



General Checklist for Arts and Culture

This checklist is intended to provide the arts and culture industry with guidance on health and safety protocols required to reopen for business and to remain open in Miami-Dade County.

Worksite Specific Plan	YES	NO
1. Owner/Manager will identify the person(s) responsible for implementing the re-opening guidelines.		
2. Management will conduct a risk assessment and the measures that will be taken to prevent spread of the virus.		
3. Management will train and communicate with employees on the re-opening guidelines.		
4. Management will create a process to check for compliance and to document and correct deficiencies.		
5. Install hand sanitizing stations at entrances and in common areas.		
Facilities Preparation	YES	NO
1. Install Health & Safety signage/visual aids with messaging for customers and staff with easy visibility in all needed languages.		
2. Place signs outside and inside the elevators to limit capacity to 4 passengers, with visual markers for passengers to stand on.		
3. Mark with arrows entry and exit points, creating one-way circulation paths inside venue when possible; otherwise, enforce distancing by posting signs indicating 6' separation.		
4. Install plexiglass barriers placed at all counters as an additional level of protection for staff.		
5. Implement a disposal plan for safe handling and dispensing of used PPEs. (e.g. use designated solid waste bags that are double-bagged and securely sealed).		
6. Flush plumbing to eliminate stagnant water from the period of closure in all facilities.		
7. Change and/or upgrade HVAC filters as necessary to maximize fresh air.		
8. Install Ultraviolet Germicidal Irradiation (UVGI) in small common areas that cannot be adequately ventilated.		
9. Develop and implement plans as appropriate to address any parking garage or other facility access points leading to all facility entrances.		
10. Install hand sanitizing dispensers at entrances and in common areas.		
11. Place Trash bins with lids that open without the need to touch the lids (touch less opening) and make them available for use to staff and guests in all entrance areas.		
12. Space out customer queues venue entry and ticketing booths with floor markers (every 6ft); adopt virtual waiting area/queue where feasible.		
13. Eliminate car valet and eliminate the use of interactive exhibits.		
Employee Training	YES	NO
1. Train all employees on COVID-19, to prevent the spread, and to identify vulnerable individuals.		
2. Train to promote self-screening at home, including temperature and/or symptom checks using CDC guidelines.		
3. Train employees to stay at home if they exhibit the following symptoms such as frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.		
4. Stress the importance of continuous hand washing or the use of a hand sanitizer.		



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5. Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID-19 issues.		
6. Train employees to wear a mask or cloth face covers.		
Management Control Measures & Screening	YES	NO
1. Management will screen employees before each shift.		
2. Management will require employees who are sick or exhibiting symptoms of COVID-19 to stay home.		
3. Require frequent hand washing and use of hand sanitizer. Procure appropriate amounts of soap, hand sanitizer, cleaning materials and protection equipment.		
4. Employer will provide disposable gloves to employees using disinfectants when required.		
5. Require mask or face covers.		
6. Suspend group tours and group programming; implement circulation control measures to support social distancing.		
7. Communicate frequently to customers that they must wear face masks/covers.		
Mandatory Cleaning and Disinfecting Protocols	YES	NO
1. Frequently disinfect the following: high traffic areas, and commonly used surfaces.		
2. Clean and sanitize shared equipment between each use.		
3. Clean touchable surfaces between shifts or between users, whichever is more frequent.		
4. Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff.		
5. Ensure that sanitary facilities (restrooms) stay operational and stocked with proper disinfectants and soap at all times.		
6. Make hand sanitizer and other sanitary supplies readily available to employees.		
7. Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and OSHA requirements.		
8. Provide time for workers to implement cleaning practices before and after shifts.		
9. Upgrades to HVAC air filtration and ventilation.		
Distancing Guidelines	YES	NO
1. Implement measures to physically separate employees and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs).		
2. Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas.		
3. Use signage to remind customers of physical distancing at every opportunity.		
4. Space out customer queues venue entry and ti.		
5. Post CDC signage in publicly trafficked locations emphasizing measures to “Stop the Spread of Germs” (CDC) and exercise social responsibility (e.g., hygiene)		
6. Provide separate, designated entrances and exits.		
7. Queue customers outside while still maintaining physical distance.		
8. Encourage and train employees to practice physical distancing during pickup and delivery.		