



# COVID-19 Reopening Protocol

Updated 8/19/20

# **General Procedures**

- The marquee will direct the public to the website for information on procedures and guidelines of attending a movie.
- Signs will be posted at the entrance, directing movie attendees to the website for information on procedures and guidelines of attending a movie.
- Markings on the floor will show a 6 feet distance at the entrance, counter and restroom areas and within each cinema.
- Signs will be posted to prohibit outside food or drink from being brought into the theatre.
- Hand sanitizer will be provided at the entrance, on the concession's counter, and in the restrooms for patrons to utilize.
- Entrance to the theatre will be through the glass door (northmost west side door) and exit via the solid (southmost west side) door.
- The theatre will not host parties in the upstairs party room until further notice.

# **Team Leaders**

- All team leaders are required to attend a re-opening protocol meeting prior to their first return since closing. The meeting will review new procedures and cleaning details.
- Team leaders will continue to sign up for dates using the online site <https://volunteersignup.org/CX8HA>
- All team leaders are required to have a temperature check prior to working his/her shift. TL's are not permitted to work if temperature exceeds 100.4 degrees.
- If the team leader's temperature does exceed 100.4 degrees, then the theatre will close for that showing, unless a substitute team leader can be found on short notice.
- All team leaders must provide name and temperature check status on the nightly sign in sheet.
- Team leader will be required to wear a face covering during the shift.
- All team leaders will be required to wash their hands at the beginning of each shift.
- Team leaders can, but will not be required to, wear gloves while serving. Those choosing to not wear gloves will be strongly encouraged to sanitize between jobs.
- Team leaders are responsible for ensuring that his/her volunteers follow protocol.
- Each team leader has the right to refuse service to anyone who exhibits illness or irresponsible behavior while attending the movie.
- At the end of each movie the team leader should help guide out patrons, by encouraging mask usage, social distancing, and exiting via the southmost west door.

# **Volunteers**

- All volunteers will provide their services at their own risk.
- Volunteers should not work if they are feeling ill, or have been exposed to anyone with COVID-19.
- Volunteers are not allowed to sign up online, but instead, must contact a TL and get permission to be allowed to work with a specific TL.
- All volunteers are required to have a temperature check prior to working his/her shift. Volunteers are not permitted to work if temperature exceeds 100.4 degrees.
- No kids under the age of 13 are allowed to volunteer, be behind the counter, or be in the lobby before, during or after a showing, unless actually attending a movie.
- There will be no maximum age set for volunteering as each individual can decide whether conditions are safe to volunteer.
- No more than 4 volunteers, plus the TL, are allowed to work per night.
- Volunteers will be required to wear a face covering during the shift.
- All volunteers will be required to wash their hands at the beginning of each shift.
- Volunteers can, but will not be required to, wear gloves while serving. Those choosing to not wear gloves will be strongly encouraged to sanitize between jobs.

# **Movie attendees**

- All movie attendees are entering the theatre at their own risk.
- All movie attendees are required to wear a face covering from the time of entering the building until being seated inside the cinema. Face coverings should also be utilized upon departure of the building following the conclusion of the movie.
- Any movie attendee without a face covering will be provided one free of charge at the theatre.
- Movie attendees, especially older or at risk persons, are encouraged to arrive early.
- Upon entering the lobby, each attendee will be required to use hand sanitizer.
- Each attendee will submit to a temperature check. Attendees will be asked to leave if their temperature exceeds 100.4 degrees.
- After sanitizing, one member from each family will be required to provide all names of movie attendees, as well as a phone number and email for the family. This list will serve as information in the event that contact tracing is needed.
- Movie attendees, when signing in, can agree for their email to be used for upcoming movie distribution. If they choose to not agree, their email will not be used by the

theatre for any other purpose, and will be destroyed after 3 weeks following the sign in date.

- At the sign in table, one container will consist of unused pens and another container for used pens, which will be later sanitized for reuse.
- Families are asked to sit together as a group in the cinema.
- Movie attendees should exit the building immediately following the show using the southmost west door. Those needing to use the restroom should be masked, and/or maintain a distance of 6 feet from others.
- Movie attendees should wear a mask as they exit the movie/building.
- Any movie attendee can and will be asked to leave the building if they exhibit illness or irresponsible behavior while attending a movie.

## **Movies**

- Movies will be shown on Friday and Saturday at 7:00 pm and on Sunday at 2:00 pm.
- No Sunday evening or Monday evening movie will be shown until further notice.
- Only one movie option will be available upon reopening. Further offerings will be dependent on attendance and movie availability.
- Movies will be shown alternately in the east (stage side) and west cinema with limited seating.
- The number of people allowed in each cinema will be determined by Nebraska's Directed Health Measure (DHM). As of June 22th, the DHM (Phase III) allows for 75% capacity, or 110 persons, per cinema.
- Rows and/or individual seats will be cordoned off to allow for social distancing between groups.
- Arm rests, within the allowable seating area, should remain down to allow for cleaning at the conclusion of every showing.

## **Tickets**

- Customers may use a credit card, or cashless payment method, to purchase tickets and concessions. Customers will insert their credit card personally and will not be required to sign.
- The \$10 minimum charge for credit card purchases will be waived.
- Customers paying by cash will be encouraged to pay with the exact amount, however, change will be issued when needed.

## **Concessions**

- Hand sanitizer will be made available at several locations on the concession's counter.
- TLs and volunteers will serve pop, popcorn, butter, candy and issue straws.
- Popcorn salts will remain behind the counter unless asked for. These should be wiped with disinfectant wipes between uses.
- Flavoring salts will not be made available for customer use until further notice.
- Red bucket refills will not be allowed, however, upon showing a bucket, the customer will be given a plastic bag with the equivalent amount of popcorn to fill the bucket.
- No drink or popcorn refills will be allowed.

## **Cleaning**

- Hand sanitizer will be made available in each bathroom.
- Hand wipes will be available to movie attendees to wipe surfaces, if needed.
- Volunteers will be responsible for disinfecting bathroom door handles, sink fixtures and the front door handle periodically between uses.
- After each showing, cinema seat handles will be wiped down with disinfectant then followed up with a disinfectant fog. The fogging machine has been purchased by the theatre.
- Normal cleaning procedures will be followed in the concessions area.
- The computer screen, keyboard and credit card machine must be wiped down with disinfectant at the end of each shift.