed below set-forth the maximum number of participants that can be located in the identified space. Please note: the maximum number of participants includes meeting hosts, coordinators, presenters, participants, technical support, actors/actresses and attendees, as well as any parents/guardians or spectators/patrons. While attending any event at the Bloomington Center for the Arts, including use/rental of any indoor and outdoor spaces, participants are required to wear appropriate face coverings, unless otherwise exempted, and to maintain a minimum of 6 feet of social distance between themselves and other participants or facility users.

Indoor Spaces:

- **Meeting Rooms and Class Rooms:** Unless otherwise listed below, a maximum of 10 participants will be allowed in any indoor Bloomington Center for the Arts meeting room or classroom.

- Dance and Rehearsal Studios: A maximum of 10 participants will be allowed in either the Dance or Rehearsal Studios.
- Black Box Multi-Use Space and the Schneider Theater: If the Black Box Multi-Use Space is being used as a meeting space, a maximum of 12 participants will be allowed at any given time. If the Black Box Multi-Use Space is being used as a theater, a maximum of 20 people will be allowed at any given time. For any use of the Schneider Theater a maximum of 80 participants will be allowed.
- Gallery Spaces: The maximum capacity for the Inez Greenberg Gallery is 15-20 participants (depending on the setup of the exhibition furniture), provided that 6 feet of social distance can be maintained between participants. Signs will be posted outside the gallery identifying the number of maximum visitors in this space at one time. The Atrium Gallery is a hallway viewing space where 6 foot social distance between participants must be maintained.
- Green Room (Backstage): A maximum of 2 people can be in the Green Room at any one time. The door to the hallway should be left open at all times for increased air flow.
- Makeup/Dressing Rooms (Backstage): A maximum of 6 people can be in the Makeup/Dressing Rooms at any one time.
 - The City recommends that students, instructors and performers come already dressed and ready for classes being held in the rehearsal halls or studios so there is limited, or no use, of the dressing rooms. Not using the dressing rooms areas will cut down on cleaning requirements for your staff.
- Laundry Room (Backstage): Only 1 person is allowed to be in the Laundry room at any one time. The door to the hallway should remain open if possible, for increased air flow.
- Loading Dock (Backstage): All users must maintain a 6 foot social distance from any other participants in the area. When receiving a delivery, unloading/loading in props and set pieces, please be sure to remove them from the loading dock to their designated location quickly. This will minimize issues with space, equipment use and multiple users in this area. Face masks need to be worn when using the Loading Dock.
- Scene Shop (Backstage): All users must maintain a 6 foot social distance from any other participants in the area. Face masks must be worn when working in the Scene Shop.
- Public Areas: Participants, attendees, spectators or parents/guardians of any participant are expected to maintain a 6 foot social distance between other people in the building.
- Adjacent Waiting Areas: Each rental space will have a dedicated waiting area adjacent to the gathering, meeting or program space. Participants are expected to sit only in approved spaces on chairs or benches, while waiting for their rental to start in order to maintain a minimum of 6 feet of social distance between themselves and other participants.

Outdoor Spaces:

The maximum number of participants allowed in any Outdoor Space at the Bloomington Center for the Arts, including the use/rental of the Outdoor Amphitheater or Patio Spaces, and their adjacent outdoor areas is 25 participants. Participants are expected to maintain a 6 foot social distance between themselves and others, and unless otherwise exempted, to wear appropriate face coverings if said social distance cannot be maintained.