



COVID-19 PROTOCOLS FOR LIVE OUTDOOR DRIVE-IN PERFORMANCES

Issued on November 6, 2020

Summary

General gatherings and special events are not permitted at this time, including gatherings for live music, theater, concerts, festivals, and symphonies in their traditional formats, because they pose a high risk of spreading COVID-19. However, in San Luis Obispo County this protocol may be used for outdoor live drive-in activities such as musical concerts and performances as long as there is compliance with the [State's guidance for Music, Film and Television Production](#) in addition to the guidance noted below. These protocols may also be used for permitted outdoor gatherings, such as graduation events.

The County of San Luis Obispo Public Health Department is following the [State's Blueprint for a Safer Economy](#) and all related guidelines to develop its protocols and ensure that they are consistent with State guidance. In addition to the conditions imposed on these businesses by the California Department of Public Health, performers and performance hosts must also follow the conditions laid out in these live, outdoor drive-in performances protocols.

Please note: This document may be updated as additional information and resources become available. Be sure to check [ReadySLO.org](#) regularly for any updates to this document.

Protocols

All live, drive-in performance operations must:

- Have sufficient infrastructure, staffing and training to meet all physical distancing, face covering and sanitation requirements. Facilities with an established workforce, bathrooms and permitted food facilities are more easily able to meet safety requirements.
- Adhere to items listed in the checklist below if new drive-in operations are set up in parking lots and other spaces that are not pre-established businesses.
- Be managed by a single employer in charge of the site, who will take responsibility for the ongoing training and screening of all staff, provision of all needed equipment and materials, and the monitoring of adherence to all safety measures within these procedures during any showing and obtaining approvals from local zoning and city officials, if required.

Please note: Throughout this protocol the word “car” is used to denote any enclosed vehicle including a car, van, small truck, camper or other vehicle in use for private transportation. Sites may limit the types or sizes of permitted vehicles as needed.

The checklist covers the following considerations for:

- (A) Musical Concerts and Live Performances
- (B) Temporary or Semi-Permanent Set-Ups in Parking Lots or Other Settings
- (C) Workplace Policies and Practices to Protect Employee Health
- (D) Measures to Ensure Physical Distancing
- (E) Measures to Ensure Infection Control
- (F) Communication with Employees and the Public
- (G) Measures to Ensure Equitable Access to Critical Services.

These key areas must be addressed as your facility develops any reopening protocols.

All businesses and activities covered by this guidance must implement all applicable measures listed in the checklists below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business Contact Name: _____
Phone Number: _____
Date Last Revised: _____

(A) Musical Concerts and Live Performances

- ❑ All staff, crew, musicians, and performers have been instructed to wear a face covering and maintain at least six (6) feet of distance from each other at all times, except when specific tasks require closer work.
- ❑ All contracts, scripts, music sheets, and any other documents that are normally shared are either distributed digitally, or are printed and individually assigned to crew, musicians, and performers to avoid sharing.
- ❑ Wherever feasible, everyone is using their own equipment (including headsets, microphones, consoles), supplies, etc. If equipment must be shared, it is sanitized between each use.
- ❑ Distance markers are provided to indicate adequate social distancing. Microphones, consoles, and other equipment are set up to facilitate social distancing.
- ❑ All musicians and singers performing work in which they cannot wear a face covering (e.g. wind and brass instrument players, singers) should strive for a minimum of 8 feet of social distancing during any rehearsal and performance. Alternatively, these individuals should be separated from others and from each other by plexiglass or other barriers.
- ❑ Talent must arrive with hair and makeup done if needed.

(B) Temporary or Semi-Permanent Set-Ups in Parking Lots or Other Settings

- ❑ **Location size.** The location is large enough to accommodate the expected number of guests and their vehicles with 6 feet or more of distance between all cars, sufficient space for bathrooms, hand washing stations, film projection areas, and staff resting areas.
- ❑ **Control of perimeter and attendees.** Maximum capacity has been identified to adhere to public health restrictions ensuring controlled exits and entrances.
- ❑ **Food.** All food service providers possess a valid permit from San Luis Obispo County Environmental Health Services (EHS). NOTE: Food service may be provided under an existing permit issued by EHS for an onsite permanent food facility, mobile food truck,

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permanent concessions (i.e., snack bar) or a host facility. Temporary Food Facilities, such as temporary concession stands and catering, are **not allowed** because this type of activity is not considered an “approved community event.” Food may be purchased and picked-up onsite or ordered through third party delivery services and delivered to the customer’s vehicle. These food facilities must adhere to all applicable reopening protocols. Attendees may bring their own food. Physical distancing protocols must be in place and monitored for any waiting lines to pick up food.

- ❑ **Bathrooms and handwashing.** If bathrooms and handwashing stations are not available, or there are not enough of them to meet the needs of the expected attendees, portable bathrooms and handwashing stations must be provided. There must be approximately 1 toilet and 2 handwashing stations per 100 attendees and physical distancing protocols in place and monitored for those waiting in line.

(C) Workplace Policies and Practices to Protect Employee Health

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ❑ All employees (including paid staff, interns and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow County Public Health Department’s guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
 - See additional information on government programs supporting sick leave and worker’s compensation for COVID-19 at www.ReadySLO.org, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits.
- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.

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- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ Employee, crew, musician and performer health screenings are conducted before they may enter the workspace. Screenings must include a check-in concerning [symptoms as outlined by the Centers for Disease Control and Prevention \(CDC\)](#) and if the employee has had close contact with a person known to be infected with COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days, the employer should report this cluster to the County Public Health Department at (805) 781-5500. If a cluster is identified at a worksite, the County Public Health Department will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- ❑ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. Employees must wear a face covering while working. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition
- ❑ Employees are instructed to wash or replace their face coverings daily.

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- All workstations or work areas are separated by at least six feet.
- Ticket booths, food concession areas, employee break rooms, restrooms and other common areas are disinfected before and after the performance, and following periods of heavy use (e.g., after intermission) per the following schedule:
 - Ticket Booth/s _____
 - Concession Area _____
 - Break Rooms _____
 - Restrooms _____
 - Other _____
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break areas.
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- All policies described in this checklist other than those related to terms of employment are applied to staff, delivery personnel and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

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(D) Measures to Ensure Physical Distancing

- ❑ Cashless and touchless transactions systems have been implemented where possible. Reservations and payments can be made in advance online or over the phone.
- ❑ Vehicles must be spaced at least six feet apart and no gatherings of persons outside of vehicles are permitted. Parking spaces for viewing at drive-in theaters are limited to either every other spot or reconfigured to ensure adequate distancing between vehicles.
- ❑ Each vehicle is limited to occupancy by members of the same household who have already been in close contact with each other. If not utilizing restroom facilities or pick-up concessions, patrons must remain in their vehicles. Patrons cannot sit outside of their vehicles (e.g., to view a live, drive-in musical performance near their vehicle).
- ❑ Entering cars are prohibited from exceeding their maximum occupancy.
- ❑ All patrons entering the site in vehicles must have a face covering in their possession to gain admission and be instructed to wear it upon exiting the vehicle and to maintain at least a six (6) foot distance from anyone outside their immediate group they traveled to the site with.
- ❑ Individuals must remain in or on their vehicles. Convertible cars can lower their tops and viewers may sit on outside portions of their vehicle like the bed of a pick-up truck.
- ❑ Staff wearing cloth face coverings are stationed at least six feet apart to direct patrons to open parking spaces.
- ❑ Picnic areas or any other outdoor seating must not be used and viewers/audience must stay in cars. Any outdoor seating that is within 100 feet of the viewing area must be closed one hour before the show time and remain closed until one hour after the show is over.
- ❑ Staff wearing cloth face coverings are stationed at entries to concession and restroom areas at least six feet from each other and from the nearest patrons to assure maintenance of 6-foot distancing online and within facilities.
- ❑ Food concession operations that are part of a permanent drive-in theater are reconfigured to permit physical distancing.

- If feasible, electronic pre-ordering and payment with assigned times for pick-up is offered.
 - If patrons are permitted to order and pick-up at the concession stand, they are offered a menu (posted or a single-use handout), to allow for ease of ordering, and items ordered are gathered, packaged and picked up by the customer within 15 minutes of the on-site order. Patrons waiting for items may not congregate at the concession area. They may either wait, while spaced at least 6 feet apart from each other away from the concession area or return to their cars and then come back at a designated time to obtain their order.
 - If patrons need to line up to order or pickup food, tape or other markings identify both a starting place for patrons arriving for pick-up and 6-foot intervals for subsequent patrons who are joining the line.
 - No child under 12 is permitted to visit the concession area or restroom alone.
 - No more than two adults per vehicle are permitted to pick-up food orders. If one adult is picking up an order, they may be accompanied by a child.
 - Concession stands are closed to new orders at least 30 minutes before the end of the performance.
- ❑ Restrooms are reconfigured and occupancy is limited so that a 6-foot distance can be maintained between individuals at all times. The 6-foot requirement applies in all cases except for individuals accompanying members of their own household who require assistance (e.g. children or individuals with disabilities).
 - ❑ If patrons need to line up to enter the restrooms, tape or other markings identify both a starting place for patrons arriving and 6-foot intervals for subsequent patrons who are joining the line.
 - ❑ Employees have been instructed to maintain at least a 6 feet distance from patrons and from each other in the concession ordering, pickup and payment areas. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

- ❑ Ample security and/or staff are assigned to ensure that employees and customers adhere to all requirements.

(E) Measures for Infection Control

- ❑ An adequate number of personnel shall be assigned by the permittee to monitor and assure patrons and staff comply with the critical prevention measures such as wearing face coverings, physical distancing, and sanitation during all hours of operation.
- ❑ Paper tickets may be accepted by a staff person who is in a booth, wearing a cloth face covering and disposable gloves and protected by an appropriate barrier. Electronic tickets or receipts may be scanned either by a staff person in a booth protected as above or by a staff person in open air wearing a cloth face covering and disposable gloves.
- ❑ Frequently touched objects and surfaces in restrooms and concession pickup and payment area (e.g., counters, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- ❑ Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- ❑ Patrons arriving at the establishment are reminded to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ❑ Symptom screenings are conducted before patrons enter the facility. Screenings must include a check-in concerning [COVID-19 symptoms outlined by the CDC](#). These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.

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- ❑ Patrons arriving at the site with children must ensure that young children do not leave their cars unaccompanied. If a child must go to the restroom or join an adult at the concession area, the accompanying adult must assure that the child stays at their side, does not touch any other person or any item that does not belong to them, and wears a cloth face coverings if age permits.
- ❑ Hand sanitizer, tissues and trash cans are available to patrons at or near the entrance of the restroom and concession areas.
- ❑ All payment portals, pens, and styluses are disinfected after each use by a different person.
- ❑ Optional - Describe other infection control measures:

(F) Measures that Communicate to the Public

- ❑ Online outlets of the establishment (website, social media, etc.) instruct patrons on how to purchase tickets online and any policies related to proof of purchase at the site.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about opening hours, required use of face coverings, policies in regard to preordering, prepayment, pickup and/or delivery of concession items and other issues. A copy of this protocol is posted at all public entrances to the facility.
- ❑ Signage visible at the entry to the site and anywhere patrons line up notifies patrons of requirements related to physical distancing and infection control, including:
 - Prohibition of gathering or viewing outside cars;
 - Availability of preordering from concession stand;
 - Required use of cloth face coverings when visiting concession stands or restrooms;
 - Required adult oversight of young children;

- Respectful compliance with employees' instructions concerning the above.
- ❑ An on-screen announcement prior to screening is used to reinforce patron awareness of requirements related to physical distancing and infection control, as above.
- ❑ The menu of items available to purchase is readily available to patrons planning to purchase on-site at concession stands.

(G) Measures that Ensure Equitable Access to Critical Services

- ❑ Services that are critical to the patrons/clients have been prioritized.
- ❑ Transactions or services that can be offered remotely have been moved on-line.
- ❑ Measures are instituted to assure access to goods and services for patrons who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business/organization should attach to this document.