

# Live@25%

California Alliance of the Live Event Industry (C.A.L.E.I.) is an Alliance of Industry-Wide Live Event Entertainment Producers, Venues, Arts Groups, Hotels, Convention Centers, Visitors Bureaus, Unions, and Event Employees



Proposed Health and Safety Guidelines for a safe return to Live Events in California for Counties that are in the Low-Risk (Yellow) tier to host live events at 25 percent capacity during the COVID-19 Pandemic

***Returning the Live Event Industry with emphasis on safety and reduction of Infection risk***

# Introduction

---

The Live Event Industry provides billions of dollars to state and local economies and employs hundreds of thousands of workers. The Alliance respectfully submits the following guidelines for consideration and adoption for live events to resume at a reduced capacity of 25%. The California Alliance of the Live Event Industry comprises experts in the field of Live Events, including Convention Centers, Concert Promoters, Sports Teams, Large and Small Venues, Unions, and Workers that support the Live Event Industry.

The proposed recommendations are general for Live Events with reduced capacity. All members have comprehensive guidelines for their venues and industries. Industry guidelines are included as appendices to this document. It is critical for the industry to have guidelines in the State of California's Yellow Tier as it takes 5-12 months to plan most Live Events.

C.A.L.E.I. developed these guidelines in collaboration with Live Event Management, Venues, and Labor, including the International Alliance of Stage Employees, International Brotherhood of Teamsters, Sign and Display Union, and Ushers. Development also included guidelines from the CDC, OSHA, CAL OSHA, Health Experts, and other professionals that have expertise in public assembly safety measures please see appendix (a) for listing of current contributors. The guidelines will address many aspects of safely bringing back Live Events. Management must consult with applicable state and local public health orders as well as OSHA, CAL/OSHA and CDC guidelines. This Alliance understands that Covid-19 is a serious health challenge and is committed to providing the technology and PPE to resume Live Events safely. If new circumstances arise and public health officials issue new guidance, the protocols listed below may be modified.

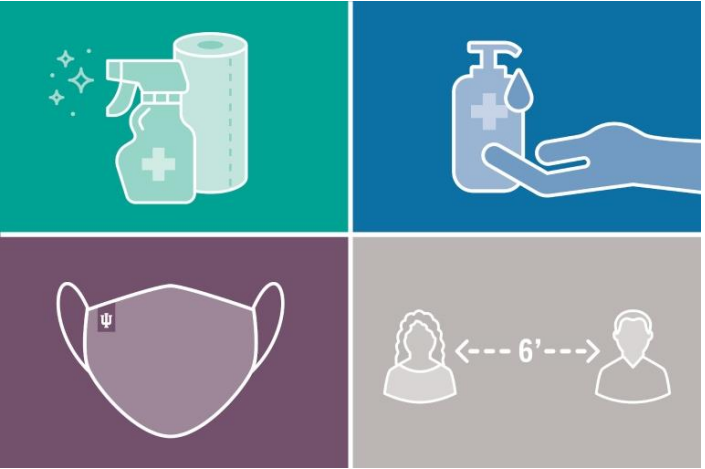


It is critical for the industry to have guidelines in the Yellow tier as it takes 5-12 months to plan Live Events

# Table of Contents



Table of Contents.....	3
Guiding Principles.....	4
Reopening Live Event Venues.....	6
Infection mitigation and controls.....	7
Continuous Deep Cleaning and Event Staff Training.....	8
Pre-Registered, Contact-Less Ticketing.....	9
Touchless Concession and Merchandise Sales.....	10
Event Building Administrative and Engineering Controls.....	11
Occupant Adjustments and Policies for Safe Events.....	12
Systems to ensure Health and Welfare of Attendees and Event Staff.....	13
COVID-19 Compliance Officer.....	14
Training on COVID-19 for all Event Staff.....	15
Event and Show Construction guidelines for Event Technicians.....	16
Performers, Talent and Speakers Safety and Stage Guidelines.....	17
Summery.....	18
Appendix (a) Participant Lists.....	19
Appendix (b) Joint Report of the DGA, SAG-AFTRA, IATSE TEAMSTERS for COVID-19 Safety Guidelines.....	20
Appendix (c) The DGA, SAG-AFTRA, IATSE, Teamsters on COVID-19 Safety Guidelines in a Pre-Vaccine World..	21
Appendix (d)The Event Safety Alliance Reopening Guide For Event Professionals.....	22
Appendix (e) Exhibition Service & Contractors Association Health & Safety Guidance for the Exhibitions Industry	23
Appendix (f) (Entertainment Technology Partners TECHNICIAN SAFETY & GUIDELINE STANDARDS.....	24
Appendix (g) (Entertainment Technology Partners COVID-19 Protocols.....	25
Appendix (h) OSHA POST COVID-19 JOB HAZARD ANALYSIS GUIDELINES ADAPTED FROM OSHA 3071.....	26
Appendix (i) IATSE Craft Specific Protocols General Crew Protocols.....	27
Appendix (j) IATSE Stagecraft Safety Committee Recovery Plan.....	28
Appendix (k) IATSE TRADESHOW DEPARTMENT COVID-19 HEALTH AND SAFETY GUIDELINES.....	29
Appendix (l) LA County Economic Resiliency Task Force Sports & Large Venue Phased Reopening Plan.....	30
Appendix (m) PSAV MeetSAFE Guidelines.....	31
Appendix (n) CALIFORNIA CONVENTION CENTER COALITION SAFE REOPENING PLAN MINIMUM STANDARDS.....	32



# Guiding Principles



The goal of these submitted guidelines is to provide recommendations for governments to authorize a safe return for the Live Event Industry. These guidelines may evolve, given the rapid changes regarding COVID-19.

In addition to recommendations included in this document, The Venues, Production Companies, Convention Centers, and Unions have developed departmental and industry operational protocols and project workflows. The industry has been working on comprehensive and specific safe return guidelines over the last ten months. All of us have agreed to develop protocols and workflows and to work with the State, Local Governmental Agencies, The CDC, OSHA, and CAL/OSHA

**We thank you for your careful review and consideration.**

### Guiding principles and recommendations are:

- The health and safety of the public and event workers is the highest priority of this Alliance. Slowly reopening the Live Event Industry safely is paramount to the health of our economy and public health. Organic unsupervised events with no supervision or guidelines are happening at an alarming rate and put the public at risk.
- All events and venues will follow all state, local and federal CDC public health guidelines.
- Physical distancing where possible will be maintained. Six feet apart is recommended. If physical distancing is not possible, other risk-reducing measures will be taken.
- Universal symptom monitoring including screening and temperature checks may be used to mitigate the risk of infection spread.
- Appropriate and adequate Personal Protection Equipment will be provided by venues and employers, as necessary.
- One or more COVID-19 Safety Compliance Officers with specialized training will be at every event to monitor and address issues as they arise.
- Event Management will provide training on infection prevention, PPE, social distancing and signs/symptoms of COVID-19 for event staff. Role specific security personnel will be added for enforcement of social distancing and face covering compliance. Medical expertise must guide decision making with respect to testing, contact tracing, symptom screening and other medical related issues to reduce the risk of infection spread.

- Enhanced sanitation and disinfection of all public high touch areas including regular sanitization of restrooms.
- Limit access to public drinking fountains. Provide drinking water in disposal containers.
- Deep venue cleaning nightly or when the public is not in the venue.
- Touchless ticketing with registration required for contact tracing and pre-screening for symptoms.
- Touchless merchandise sales with safety measures in place.
- Engineering and administrative controls for indoor venues including plans for safe indoor air filtration.
- Event planners will create detailed plans for occupancy at 25% with emphasis on reducing the risk of infection including seating assignments.
- The National Institute for Occupational Safety and Health Appropriate Hierarchy of Control (NIOSH) along with state and local government guidance, will guide approaches to minimize risk.
- Management systems will be employed to assess the health/wellness of all attendees and event personnel.
- Engineering and administrative controls will be developed and deployed whenever possible to facilitate safe events and reduce the risk of transmission spread.
- Larger venues will pursue Global Bio Risk Advisory Council (GBAC) Star Accreditation.
- All Venues will have approved written plans and procedures for reducing the risk of virus transmission
- Event workers will follow all State and Local regulations, including wearing masks, socially distancing, and disinfecting surfaces and hands when working on the construction of sets and stages.
- Event Workers have individual rights under applicable laws intended to protect against discrimination and must be safeguarded to support no discriminating at the workplace.
- Paid leave policies shall be flexible and not punitive to allow sick and quarantined persons to stay at home away from co-workers and the public.
- Event workers will be required to attend a special start of shift safety compliance meeting which will include topics related to minimizing risk for themselves and attendees from COVID-19 transmission.



# Venue Reopening

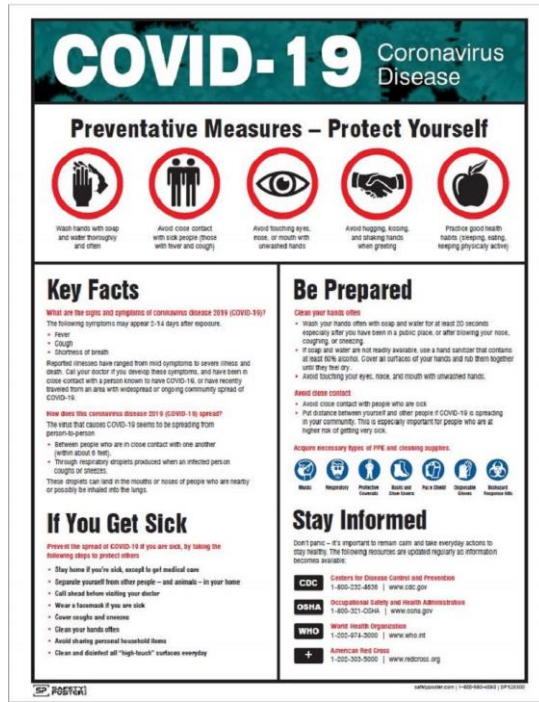
**The Safety of the public and event workers is the most important aspect of opening California venues.**

- All state, local and federal guidelines for mitigating the risk for COVID-19 transmission must be followed.
- CAL-OSHA, OSHA, and other public entities' risk reduction remedies for COVID-19 will be followed.
- Venues are required to perform deep cleaning and disinfection.
- Venue Management and staff to participate in COVID-19 risk reduction training.
- All staff and attendees are required to wear face coverings during events, and construction/takedown.
- All COVID-19 related worker illnesses will be reported to the local county governments affected.
- Public water fountains will be made unavailable, and container type water will be available.
- Restrooms will be sanitized at regular intervals during events, and there will be signage posted with capacity limits.
- Management and venues will work together to have all tickets sold require pre-registration to assist with any contact tracing that may be necessary.
- All merchandise sold will use touchless exchange technology when possible.
- Select areas with proper social distancing of 6 feet will be set up for the consumption of food and drink.
- Events will provide one or more COVID-19 Certified Safety officer(s).
- Management will provide extra customer service personnel that will be deployed as necessary to provide guidance to attendees and staff ensuring compliance with the safety protocols.
- Signage and floor decals will be prominently displayed, assisting attendees to clearly understand COVID-19 regulations.
- This Alliance advises event planners and venues to engage a board-certified infectious disease physician or infection preventionist with certification in infection control to assist with development of event operations and planning.



# Infection Mitigation and Controls

## Signage and staffing to facilitate preventative measures for risk reduction.



- Event Management will provide COVID-19 signage, and it is to be displayed in attendee and working areas
- Specialized staff trained in monitoring attendees to make sure safety guidelines are followed
- Face coverings will be available for event staff. In addition, face shields will be available for event staff where social distancing at 6-feet apart is not possible.
- Approved face coverings will be available for attendees that have not brought their own.
- All Personal Protection Equipment (PPE) must be sanitized or replaced for event workers.
- At the time of touchless ticketed purchase, the attendee will be given the specific venue guidelines and electronically accept such policies and guidelines.
- Hand Hygiene is critical and adequate facilities for event workers and attendees will include anti-bacterial soap, hand sanitizer, and paper towels. All air circulation dryers will be unavailable These facilities will be kept clean and well-stocked.
- Hand sanitizer stations will be put in strategic places through-out the venue for attendees and staff
- Foot decals or markings will be placed 6 feet apart in areas where attendees must be in line.
- As attendees enter the venue, they may be asked some pre-screening questions or submit to a temperature check.
- Attendees and staff will be required to follow all the venue's safety guidelines.
- All events and venues will produce comprehensive marketing plans to outline the health and safety measures they have activated.

# Continuous Deep Cleaning and Event Staff Training

It has been proven that cleaning surfaces can reduce the spread of infection.

- After hours deep cleaning is highly recommended.
- Technology such as ultraviolet can be used for disinfecting larger areas.
- Ongoing cleaning and sanitization of public service areas is strongly recommended.
- Management will work with The State, the Counties, and OSHA, CAL/OSHA to ensure effective cleaning procedures.
- Provide additional training in disinfection techniques to reduce the risk of infection to management and staff.
- Provide written logs of cleanings with times, areas sanitized, and event staff responsible.
- Provide signage displaying sanitization schedules for attendees where applicable (inside restrooms).
- Venues will provide hand sanitizer at accessible points throughout the venue.
- The Alliance recommends larger Venues will pursue Global Bio Risk Advisory Council (GBAC) Star Accreditation.
- Venue Management and Staff will be highly encouraged to seek COVID-19 Safety Certification.
- Management will provide a start of shift meeting regarding COVID-19 procedures and other safety issues.
- Unions will encourage all leadership and working members to seek COVID-19 Certification
- Venues and management will work with their State and their Local Counties to ensure that plans are effective and compliant.
- This working Alliance will share effective deep cleaning technology and training solutions for effectiveness.

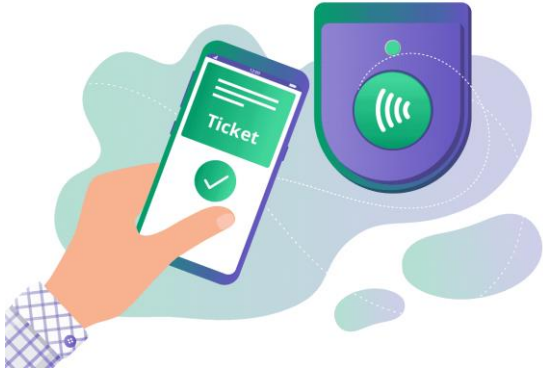


**OSHA,  
Safety Training,  
& COVID-19**



# Pre-Registered, Contact-Less Ticketing. (Contact Tracing Made Possible)

Registration via contactless ticketing allows for many safety protocols to reduce infection risk, including:



- Contactless ticketing can provide information to the registered attendee about the safety protocols in place at the event they are attending.
- Allow for pre-health screening before attending the event (recommended).
- By collecting and storing registration data, if an infection related to Covid-19 occurs, the attendees near the area affected can be notified immediately.
- With contactless ticketing, it is possible to have contactless entry by having the attendees use their phone for entrance. (recommended).
- It is recommended that event management install kiosks or signage to be setup with COVID-19 safety information as the attendee's check-in or enter.
- When viable options for testing technology becomes available, event management will seriously consider low-cost, fast COVID-19 tests for attendees entering the event.
- Event venues will have monitoring and signage to ensure proper social distancing at entrances and exits.



# Touchless Merchandise Sales

## Technology Technologies allow for Touchless Merchandise Purchases



- Using touchless technologies reduces the risk of infection transmission. It is crucial to reduce the contact in the transactions to no or low touch to avoid infection transmission.
- The Alliance recommends mobile technology be used when possible to allow attendees to limit movement (Order in Assigned Seat).
- Merchandise ordered can be picked up at a designated area where 6-foot distance markings will be prominent for attendees as they pick up their order(s).
- Items will be packaged in bags to mitigate exposure.
- Attendees will be able to order merchandise and have it shipped to their home address.
- All local public health regulations and guidelines regarding sales of merchandise will be followed.

# Event Building Administrative and Engineering Controls

## Building air flow and maintenance to reduce the risk of transmission



- All event venues will provide regular HVAC filter changes and other maintenance to reduce the risk of COVID-19. When possible High-Efficiency Particulate Air (HEPA) filters are to used in all HVAC building systems.
- Increase the rate of exchange with fresh air from outside the building to reduce recirculation.
- In older venues, reduce airflow to a minimum and steady air flow speed.
- Building engineering teams, working with the State and Local governments, design a written plan outlining the HVAC systems' modifications that reduce the risk of viral transmission.
- Venue administrators and engineers will work on plans for any HVAC upgrades that may be needed. This team will also work with the CDC, OSHA, and CAL/OSHA to create plans that incorporate the latest HVAC technologies to reduce the risk of viral transmission.
- Venue administration will provide funding for COVID-19 HVAC training for at least one (in house) HVAC engineer. A contractor with certification may be used for consulting and event planning.

# Occupant Adjustments and Policies for Safe Events

**At 25% occupancy capacity along with planning, events can be safe**



- Management will provide venue occupancy signage that will be adjusted to follow the state and county guidelines.
- Venues and management will work with local fire departments to ensure the occupancy follows all local fire and safety guidelines before the event starts.
- Areas of the event that will not have occupancy will be outlined and clearly marked as off-limits.
- Technology that supports occupancy management will be a priority for venues and management to invest in and add to their budgets moving forward.
- Venues and management will work with event planners and all other entities to ensure that occupancy capacities are not breached.



# Systems to ensure Health and Welfare of Attendees and Event Staff



## Management will implement systems to ensure safety for Attendees and Staff

- An event COVID-19 safety compliance officer will be available to provide guidance and training for all event staff and will provide his/her phone number to supervisory staff during all stages of the event including, load-in, rehearsals, and load-out.
- The COVID-19 officer will work with the venue and management to train the ushers, customer service, and security staff to monitor for COVID-19 related health signs for attendees and venue staffing.
- For all events, there will be a written attendee and event staff COVID-19 risk reduction plan in place.
- There will be an available phone number posted for any attendees or event workers that will allow them to provide feedback if they have a COVID-19 concern or issue.
- Event management will be responsible for having health/wellness systems in place to ensure the well-being of attendees and event workers.



# COVID-19 Compliance Officer

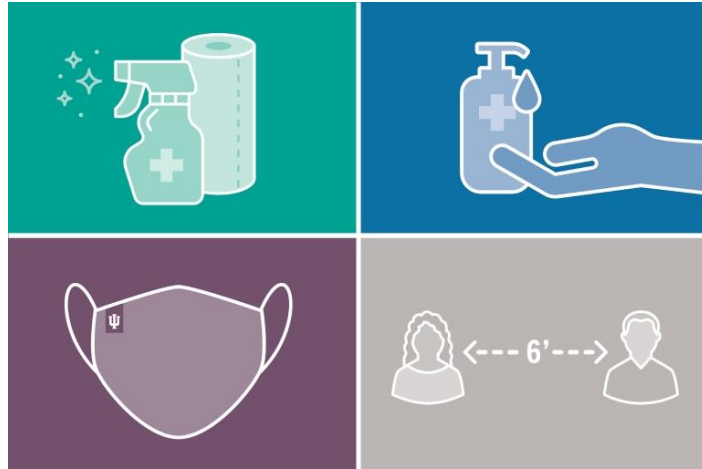
**This Alliance recommends having a COVID-19 Compliance Officer with Specialized Training present at events. The recommended responsibilities include:**



- The COVID-19 Compliance Officer should have specialized training on health and safety precautions, policies and procedures related to prevention and risk reduction practices including, COVID-19 prevention, disinfection and PPE.
- Overseeing and monitoring physical distancing, testing and symptom monitoring.
- Disinfection and proper use of Personal Protective Equipment (PPE).
- Other duties assigned or determined by the employer, venue or event management.
- The COVID-19 Compliance Officer shall be accessible at all phases of the event.
- All management and event staff will be notified who the COVID-19 Officer is on-site and be given the officer's contact information.
- The COVID-19 Compliance Officer will work closely with and adhere to state, county, CDC, OSHA, CAL/OSHA current guidance to reduce the risk of infection.
- The COVID-19 Compliance Officer will work with management and unions to ensure the utmost safety and be available to assist with event planning.

# Training on COVID-19 for all Event Staff

The Alliance recommends that training in the employers COVID-19 plan to reduce infection be mandatory before an event workers first shift. Training should contain information about the signs and symptoms ranging from mild to severe and should include being aware of the following:



- Fever
- Shortness of Breath or Cough
- Chills or shaking
- Muscle pain or headache
- Sore throat
- Loss of taste or smell
- Proper use of Personal Protection Equipment (PPE)
- Proper techniques for Hand Washing
- Cleaning and disinfection, including tools and shared touch surfaces wipe down
- Policies and procedures related to COVID-19 at the event
- Prevention of cross-contamination
- Management will post signage in work areas reinforcing the training principles and COVID-19 protocols

# Event and Show Construction guidelines for Event Technicians

## Safety for crews and staff building events



- All COVID-19 protocols will be followed including those from the state, county, venue and employer.
- All building of event activity will be staggered when possible to reduce the amount of technicians in the staging areas.
- Regular and meal breaks will be staggered to reduce the amount of people in food service areas.
- Fixed workstations for event operations will be distanced at 6 feet apart. If possible, temporary plexiglass partitions will be installed.
- During construction of events, all employees will wear face coverings and practice social distancing at 6 feet where is it practical. If employees must work in closer proximity then 6 feet, other risk mitigation measures will be added including the use of face shields for safety.
- Employees are required to report any illnesses to their supervisor immediately.
- Tools will not be shared unless they have been properly disinfected.
- Employees are required to maintain good hand hygiene and wash their hands with soap and water often.
- Shared sets, staging, scenery, props and other items used for construction and event use will be sanitized prior to installation or when there is a change in the crew that are working with them whenever it is practical to do so.
- PPE will be required for all event technicians including, face covering, safety glasses, gloves, and any other COVID-19 venue or event requirements that are part of the assignment. The employer will provide PPE.
- Bottled water will be provided to event working personnel.
- Temperature checks may be required for admittance to event working areas.
- Union leadership will work with venues and event producers to adjust any protocols that will enhance the safety of the workforce.



# Performers, Talent and Speakers Safety and Stage Guidelines



**Staging should have a 12 Foot aisle way in front and sides to allow the safety of the performers or speakers and the attendees.**

- **Limit on the amount of people on stage will be dictated by the size of the stage. The stage should allow performers to practice safe social distancing with a target of 6 feet apart.**
- **The stage will be clearly floor marked to keep performers in their designated safe area.**
- **Stage areas and props will be sanitized as often as possible and deep cleaned after use.**
- **Stage crew will be limited to stage access during rehearsals or live events to follow the social distancing guidelines in place.**
- **Performers will use appropriate PPE until they must go on stage.**
- **When performers must uncover PPE for make-up, the number of people in proximity must all wear PPE and individuals near performers must be minimized.**
- **Event Planners will use these staging requirements in their event plans.**



# Summary

---

The California Alliance of the Live Events Industry represents hundreds of businesses, and hundreds of thousands in the event workforce. It is imperative that we restart the Live Event Industry and the billions of dollars it brings to State and Local entities.

With the recommendations and guidelines in this document, we feel we can return live events in an extremely safe manner. The fact that unauthorized events are happening in our state is cause for alarm. The Alliance has many years of experience in the industry and creative ways to keep event workers and event attendees safe. It is logical to have the Alliance work closely with the state of California and Local Counties to ensure that events are following current guidelines from OSHA, CAL/OSHA and the CDC. We are absolutely committed to providing the safest way forward to returning to live events with an emphasis on “Safety First”

It is also critical to understand that all the event industry in California has been shut-down for 10 months and that it takes 5-12 months to plan and schedule events. Our recommendation is to allow live events to return after a county has entered the Yellow (Minimal Risk) Tier as provided by the California State Blueprint for a safer economy.

Thank you very much for your consideration and this document is respectfully submitted for you review.



# Appendix (a)

---

## Companies

Live Nation  
Team San Jose  
LJ Productions  
Sharks SAP Center

## List of Participants

## Unions and Labor

International Alliance of Theatrical Stage Employees Local 16  
International Alliance of Theatrical Stage Employees Local 50  
International Alliance of Theatrical Stage Employees Local 134  
International Union Painters and Allied Trades Local 510  
International Brotherhood of Teamsters Local 853

# A Joint Report of the DGA, SAG-AFTRA, IATSE and Teamsters' Committees for COVID-19 Safety Guidelines

# THE SAFE WAY FORWARD

The DGA, SAG-AFTRA, IATSE, and Teamsters on COVID-19  
Safety Guidelines to Provide Safe Workplaces in a  
Pre-Vaccine World

# Event Safety Alliance

## The Event Safety Alliance Reopening Guide For Event Professionals

During the COVID-19 Pandemic

# Exhibition Services & Contractors Association (ESCA) Health & Safety Guidance for the Exhibitions Industry



# Entertainment Technology Partners

## TECHNICIAN SAFETY & GUIDELINE STANDARDS

# Entertainment Technology Partners

## COVID-19 PROTOCOLS

# OSHA POST COVID-19 JOB HAZARD ANALYSIS GUIDELINES ADAPTED FROM OSHA 3071

# IATSE Craft Specific Protocols

## General Crew Protocols

# IATSE Stagecraft Safety Committee Recovery Plan

# IATSE TRADESHOW DEPARTMENT

COVID-19 RETURN-TO-WORK HEALTH AND SAFETY  
GUIDELINES UPDATED AUGUST 25, 2020



# LA County Economic Resiliency Task Force Sports & Large Venue Entertainment Phased Reopening Plan

# PSAV MeetSAFE Guidelines

# CALIFORNIA CONVENTION CENTER COALITION SAFE REOPENING PLAN MINIMUM STANDARDS