

Memorandum



Date: July 15, 2020

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Report Requested from the Adrienne Arsht Center on Hosting the Presidential Town Hall on October 15, 2020

Special Item No. 4
July 27, 2020

At the July 1, 2020 Special Meeting of the Board of County Commissioners (Board), Commissioner Barbara Jordan requested a report from the Adrienne Arsht Center (Arsht Center) on their hosting the Presidential Town Hall on October 15, 2020. Attached is the report provided by the Arsht Center, which Commissioner Jordan requested to be included in the July 21, 2020 Board meeting.

Given the significance of this event, we are committed to carefully considering and imposing the requirements that will be necessary to ensure that the Arsht Center has the necessary safeguards and protocols for the Presidential Town Hall to occur safely and successfully. It should be noted that the Adrienne Arsht Center has submitted a comprehensive plan to re-open that was approved given its strict conformance with the New Normal guidelines, including provisions to ensure that all local, state and CDC requirements are met.

If additional information is needed, please contact Johann Zietsman, President and CEO, Adrienne Arsht Center, at (786) 468-2201 or Michael Spring, Senior Advisor and Director, Department of Cultural Affairs at (305) 794-1694.

Attachment.

- c: Abigail Price-Williams, County Attorney
- Geri Bonzon-Keenan, First Assistant County Attorney
- Michael Spring, Senior Advisor, Office of the Mayor
- Johann Zietsman, President and CEO, Adrienne Arsht Center
- Melissa Adames, Interim Director, Clerk of the Board
- Adeyinka Majekodunmi, CPA, Commission Auditor
- Eugene Love, Agenda Coordinator



Adrienne Arsht Center
FOR THE PERFORMING ARTS OF MIAMI-DADE COUNTY



PRESIDENTIAL TOWN HALL

OPERATING PLAN – COVID-19

OCTOBER 15, 2020

PRESIDENTIAL TOWN HALL COVID-19 OPERATING PLAN

In response to the Covid-19 pandemic, and in compliance with Miami-Dade County's New Normal Guide, the Adrienne Arsht Center has prepared the following plan to answer questions surrounding the Presidential Town Hall broadcast to be held in the Knight Concert Hall on October 15, 2020. This plan, prepared in consultation with Commission on Presidential Debates (CPD) and the United States Secret Service (USSS) is consistent with the Arsht Center Reopening Plan approved by Miami-Dade County on July 4, 2020.

CPD and Arsht Center will work closely with Miami-Dade County to ensure that the Presidential Town Hall complies with all County requirements for conducting this important event. The Adrienne Arsht Center has submitted and has had approved a re-opening plan that incorporates protocols and practices of Miami-Dade County's New Normal guidelines. This approved plan and any other County requirements necessary will be implemented for hosting the Presidential Town Hall. The Arsht Center will continue to coordinate event planning with Miami-Dade County with the primary goal of making sure that public health and safety are assured.

The anticipated format for the debate is to position the two presidential candidates, a moderator and 36 undecided voters selected from the community by CPD (collectively, the debate participants) on the Knight Concert Hall stage. The debate participants will be socially distanced while on and off stage. The Knight Concert Hall auditorium will accommodate a maximum of 115 invited guests, who will be socially distanced in 1st tier, 2nd tier, and 3rd tier seating. Apart from the invited guests, the debate will not have an in-person audience.

The Cleveland Clinic will serve as Health Security Advisor to the CPD for all four 2020 general election debates. The CPD is currently working with the Cleveland Clinic to establish health guidelines. We expect more detailed information to follow. Ground plans and movement of debate participants and invited guests will be mapped out by the CPD and reviewed by the Arsht Center, Cleveland Clinic (CPD's official medical advisor) and a local medical advisor from the Miami-Dade community.

The CPD's schedule for load-in, technical rehearsal, network broadcasts and the live broadcast of the Town Hall is being developed. In general terms:

- Equipment (theatrical and television broadcast) & scenic load in will start on October 9th and run through October 14th
- Technical rehearsals and candidate walkthroughs on the stage will happen on the morning and afternoon of October 15th
- Major network broadcasts from the Knight Concert Hall auditorium morning and early evening on the 15th of October

- The Town Hall broadcast the evening of October 15th from 9:00 PM – 10:30 PM
- Loadout of all equipment and scenery will happen on October 16th.

USSS Perimeter

- The entire Arsht Center “campus” will be contained within a perimeter established by USSS. The USSS perimeter will start at NE 12th St to the south and NE 15th Ct to the north. As of this writing, the East and west perimeter lines are still to be determined.
- No one will be allowed inside of the USSS perimeter without approved credentials.

Free Speech Zone

- A Free Speech zone(s), subject to City of Miami permitting and City of Miami Police oversight, will be established for demonstrators to exercise their First Amendment rights.

Commission for Presidential Debate Staff and Media Protocol

- CPD will assign major media networks positions inside Knight Concert Hall auditorium on the orchestra level for their morning and early nightly news broadcasts on October 15th. These networks will be supported by a limited crew, consisting of production personnel and Arsht Center staff, practicing 6-foot social distancing
- CPD will designate one media network to broadcast the Town Hall and to be the primary distributor of the event
- Media network personnel will be required to follow all social distancing and other New Normal guidelines (e.g., wear face coverings, etc.)
- Campaign surrogates, constituents and key personnel that have been cleared by CPD and USSS will be allowed inside Knight Concert Hall, following all social distancing requirements
- Auditorium and ancillary spaces are sufficient to accommodate all support staff and media can be located in discrete areas that ensure social distancing. Once all participants are identified, specific areas will be assigned to accomplish this
- The Ziff Ballet Opera House stage will be setup for a minimal number of invited media to report on the Town Hall and broadcast from the Center on October 15th. The specific schedule for this has not been established yet. The CPD and Arsht Center will generate a plan for media that is consistent with Miami-Dade County’s New Normal Guide and all pertinent Miami-Dade County COVID-19 emergency orders

Venue Preparation and Arsht Center Staff Protection

- The Arsht Center will utilize the minimum number of staff possible to safely manage the event.
- All people on site must follow the social distancing, facial covering and Personal Protective Equipment (PPE) guidelines as defined by Miami-Dade County’s Emergency Orders, the Centers for Disease Control (CDC) and consistent with Occupational Safety and Health Administration (OSHA) and other regulatory guidelines:
 - Six-foot distance between people

- Wear facial coverings inside and outside
 - Wash hands and/or use hand sanitizer often (including entry)
- Install hand sanitizer at entry points and throughout the Arsht Center Facilities
- All persons entering the building must wear a face covering. Facial coverings are not required for children under 2 years old; persons who have trouble breathing due to a chronic pre-existing condition; persons who are not able to remove face coverings without assistance or on their own
- Provide written and posted protocols and policies for employees displaying symptoms
- Develop and implement a daily questionnaire to aid in identifying symptoms and to participate in contact tracing
- Implement contactless temperature screening process for staff and guests
- Encourage employees to self-identify and report symptoms
- Employees who have flu-like symptoms shall not report to work for 14 days after the onset of symptoms
- Establish and employ protocol to immediately disclose infection to state Department Of Health, and establish procedure to safeguard facility (e.g., deep cleaning)
- Under no circumstances shall an employee or contractor who tested positive report to work at the Arsht Center facilities until that employee is cleared by a medical professional as being COVID-19 free
- If an on-site employee or contractor tests positive for COVID-19, the Center shall have staff who were in contact with the positive employee or contractor tested and cleared by a medical professional as being COVID-19 free and the facilities to be thoroughly disinfected
- Post contact email address and/or telephone number for employees / customers to contact if they have questions or concerns
- The Center will implement cleaning procedures, such as enhanced disinfecting of all common areas and frequent touch points and a comprehensive cleaning of the campus, including thoroughly emptying all trash receptacles using solid waste bags that are double-bagged and securely sealed
- Clean and disinfect restrooms every 2 to 3 hours
- Procure sufficient amounts of soap, hand sanitizer, cleaning materials and PPE to ensure enough supplies are on hand to meet ongoing operational needs
- Placement of trash containers for face coverings and other Personal Protective Equipment (PPE) near exits and entrances and other common areas. Emptying all trash receptacles using solid waste bags that are double-bagged and securely
- Prior to re-open, flush plumbing and run water in sinks to eliminate stagnant water from the period of facility's closure
- If necessary, use touchless ticket scanning
- Adherence to the ASHRAE and OSHA guidance on the HVAC system maintenance and cleanliness has always been foundational to ensure the highest quality of airflow with clean cooling coils, regular changeout of filters and a reasonable mixture of outside air.

Commission for Presidential Debate Staff, Delegates, Campaign Surrogates & Media Protection

- All persons entering the building must wear a face covering. Facial coverings are not required for children under 2 years old; persons who have trouble breathing due to a chronic pre-existing condition; persons who are not able to remove face coverings without assistance or on their own
- Develop and implement a daily questionnaire to aid in identifying symptoms and to participate in contact tracing
- Implement contactless temperature screening process for guests
- All guests must sanitize hands at time of building entry
- Visually mark separation 6 feet apart for areas where people would group (e.g., queues and elevators)
- Place signs outside and inside the elevators to limit capacity to 4 passengers, with visual markers for passengers to stand on. Signs should encourage people to take the stairs where appropriate and offer preferential treatment to vulnerable groups (e.g., elderly, persons with disabilities, pregnant women, and families with small children)
- Discourage entry to site of visitors and contractors, unless needed for operations
- Suspend car valet services
- Designate separate entrances for deliveries/receiving
- Place signs outside and inside the elevators and other common areas (e.g., restrooms, breakrooms) to summarize key messages: restrictions to capacity, distancing, use of face coverings
- Placement of trash containers for face coverings and other Personal Protective Equipment (PPE) near exits and entrances and other common areas. Emptying all trash receptacles using solid waste bags that are double-bagged and securely sealed
- Control the use of common spaces to ensure social distancing while waiting
- Mark entry and exit points with arrows
- Reinforce specific guest entry doors to control crowd movement and reduce congregating
- Reduce public seating areas to ensure minimum 6-foot physical distance
- Eliminate the use of common water fountains and interactive displays
- Add signage (incl CDC signs) to emphasize required behavior (mandating 6-foot social distancing and proper hand washing/sanitizing, over communicate the protocols throughout the building common areas)
- Designating quarantine rooms for infected individuals and deep cleaning after use

The Arsht Center will administer the following general public health interventions and safeguards prescribed by the Miami-Dade County New Normal Guide:

The Miami-Dade County approved Reopening Plan for the Adrienne Arsht Center can be found at <https://arshtcenter.org/reopeningplan>

- Conduct trainings on building, health and safety protocols for all staff and as appropriate, volunteers
- Post CDC signage in publicly trafficked locations emphasizing measures to “Stop the Spread of Germs” and to exercise social responsibility –Stop the Spread of Germs
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
[Symptoms of Corona Virus https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-symptoms/)

[ncov/downloads/COVID19-symptoms.pdf](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) Use of Face Coverings to Help Slow the Spread of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Implement contactless temperature screening process for staff, vendors, and guest as well as a health pre-screening questionnaire
- Establish protocol to immediately disclose infection to state DOH bodies and procedure to safeguard facility (e.g., deep cleaning)
- Implement clear reporting protocols based on leading (e.g., thermometer temp spikes, thermal scanning spikes, increased absenteeism) and lagging indicators (e.g., staff health visits above pre-defined rate, community spread in retailer locale)
- Post a contact email address and/or telephone number for employees /customers to contact if they have questions or concerns
- Maintain increased housekeeping practices, including regular cleaning and disinfecting of surfaces, equipment, elevators, and other elements of the work environment
- Flush plumbing to eliminate stagnant water if establishment has been non-operational during closure period
- Establish a disposal plan for contaminated materials, such as PPE and soiled cleaning supplies
- Furniture in common areas will be shifted to accommodate social distancing guidelines
- Install or adjust existing trash bins to those with lids that open without the need to touch the lids placed and available for use to staff and guests in all common areas

Food Service Protocols

- Catering services will be on-site during the load-in, rehearsals, walkthroughs and the Town Hall broadcast
- Tables used for catering will be set up to allow for 6 feet of distance between staff
- Self-serve buffet-style food service will be suspended and replaced by alternative service styles.
- All equipment and meeting amenities will be disinfected before and after each use or be single use if not able to be sanitized.
- If needed, meeting rooms will be sanitized prior to being occupied
- All food and beverage items will be individually plated and served
- Coffee and other break items will be attended and served by a server
- Flatware will be provided as a roll up or grab and go concept
- Condiments will be served in individual sealed containers
- Individual bottled water will be provided instead of water carafes on meeting tables and all water stations



Adrienne Arsht Center
FOR THE PERFORMING ARTS OF MIAMI-DADE COUNTY



PRESIDENTIAL TOWN HALL

KNIGHT CONCERT HALL INVITED GUESTS

TIER 1 – 40 SEATS

TIER 2 – 38 SEATS

TIER 3 – 37 SEATS

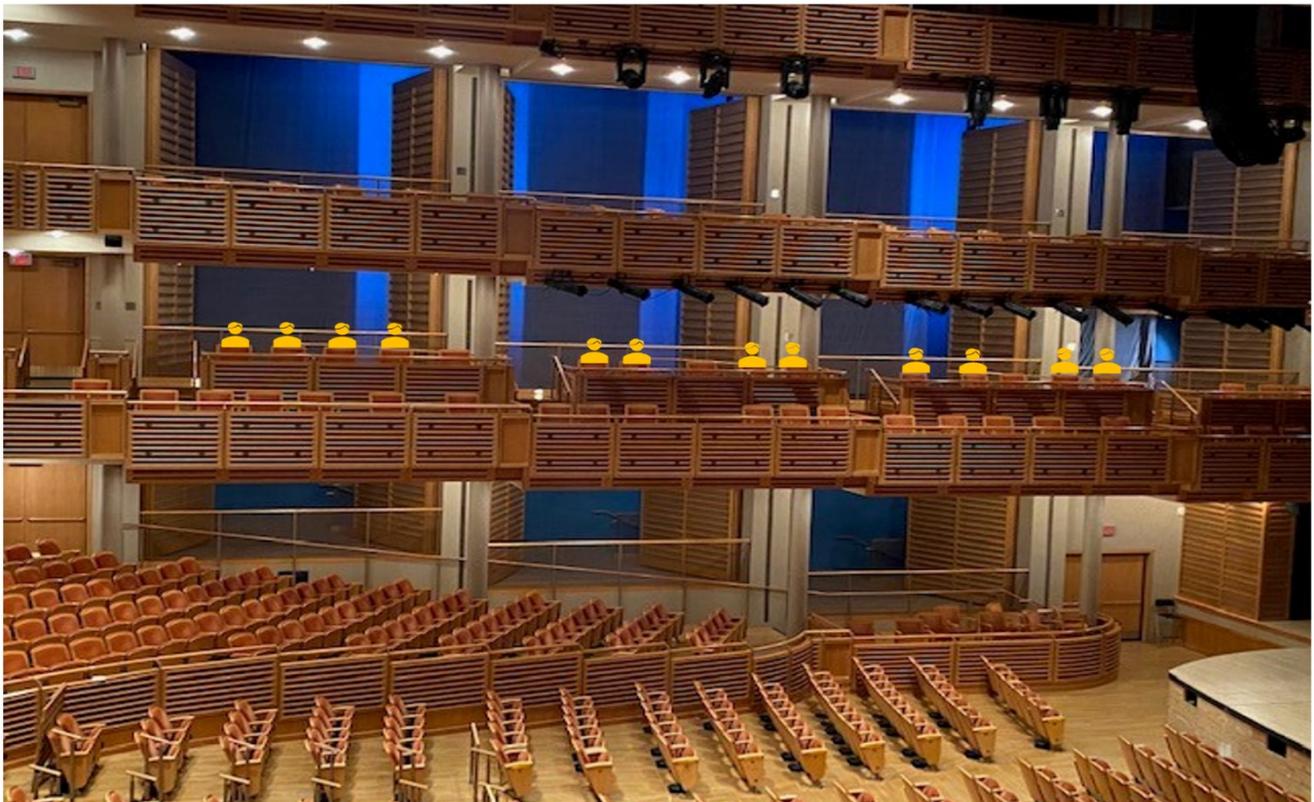
*THE FOLLOWING SEATING DIAGRAMS ILLUSTRATE COUPLES OR GUEST FROM THE SAME HOUSEHOLD SEATED TOGETHER AND SEPARATED BY AT LEAST 6 FEET FROM OTHER GUESTS.

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HOUSE LEFT- TIER 1 (12 SEATS)



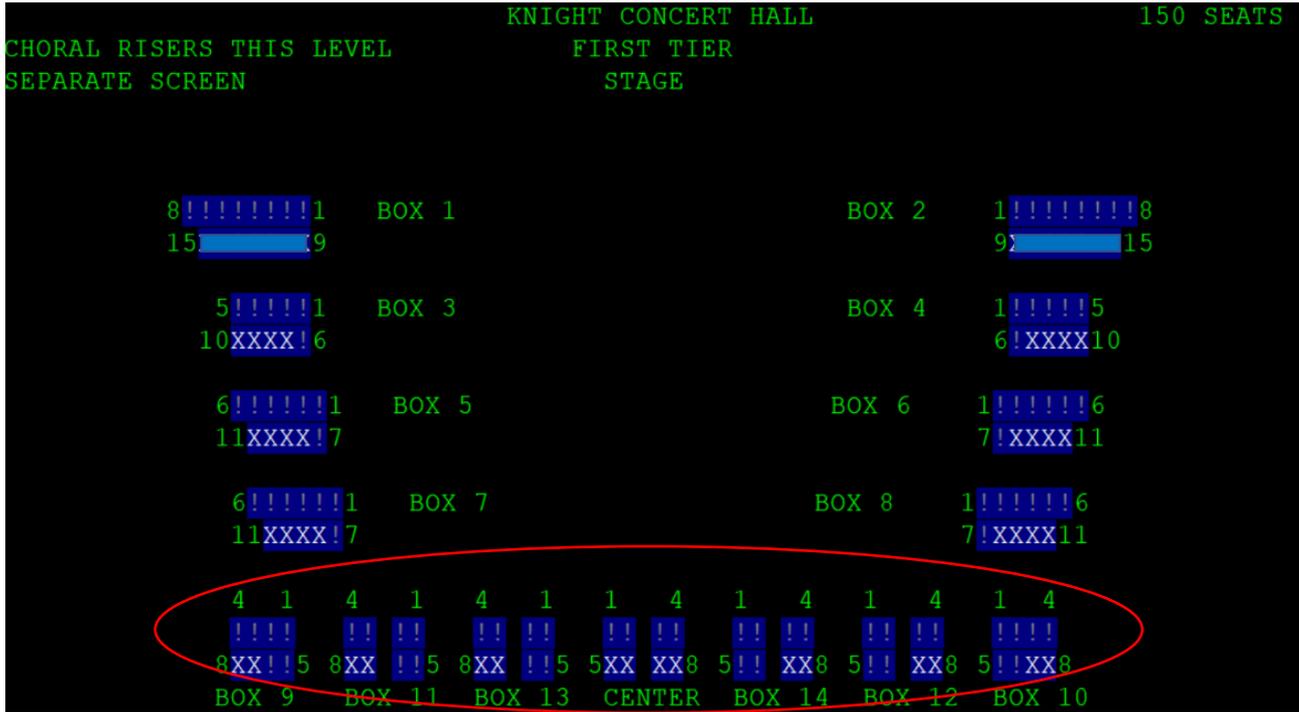
FRONT ELEVATION



*THE SEATING DIAGRAM ILLUSTRATES COUPLES OR GUEST FROM THE SAME HOUSEHOLD SEATED TOGETHER AND SEPARATED BY AT LEAST 6 FEET FROM OTHER GUESTS.

CENTER – TIER 1 (16 SEATS)

PLAN VIEW



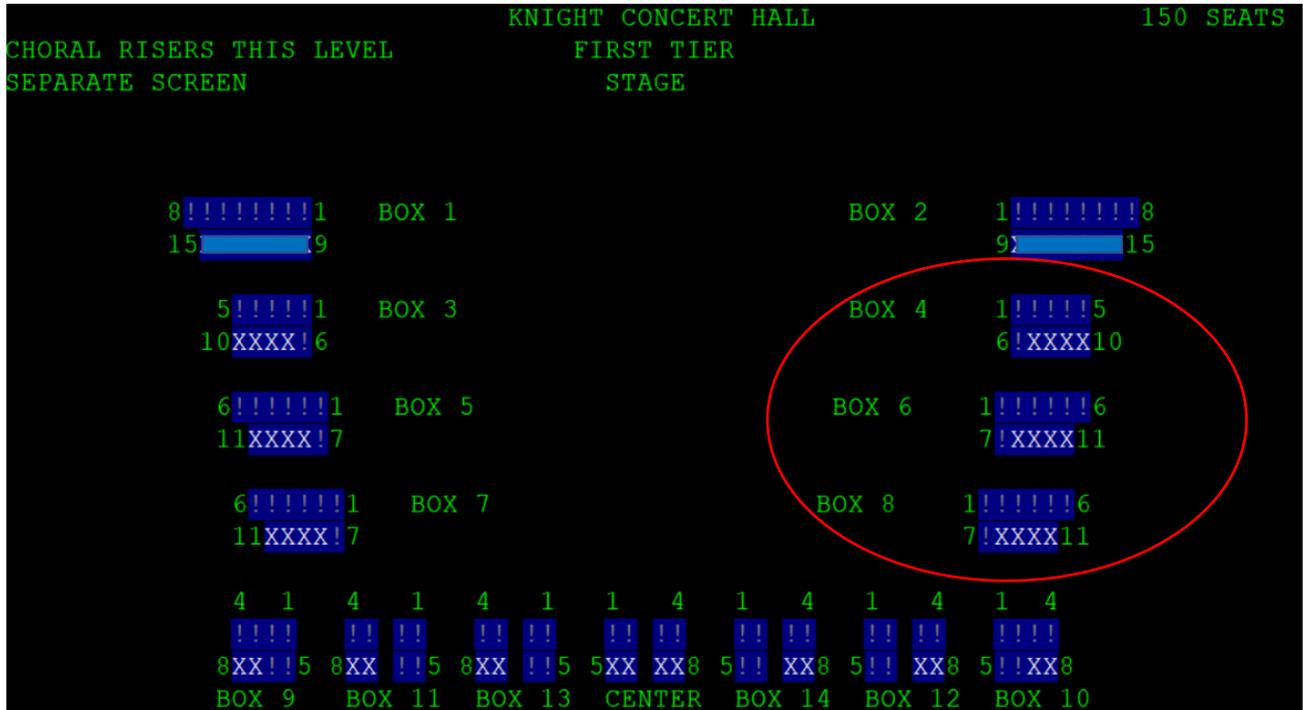
FRONT ELEVATION



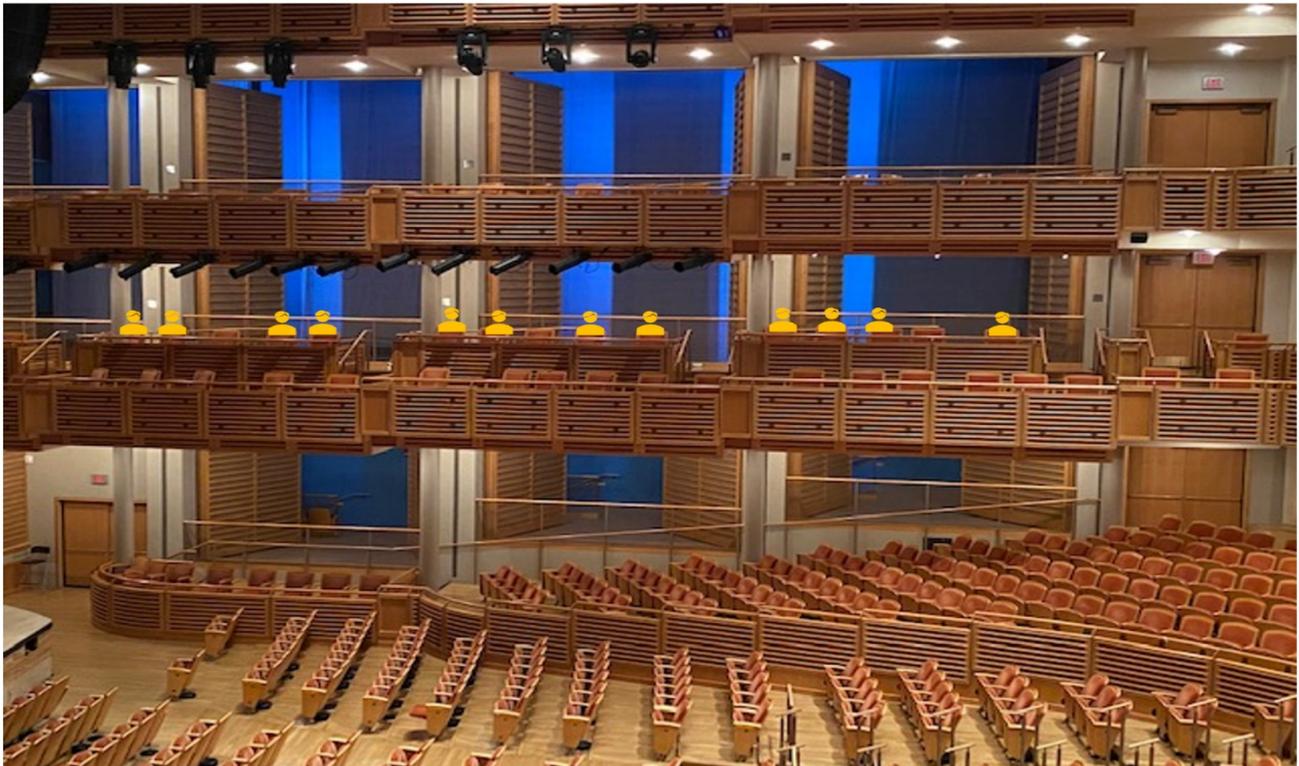
*THE SEATING DIAGRAM ILLUSTRATES COUPLES OR GUEST FROM THE SAME HOUSEHOLD SEATED TOGETHER AND SEPARATED BY AT LEAST 6 FEET FROM OTHER GUESTS.

HOUSE RIGHT- TIER 1 (12 SEATS)

PLAN VIEW



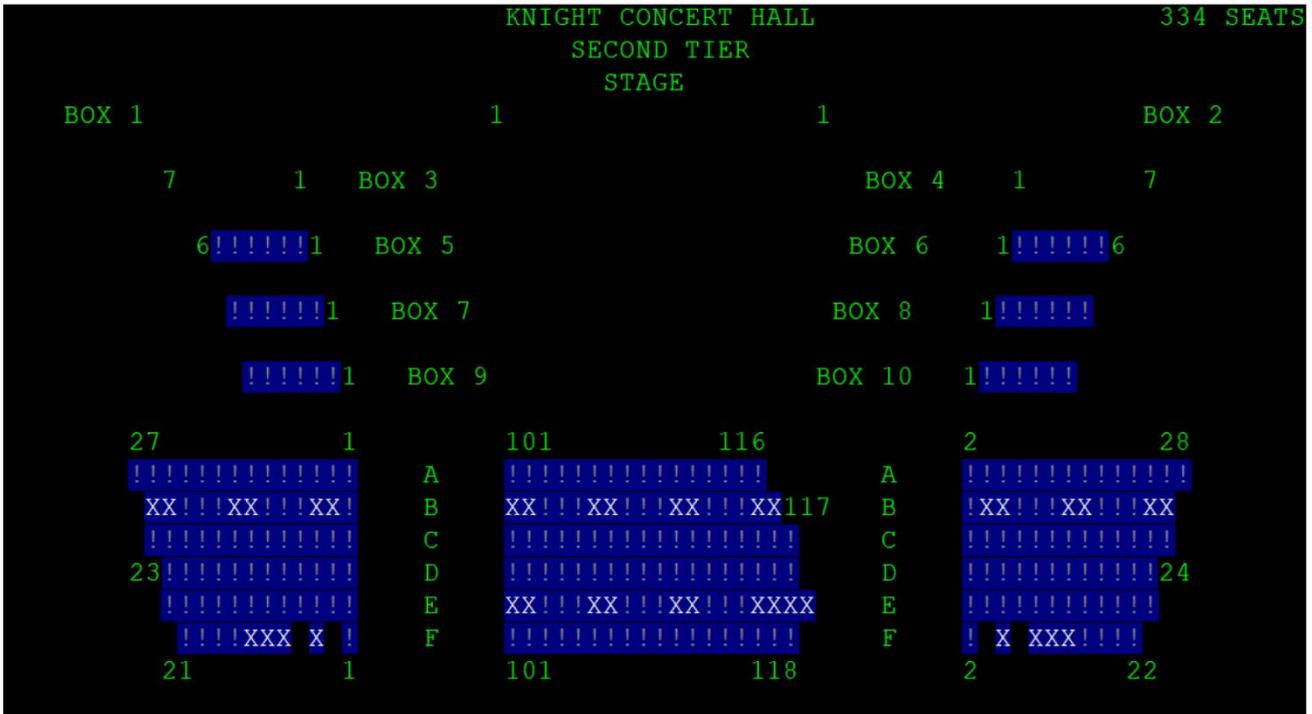
FRONT ELEVATION



*THE SEATING DIAGRAM ILLUSTRATES COUPLES OR GUEST FROM THE SAME HOUSEHOLD SEATED TOGETHER AND SEPARATED BY AT LEAST 6 FEET FROM OTHER GUESTS.

TIER 2 (38 SEATS)

PLAN VIEW



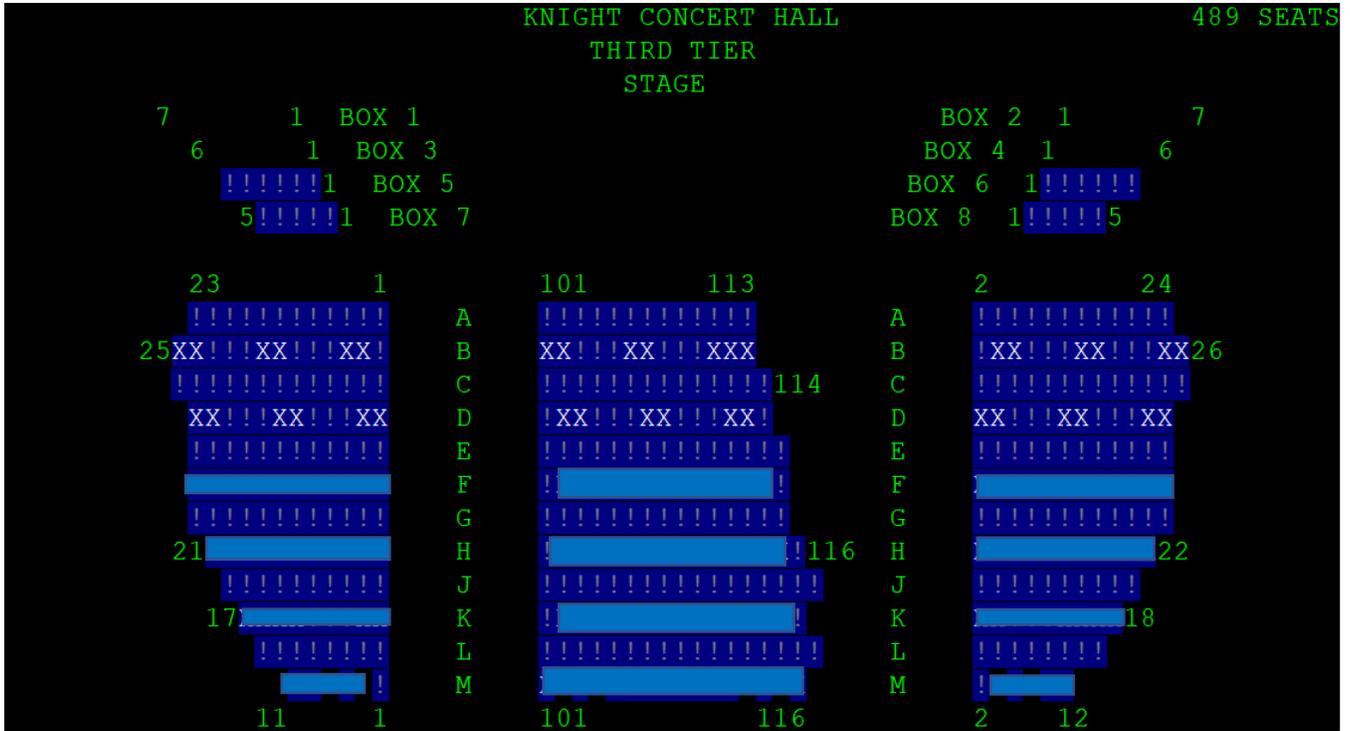
FRONT ELEVATION



*THE SEATING DIAGRAM ILLUSTRATES COUPLES OR GUEST FROM THE SAME HOUSEHOLD SEATED TOGETHER AND SEPARATED BY AT LEAST 6 FEET FROM OTHER GUESTS.

TIER 3 (37 SEATS)

PLAN VIEW



FRONT ELEVATION

