

Re-Opening The Little Theatre of Alexandria

August 31, 2020

Table of Contents

Introduction – page 3

I. Overview and Policies – page 4

II. Securing, Cleaning, and Sanitizing the Building – page 5

III. LTA Employees, the Business Office, and the Box Office – page 6

IV. Visitors – page 7

V. Audience Members – page 9

VI. Production Personnel (cast, crew, and designers) – page 10

VII. Front-of-House and Box Office Volunteers – page 11

VIII. Education – page 12

Appendix 1: Location of Sanitizing Caddies – page 15

Appendix 2: Completed ALX Promise Pledge – page 16

Appendix 3: Completed ALX Promise Checklist – page 17

Appendix 3: ALX Promise Flow Chart – page 19

Introduction

What follows is a plan for re-opening the Little Theatre of Alexandria. This plan was updated on **August 31, 2020**. It will require regular updating as the pandemic situation in Alexandria changes. With this plan, LTA strives to employ best practices *at this moment* as set forward by ALX Promise, the City of Alexandria Health Department, the Commonwealth of Virginia, and the Center for Disease Control.

Theaters in general, and community theaters in particular, have very specific challenges. LTA is not a business in the same way that other brick-and-mortar establishments are businesses. Indeed, most of our “business” derives from relationships with our members and volunteers: they are the ones that use the building most, making it ready for an audience. Audience members (and to a lesser extent, students) determine our revenue but are not part of the physical theater in the way that volunteers are. This plan reflects that unusual—and unusually messy—reality: the unique challenges posed by an organization that is run by and for volunteers.

The President of the Little Theatre of Alexandria is ultimately responsible for implementation of this plan. Questions and concerns can be directed to:

Russell M. Wyland, RussellWyland@gmail.com, 571-278-9203

The President is assisted by the co-chairs of the LTA Safety Committee:

Ken Brown and Stacey Becker, kenstace@comcast.net

The President is further assisted by the LTA Board of Governors:

Frank Shutts, Governor for Development and *President Pro Tem*, fds_2@hotmail.com

Rachel Alberts, Governor for Public Relations, rachelACLU@gmail.com

Ashley Amidon, Governor for Seasonal Planning, LTASeasonalPlanning@gmail.com

Susan Boyd, Governor for Artistic Support, susan.fashionpolice@gmail.com

Ken Brown, Governor for Building, kenstace@comcast.net

Ken Crowley, Governor for Technical Support, kenpatti@comcast.net

Ira Forstater, Governor for Box Office, i4stat@gmail.com

Robert Kraus, Governor for Front of House, littletheatre.foh@gmail.com

Brendan Quinn, Governor for Membership, membershipgovlta@gmail.com

Heather Sanderson, Governor for Education, bardsplay@gmail.com

Alan Wray, Governor for Production, akwrayman@yahoo.com

I. Overview and Policies

Underlying every section of this report is a basic assumption that the safety of LTA's employees (including contractors), members, subscribers and patrons, volunteers, and students is fundamental. Indeed, a community theater is its users, so a failure to protect our users is harmful to the entire theater. Nothing that LTA does merits risking the health and well-being of those who comprise us.

A second assumption is that a community theater must reflect its community's values. The policies and procedures that follow are constructed to meet or exceed those promoted by ALX Promise.

Therefore, until further notice:

1. Facemasks are required at both the Little Theatre of Alexandria and at the LTA Academy building. No exceptions.
2. Anyone—whether a volunteer, audience member, student or teacher, employee or contractor—must not come to LTA if they are:
 - running a temperature above 100 degrees F;
 - experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
 - in direct contact with someone suspected of having COVID in the previous 14 days;
 - recovering from COVID and do not have at least two negative tests indicating that the virus is no longer being carried; or
 - are unwilling to comply with LTA's COVID-related procedures.
3. The LTA Business Office and Box Office are not open for walk-in business such as buying tickets, renewing or purchasing subscriptions, paying membership dues, or registering for classes. Those who must come to the theater, should contact LTA Business Office Manager Tina McCrea at Tina@thelittletheatre.com or 703-683-5778 (x2). As appropriate, Ms. McCrea will approve and schedule your visit, ask you to contact the appropriate LTA Governor, or direct you to the LTA Safety Officers. In-person visits must be **urgent** and **required**.
4. During this pandemic period, the goal of the LTA is to carefully regulate and document those who come to the theater. To this end, unless otherwise approved, visitors must use only the front door (the Wolfe Street entrance), must use hand sanitizer immediately upon entry, and must register in the lobby reception book.

5. Activities in theater spaces (such as the Green Room, the rehearsal room, and the classroom) are significantly limited each day, and must be sanitized before and after every use.
6. While rooms are cleaned and sanitized each morning, room users are expected to sanitize “high touch” areas (such as doorknobs, tables, chairs) before and after room use.
7. Room must be reserved through LTA Business Office Manager Tina McCrea (Tina@thelittletheatre.com).

II. Securing, Cleaning, and Sanitizing the Building

The LTA cleaning staff cleans and sanitizes high-use spaces every morning regardless of what activities have occurred the previous day. High-use spaces include: the lobby, the Business Office, the Box Office, the front stairway, the public men’s room, the public women’s room, the accessible gender neutral bathroom, the Green Room, the auditorium, and the rehearsal room.

The following rooms are off limits unless reserved through the LTA Business Office and are cleaned and sanitized only after use: the classroom, the rehearsal room kitchen, the upstairs hallway and back stairway, the dressing rooms, the actors restroom and shower room, the actresses restroom and shower room, and the Academy classrooms on floors 1-3. These spaces are marked as closed and must not be entered without authorization from the Business Office.

The following rooms are never cleaned by the LTA cleaning staff (except for daily trash removal). Volunteers are responsible for sanitizing these spaces: the sewing room, Gatsby’s closet, the construction shop, the paint and light shops, basement costume storage, basement props storage, and the stage area/wings.

Regardless of the room being use, anyone approved to be in the LTA building is responsible for sanitizing their work areas, especially “high touch” areas such as doorknobs, keyboards, light switches and other frequently-used surfaces, before and after they do their work.

Clearly marked sanitizing “caddies” are available in 25 different areas of the theater (see Appendix 1 for locations). Each caddy includes paper towels, sanitizing solution in spray bottles, and hand sanitizer. Certain caddies include wipes for electrical equipment

Anyone who uses a restroom in the theater will be responsible for sanitizing surfaces using the materials provided use.

LTA has stockpiled cleaning and sanitizing supplies. These include foggers that will sanitize auditorium seats. The cleaning staff has received training from the LTA safety officers.

III. LTA Employees, the Business Office, and the Box Office

LTA has two full-time employees:

1. Tina McCrea (Tina@theLittleTheatre.com), Business Office Manager, teleworks Monday, Tuesday afternoon, Wednesday, Thursday afternoon, and Friday. She typically works at LTA on Tuesday and Thursday mornings.
2. Crissy Wilke (Crissy@theLittleTheatre.com), Box Office Manager, teleworks Monday, Tuesday morning, Wednesday, Thursday morning, and Friday. She typically works at LTA on Tuesday and Thursday afternoons.

Employees must not come to work at LTA if they are:

- running a temperature above 100 degrees F;
- experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
- in direct contact with someone suspected of having COVID in the previous 14 days;
- recovering from COVID and do not have at least two negative tests indicating that the virus is no longer being carried; or
- are unwilling to comply with LTA's COVID-related procedures.

The use of telework is strongly encouraged for all employees who can take advantage of it up to 100 percent time.

Employees must:

- come to LTA only when their work requires it;
- wear a facemask that cover their mouths and noses;
- use the hand sanitizer when they arrive at LTA and regularly wash their hands while at LTA;
- check their temperatures (either at home or at LTA) on days when they are working in the LTA building;
- sanitize their immediate workspaces (cubicles, xerox machine, and other spaces as appropriate) before beginning their work and again before leaving the building;
- Keep the door between the business office and box office closed and locked while they are working; and
- Report any positive COVID test immediately to the LTA President.

Use of the Business Office and Box Office:

- The LTA Business and Box Offices—perhaps the busiest spaces at LTA—are no longer open to visitors, including most members. The Box Office includes the space immediately next to the lobby where mail slots are located. The box office desk and window are now equipped with clear, plexiglass guards.
- The Business Office is the space where the copy machine, spare computers and show “cubbies” are located. These spaces are reserved only for LTA employees, theater officers, and teachers. However, nobody is allowed into this space when Tina McCrea, Crissy Wilke, and Treasurer David Hale are during their work.
- Department chairs must be approved each time they want to use the LTA offices.
- The extra computers located in the Business Office are available for use only by prior approval of the Business or Box Office managers.
- Use of the LTA copy machine is limited to LTA employees, officers, and teachers and must be sanitized immediately before and after each use.
- The Business and Box Offices must not be used as drop off or pick up locations. Materials left for such purposes will be disposed of. Please note that Artistic Support is currently not accepting donations or the return of loaned items.
- Additional instructions are located in section IV below.

IV. Visitors (non-audience members)

All visitors to LTA must wear a face mask that cover their mouths and noses. No exceptions.

You must not come to LTA if you are:

- running a temperature above 100 degrees F;
- experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
- in direct contact with someone suspected of having COVID in the last 14 days;
- recovering from COVID and do not have at least two negative tests indicating you are no longer carrying the virus; or
- unwilling to comply with LTA’s COVID-related procedures.

Only **authorized** visitors are permitted entrance to LTA. Visitors must enter LTA through the front door (i.e. the Wolfe Street entrance), immediately use the hand sanitizing station, and sign in using the entry book located in the lobby.

Visitors should use only those spaces required to do their business.

The visitor must sanitize any space used during their visit. LTA has distributed sanitizing caddies in all rooms at LTA. Visitors must clean up after themselves, wiping down all touched surfaces (especially “high touch” surfaces such as doorknobs and handrails).

Who is an authorized visitor? Any individual—public or LTA member—who has **urgent** theater business that **requires** a visit to LTA. Theater members who hold fobs and come to LTA without urgent business will have their fobs taken away. How does one get authorized? To be authorized, you must be a theater employee, a theater officer, or have received approval from the Business Office Manager, Box Office Manager, relevant governor, or LTA Safety Officers.

Commonly asked questions:

1. Can I come to LTA and make copies on the xerox machine? No. The theatre’s xerox machine is available only to employees, theater officers, and teachers.
2. Can I use the LTA lobby as meeting place with a fellow theater member? No. Such a visit is neither urgent nor required.
3. Can I come to LTA to pay my membership dues? No. Dues can be paid online or by mail. Dues are not urgent and do not require a visit to LTA.
4. I am a tech chairman. May I come to LTA to work on my department? You are permitted to do so only after receiving approval by your governor (who should then send a note of approval to the LTA Business Office Manager).
5. I am chairman in the artistic support department. May I come to LTA to work on an inventory of bonnets that I keep on the spare computer? No. Please contact Tina or Crissy to send you your file. This work is neither urgent nor required.
6. I am working on a show as part of the ”Small Shows for Unusual Times.” May I enter the theater to work on the show? Yes. Show personnel are permitted in the building to work in required areas. Show personnel must clean/sanitize all surface before leaving the building.

V. Audience Members

Audience members will be welcomed to LTA on a small scale as part of “Small Shows for Unusual Times.” All tickets must be reserved through Eventbrite. Members and subscribers will be offered tickets two weeks before reservations are open to the public.

Audience members will receive an email message from LTA within 48 hours of their performance explaining relevant safety protocols.

Audience members are asked to arrive 10-20 minutes before the beginning of their show. There is no “will call” window. All tickets must be on an electronic device (such as a mobile phone) or printed. LTA ushers will not touch these items but ask audience members to confirm the date of the performance.

Audience members must not come to LTA if they are:

- running a temperature above 100 degrees F;
- experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
- in direct contact with someone suspected of having COVID in the previous 14 days;
- recovering from COVID and do not have at least two negative tests indicating that the virus is no longer being carried; or
- are unwilling to comply with LTA’s COVID-related procedures.

All audience members will be required to wear facemasks that cover their noses and mouths for the duration of the performance. Refusal to wear a facemask will result in a cancellation of the performance.

Audience members will be asked to queue prior to the performance outside LTA on Wolfe Street, paying attention to the six-foot social distancing signs. LTA “greeters” will be available to answer questions and providing PPE, including gloves, sanitizing wipes, and facemasks for those who want/need them.

Approximately 15 minutes before the show, LTA will open its doors and allow audience members to enter. All audience members must use the hand sanitizer provided at each door.

Maintaining social distancing, audience members will report to an usher to receive their seat assignments and go directly to their seats. Please note that LTA cannot provide audience members with their choice of seats. Failure to sit in the assigned seats will result in a cancellation of the performance.

Bathroom facilities are available one audience members. Because LTA is accommodating a small number of patrons for each performance, we try to limit restroom use to one patron at a time. An usher will be located near the box office regulating use for female patrons (or those who identify as such) as well as and use for male patrons (or those who identify as such). Audience members are reminded to wash their hands thoroughly and wipe any fixtures (such as faucets) that they might have touched.

Late arrivals will not be seated.

At the conclusion of the play, audience members should depart through the same doors through which they entered starting with the back rows first. Unfortunately, LTA cannot allow audience members to congregate in the lobby or outside the theater. If an audience member need to meet a member of the production staff after the show, please plan to do so away from the LTA building, thereby allowing other audience members to exit safely.

LTA will follow up most performances with a request soliciting audience feedback.

VI. Production Personnel (cast, crew, and designers)

Auditions, callbacks, and rehearsals should be held by Zoom whenever possible. Such arrangements should be determined by the producer in coordination with the director and Governor for Production. In general, shows included in “Small Shows for Unusual Times” will begin using LTA facilities the week prior to opening.

Production personnel must not come to LTA if they are:

- running a temperature above 100 degrees F;
- experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
- in direct contact with someone suspected of having COVID in the previous 14 days;
- recovering from COVID and do not have at least two negative tests indicating that the virus is no longer being carried; or
- are unwilling to comply with LTA’s COVID-related procedures.

Rehearsal spaces will be fully cleaned and sanitized by the LTA cleaning staff each morning. Stage managers (or another show designee) will be responsible for re-sanitizing “high touch” spaces (e.g. doorknobs, tabletops, chairs, etc.) before and after each rehearsal.

Actors, production members, and volunteers must wear face masks that cover their mouths and noses for the duration of the rehearsal or performance. No exceptions.

Producers will notify actors, production members, and volunteers of proper arrival and departure procedures, restroom assignments, and temperature-taking protocols prior to arrival at LTA.

During the rehearsal period, production personnel and actors must use the front door and sign the register.

During the run of a show, actors and production personnel should enter and depart through the stage door only, immediately sanitize their hands, and social distance in the back hallway until their temperatures are taken. Once they have passed their temperature checks, actors are permitted to go to the dressing rooms or backstage. They are not permitted enter the auditorium or go to the lobby.

Before allowing production personnel beyond the lobby (for rehearsals) or back hallway (for productions), stage managers (or their designees) must take temperatures before each rehearsal and performance. Anyone with a temperature above 100 F will be asked to sit quietly for ten

minutes. At that time, his/her temperature will be retaken. If the second attempt results in a reading above 100 degrees F, then that person will not be allowed to rehearse/perform.

Thermometers are kept in Business Office in an upper cabinet near the show “cubbies.” This cabinet also includes extra masks and masks.

Only essential personnel should be allowed to participate in rehearsals and performances.

Actors are responsible for sanitizing their props and set dressing each night. Stage managers should devise a system for keeping props and set dressing clean between performances (such as issuing each actor a box, covering set pieces, etc.)

Rehearsal spaces such as the rehearsal room and the Green Room are cleaned and sanitized each morning. Before and after using these areas, production personnel must sanitize “high touch” areas (such as doorknobs, light switches, and table surfaces) using the sanitizing caddies provided by LTA.

Cast must maintain a minimum of ten feet between themselves and the first row of audience members. Staying upstage of the curtain line will accomplish this. Actors—masked or not—must never get within 10 feet of audience members.

Actors must wear face masks when backstage. Face shields are never a replacement for face masks.

- Actors participating in a staged reading must wear masks when they are not speaking.
- Actors must maintain 6 feet of social distancing. Actors within 6 feet of each other must wear face masks on stage.
- Actors may go without facemasks when they are at least 10 feet from each other and at least 10 feet from the audience.
- Whether masked or unmasked, actors should wear or speak into microphones to minimize the “spray” that comes with projecting one’s voice.
- If stand mics are being used, the director is encouraged to use a spray guard on each microphone.
- LTA will use off-stage fans to circulate air on stage.

Producers must insure social distancing in the dressing rooms. When possible, actors should apply their make-up and come to LTA ready to performed.

Producers must train production personnel on LTA sanitizing protocols.

VII. Front-of-House/Box Office Volunteers

Ushers, House Managers, and Box Office Personnel must not come to LTA if they are:

- running a temperature above 100 degrees F;

- experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
- in direct contact with someone suspected of having COVID in the previous 14 days;
- recovering from COVID and do not have at least two negative tests indicating that the virus is no longer being carried; or
- are unwilling to comply with LTA’s COVID-related procedures.

The physical LTA Box Office will be closed for in-person ticket sales until November 28. General admission tickets for “Small Shows for Unusual Times” can be purchased only online and should be loaded on a digital device (such as a mobile phone) or printed.

Box Office Manager Crissy Wilke will be in the office on Tuesday and Thursday afternoons. During other business hours, however, she works from home. Crissy can be reached by email at Crissy@thelittletheatre.com.

When Crissy is in the Box Office, others are not allowed in. Further, nobody is allowed in her cubicle at any time.

LTA has purchased plexi-glass guards for the Box Office window and the Box Office desk. These will be installed prior to the box office re-opening in late November.

The Box Office includes a sanitizing caddy with hand sanitizer, sanitizing solution, and paper towels. Anyone using the Box Office should fully sanitize the space when finished, paying attention to “high touch” areas (such as doorknobs, desk surfaces, chairs, and cabinet handles). Sanitizing supplies are also located in the box office window.

On performance evenings for “Small Theatre for Unusual Times” productions, the House Manager or Producer must wipe down high use areas within 30 minutes of audience members being allow in. High use areas include auditorium railings, auditorium doorknobs, men’s and women’s room faucets, restroom door knobs, railings to the men’s bathroom, and door crash bars.

VIII. Education

Beginning in late September 2020, the Little Theatre of Alexandria’s Education Department will begin offering a modest number of classes for children, teens, and adults in-person and using Zoom (as well as hybrid classes). For in-person and hybrid classes:

1. Enrollment is limited to not more than eight students per class.
2. Students and teachers must not come to LTA if they are:
 - running a temperature above 100 degrees F;

- experiencing other symptoms of COVID such as cough, chills, or body aches (including headaches);
 - in direct contact with someone suspected of having COVID in the previous 14 days;
 - recovering from COVID and do not have at least two negative tests indicating that the virus is no longer being carried; or
 - are unwilling to comply with LTA’s COVID-related procedures.
3. Classroom spaces are sanitized between each after each use. Teachers will be responsible for re-sanitizing “high touch” classroom spaces (e.g. doorknobs, table tops, chairs, etc.) before and after classes meet. Sanitizing supplies are located in all classrooms. The LTA cleaning crew will clean and sanitizing each room every morning.
 4. Each student and teacher must wear a face mask that covers both mouth and nose for the duration of the class. No exceptions. Students who cannot wear a mask for an extended period should consider online classes.
 5. Prior to the first class, teachers will notify students by email of proper arrival and departure procedures, restroom assignments, and temperature-taking protocols prior to the beginning of the first classes. As a general rule, students meeting in the LTA Green Room will meet in the Courtyard; students meeting in the Class Room, will meet outside the front door; students meeting in the Rehearsal Room will meet outside the stage door; and students meeting in the Academy will meet on the lawn in front of the Academy building.
 6. Teachers will take the temperatures of their students before each class. (Parents must not leave LTA until they are certain their child passes temperature screening.)
 7. Teachers and students are not responsible for signing the register when they arrive at LTA. However, teachers are responsible for taking attendance and having that attendance log ready for immediate inspection upon request. If a positive COVID case is reported by a student, LTA officials will need to know attendance for purposes of contact tracing.
 8. Upon entering the building, students must use the provided hand sanitizer.
 9. There is no waiting in the LTA building while classes are meeting.
 10. Students should bring their own water in labeled, reusable bottles or thermoses.
 11. Students who use LTA restrooms will be responsible for both washing their hands and using sanitizing supplies provided.
 12. By enrolling in LTA Education programs, students and parents acknowledge their responsibility for notifying teachers of any positive COVID tests. Upon notification, the LTA President and Governor for Education will immediately notify other students/parents of students as well as other users of LTA.
 13. If a student or the teacher contracts COVID, the class will be cancelled or moved online as appropriate. Specific decisions will be made on a case-by-case basis.

14. If, prior to the start of class, it becomes necessary to move the class online, students who choose not to participate in the online class will be issued a refund. Students who wish to move online will be refunded the difference between the online and the in-person class price. LTA does not issue refunds after classes have begun.

Appendix 1: Location of Sanitizing Caddies

1. LTA Green Room
2. Lobby
3. Box Office Desk
4. Business Office Table
5. Rehearsal Room
6. Classroom
7. Light Booth
8. Sound Booth
9. Public Men's Room
10. Will-Class Window
11. Women's Dressing Room
12. Women's Shower Room
13. Sewing Room
14. Men's Dressing Room
15. Men's Shower Room
16. Stage left wing
17. Construction Shop
18. Stage right wing
19. Paint/Lighting Shop
20. Wardrobe basement
21. Props basement
22. Academy basement
23. Academy ground floor meeting room
24. Academy second floor meeting room
25. Academy third floor meeting room

Appendix 2: Completed ALX Promise Pledge



My business is committed to following, enforcing and adhering to the health and safety guidelines outlined by the Alexandria Health Department, Commonwealth of Virginia and the Centers for Disease Control and Prevention. We will commit to follow all mandatory and best practices outlined in each Phase of the Governor's Virginia Forward program, including:


- Implement & follow the standards set forth in the ALX Promise program, and requirements stipulated by the Governor of Virginia
- Follow all proper cleaning and sanitizing procedures
- Require employees to wear appropriate face coverings
- Requires customers to follow current face covering and social distancing guidance
- Implement physical distancing practices within our business
- Promote frequent and thorough hand washing, and provide hand sanitizer for our staff and customers to use
- Offer employees at highest risk for severe disease options to work in as safe of an environment as possible
- Follow new requirements as the City of Alexandria moves through the phases of reopening.

We understand that guidelines will change as we enter new phases of the recovery process. We are committed to working together to provide a safe and welcoming environment for Alexandria's residents and visitors. We will do our part to slow the spread of COVID-19 together and re-open Alexandria in a responsible way. We agree to remove our sticker and all ALX Promise promotion materials if we can no longer follow the requirements of the program.

Business Name: LTA Title: President
Name (Printed): Russell M. Wyland Signature: Russell M. Wyland




Appendix 3: Completed ALX Promise Checklist



ALEXANDRIA HEALTH DEPARTMENT

ALX Promise Checklist



PHASE THREE: Entertainment and Public Amusement

SCOPE: Outdoor performing arts venues, outdoor concert venues, outdoor sports venues, outdoor movie theaters, museums, botanical gardens, aquariums, zoos, and public and private social clubs must either implement the following mandatory requirements or closed.

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the "[Guidelines for All Business Sectors](#)" document. They must also adhere to the following additional requirements: (Please initial next to each box when task requirement is completed)

<i>RMW</i>	Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
<i>RMW</i>	Post signage to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, and staying home if sick.
<i>RMW</i>	Occupancy cannot not exceed 50% of the lowest occupancy load on the certificate of occupancy, if applicable, or 1000 patrons.
<i>RMW</i>	All private bookings are limited to no more than 250 people.
<i>RMW</i>	Ten feet of physical distance must be maintained between all performers, participants, and patrons who are not members of the same household.
<i>RMW</i>	All shared items must be cleaned and disinfected between uses.
<i>RMW</i>	Remove or deactivate all shared objects and interactive exhibits/events to discourage congregating and reduce contact with high-touch surfaces.
<i>RMW</i>	Outdoor queue lines should follow physical distancing guidelines, allowing for six feet of separation between persons who are not members of the same household.
<i>RMW</i>	Create a guest flow plan of modified queue lines to and within the facility. Determine areas likely to become bottlenecks or pinch points and adjust guest flow accordingly.
<i>RMW</i>	Install visible markers for queue lines that separate people by six feet of physical distance. Sample markers are available in the VDH Business Toolkit .
<i>RMW</i>	Create and display physical distancing communication tools, including static signs, kiosks, audio announcements, or video announcements. Signage should include the requirement to wear face coverings at all times and to maintain six feet of physical distance between people who do not reside in the same household. Sample signage is available in the VDH Business Toolkit.
<i>RMW</i>	Reconfigure seating areas to allow six feet of physical distance between individuals by eliminating and closing select tables or seating areas, or by spreading them out to allow for adequate spacing.
<i>RMW</i>	Ensure facility exits are configured to reduce the occurrence of bottlenecks and large gatherings.
<i>RMW</i>	Where possible, install sneeze guards in front of commonly used point-of-sale or guest service stations.
<i>RMW</i>	On site retail, recreation and fitness, cabins, and food establishments must follow the requirements and guidelines specific to those establishments.
<i>RMW</i>	Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using CDC Use of Cloth Face Coverings guidance .
<i>RMW</i>	Provide hand washing or sanitizing stations for guests and employees.
<i>RMW</i>	Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, door knobs/handles, dining tables/chairs, light switches, handrails, restrooms, guest lockers, floors, and equipment. Follow CDC Reopening Guidance for Cleaning and Disinfection and use an EPA-approved disinfectant to clean. For high contact areas (e.g., in both public and staff areas), routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such

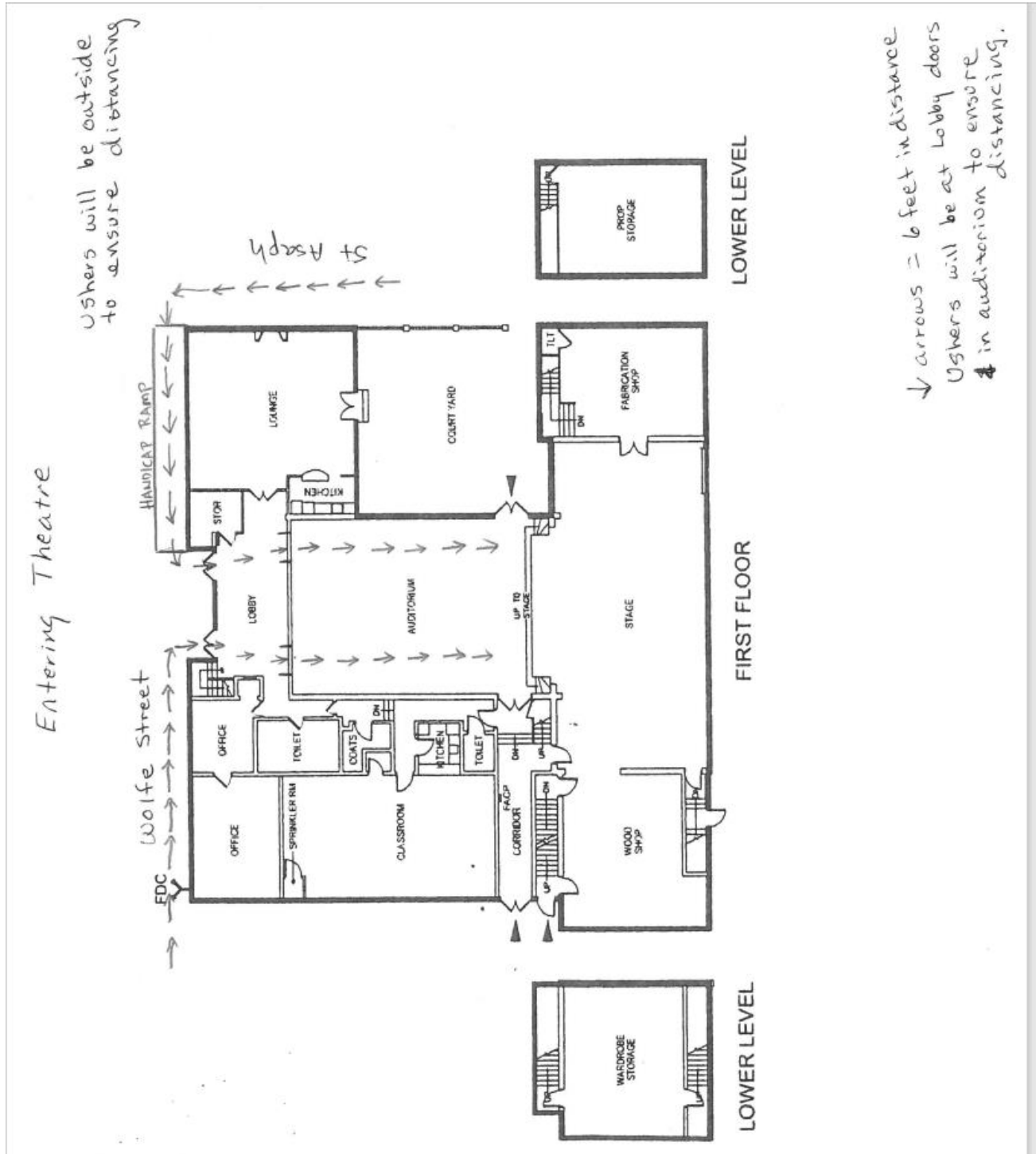
	as point of sale keypads, should be cleaned and disinfected before each use. Follow CDC Reopening Guidance for Cleaning and Disinfection and use an EPA-approved disinfectant to clean . For high contact areas (e.g., in both public and staff areas), routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as point of sale keypads, should be cleaned and disinfected before each use
<i>RMW</i>	Determine appropriate guest capacity levels for each facility to ensure compliance with physical distancing requirements, taking into account facility size, layout, and operational needs.
<i>RMW</i>	Employers should remain cognizant of the potential for outdoor staff to experience overheating or breathing difficulties caused by using facial coverings. When developing staff schedules, implement additional short breaks to increase the frequency with which staff can cool off indoors.

My business is committed to following, enforcing and adhering to the above requirements as given in the Executive Order for Phase 3 by the Governor of Virginia.

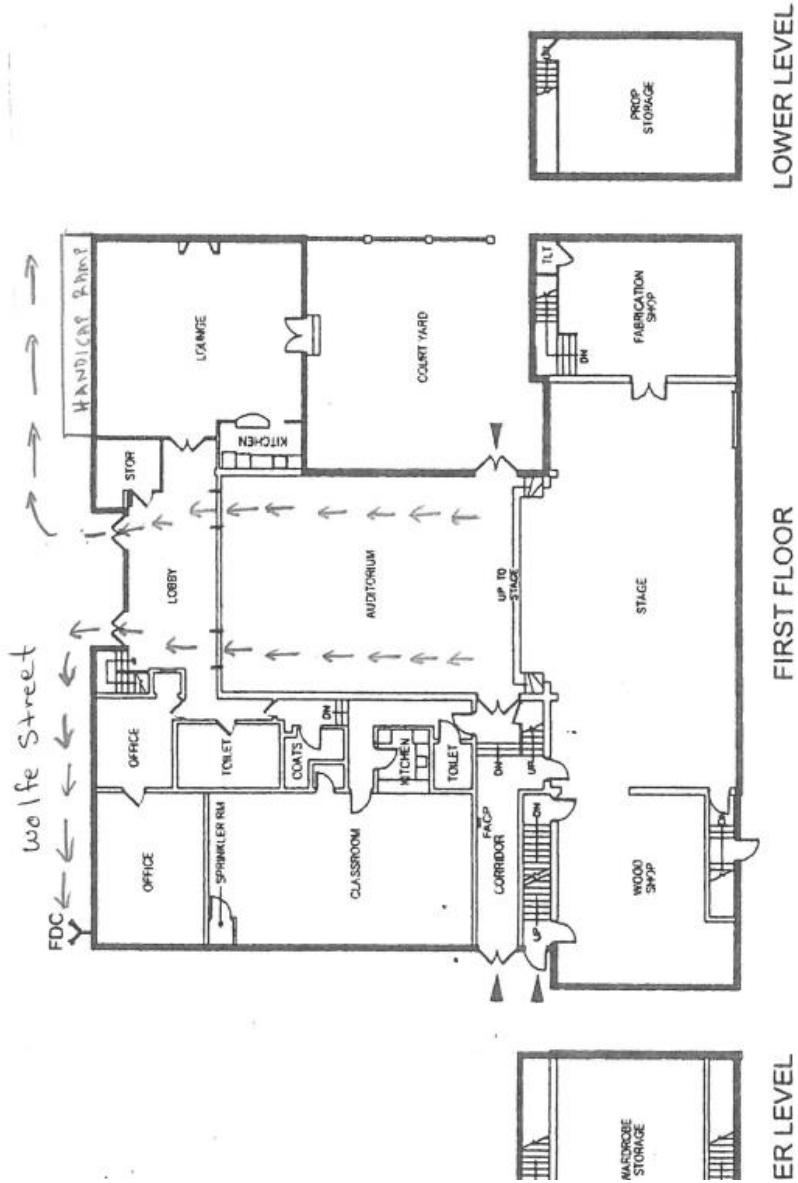
Business Name: LTA Title: President
 Name (Printed): Russell M Wyland Signature: *RMW*



Appendix 4: ALX Promise Flow Cart



Exit Theatre
Back to Front



↑ arrows = 6 feet in distance
Ushers will be in auditorium
to ensure exiting procedures
are followed.