

# COVID-19 SAFETY CHECKLIST

## MOVIE THEATER REOPENING CONSIDERATIONS

The following lists the operational adjustments that movie theaters may want to consider as they reopen to the public during the COVID-19 pandemic. It is important to note that many of these considerations may change as government guidelines, industry standards and guidance from medical professionals evolve. As you develop your reopening plans, it is critical that you ensure that they are compliant with federal, state and local laws and government regulations. Additionally, it is always a good idea to review your plans with your legal counsel.

MOVIE THEATERS		
ADMITTANCE PROTOCOLS		
1	Consider conducting daily temperature checks for employees and patrons prior to allowing them entrance into the facility. No touch infrared thermometers can be purchased at a reasonable cost and is an effective way to ensure individuals inside your facility do not have a fever. Additionally, anyone exhibiting cold or flu like symptoms should not be allowed into the facility.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	Consider having employees complete a Travel Declaration and COVID-19 form.  ❖ <i>Note: Individuals that have traveled overseas, or even to "hot-spot" areas in the United States, as well as individuals who have been in contact with an individual affected by the COVID-19 virus, should be subject to a 14-day self-quarantine prior to being allowed to participate.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	Develop a written sick policy. Patrons and employees should be symptom free for at least 14 days prior to entering the facility.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Post signage at or near the entrance areas informing patrons of the facility's policies, procedures, and guest code of conduct relative to COVID-19.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
PHYSICAL DISTANCING POLICIES AND PROCEDURES		
1	Develop policies and procedures to ensure the number of individuals allowed inside each area of the facility meets the requirements set forth by state and local guidelines.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2	To enforce social distancing policies, consider dividing the facility into zones and limit the capacity per zone. Staff should monitor the areas to ensure safe distancing is taking place.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3	Ensure all employees have been trained and are knowledgeable of the theater's new social distancing policies and procedures. Social distancing parameters should apply to all patrons and staff without exception.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4	Space out seating for those who are not in the same party allowing at least six feet of distancing; both side-to-side, and front-to-back. Consider limiting seating to alternate rows if possible.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5	Consider scheduling staggered showtimes to reduce congregating in waiting areas and lobbies.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
6	Consider having employees and patrons wear masks.  <i>Note: Movie theaters should follow the guidelines set forth by the state and/or local health departments.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

<b>7</b>	Ensure notices about the social distancing measures that are in place at the facility to inform and educate patrons about the new procedures with regard to COVID-19 are in place.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>CLEANING, DISINFECTING &amp; HYGIENE</b>		
<b>1</b>	Ensure all facility staff are properly trained on the facility's enhanced cleaning policies and procedures. Document all enhanced sanitation practices that the facility has developed as well as the training sessions for employees.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>2</b>	Ensure enough time, staff, and resources are available for cleaning the facility throughout the day and after the facility closes. Develop a cleaning checklist and ensure that all cleanings are properly documented.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>3</b>	Ensure staff are constantly cleaning high touch areas (doors, door handles, tables, counters, chairs, handrails, restroom amenities, etc.) with a disinfectant throughout the day and as needed.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>4</b>	Install additional hand sanitation stations at strategic locations throughout the facility.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>5</b>	Clean and disinfect all areas of the auditorium (seats, handrails, counters etc.) after each movie showing.  ❖ <i>Note: Provide employees with EPA-approved disinfectants and disinfecting wipes when disinfecting surfaces and objects.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>6</b>	Discontinue the use reusable condiments from counters, tables, or in other common areas. Provide condiments upon request in single serving packets.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>7</b>	Encourage the use of contactless payment methods (i.e. guest swipes their own credit/debit card).	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>8</b>	Educate all staff and patrons on the proper hygiene (not touching eyes, nose, mouth with unwashed hands), and the proper sneeze/cough etiquette.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>9</b>	Develop cleaning response protocols for potential biohazards in the facility.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>10</b>	Install signage throughout the facility informing patrons of the theater's enhanced cleaning and hygiene policies and procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>11</b>	Develop procedures if there is a reported case by an employee, patron, or a local health authority that a confirmed COVID-19 case has been at the facility.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>12</b>	Develop a relationship with a reputable cleaning company that can be quickly deployed in the event enhanced cleaning is required due to a confirmed COVID-19 case at the facility.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>ADDITIONAL NOTES:</b>		