
Jasper Community Arts

951 College Ave
Jasper, IN 47546
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COVID-19 Operating Procedures

Updated 10 September 2020

OVERVIEW

This document is intended to serve as an outline for COVID-19 operating procedures for the Jasper Arts Center. The procedures contained herein will be followed and enforced for any event hosted by Jasper Community Arts or held within its facilities. The health and safety of our staff and patrons is of the utmost importance and these procedures aim to mitigate as much risk as possible.

GOALS

1. Provide a set of guidelines and procedures that will allow for in-person cultural experiences to resume.
2. Mitigate the transmission and risks associated with COVID-19 to the best of our abilities.

MESSAGING

The guidelines and procedures below will be communicated to our patrons in the following ways:

- On our website under 'Recent News.'
- On social media channels for each event as well as pinned to the top of the JCA Facebook page.
- On our ticket purchasing site. Tickets purchased online will require patrons to check a box affirming that they have read and agree to comply with posted rules. Patrons purchasing tickets over the phone will be required to agree to the same.
- Signage at the venue will serve as a further reminder of the policies in place.

GENERAL GUIDELINES & PROCEDURES

- Visitors to the Jasper Arts Center are required to wear a mask at all times.
- Hand sanitizing stations will be available and prominently displayed in public areas.
- Restrooms will be cleaned daily with special attention paid to commonly touched surfaces.
- Occupancy numbers for each room will be posted outside of each room.
- Commonly touched surfaces throughout the building will be cleaned and disinfected once per day. Specific areas of focus include:
 - Public Areas
 - Door handles, handrails, and push plates
 - Handrails for stairs and ramps
 - Tables and chairs
 - Restrooms
 - Door handles and push plates
 - Sink faucets and counters and toilet handles
 - Lids of containers for disposal of women's sanitary products
 - Soap dispensers and towel dispenser handles
 - Baby changing stations
 - Trash receptacle touch points
 - Back of House Offices, Dressing Areas, Green Rooms, Production Areas
 - Door handles, push plates, and railings
 - Light switches and thermostats
 - Telephones, computers, other keypads, mouse
 - Microphones
 - Backstage and technical equipment
 - Trash receptacle touch points
 - Back of House Kitchen and Food Preparation Areas
 - Handles of all kitchen equipment doors, cabinets, and push pads
 - Counter surfaces
 - Light switches
 - Handles of beverage and towel dispensers
 - Handles of sinks
 - Cleaning tools and buckets
 - Trash receptacle touch points

GUIDELINES & PROCEDURES FOR EVENTS

Daily Gallery Visits

- The number of visitors permitted inside the Krempp Gallery at any one time will be limited to 47 people to allow enough room for social distancing while taking in the exhibit on display.
- Visitors will be required to wear a mask while visiting the gallery.

Gallery Receptions

- The number of visitors permitted inside the Krempp Gallery at any one time will be limited to 47 people to allow enough room for social distancing while taking in the exhibit on display.
- Visitors will be required to wear a mask while visiting the gallery.

Live Performances

- The seating capacity within the Jasper Arts Center will be reduced to allow for proper social distancing.
- Tickets will only be available before the performance. At door sales will not be processed.
- Doors will open one (1) hour before the scheduled start time.
- Performances will be shortened to eliminate the need for an intermission.
- Patrons, artists, workers, and crew will have their temperature taken prior to being admitted into the auditorium. Anyone with a temperature of 100° F or higher will be denied entry.
- Patrons will be asked to complete a COVID-19 self-screening before coming to the Jasper Arts Center.
- Patrons will be encouraged to stay home if feeling ill or experiencing any symptoms.
- Ticket refunds or exchanges will be offered to anyone unable to attend because of illness.
- Seating will be cleaned and disinfected before and after each performance.
- Patrons will be required to wear a mask at all times. If they do not have one upon arriving at the venue, one will be provided.
- Staff and volunteers will be required to wear a mask. Workers taking temperatures will also wear gloves and be instructed to only touch the thermometer while wearing the gloves. Additional gloves will be available should they need to be changed.
- Scheduled egress after the performance from back to front.