

Focal Point MO ArtSafe Certification Plan

Introduction: The Missouri Arts Council promotes COVID-19 safe practices by arts and cultural organizations statewide when the arts reopen under local guidelines. This plan is submitted to demonstrate the actions to be taken by Focal Point to promote Covid-19 safety within our concert venue and to achieve the Missouri ArtSafe Certification sponsored by the Missouri Arts Council. The following document outlines the actions planned to achieve Covid-19 safe practices upon reopening for indoor concerts.

Focal Point is a small 501(c)(3) non-profit arts organization that normally presents folk and roots music in its indoor venue at 2720 Sutton Blvd in Maplewood, MO. The indoor venue is a renovated storefront with a fire code capacity of 130 people. Due to the Covid-19 pandemic indoor concerts have been suspended at the present time.

This plan outlines the actions that will be taken to protect the volunteer staff, performers and audience of the Focal Point once the St. Louis County Department of Public Health (SLCDPH) indicates that conditions are favorable to re-open entertainment venues for indoor performances.

It should be noted that the SLCDPH's guidelines will be monitored on an ongoing basis and the Focal Point's Covid-19 safety plan will be updated to conform to any changes in these guidelines.

Description of proposed venue layout: The proposed layout (diagram attached) is our indoor concert venue located at 2720 Sutton Blvd in Maplewood. Access to the venue will be designed to facilitate guest contact-free entry and exit from the building. Social distancing will be observed while seating the guests.

The venue area is approximately 1,706 square feet with a fire code capacity of 130 people. The number of people in the room at any one time will be determined by the SLCDPH. For example, if the county guidelines limit attendance to 25% capacity of the room we will admit 33 people. Guests will be seated at least 6 feet apart prior to the show and asked to not leave their seats during the concert unless they need to use the rest rooms. We will require all guests and volunteer to wear masks at all times while in the room, except to briefly remove it to drink their beverage.

A restroom in the Focal Point building will be available to guests via the side door of the concert hall. The rules governing the use of the restrooms are described in Section One below.

Guidelines: These guidelines describes the actions that will be taken to help keep Focal Point volunteers, guests and performers safe during this pandemic. These guidelines outline the specific steps Focal Point will take to assure a safer concert venue.

1. Practice Social Distancing – Maintain 6 feet between and among volunteers, performers and guests at all times.

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- Prior to the concert our guests will queue up outside of the venue on the sidewalk until show time. They will be asked to wear a mask and maintain social distancing while in line. Prior to admission to the venue Focal Point volunteers will ask each guest if they are currently feeling sick or if they are displaying any signs of a Covid infection
- If a guest responds in the affirmative to any of the above questions they will not be admitted to the show and will receive a full refund.
- On-line ticket sales will be limited to the current percent of occupancy recommended by the SLCDPH. Selling tickets on-line facilitates a contact-free interaction between the guest and the Focal Point volunteer.
- Signs reminding guests to maintain distancing and wear face masks will be posted in conspicuous locations.
- At show time the guests will be escorted into the venue by a volunteer, one group at a time. This promotes contact-free entry into the venue and assures that guests are taken directly to their seats thus avoiding crowding or grouping of individuals inside the room.
- The Focal Point volunteers will seat guests in such a way as to maintain social distancing while seated.
- The total number of people (guests, performers and volunteers) will not exceed the number (by percent) recommended by SLCDPH.
- Announcements made prior to the show will remind guests to remain in their chairs and to wear their face masks throughout the show.
- Restroom:
 - Guests will be permitted access to one unisex bathroom in the Focal Point building via a side door in the concert hall. This side door will remain open during the concert.
 - Only one guest (and their support person if help is required) will be permitted to leave the concert hall at a time to use the restroom. This will minimize congregating in the hallway outside the restroom
 - A Focal Point volunteer will monitor traffic to assure that only one person is accessing the restroom at a time
 - The restroom will be equipped with a liquid soap dispenser, disposable paper towels and a waste container
 - The restroom is handicap accessible

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- See Section Three for restroom cleaning and sanitizing guidelines
- Shows will last about 90 minutes with no intermission. This is to prevent guests from moving around and intermingling, as well as to reduce the demand for restrooms.
- Near the end of the show the two Sutton Avenue doors will be propped open to facilitate a touch-free egress by the audience.
- At the end of the show, the audience will be asked to remain seated until a volunteer directs their orderly release, starting at the back of the room and moving forward one section at a time to assure that social distancing is maintained upon egress.
- A table may be set up outside of the venue on the sidewalk to allow the purchase of the performer's merchandise.

2. Use of Protective Equipment

- Guests and volunteers must wear a fabric or disposable face masks that fully covers both mouth and nose at all times (except while taking a drink of their beverage) while in the concert hall.
- Performers will not wear masks while on stage or associating with other band members in the greenroom, but must wear masks if interacting with the audience before or after a show (also see Section Five below).

3. Clean/Sanitize/Disinfect – Wash and sanitize hands and wipe down frequently touched surfaces with EPA-registered disinfectant.

- Restroom:
 - Restroom fixtures and restroom door handles will be disinfected before the show and at midpoint (45 minutes) with an EPA-approved disinfectant.
 - Disinfecting wipes will be provided outside the restroom door.
 - The drinking fountain in the hall by the restrooms will be covered and marked as unavailable.
 - A small table, located near the door, will hold a dispenser of hand sanitizer.
- Food, Beverage and Clean-Up:
 - No food or drink will be sold or provided.
 - Guests may bring bottled water or beverage but will be asked to pack it out with them when they leave, along with any other trash they may generate.
 - Guests may briefly remove their mask while taking a drink of their beverage.

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- A trash container with liner will be provided near the exit doors
- Volunteers wearing gloves will pick up any trash left behind (rare with our audiences) and empty the trash can, followed by appropriate hand washing.
- Volunteer Training:
 - Focal Point volunteers will be trained in safety standards, including sanitizing surfaces using an EPA-registered disinfectant, maintaining appropriate social distancing protocols throughout the concert, use of hand sanitizers, use of facemasks, hand-washing, and removing gloves without contaminating themselves.
 - Our volunteers have been required to view the 9 minute safety video provided on the MO ArtSafe website.
- Modifications to the HVAC System:
 - The concert hall's HVAC system has been retrofitted with MERV 13 rated air filters, recommended by the American Society of Heating, Refrigeration and Air-Conditioning Engineers as 85% effective in removing particles of the size that can carry the Covid-19 virus.
 - These filters are tightly sealed and will be changed per the manufacturer's replacement recommendations.
 - The HVAC air exchange is rated at 12 per hour and the system's outside-air intake dampers have been set to full-open in order to maximize fresh air intake.
 - These critical measures reduce the circulation of aerosolized virus particles in the room.

4. Monitor Volunteer Staff Health – Check the status of a volunteer's health and screen them for Covid-19 symptoms.

- Upon arrival, volunteer staff will be screened with a temperature check using a touchless thermometer. Those with a temperature of 100.4 or above will not be allowed to work.
- Each volunteer will self-assess by answering questions regarding the presence of cough, shortness of breath or trouble breathing, fever, chills, muscle aches, sore throat, loss of taste or smell, or close contact with anyone diagnosed with Covid-19 within the previous 14 days.
- If a volunteer answers yes to any of these questions they will not be allowed to work.

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- If a volunteer is sent home due to meeting one of the screening criteria they will not be allowed to return to volunteer at the Focal Point until they have met CDC's criteria to discontinue home isolation or they have been cleared to return by their healthcare provider.

5. Miscellaneous

- Performer Safety:
 - Upon arriving at Focal Point all performers will have their temperature taken with a touchless thermometer and answer the self-assessment questions described in Section Four above.
 - Only solo acts, bands that are family groups or bands who regard themselves as a family group will appear at the venue. These self-identified family groups are not required to wear masks while together but they must be physically separated from all guests and volunteers at all times while not wearing a mask.
 - Performers are not required to wear masks while on stage.
 - Those exhibiting any symptoms of Covid-19 will not be allowed to perform.
- Contract Tracing:
 - An electronic audience attendance list from Brown Paper Tickets will be used to facilitate contact tracing if necessary. A paper print out of this list will be kept by the general manager.
 - A list of everyone attending the event not included on the electronic list will be created by hand and saved by the general manager.
 - Names and contact information will be collected for the following;
 - Focal Point volunteers
 - One representative per group for each door sale
 - One representative per group for all guests attending the show
 - This information will facilitate contract tracing.
- Equipment Cleaning/Sanitizing:
 - Disinfected before and after each performance
 - Vocal microphones
 - Microphone stands including all adjustment points

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- These protocols will be made available to the public via our Facebook Page, website, and email newsletter so our guests, volunteers and performers will arrive prepared.
- Compliance with this plan will be monitored by Focal Point's general manager and/or his designee.
- Guests who do not comply with distancing or other Covid-19 requirements will be excluded from the show. We have a loyal, supportive audience and this would be a rare occurrence.

6. Summary

- Focal Point can provide low-risk indoor concerts to the public by following the guidelines outlined in this plan.
- Focal Point believes any decision regarding the Covid-19 virus should be based on science and guidance of proper authorities.
- Focal Point will closely monitor current St. Louis County Department of Public Health recommendations and comply with all required changes to the best of our ability.

7. Focal Point Contact Person – John Garbo, Board Member

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