

APOLLO

REOPENING PLAN

As of October 1, 2020

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I. OVERVIEW

The historic, landmark Apollo Theater is recognized the world over as the heart of Black arts and entertainment and is among the world's most active performing arts and entertainment centers. Every year the Apollo offers a robust schedule of activities including live performances, theater tours, education and community engagement programs, film screenings and film and video production projects. Last year, the Apollo drew a total audience of 450,000 patrons to its events.

Due to the impacts of the COVID-19 pandemic, the Apollo has been closed since March 2020. As New York City moves through its reopening phases, the Apollo is prepared to resume a limited operation. In order to protect everyone's health and safety, this Reopening Plan has been drafted in accordance with the regulations issued by New York State described in the Low Risk Indoor Activity, Phase Four guidelines. The Apollo will continue to respond quickly to changing circumstances, guidelines and regulations as outlined by New York State and will, on an ongoing basis, update this plan as necessary.

As the Apollo Theater adapts to the new circumstances caused by the COVID-19 crisis and looks to the future, it strives to create an institutional environment that prioritizes health, safety and shared responsibility among the staff, artists, clients, and vendors, all of whom play a critical role in the successful re-opening and future sustainability of the Theater's operations. The awareness and understanding of this priority will be established through effective information-sharing, open communications and regularly scheduled discussions of new policies and guidelines, assessments, and regular self-evaluation of the effectiveness of health and safety initiatives. The success of the Reopening Plan requires dedication and commitment at all levels of the institution to ensure the safety of all staff, partners and visitors to the Apollo Theater.

For more information or to share feedback, contact: Q. McKenny **Health and Safety Response Team** responseteam@apollotheater.org.

II. REVISED PROTOCOLS

The Apollo has always provided visitors with a clean and secure facility. In response to new challenges presented by the COVID-19 pandemic, the Apollo has developed new systems and protocols to ensure a safe environment for all employees, artists, visitors and audiences. The Apollo has trained its staff to manage all of the protocols and precautions outlined in the plan in order to ensure they are fully and effectively implemented.

- Before reopening, the Apollo's maintenance team performed a thorough cleaning and sanitization of the entire facility, including the Main Stage, Soundstage, all dressing rooms, administrative offices and support spaces.
- The Apollo has designated a Site Safety Monitor whose responsibilities include ensuring continuous compliance with all aspects of the site safety plan and coordination of the Health and Safety Response Team.
- The Apollo's Health and Safety Response Team is comprised of leaders from the Office of the Chief Operating Officer, Human Resources, Security, Maintenance and Production departments, tasked with ensuring that new systems and protocols are in place and implemented properly.
- The Administrative offices at the Apollo and in the annex at the Adam Clayton Powell, Jr. State Office Building remain closed until at least January 2021. Administrative and program staff who require access to the space must adhere to the procedures outlined in the Administrative Staff Section below.
- In accordance with NYS regulations, both performance stages have a revised maximum capacity of 25% of the standard seating capacity. (Main Stage capacity is 354; Sound Stage capacity is 45.) In addition, staff, vendors or observers must wear masks and remain six (6) feet apart.
- Hand sanitization stations (containing at least 60% alcohol) have been placed throughout the Apollo (including lobby, performance venues, dressing rooms, green rooms and backstage areas) and will be replenished regularly.
- Visitors are encouraged to regularly wash their hands in the restrooms, which are equipped with soap, running warm water, and disposable paper towels.
- New signage identifying locations of hand sanitizer stations and restrooms have been prominently displayed throughout the theater, lobby and backstage areas.
- Guidance regarding social distancing protocols will be regularly announced and monitored by Apollo staff.
- Tours of the facility are suspended until January 2021.
- The Apollo Theater's HVAC system currently uses MERV-13 filters and pulls air in from outside for a particular set of units, which is the current standard recommended by NYS.
- Plexiglass barriers have been placed at the Security Control station and Stage Door to provide additional protection for staff and visitors. Barriers are regularly cleaned by Apollo maintenance staff.

- The Main Stage Front of House (FOH) tech area and Soundstage tech support space have been outfitted with plexiglass barriers. Barriers are regularly cleaned by Apollo maintenance staff.
- All health and waiver information collected from visitors to the Apollo as part of the Covid protocol will be kept in the strictest confidence. All information is collected and segregated from any Apollo activities and files and accessible only by the Senior Executives and the Site Safety Monitor of the Apollo. This information will not be made public and will only be used in the process of the appropriate tracing as required by NYS mandate.

III. VISITING THE APOLLO

To ensure the safety and wellness of staff and visitors, the Apollo Theater has outlined specific general procedures and guidelines for anyone wishing to enter the Apollo. All visitors to the facility, for any purpose, must acknowledge and agree to the Apollo's health safety requirements as follows:

- Stay home if you are sick, have experienced COVID-19 symptoms in the past three days, have tested positive for COVID-19 in the last 14 days, have been exposed to someone who has or may have COVID-19, or have traveled to one of the designated states in which quarantining is required.
- Complete a screening questionnaire and waiver no more than 24 hours prior to their visit. In the event a form is not completed in advance, a QR code will be provided to complete the form using a mobile device (preferred). If unable to access mobile technology, a paper form will be available on site. (*see attached Health Screening questionnaire*)
- All visitors must wear Personal Protection Equipment (PPE) for the duration of their visit. This includes approved face coverings at all times and gloves when appropriate and requested by the Apollo Safety Response Team. Visitors are encouraged to wash and/or sanitize hands frequently to minimize health risks.
 - Masks, gloves and sanitization supplies will be available on site.
 - Acceptable face coverings include, surgical masks, N95 respirators, and face shields.
 - Scarves, shirts pulled up and makeshift masks are not acceptable.
 - Personal protection equipment (PPE) may be inspected for compliance or issued as needed by the Theater's security team, maintenance team and/or front of house staff.
- All visitors will have their temperature screened. Visitors whose temperatures are detected as exceeding NYS guidelines (100.4°F) will not be admitted to the venue.
- All visitors must notify the Apollo Theater's Health and Safety Response Team responseteam@apollotheater.org immediately if they test positive with COVID-19 within seven days of visiting the Apollo.
- All visitors must observe social distancing protocols by maintaining a distance of six feet from others while at the Apollo. Signage and distance markers denoting spaces of 6 ft. are in place in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. lobby, ticket lines, elevator

entrances, etc.)

- Visitors to Apollo events are required to follow specific foot traffic directions designated by signage and directional arrows installed in the Theater lobby and throughout the performance venue
- Visitors are encouraged to dispose of PPE (masks, gloves, etc.) in a sanitary manner after use and/or upon exiting the Theater in appropriate refuse containers placed at all facility exits and entrances.

RENTALS, ARTISTS AND PERFORMERS

All rentals, performances and special events must adhere to the revised protocols outlined above, including capacity restrictions, social distancing protocols and screening procedures. However, the Apollo may request additional considerations as determined by the nature of the performance as follows:

- All artists, performers and their staff, security and support personnel are required to provide documentation of negative results of a COVID-19 test taken no more than 48 hours prior to their scheduled arrival at the venue. Once tested and found negative, the visitor must self-quarantine from date of test and arriving at the Apollo. If found positive, the artists, performers or staff will not be permitted entry into the Apollo.
- All artists, performers and their staff, security and support personnel will be greeted at the stage door entrance (126th Street) by Apollo Theater staff who will accompany them to the dressing and green room areas. Artists, performers and their staff should not enter via the 125th Street main lobby entrance or administrative office entrance.
- All artists and performers will be required to limit the size of their accompanying staff/crew/musicians to only essential personnel, with a list of staff members and functions submitted to and confirmed by the Apollo not less than seven (7) business days in advance.
- All artists and their staffs will be expected to observe social distancing protocols and maintain a distance of six feet from others while at the venue, except when not feasible due to rehearsal or performance needs.
- All artists, renters and performers will be responsible for their accompanying staff/crew to ensure their adherence to Apollo policies and protocols. Individuals unable or unwilling to follow Apollo policies will be asked to leave.
- Personal sanitization supplies and disinfectant will be issued to all artists and their staff regularly and on an as-needed basis.
- Artists and their staff will be assigned specific dressing room, green room and restroom locations, and will be advised of these upon arrival. Revised capacity for these spaces is listed in the Addenda section of this document.
- Artists and crew must wear masks during rehearsals unless rehearsal with a mask is impossible. Masks may only be removed during live/VTR performances for wind musicians, singers, and actors, though mask-wearing during performance is encouraged whenever possible.
- Any items an artist brings into the Theater that will be shared or handled by others must be disinfected prior to entry by a Local 1 Technician or Maintenance team member.

ADMINISTRATIVE OFFICES & STAFF

The Apollo administrative offices are closed until at least January 2021, and all staff members are on a work-from-home policy. Staff are not expected to report to the office for any reason. However, if an exceptional circumstance presents itself, staff may visit the office by following all visitor guidelines above, and the following employee specific policies:

- All administrative staff and employees are required to provide documentation of negative results of a COVID-19 test conducted within 48 hours of their scheduled arrival at the Apollo. All employees will be scheduled for COVID-19 testing on a regular basis.
- Employees must give 24-hour written notice of their intent to visit the Apollo to Apollo Security and Site Safety Monitor via email to responseteam@apollotheater.org.
- Upon arrival at appointed time, staff member will be met by security team member who will log the visit, conduct a temperature check and escort the staff member to their workstation.
- Employee must contact security upon departure to be escorted from their workstation.
- Group and/or team meetings are prohibited until at least January 2021, except by special authorization by Site Safety Monitor. If authorized, meetings will take place in the Soundstage and will be socially distanced with individuals at least six feet apart.
- Hand sanitizer stations (containing at least 60% alcohol) have been placed near restrooms, in office areas and at the two main points of entry. Disinfecting wipe stations have been placed near all copiers. Individual-sized hand sanitizers and disinfecting wipes may also be available.
- Additional signage and information regarding locations of hand sanitizer stations have been prominently posted throughout the administrative offices.
- Staff are prohibited from utilizing any workstation other than the one expressly assigned to them. If an area must be shared, by necessity of the job function, the area must be wiped/disinfected before and after use by staff and regularly by maintenance team.
- In the event you experience COVID-19 symptoms or are confirmed to have COVID-19 contact the Human Resources Team.

IV. PRODUCTION PROCEDURES

Producing events for recording and video streaming have been approved, in accordance with New York State guidelines. The Apollo prioritizes the well-being of all who visit the Theater and has implemented the following protocols and policies to ensure staff, performers and visitors have a safe environment.

STAFFING & SCHEDULING

- All crew members and production staff must provide documentation of negative results of a COVID-19 test conducted within 48 hours of their scheduled arrival at the Apollo.
- All crew receive briefings on revised safety and wellness protocols, social distancing rules, sanitization station locations and additional information deemed essential by the

Site Safety Monitor before beginning work.

- All production staff must wear PPE at all times, including facemasks in all instances and gloves when appropriate. Face shields are recommended when social distancing is not possible, or when in contact with a performer not able to wear PPE. PPE will be provided by the Apollo or may be supplied by staff at their preference.
- Personnel will be scheduled to minimize the number of production staff necessary for any event, rehearsal or pre-production work on-site without hindering the ability to effectively deliver said activity.
- Production staff and crews will be clustered in “pods” in accordance with their trade (i.e. electrics, carpentry, sound, etc.) and are required to stay with their pod as assigned at all times including during breaks.
- Supervisory production staff will establish work locations designated by zones to support social distancing for production crews.
- All production staff and workers are required to observe social distancing and maintain six feet between one another, except when not possible due to work function.
- Hand sanitizer stations (containing at least 60% alcohol) have been placed throughout backstage and work areas.
- Supervisory production staff will designate staff break areas that are isolated from any work areas.
- Upon completion of a shift, production staff are required to immediately depart the premises. This policy is strictly enforced by supervisory and security personnel.
- Production staff are required to dispose of PPE (masks, gloves, etc.) in a sanitary manner after use and/or upon exiting the facility or workspace in appropriate refuse containers placed and well-marked at all exits and entrances.
- Non-production or non-house personnel will not have access to backstage or production work areas.

STAGE DOOR ENTRY

- Production staff reporting for work at the Stage Door are required to undergo an individual screening process to include a no-touch temperature reading. Staff with a temperature above 100.4 F will not be allowed into the building.
- Each person entering or exiting the building must adhere to social distancing protocols.
- No more than two people are allowed in the Stage Door area at any time, including security personnel.

LOADING IN & OUT/DELIVERIES

- Deliveries are not accepted at the Stage Door. All deliveries must be made via the loading dock or main administrative entrance.
- Deliveries at the loading dock will be received outside by production staff. Delivery drivers will not have access to the facility.
- Stagehands are required to wear masks and gloves, at all times, including when outside the Apollo.
- All received goods, packages and materials are to be disinfected using sprays and/or

wipes at the exterior loading dock prior to acceptance inside the venue. When possible, equipment and package contents should be disinfected as well.

- Rental equipment is to be received outside the Stage Door and must be sanitized by a member of the Carpentry Department before being received in the Theater.

REHEARSALS/PERFORMANCES

The **Site Safety Monitor** will approve a plan of staff designations and deployment (wristbands, badges) in order to minimize contact during production activities around events and programs. The Apollo Theater has a closed room/closed set policy in which only essential personnel are allowed in the room at a given time. For live productions, filming and rehearsal activities, only individuals designated with the proper wristband will be allowed to enter an active production area. The use of virtual monitors will be employed as much as possible to preserve the safety of all dressing rooms and performance spaces. The Site Safety Monitor will approve and implement marked traffic patterns to govern the use of confined traffic areas, stairwells and hallways, and ensure maximum distancing between individuals during production work. Guidelines for the use of confined spaces (e.g. elevators, pantry, dressing rooms, and stairways) shall be approved by the Site Safety Monitor. Generally, such use will be limited by no more than one person, under the guidelines use will be limited to a maximum of 50% capacity.

- Only individuals actively working to deliver the performance are allowed in the Theater or Soundstage. Support teams needing to see rehearsals can use a secure video conferencing platform.
- Supervisory production staff will require and ensure regular cleaning and disinfection of all personal tools and equipment by each stagehand before and after use.
- All production staff, performers and their staff are required to vacate the Theater immediately after work/performance is complete.
- All policies are monitored and enforced by Apollo staff, including the use of PPE and social distancing.

V. FACILITY AND MAINTENANCE POLICIES

SANITIZATION AND CLEANING PROCEDURES

- Security Team members are required to sanitize as they do their rounds, four times daily.
- Security is required to sanitize their own work area during and at the completion of each of three tours daily - six times disinfected daily.
- Maintenance team will keep an up-to-date log of all cleaning and disinfecting activities. This log will include date, time, scope of cleaning and disinfecting, cleaning agents used and team members performing the task.
- For questions regarding the cleaning and disinfecting of the building, contact: **Health and Safety Response Team.-Q. McKenny** responseteam@apollotheater.org.

- Restrooms will be inspected and cleaned at three-hour intervals. For events or programs that increase activity within the facility, restrooms will be cleaned and disinfected on an hourly basis.
- Sanitization stations are available at the Administrative entrance, Stage Door, Green Room, Soundstage, and all office levels.
- All equipment and materials employed during all programs and events are sanitized between uses.
- Supervisory production staff oversee maintenance staff to ensure all touched surfaces, all high-risk equipment (radios, headsets, microphones, props, safety equipment and weight stacks) are disinfected regularly.

SYSTEMS SPECIFICATION AND PROCEDURES

- The maintenance team regularly tests all systems, ensuring that all machinery is operating properly and safely.
- The maintenance team, regularly and when necessary, will flush the building with fresh air for areas being occupied by staff, artists, clients and guests where applicable.
- The maintenance team will ensure air filters are replaced on a regular basis and inspect the HVAC system on a regular and ongoing basis.
- The maintenance team will flush cold- and hot-water systems in accordance with the building's water management plan.
- The security team will continue to monitor/test fire alarm systems and review and maintain fire suppression equipment on a regular basis.
- Prior to occupation of any Apollo space, the maintenance team will ensure that all areas scheduled for usage will receive the proper attention to air quality. For the stacked dressing room, opening of the windows will be appropriate.

ADDITIONAL SECURITY RESPONSIBILITIES

In addition to their existing duties of securing the safety of the physical facility and all visitors, the security team is tasked with the following:

- Waiver/questionnaire completion and verification
- Contact-less temperature screening
- Logging of visitor entries and exits
- PPE & sanitization protocol compliance
- Social distance compliance
- Cleaning high touch areas, including doors, doorknobs, handles, crash bars, and elevator buttons

VI. ADDENDA

DRESSING ROOM AND ARTISTS SPACES REVISED CAPACITIES

VISITOR SCREENING QUESTIONNAIRE & WAIVER

EMPLOYEE SCREENING QUESTIONNAIRE

CDC CLEANING SUPPLIES CURRENTLY EMPLOYED

APOLLO THEATER
THEATER SUPPORT SPACES AND DRESSING ROOMS

COVID-19 MAXIMUM CAPACITIES:

1. Green Room – 12
2. Production Office (Green Room) – 1
3. Dressing Room A – 1
4. Dressing Room B – 1
5. 2A – 2
6. 2B – 3
7. 3A – 2
8. 3B – 3
9. 4A – 2
10. 4B – 2
11. 4C – 1
12. 5A – 2
13. 5B – 2

APOLLO THEATER VISITOR QUESTIONNAIRE

FULL NAME: _____ DATE: _____

E-MAIL: _____ PHONE: _____

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

I further acknowledge that Apollo Theater Foundation Inc. has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that Apollo Theater Foundation Inc. cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, vendors and guests. In the event that I test positive of Coronavirus/COVID-19, I will notify NYC Test & Trace of my visit to the venue.

I voluntarily enter the Apollo Theater and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while occupying the venue. I acknowledge that I must comply with all set procedures to reduce the spread while occupying the venue, which includes wearing personal protective equipment and washing hands frequently during my visit.

SELF- DECLARATION OF VISITOR

- | | | |
|---|------------|-----------|
| 1. Are you experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell? | YES | NO |
| 2. Have you traveled internationally within the last 14 days? | YES | NO |
| 3. Have you traveled to a highly impacted area within the United States of America in the last 14 days? | YES | NO |
| 4. Do you believe you have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19? | YES | NO |
| 5. Have you been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities? | YES | NO |

Visitors answering yes to any the above questions will not be permitted access to the Apollo Theater.

RELEASE: I hereby release and agree to hold the Apollo Theater Foundation Inc. harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the organization, or that may otherwise arise in any way in connection with any activities taking place at the Apollo Theater. I understand that this release discharges the Apollo Theater Foundation Inc. from any liability or claim that I, my heirs, or any personal representatives may have against the organization with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services or activity taking place at or on behalf of the Apollo Theater Foundation Inc. This liability waiver and release extends to the venue together with all owners, partners/contractors, and employees.

VISITOR SIGNATURE: _____

DATE: _____

APOLLO THEATER EMPLOYEE QUESTIONNAIRE

FULL NAME: _____ DATE: _____

E-MAIL: _____ PHONE: _____

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

I further acknowledge that Apollo Theater Foundation Inc. has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that Apollo Theater Foundation Inc. cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, vendors and guests. In the event that I test positive of Coronavirus/COVID-19, I will notify NYC Test & Trace of my visit to the venue.

I voluntarily enter the Apollo Theater and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while occupying the venue. I acknowledge that I must comply with all set procedures to reduce the spread while occupying the venue, which includes wearing personal protective equipment and washing hands frequently during my visit.

SELF- DECLARATION OF EMPLOYEE

- | | | |
|---|------------|-----------|
| 1. Are you experiencing any symptoms of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell? | YES | NO |
| 2. Have you traveled internationally within the last 14 days? | YES | NO |
| 3. Have you traveled to a highly impacted area within the United States of America in the last 14 days? | YES | NO |
| 4. Do you believe you have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19? | YES | NO |
| 5. Have you been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities? | YES | NO |

Employees answering yes to any of the above questions will not be permitted access to the Apollo Theater.

All symptoms experienced while performing your duties must be reported to your supervisor.

CERTIFICATION *I hereby certify that the responses provided above are true and accurate to the best of my knowledge:*

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your manager or your human resources representative.

APOLLO THEATER
CDC CLEANING SUPPLIES CURRENTLY EMPLOYED

<u>SPRAY CLEANER/DISINFECTANT</u>	<u>EPA #</u>
Sporicidin Disinfectant Solution (Spray)	EPA 8383-3
Envy Foaming Disinfectant Cleaner	EPA 70627-35
Windex Disinfectant Cleaner	EPA 4822-593
Comet Disinfecting Bathroom Cleaner	EPA 3573-54
Benefect Botanical Daily Cleaner Disinfectant Spray	EPA 84683-3
Rely+On Multipurpose Disinfectant Cleaner	EPA 39967-138
<u>AEROSOL DISINFECTANT</u>	<u>EPA #</u>
AdvaCare 120 Sanitizer	EPA 1677-193
S&S Sanitizer	EPA 1677-260
<u>DISINFECTANT WIPES</u>	<u>EPA #</u>
Avert Sporocidal Disinfectant Cleaner Wipes	EPA 70627-75
Nugen NR Disinfectant Wipes	EPA 6836-379
Nugen 2m Disinfectant Wipes	EPA 6836-372
Arm & Hammer Essentials Disinfecting Wipes	EPA 95337-1
PURELL Professional Surface Disinfectant Wipes	EPA 84150-1