



SAMMONS CENTER FOR THE ARTS (“SCA”) FACILITY REOPENING POLICY

Approved by the Board of Directors October 20, 2020

In accordance with SCA *Code of Conduct and Ethics’ Duty of Care* legal standard, the Sammons Center for the Arts (the “Center”) and its Board of Directors wish to establish a Workplace and Operating Policy (the “Policy”) with the intention of ensuring a safe return of the SCA tenants, clients, and staff to the facility, specific to the present COVID-19 pandemic environment. For purposes of this document the Center will represent all office and performance/rehearsal space at the Sammons Center for the Arts.

This Policy will be in compliance with all local and state mandates, medical guidelines, and requirements as well as any federal government (Coronavirus.gov) rules. The Center has researched the prevailing available best practices and will in particular be following the recommendations of the Dallas County Health and Human Services Department, UT Southwestern Medical Center, as well as the scientific advice from the United States Center for Disease Control and Prevention (“CDC”), all of which will be referenced herein and shall become part of this document. Additionally, The Texas Department of Health Services (DSHS), all federal and CDC information shall be referred to in the aggregate as “the Guidelines”. In the event of any future conflicts among the Guidelines, then CDC mandates shall prevail for all medical guidance while state and DSHS mandates with respect to timelines and other local criteria and related matters shall control.

It is universally understood that the COVID-19 virus is not yet fully understood by the medical and scientific communities and that causes, symptoms, asymptomatic spread, and outcomes are still evolving at this time. As more understanding of COVID-19 becomes available, this policy is meant to be dynamic and may change as needed over time. SCA reserves the right to modify this document as necessary. Every individual has the duty to behave reasonably based on currently available information —such as the reading, understanding, and adhering to this Policy.

1. Basic Requirements of Tenants, Clients, and Staff

NOTE: Tenants, client organizations, and staff with medical conditions that place them at any level of “higher risk due to certain underlying medical conditions” (see CDC website) should not participate in this reopening and transition period.

- Be aware of COVID-19 symptoms and check the CDC website for updates. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Tenants, clients, and staff who have traveled out-of-state and have returned to the Dallas Metroplex area should quarantine in isolation for 14 days before coming to the Center.

- Tenants, client organizations, and staff should continue to limit exposure outside of the home to essential needs such as grocery shopping and healthcare. Social gatherings in groups of 10 people or more should be avoided.
- Tenants, client organizations, and staff should only be at the Center if they are feeling completely well with no symptoms of illness (see details in Section 2 below). If they are not well, they must go home, monitor their symptoms, and contact their physician.
- Everyone must wear masks at all times while in the Center unless performing or rehearsing at an approved activity.
- Everyone entering the Center must check in with the Sammons Center Staff Member on duty upon entering the Center.
- Temperature checks using a touchless thermometer must be conducted daily for every individual entering the Center during the check-in process. A verbal health questionnaire (attached on page 8) will also be required to be completed upon check-in.
- If a tenant, client organization, or staff member has had COVID-19 and has quarantined for the obligatory 14 days, he or she will need a clearance note from a physician or proof of a negative COVID-19 test prior to returning to the Center.
- Social distancing recommendations in general become significantly greater when tenants, clients, and staff are indoors. Being in an enclosed, indoor space sharing the same air for a prolonged period of time (longer than 10 minutes) increases the chances of exposure and infection. Standard social distancing guidelines of 6 feet become less effective as the time of exposure is increased.
- All tenants, clients, and staff need to behave as if they are an asymptomatic carrier of COVID-19 to help reduce risk that asymptomatic individuals are infecting an enclosed environment.
- Sammons Center Staff will monitor, document, and record in an approved record the following each day:
 - Supplies of personal protective equipment (“PPE”)
 - Log of Temperature Checks for each person entering the Center on their shift
 - Log of Proof of two consecutive negative COVID-19 Tests for each person entering the Center who is aware that he or she has been exposed to another person infected with COVID-19
 - All activities (meetings, rehearsals, auditions, performances) occurring in the Center during their shift for compliance to all guidelines
 - One staff member will be designated to compile the daily log information into an Excel Spreadsheet as a permanent record
- SCA will be prepared with the appropriate PPE supplies and will clean or disinfect common spaces daily or as occupied if daily occupancy has not occurred. Particular attention will be given to touch areas such as door handles, light switches, hand railings, elevator buttons, all office machines and electronic equipment, and bathrooms or dressing room areas. Tenants, client organizations, and staff must maintain a sufficient supply of cleaning supplies and hand sanitizer to maintain a safe working environment with cleanings multiple times per day on days of occupancy. Disinfecting products must meet or exceed current CDC recommendations.
 - Bleach solutions or alcohol solutions with at least 70% isopropyl alcohol or 60% ethanol should be used. Refer to the CDC cleaning recommendations for further details and other cleaning and disinfecting guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building->

[facility.html](#)

- For sensitive equipment such as computers, copiers, or other electronics that should not be sprayed with liquid disinfectants, a UV wand should be used multiple times each day of occupancy.
- For pianos, fine furnishings, or surfaces that would be damaged by strong disinfectants or are susceptible to damage from UV light wands, special care must be taken to disinfect with manufacturer's recommended cleaning methods.

2. Pre-opening Plan and Process:

SCA staff shall conduct a mandatory screening process and require completion of a verbal health questionnaire (attached) for all staff, clients, tenants, Board members, journeymen or service providers prior to such persons being allowed to enter the Center for more than 10 minutes. If anyone has any of the symptoms or conditions listed below, then such individual must remain outside of the Center:

- New or worsening cough
 - Shortness of breath
 - Sore throat
 - Persistent headache
 - Persistent chills
 - Congestion
 - Loss of taste or smell
 - Unexplained joint and muscle pain
 - Feverish feeling or a measured temperature equal to or greater than 100.2 degrees Fahrenheit
 - Known to have had close contact with a person who is lab-confirmed to have COVID-19
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- All individuals not showing any symptoms must sanitize their hands just after entering the building (at an established sanitation station at the entrance of the Center).
 - All individuals shall be required to put on a CDC-approved mask or face covering prior to entering the Center and must wear a mask at all times while in common areas, restrooms, elevator, Meadows Hall, Kurth Hall, Cree Mezzanine, main office, or their own offices in the case of the tenant groups.
 - SCA shall have purchased and have sufficient PPE in the form of masks and gloves on hand for use by tenants, clients, and visitors. The Center will also have suitable levels of hand sanitizer and cleaning supplies as previously stated in Section 1 above.
 - SCA shall deploy "social distancing" signage (six feet spacing between individuals) for any tenants, clients, visitors, or service providers. Additionally, such signage will also include information on required hygienic requirements such as hand washing criteria. Similar signage shall also be placed on all exterior doors of the Center.
 - SCA shall investigate existing air filtration systems (ultraviolet air purifier, ultraviolet air scrubbers or other air purification products and devices) and deploy where feasible such technological approaches to improve the quality (reduced airborne droplet emission) of the circulating air in the Center.

3. Operating Plan and Revised Artistic Process:

NOTE: This approach is based on preliminary information obtained by the Board and staff and will be adapted and modified based on prevailing developments of the COVID-19 virus in our local area and associated advice as provided by the Guidelines. At this time, this Policy strongly recommends that SCA utilize the “**Medium Risk Practices**” to start the reopening process. This practice initially will require the limitation of social gatherings of groups of 10 people or fewer at one time.

- a. Low Risk Activities (office occupancy by SCA tenants):
 - i. tenants may remove masks while in private, enclosed office space
 - ii. tenants are required to wear masks only while in shared, common spaces
 - iii. no limit to number of the present SCA tenants who can be in the Center at one time
 - iv. hand washing before and after each activity
 - v. sanitization between meetings and rehearsals

- b. Medium Risk Activities (occupancy by small approved rehearsal participants or persons involved in a virtual performance):
 - i. all tenants, outside participants, client organizations, and staff must wear masks at all times while in the Center unless engaged in socially-distanced, staff-approved rehearsal or virtual performance activity such as live streaming or video or film recording
 - ii. tenants must maintain six feet distance from each other and staff
 - iii. limit occupancy to maximum of 10 people including any Sammons Center staff
 - iv. continue hand washing protocol

- c. High Risk Activities (occupancy by larger approved rehearsal or performance groups):
 - i. masks mandatory at all times
 - ii. limit tenants in the Center for activities each day to a maximum of 4 people (3 tenants and 1 staff)
 - iii. stagger all office activities or rental times at the Center for limited interaction
 - iv. continue social distancing, sanitization, and hand washing protocols

4. Communication Strategy:

- SCA will communicate its Reopening Plan via the SCA website.
- SCA will communicate this Reopening Policy to all tenants, clients, outside participant organizations, client organizations, and staff (individually or collectively) once final Board Approval has been obtained.
- SCA will require that anyone entering the Center be informed of this Policy before entry.

5. COVID-19 Liability Release Waiver:

- SCA shall require that all clients, staff, tenants, outside participants, Board members, client organizations, repair people or anyone else seeking to enter the Center to sign a Liability Release Waiver in the form attached to this Policy.
- SCA will use its best efforts to provide a safe workplace but it also expects that its employees, clients, tenants, staff or visitors to use their own diligence and reasonable care initiatives relating to COVID-19 based on available information and established

protocols.

6. Actions to be Taken in the Case of a Diagnosis or Positive Exposure:

Actions to ensure health and safety of all staff, tenants, clients, Board members, journeymen, and service providers.

The Center will consider the best option for predetermined steps to be taken in the case of any person found to be positive for COVID-19 after participating in activities at the Center or entering the building for any other purpose. These actions will take into consideration the length of exposure to any other people in the building at the time of the exposure, the type of activity or contact the person had with others in the building at the same time, the general health of the other people in the building at the same time, and the areas of the building occupied by the person with positive diagnosis.

- a. Low Risk of Transmission: The infected person was in the facility for less than 10 minutes and was present only in the lobby and the office area. He or she was wearing a mask, did not come closer than six feet to any other person in the facility, and did not engage in conversations longer than five minutes with any other person in the building. In such cases:
 - i. Notification will be sent to all affected persons occupying the building simultaneously with the infected person by Center staff
 - ii. Mandatory temperature checks will be required for 14 days for anyone occupying the building simultaneously with the infected person
 - iii. Any person in the Center at the same time as the infected person must maintain at least 10 feet social distance with any other persons while in the building for 14 days following the exposure
 - iv. A potentially infected person must immediately notify Center staff of any symptoms that occur within 14 days of exposure
 - v. A potentially infected person must not come to the Center if any symptoms develop within 14 days of exposure and get a COVID-19 test

- b. Medium Risk of Transmission: The infected person was in the facility for more than 10 minutes and was primarily in a self-contained office with door closed, wore a mask, did not come closer than six feet to any other person in the facility, did not engage in any potentially significant spreading activity such as singing, shouting, playing a wind instrument or horn, did not cough or sneeze while in the facility, followed hand sanitizing guidelines, and followed all other safety protocols while in the Center.
 - i. Notification will be sent to all affected persons occupying the building simultaneously with the infected person by Center staff
 - ii. Each such person must obtain COVID-19 testing within 24 hours of notification
 - iii. Each such person must give the COVID-19 test results to Center staff
 - iv. Extra disinfection procedures shall be implemented by the Center in all areas occupied by the infected person
 - v. Each such person must undergo temperature checks for 14 days following exposure even if test was negative
 - vi. Each such person must maintain at least 15 feet social distance with any other persons while in the building for 14 days following the exposure

- vii. A potentially infected person must immediately notify Center staff of any symptoms that occur within 14 days of exposure
 - viii. A potentially infected person must not come to the Center if any symptoms develop within 14 days of exposure and get another COVID-19 test.
 - ix. Notify Center staff of test results
- c. High Risk of Transmission: The infected person was in the facility for more than 10 minutes and was involved in rehearsals or filming, wore a mask but removed it while performing, singing, or playing a wind instrument or horn, was within 6 feet of other people in the building for more than 5 minutes, and occupied a number of spaces in the facility for 10 or more minutes per occupancy.
- i. The building will close for up to two full days and deep disinfection procedures will be undertaken to clear any virus within the facility. Any scheduled activities must be rescheduled
 - ii. Notification will be sent to all affected persons occupying the building simultaneously with the infected person by Center staff
 - iii. Each such person must obtain COVID-19 testing within 24 hours of notification
 - iv. Each such person must give the COVID-19 test results to Center staff
 - v. Each such person must undergo temperature checks for 14 days following exposure even if test results were negative
 - vi. Each such person must maintain at least 15 feet social distance with any other persons while in the building for 14 days following the exposure
 - vii. A potentially infected person must immediately notify Center staff of any symptoms that occur within 14 days of exposure
 - viii. A potentially infected person must not come to the Center if any symptoms develop within 14 days of exposure and get another COVID-19 test.
 - ix. Notify Center staff of test results

Tenants, clients, staff, Board members, and others entering the Center must notify SCA staff if you have any of the following symptoms.

DO NOT COME TO THE CENTER IF YOU HAVE ANY OF THE FOLLOWING:

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|-------------------------------------|---|
| - New or worsening cough | - Sore throat |
| - Shortness of breath | - Persistent headache and chills |
| - Acute and persistent congestion | - A fever of 100.2 Fahrenheit or higher |
| - Sudden loss of taste and smell | |
| - Unexplained joint and muscle pain | |

If diagnosed with COVID-19:

- **DO NOT COME TO THE CENTER.**
- Notify SCA staff immediately.
- Quarantine for the obligatory 14 days. In most cases, you will be allowed to return to the Center when all three of the following criteria are met:
- Must have a negative COVID-19 test.
- At least three days (72 hours) have passed since recovery, including three days (72 hours) since resolution of fever without the use of fever-reducing medications.
- You have had improvement of symptoms (e.g. coughing, shortness of breath).

- At least ten days have passed since the symptoms first appeared.
- Keep SCA staff informed of your condition so we can coordinate a return-to-work plan.

If you have any of the above symptoms, but test negative for COVID-19:

- **DO NOT COME TO THE CENTER.**
- Notify SCA staff immediately. Stay home until your symptoms have improved.
- SCA staff recommends an additional COVID-19 test before returning to the Center.
- Keep SCA staff informed of your condition so we can coordinate a return-to-work plan.

If you have been exposed to someone who has tested positive for COVID-19:

- **DO NOT COME TO THE CENTER.**
- Notify SCA staff immediately.
- SCA staff recommend being tested for COVID-19.
- Stay home for 14 days.
- Keep SCA staff informed of your condition so we can coordinate a return-to-work plan.

APPENDIX

INFORMATION RESOURCES USED TO CREATE GUIDELINES

Re-Occupancy Assessment Tool VO1 – AIA

APAP Guide to Reopening Theatrical Venues

Dallas Arts Community Reopening Guidelines

CDC Reopening Guidelines

Sammons Center for the Arts COVID-19 Release Form/Liability Waiver

VERBAL HEALTH QUESTIONS

1. Do you have any symptoms of COVID-19 or feel unwell?
2. Have you had any known contact with any person who has tested positive for COVID-19?
3. Have you traveled out of state or been in contact with any person who has traveled out of state or to a nursing home with known cases of COVID-19 in the past two weeks?

SAMMONS CENTER FOR THE ARTS

Facility Operational Standards

1. **You will enter and check in with Center staff to determine if signed release is on file, and to review health check list with staff on duty.**
2. **Facial coverings** are required at all times - upon arrival, while entering, while inside, and when exiting the building.
3. **Temperature checks** are required daily for every individual entering the Center for more than 10 minutes.
4. **Hands must be sanitized** immediately upon entering the building. Hand sanitizing and hand washing will be part of the daily routine.
5. While on the premises, you are required to **observe social distancing rules** at all times.
6. Office and rehearsal/meeting rentals will be staggered. For rental tenants: You will not be allowed into the Center until your agreed upon rental time. There will be **a limit of 10 occupants in the Center**, including tenants, clients,, and staff.
7. **You are expected to remain in your designated office or rental space.** When accessing common areas such as hallways, stairwells, and copy machines, you should still maintain at least 6 feet of distance. Allow individuals to pass with the appropriate 6-foot space in between.
8. **The refrigerator, microwave, kitchen, and water fountains are off limits.** You are encouraged to bring liquids to stay hydrated. Nonperishable foods may only be consumed by tenants or staff in enclosed areas.
9. **Restroom policy:** No more than 1 person in the restroom at any time. All contact surfaces must be disinfected and hands washed prior to leaving the restroom.
10. **Elevator policy:** No more than two people in the elevator at any time. Stand in opposite corners of the elevator. Use the disinfecting wipes provided outside the elevator doors to select the buttons for your floor. Wipe the call button with the disinfecting wipes and use the wipes to depress the button.
11. At the **meetings or rehearsal periods**, you must wipe down your used space, including tables and chairs. You are then expected to promptly exit the building. No loitering will be allowed.
12. **Breaks between rehearsal or filming time slots:** Take a break from rehearsal or filming after each thirty minutes for at least 20 minutes to allow for a complete air exchange in the room. If weather permits, open the doors in Meadows Hall during the breaks to allow fresh air into the room. During the break, follow the guidelines on use of restrooms and wait in your cars until the break period is over.

Facility Cleaning + Disinfecting

The Center will be cleaned and disinfected each day of occupancy. Tenants are expected to assist in this process by cleaning and sanitizing their personal areas and touchpoints throughout the day.

- All equipment and meeting amenities will be disinfected following CDC guidelines. This includes all high touch areas such as:
 - Light switches
 - Hand railings
 - Alarm system
 - Tables and Chairs
 - Door handles
 - Restrooms
 - Elevator call buttons/floor selection buttons
- Floors will be cleaned at the end of each day by SCA staff.
- The HVAC systems should remain on at all times.

ADDENDUM 1

SAMMONS CENTER FOR THE ARTS BOARD-APPROVED COVID-19 GUIDELINES UPDATES AS OF JUNE 7, 2021

- Offices are now open again five days per week from 9:00 – 5:00 PM and Saturdays as needed effective June 14, 2021. All the Sammons Center office staff and facility staff are fully vaccinated. All fulltime staff will pick one day a week to work from home, but each must pick a different day so at least three of us are here each day.
- Office tenants can return on the same schedule.
- Office/facility staff, office tenants, and any regular users may be maskless in their offices, or during their rehearsals. If proof of vaccination cannot be provided, masks will be required or a negative Covid test. A record is kept that shows proof of vaccination.
- Allow rehearsals, livestreams, filming of virtual performances, workshops, and meetings to resume at 50% capacity with masks required unless performing. Youth under age 12 to be masked at all times.
- Public performances at 50% capacity but masks are required except while performing.
- **New as of July 15, 2021:** Masks are required in all public areas.