



Note: This guidance is no longer in effect. Most businesses now follow the [COVID-19 Prevention Emergency Temporary Standards](#). Visit the California Department of Public Health's [COVID-19 website](#) for the current COVID-19 public health guidance. This document is provided only for historical purposes.

COVID-19 General Checklist for Indoor and Drive-in Movie Theaters

October 20, 2020

This checklist is intended to help movie theater operators implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for [Indoor and Drive-in Movie Theaters](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Outdoor operations are permitted and must follow the modifications in this guidance.
- **Red – Substantial – Tier 2:** Indoor operations are permitted but must be limited to 25% capacity or 100 people, whichever is fewer, and must follow the modifications in this guidance.
- **Orange – Moderate – Tier 3:** Indoor operations are permitted but must be limited to 50% capacity or 200 people, whichever is fewer, and must follow the modifications in this guidance.
- **Yellow – Minimal – Tier 4:** Indoor operations are permitted at 50% capacity and must follow the modifications in this guidance.

For the most updated information on county tier status, visit [Blueprint for a Safer Economy](#). Please note that local health departments can have more restrictive criteria and different closures. Find [your county's local information](#).



Contents of Written Worksite Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Use of face coverings, in accordance with the [CDPH guidance](#).
- ☐ Training and communication with workers and worker representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- ☐ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).

- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is [especially vulnerable](#).
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they live with have been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).
- When to seek medical attention.
- The importance of hand washing and types of hand sanitizers to use.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers, including information in the [CDPH guidance](#).
- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



Individual Control Measures & Screening

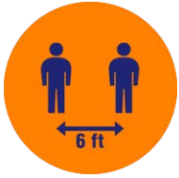
- Symptom screenings and/or temperature checks.
- Encourage workers and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure workers use all necessary PPE.
- Encourage frequent handwashing and use of hand sanitizer.
- Consider providing gloves as a supplement to frequent hand washing for workers handling commonly touched items or conducting symptom screening. Provide gloves to workers handling items contaminated by body fluids.
- Remind the public whenever possible that they should use face covers, practice physical distancing, not to touch their face, frequently wash their hands with soap for at least 20 seconds, and use hand sanitizer.
- Remind guests to bring a face covering or they will not be allowed entry unless exempt by the CDPH guidance. Consider providing them to those who arrive without one.
- Screen guests and visitors for temperature and symptoms.

- ❑ Post a set of rules for customers and personnel at entrance(s) that are to be a condition of entry, including such rules as using hand sanitizer, maintaining physical distance from other customers, etc.



Ventilation, Cleaning, and Disinfecting Protocols

- ❑ Where possible, install upgrades to improve air filtration and ventilation.
- ❑ Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Disinfect shared items between uses.
- ❑ Provide hand sanitizer throughout operational areas for customers and workers.
- ❑ Post signs reminding the public not to touch their eyes, nose, or mouth.
- ❑ Provide disposable or single-use items whenever possible, such as 3D glasses. Otherwise, disinfect these items before and after customer use.
- ❑ Thoroughly clean and disinfect each customer activity area after each use, including tables, booster seats, touch screens, etc., ensuring minimum contact time for effectiveness.
- ❑ Regularly clean and disinfect surfaces shared by workers between shifts or between users, whichever is more frequent. Never share PPE.
- ❑ Provide time for workers to implement cleaning practices during their shifts as part of their job duties.
- ❑ Provide hand sanitizer and disinfectant wipes at terminals, desks, and help counters, and provide personal hand sanitizer to all workers directly assisting customers.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Provide resources to promote employees' personal hygiene, such as no-touch trash cans, soap, disinfectant wipes, and adequate time for handwashing.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements for safe use. Follow the [asthma-safer cleaning methods](#) recommended by the CDPH.
- ❑ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires' disease](#).
- ❑ Adjust or modify facility hours to provide adequate time for regular thorough cleaning.
- ❑ Install hands-free devices if possible.
- ❑ Encourage the use of debit or credit cards by customers.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.



Physical Distancing Guidelines

- ☐ Limit customer groups to a household unit. People from the same household do not need to be six feet apart.
- ☐ If offering food and drink concessions, encourage customers to order online or by phone, and make items available for counter pick-up. Use visual cues to ensure customers maintain physical distances of at least six feet when waiting in line. Install impermeable barriers at the counter.
- ☐ Implement timed and/or advanced reservation ticketing systems and pre-assigned seating or activity areas to stagger visits.
- ☐ Dedicate staff to manage the movement of customers when activities could bring people within six feet of each other.
- ☐ Implement measures to ensure physical distancing of at least six feet between people using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and customers should stand).
- ☐ Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use impermeable barriers.
- ☐ Minimize the amount of time spent within six feet of guests.
- ☐ Provide separate, designated entrances and exits for facilities, seating areas, worker work areas, etc. Establish one-way directional hallways if possible.
- ☐ Consider offering workers who request modified duties options that minimize their contact with customers and other employees.
- ☐ Reconfigure workspaces to allow for six feet between workers.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing. Hold meetings outside or online or by telephone.
- ☐ In breakrooms, use barriers and spread out tables/chairs. Where possible, create outdoor break areas with shade and seating arrangements that ensure physical distancing.
- ☐ Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- ☐ Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ☐ Redesign parking lots to limit congregation points and ensure proper separation.



Additional Considerations for Indoor Movie Theaters

- ☐ Implement a reservation system to limit the number of attendees entering the theater at a time.
- ☐ Establish directional entry and exit into theaters where possible.
- ☐ Reconfigure, close, or otherwise remove seats from use to ensure physical distancing of at least six feet between attendees.
- ☐ Dedicate staff to help people maintain distances before and after screenings.
- ☐ Use disposable or washable seat covers in theaters, particularly on porous surfaces that are difficult to properly clean, and discard and replace seat covers between uses.
- ☐ Prop or hold doors open during peak periods when attendees are entering and exiting facilities.
- ☐ Consider limiting the number of people that use the restroom at one time.



Additional Considerations for Drive-In Movie Theaters

- ☐ Reconfigure parking spaces to ensure that vehicles have at least six feet of distance between them.
- ☐ Patrons are to remain inside the vehicle unless utilizing restroom facilities or picking up concessions.
- ☐ Use cashless and touchless transactions systems whenever possible. Take orders, reservations, and payments online or over the phone.
- ☐ Have concessions ordered online or over the phone and make them available for curbside pick-up. Allow walk-up pick-up for pre-ordered concessions. Ensure customers maintain proper physical distancing when queueing.
- ☐ Do not schedule double-features.

