



PLAN TEMPLATE FOR OUTDOOR ARTS AND MUSIC FESTIVALS AND PERFORMANCES

April 14, 2021

To open to the public under the current COVID-19 pandemic in furtherance of the requirements of the Stay-Safer-at-Home Order C19-07, as amended from time to time, organizers hosting outdoor performances (including art, music, theater, movies) in San Francisco must comply with the following health and safety requirements and conditions:

Plan Requirement:

- At least one week prior to the first performance, each outdoor performance organizer must submit a proposed Health and Safety Plan to the San Francisco Department of Public Health (SFPDH) at healthplan@sfcityatt.org. The outdoor performance organizer must also make the plan available to the public on its website on a permanent URL and at its facility. The URL at which the plan will be posted must be provided to SFPDH.

This document is designed to support organizers of outdoor performances in developing a plan for submittal. A template for the plan follows this overview of health and safety requirements.

The minimum requirements listed below should be considered and reflected in the proposed Health and Safety Plan.

Guest Experience:

- Personnel and patrons must wear face coverings at all times, unless they are specifically exempted from the face covering requirements in the Face Covering Order (Health Officer Order No. C19-12, as that order may be amended from time to time).
- The establishment must review, post, and implement all applicable provisions of the Social Distancing Protocol, including the requirement to advise patrons not to enter the facility if they have symptoms of COVID-19 or, in the past 14 days, have been diagnosed with COVID-19 or been in close contact with a person who has been diagnosed with COVID-19. The Social Distancing Protocol is available at <http://www.sfdph.org/healthorders>. The plan described in this document is in addition to the Social Distancing Protocol, and does not replace the obligation to prepare a Social Distancing Protocol.
- The establishment must post signage regarding the following:
 - Social Distancing Requirements (maintain at least six feet of distance);
 - Face Coverings;
 - Importance of handwashing/sanitizing;
 - Capacity limits for the performance area;
 - Risks of transmission (including asymptomatic transmission and increased risks due to prolonged exposure while unmasked or closer than 6-feet).

Sample signage is available on the City's website at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- To ensure steady movement of patrons through the space and prevent patrons from gathering together without social distancing:
 - Set up ticket lines configured to ensure physical distancing of at least six feet;
 - Consider using tape, stickers, signage or other barriers to help ensure physical distancing and the flow of traffic;



- Sell tickets in advance online or by via phone to reduce the need for queuing;
- If tickets are sold on-site use a metering system to monitor the capacity limits of the event
- Establish pathways using tape, signs, physical barriers, especially in rows, aisle and locations where lines will form, like restrooms;
- Monitor and limit patrons to ensure physical distancing between members of different groups; and
- Monitor the space to ensure that there is no mingling between patrons of different groups, including encouraging patrons to quickly disperse after the performance
- Organizers and event staff must ensure that there is no mingling between patrons attending performances. This includes encouraging patrons to quickly disperse after performance
- Although cash payments must be permitted, touchless payment should be encouraged and where social distancing of at least six feet is not possible at ticketing booths or other points of contact, use of an impermeable barrier between Personnel and patrons is required.
- Restrooms must be cleaned and disinfected at least once daily, and consistent with industry standards if more frequent. If restrooms are not equipped with sinks, washing stations must be available. All sinks or washing stations must be equipped with adequate soap, water, and paper towels. Hand sanitizer dispensers should be placed conveniently around the venue for use by staff or participants.
- High-touch surfaces and areas must be cleaned and disinfected at least once daily, and consistent with industry standards if more frequent. Cleaning and disinfection does not have to occur after each individual customer touches a surface unless patron appears symptomatic or there is visible contamination with nasal or oral secretions.
- If goods or merchandise are sold on site, then Health Officer Directive 2020-17 as may be amended from time-to-time, regarding retail must be followed.

Personnel Safety Precautions:

- The establishment must designate a Worksite Safety Monitor (including in the plan submitted to SFDPH), who must be ready to assist SFDPH with any contact tracing.
- Personnel must be trained for use of Personal Protective Equipment (PPE). Specifically, the establishment must:
 - Perform Hazard Assessment to Safety to determine the necessary PPE and safety supplies required for Personnel. PPE selections should be based on recommendations made by the CDC and Cal/OSHA.
 - Supply PPE to employees based on department needs, job responsibilities, and the level of risk to exposure.
 - Provide training to Personnel on the use of PPE. The establishment must screen Personnel each day before they come into the facility, as outlined in Section 2 of the Social Distancing Protocol.

NOTE: Additional details on health and safety requirements for outdoor performances are set forth in Health Officer Directive 2021-02 as may be amended from time-to-time. The Directive is complementary to the list of requirements provided here and provides further details and clarity.



Outdoor Performance Health and Safety Plan

Plan Submission Date: _____ Event Date: _____ Tier: _____

Event Name: _____

Business Name: _____

Address: _____

Contact Person: _____

Workplaces Safety Monitor: _____

Permanent URL: _____

Section 1: Maximum Attendance & Social Distancing

Planned maximum attendance should be consistent with the limits in the Business Capacities and Activities Table (BCAT) ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)).

Please describe your planned maximum attendance, and area proposed to be used for the performance.

Describe how you will monitor and ensure you do not go over the planned attendance? (e.g. scheduled entry times, advanced ticketing, or metered attendance)

The proposed physical space must provide for enough space to allow social distancing (i.e., at least six feet of physical distance between ticketed groups at all times) for both attendees, and any Personnel working or performing at the site. Describe the estimates of the space needed to maintain social distance for both attendees and Personnel. The estimated space necessary to maintain social distancing must address how the spacing will work when at maximum capacity.

Describe the proposed seating arrangement being provided, if any (e.g. chairs, marked areas for picnic blankets), and how much space is being provided for each ticketed group.

Describe the proposed performance, if any, and how much space each performer will need to comply with the social distancing requirements.

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If you provide a backstage area for performers, describes the measures you will take to enable performers to comply with social distancing requirements. This includes keeping the performers separate from the audience.

Outline what interventions you will be making in area where crowding can typically occur. Options include signage, ropes and stanchions, ground markings and metering attendance.

Please check all that apply

Social distancing and mask requirements posted	Ground markings, ropes & stanchions	Services staff/security guard on-site	Health and Safety requirements posted	Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N				
SME Staff Notes:				

If there are sequential performances, describe what steps will be taken to manage entry, and exit of guests, and how Personnel will clean the venue between groups of patrons.

Section 2 - Signage Requirements

When drafting this section of the plan, you should review the signage available on the City’s website here: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

Be sure to post a copy of your Social Distancing Protocol at each public entrance to the facility

Identify the best places to post signage that maximize patrons’ and personnel’s exposure to messaging. Think about all entrances to the facility, areas where people queue, common passageways, bathrooms, elevators and such when making your plan for signage.

Please check all that apply

Description	Do you have this on-site?	If yes, how many?	Social distancing and mask requirements posted	Posted signs in multiple languages
Public Entrances	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Queuing Areas	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Transaction counters	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Restrooms	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Break Rooms	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

Additional Signage Notes:

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Section 3: Face Coverings

Please check all that apply

Offer free face coverings	Social distancing and mask requirements placed on website	Social distancing and mask requirements posted in multiple languages?	Do you confirm to have reviewed, and would notify personnel and patrons of mask requirements?	Modified duties for exempt personnel	Periodic announcements reminding attendees to keep masks on
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:					

(To the extent this response includes a discussion of internal disciplinary or HR procedures, those procedures may be addressed in a confidential addendum to the plan that is submitted to SFDPH, but not made available to the public.)

Section 4: Ticketing Booths and Payment Systems

This section should address how your ticketing booths will protect personnel and patrons visiting as well as how you will use these systems to ensure you remain at the capacity you discussed above.

Describe your ticketing system:

Advance tickets only	Advance tickets with pre-selected seats?	Tickets sold in groups up to eight persons that may sit together?	Day off ticketing with social distancing?
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:			

Please check all that apply

Online payment	On-site payment	Contactless payment system	Hand sanitizer available	Health and Safety requirements posted in multiple languages	Install Plexiglas at ticket counter between patrons and personnel
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N				
SME Staff Notes:					

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Section 5: Personnel Safety Precautions

In this section, discuss the regulations you are implementing to protect your personnel. You should also indicate that a copy of this health and safety plan will be provided to each member of your personnel.

Please check all that apply

Health and Safety requirements posted in common areas	Provide mask and additional cleaning supplies on-site	Contactless payment systems available	Hand sanitizer and soap available	Personnel can maintain social distancing	Manage shared spaces and equipment
<input type="checkbox"/> Y <input type="checkbox"/> N					

Staff Protection

Please Describe Where Staff May NOT be able to “social distance” (keep 6 feet away) from patrons, visitors, or coworkers, and what protective measures will be taken:

Location and/or Activity	Protective Measures
SME Staff Notes:	

Section 6: Food and Beverage concessions

Food Service is allowed consistent with [Health Officer Directive 2021-02](#), as may be amended from time to time.

Please check all that apply

Food allowed	Beverages allowed	Health and Safety requirements posted	Safety signs posted in multiple languages	Online and remote ordering	In-person purchase and pick-up
<input type="checkbox"/> Y <input type="checkbox"/> N					
SME Staff Notes:					

In the space below, highlight how you will meet those requirements. Don't forget to think about how the goods will be sold, where they will be consumed, and how you will ensure people are seated while consuming the food or beverages, and maintain at least six feet of distance from other groups.

If you will offer in-person purchase and pick-up, describe how you will comply with the following:

- Create a clearly designated area for purchase of concessions with separate entrances and exits that

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facilitate physically distanced ingress and egress, separated from the general audience,

- Ensure that enough space is available in the concessions area so that people from different groups can maintain six feet of physical distance at all times,
- Uses signage, tape, physical barriers such as rope stanchions, or other indicators to clearly mark areas where Patrons may queue so that physical distancing requirements are met at all times,
- Employ a strict metering system to ensure that all Personnel and Patrons in the designated concessions area maintain physical distance and wear Face Coverings at all times
- Ensure that Patrons do not eat or drink in the concessions area, do not gather or queue outside the concessions area, and immediately return to their seats or designated area after picking up their items (no chairs, benches, tables or other furniture used for sitting or eating and drinking are permitted in or near the concessions area), and
- Otherwise follows all applicable requirements of Health Officer Directive 2020-17 (Retail).

Section 7: Retail

When outlining your plans for your temporary retail space, keep in mind that you will need to meet the requirements in [Health Officer Directive 2020-17](#) regarding retail.

Please check all that apply

Hand sanitizer available	Customer can touch merchandise	Contactless payment system	Social distancing requirements posted	Health and Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N				

SME Staff Notes:

Consider how you will protect cashiers from getting too close to customers and describe any space redesign to ensure social distancing can be maintained by patrons while shopping.

Section 9: Path of Travel through the Establishment and Wayfinding Signage

Implement a clear and consistent wayfinding program, including ground markings and iconographic signage. Place signs or markings on the ground to outline physical distancing guidelines. As much as possible, establish

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one-way path of travel to facilitate distancing, and avoid crowding or gathering.

Please check all that apply

Social distancing requirements posted	Floor markings and place signs	Establish one-way path of travel	Health and Safety requirements posted	Safety Signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N				
SME Staff Notes:				

Section 10: Sanitation for Restrooms (Cleaning & Disinfection Worksheet)

Discuss how you will ensure that public and employee restrooms will be thoroughly cleaned, and fully stocked with soap and hand towels throughout the day. Identify what cleaning and disinfection products will be used and how they will be applied. Cleaning and disinfection frequency should be at least once daily, unless industry standard is more frequent.

Shared Surfaces:

Description	Frequency Cleaned	Who Will Clean	Cleaning Products	Cleaning Methods Used
<i>Type of surface</i>	<i>Hourly, twice a day, daily, etc.</i>	<i>Custodian, Staff, etc.</i>	<i>Type</i>	<i>Prepackaged wipes, spray bottle and towels, foggers, etc.</i>
Restroom				
Hand Rails				
Chairs & Seating				
Door Knobs				

Cleaning/Disinfection Products:

	Product Name	Product Mfg.	EPA Registration #	Active Ingredient(s)	Signal Word	Application Method
			<i>See bottom of back label "EPA Reg No #####-##"</i>		<i>"Danger", "Warning" or "Caution" on front of label</i>	<i>Spray bottle & paper towel wipe, prewetted towels, foggers, etc.</i>
1.						
2.						
3.						
4.						

SME Staff Notes:

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Section 11: Sanitation for High-Touch Surfaces and Areas

Identify high touch surfaces and establish a frequency of cleaning. Identify what cleaning and disinfection products will be used as well as how and by whom they will be applied.

Please check all that apply

Shared office surfaces and equipment	Door handles/railings/hard surfaces	Wiped and cleaned surfaces frequently	Hand sanitizer and cleaning supplies available	Health and Safety requirements posted
<input type="checkbox"/> Y <input type="checkbox"/> N				

Cleaning/Disinfection Products:

Description	Frequency Cleaned	Who Will Clean	Cleaning Products	Cleaning Methods Used
<i>Type</i>	<i>Hourly, twice a day, daily, etc.</i>	<i>Custodian, Staff, etc.</i>	<i>Type</i>	<i>Prepackaged wipes, spray bottle and towels, foggers, etc.</i>
SME Staff Notes:				

Food Service (Environmental Health) Elements Go Here

Coordinator Use Only:

- (1) Met Requirements
- (2) Some Met/Need Info
- (3) Not adequate