

# Connecticut's Arts & Culture Industry Guidelines for Operating During COVID-19

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Connecticut<sup>®</sup>

Department of Economic and  
Community Development

Office Of The Arts

**In Partnership with:**



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ARTS ALLIANCE



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GREATER HARTFORD  
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SHORELINE *Arts* ALLIANCE

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CULTURAL COALITION



### **CT Office of the Arts**

The Office of the Arts is the state agency charged with fostering the health of Connecticut's creative economy. Part of the state's Department of Economic and Community Development, the Office of the Arts is funded by the State of Connecticut as well as the National Endowment for the Arts. Our goal is to inspire, empower, educate and transform. We believe the arts are a human right, and we envision a world where the arts, in all forms, are embedded in everyday life. We strive to animate a culture of creativity across Connecticut by supporting arts making and arts participation for all people.

<https://portal.ct.gov/DECD/Services/Arts-and-Culture>

### **Designated Regional Service Organizations**

The Connecticut Office of the Arts partners with nine Regional Service Organizations listed below who, in addition to their specific mission, serve as local field offices to constituents and citizens. This statewide network plays a key role that is mutually beneficial to the state's citizens and creative economy, the regional arts and cultural infrastructure, and COA's goals, programs and services.

[Arts Council of Greater New Haven](#)

[Arts & Culture Collaborative, Waterbury Region](#)

[Cultural Alliance of Fairfield County](#)

[Cultural Alliance of Western Connecticut](#)

[Greater Hartford Arts Council](#)

[Northwest Connecticut Arts Council](#)

[Shoreline Arts Alliance](#)

[Southeastern Connecticut Cultural Coalition](#)

[Windham Arts](#)

### **CT Arts Alliance**

Connecticut Arts Alliance (CAA) inspires support for the arts throughout the state, ensuring that arts are always a vital part of life for people of all ages. Members are artists, arts leaders, and members of the community who are passionate about our work and the important role that the arts play in building an equitable, vibrant, and connected Connecticut.

[www.CTArtsAlliance.org](http://www.CTArtsAlliance.org)

## **IMPORTANT NOTE: DISCLAIMER FOR COA / CAA COVID-19 REOPENING GUIDANCE DOCUMENT**

This COVID-19 Operating Guidelines document (the “Plan”) is intended to provide information to those in the arts and culture sector and other interested parties and to assist in reopening according to the guidelines provided by the State of Connecticut. However, this Plan is not intended and is not designed to serve as an industry best practice and should not in any manner be considered a best practice for the arts and culture sector.

While COA, CAA and the DRSOs make every effort to present accurate and reliable information, information provided in the Plan is “as is” without any warranty of accuracy, reliability, or otherwise, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose or compliance with government regulations, or freedom from infringement. Neither COA, CAA and the DRSOs nor its officers, directors, members, employees, or agents will be liable for any loss, damage, or claim with respect to any liabilities, including direct, special, indirect, or consequential damages, incurred in connection with the Plan or reliance on the information presented.

Users of this Plan should not in any manner rely upon or construe the information or resource materials in this Plan as legal, or other professional advice and should not act or fail to act based upon the information in this Plan without seeking the services of a competent legal or other professional.

Note - This plan has been created utilizing a number of models and examples from various resources, including guidance and guidelines from international industry associations, national arts and cultural organizations, other states’ guidance, and State of Connecticut documents. These sources are included in the list of resources.

## Connecticut's Creative Sector

Connecticut's creative sector is a substantial driver in our state representing 3.5% of our state's GDP, generating \$9.3 billion annually, and supporting 58,932 jobs. Millions of state residents and visitors attend arts and cultural events every year.

The state's arts and cultural organizations are very diverse, made up of museums, performing arts centers, theaters, galleries, community festivals, individual artists and more. The organizations and businesses vary in size, scale, capacity, programming, staffing and financial resources.

Arts and cultural organizations serve an important role as trusted partners that serve the public through the arts. As community hubs, they bring people together to share in arts and cultural experiences, building community, enhancing quality of life, and adding vibrancy to our cities and towns. Community interactions and programming across all creative disciplines takes place in communities of all sizes and engage audiences of all ages.

Like other industries, the impact of COVID-19 has been devastating to CT's arts and cultural sector. The sector has lost millions of dollars in revenue from ticket sales, program income and cancelled fundraising events. CT Arts Alliance data derived from local surveys conducted by Designated Regional Service Organizations shows \$24 million in lost revenue between March and April due to closing.

Arts and culture have been reported to be the second hardest hit and worst performing industry during COVID-10 with -88% change in weekly revenue year over year. ([Hartford Courant](#))

## Considerations for Creative Organizations Operating During COVID-19

### *Important Notes*

The following guidelines are key considerations to help creative organizations make decisions about operations and programming while the pandemic persists. These guidelines are designed to aid organizations as they plan to reopen in accordance with the guidelines of both state and federal government. These guidelines are not intended to be exhaustive or comprehensive in scope and not every consideration will apply to every organization. In addition, **we encourage you to use these guidelines as the foundation for your work moving forward. Feel free to adapt to the needs of your specific organization.**

This document presents information that is currently recommended and/or mandated as of the date of issuance. Please note that this is a working document that will regularly be updated to reflect changes in state and federal guidelines related to the COVID-19 pandemic change.

The information outlined here is intended to help you develop a plan for your organization beyond what is required by local and state regulations. Proper planning will require a review of nearly every aspect of your organization and may have associated costs, including legal review. If you decide to open your organization later in the progression of COVID-19 when virus transmission rates have declined, you may be able to do so with fewer adjustments and

accommodations in place. Regardless, you should always consult local health authorities, and be aware of CDC guidelines.

The following guidelines are a tool designed to help your organization strategically plan for reopening and move forward when it is appropriate to do so. Organizations should consider the financial impact on your organization, including decreased capacity, social distancing measures, and increased costs for supplies. For some organizations, being allowed to reopen in accordance with state and federal guidelines does not mean it will necessarily be financially feasible to do so.

Arts and cultural organizations should carefully consider the health and safety of their employees, artists, contractors, volunteers and audiences when determining whether to engage the public with in-person programming and performances.

Emergency readiness is the key to resiliency and recovery: the better prepared an organization is, the more quickly and effectively it can respond. Readiness considerations include:

- 1. Workplace Safety**
  - 1.1. Social Distancing
  - 1.2. Personal Protective Equipment (PPE)
  - 1.3. Cleaning and Disinfecting
  - 1.4. Sick Leave and Supportive Policies
  - 1.5. Human Resources
- 2. Operations**
  - 2.1. Emergency Plan
  - 2.2. Financial Stability
  - 2.3. Capacity
  - 2.4. Public Spaces
  - 2.5. Signage
  - 2.6. Enforcement
  - 2.7. Communications
  - 2.8. Cleaning and Sanitation
  - 2.9. Food & Beverage Service
- 3. Programming**
  - 3.1. Equity and Inclusion
  - 3.2. Volunteers and Docents Programs
  - 3.3. Remote Programming
  - 3.4. Adaptive Content
  - 3.5. Workshops and Classes
  - 3.6. Rehearsals
  - 3.7. Scale of Productions
  - 3.8. Acquisition of Donations & Purchases of Artwork/Objects
  - 3.9. Events for Larger Groups
- 4. Resources**
  - 4.1. List of Resources and Links

## 1. Workplace Safety

### 1.1. Social Distancing

Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet) from others.

- Implement flexible worksites and hours (e.g.: work from home, limit onsite staff, staggered shifts). Options may include: reducing the number of staff onsite at any given time to a minimum and/or alternate staff members to work on a scheduled basis.
- Increase physical space between staff and/or guests (e.g., placement of furniture, increasing size of office spaces, installing screens or barriers)
- Reduce in-person meetings and travel (e.g.: postpone non-essential gatherings, limit size of meetings, require appointments for guests, utilize virtual meetings)
- Review which locations, buildings, and parts of buildings/offices staff should have access to and how the spaces can be used or re-purposed for meetings and workspaces
- Consider furniture placement and conversion of space, e.g. conference room to office space.
- Prohibit or limit access to particularly tight spaces, high traffic areas, etc.
- Deliver products and services remotely through virtual platforms
- Consider that the workspace may be the same as the rehearsal or performance venue and these guidelines may dovetail with those for operations and/or programming (below)

### 1.2 Personal Protective Equipment

The following guidance is provided by the [State of Connecticut](#)'s "Safe Workplace Rules for Essential Employers" (as of May 3, pre-reopening):

#### Face Coverings for Employees:

- *Following recommendation from the CDC for everyone to wear cloth face coverings in public settings to reduce the spread of COVID-19, the Governor signed an executive order directing face coverings to be worn by anyone in public wherever a six-foot distance is unavoidable, including by employees while in the workplace. This does not apply to anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.*
- *Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose while in the workplace, except to the extent an employee is using break time to eat or drink. Employers shall issue such masks or cloth face coverings to their employees. In the event an employer is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, employers must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face covering.*
- *In workplace settings where employees are working alone in segregated spaces (e.g. cubicles with walls, private offices, etc.), employees may remove their masks. However, workers shall wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/work station and at any time they are leaving their work station and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.). For employees working in congregate settings (e.g. open manufacturing floors, warehouses, areas open to the public, shared offices, or similar settings), those workers shall wear a face covering as above, as well as when they are at*

*their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within six feet of other employees.*

- *Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.*
- *If a person declines to wear a mask or cloth face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.*
- *Children two years old and under are not required to wear a mask or face covering.*

#### Face Coverings for Audiences:

- *Face masks or cloth face coverings provide additional safety for guests and employees. Guests should be encouraged to wear them, particularly in these circumstances:*
  - *When interacting with employees*
  - *In areas where it would be difficult to maintain at least 6 feet (2 meters) of physical distance from others including in elevators, indoor locations, or in other confined spaces*
- *Consider how to manage the guest relations implications for those refusing to wear masks/ face coverings and those wanting to wear ineffective (made of paper towel or some other similar material) or inappropriate (offensive or graphic) masks/face coverings.*

### 1.3 Cleaning and Disinfecting

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. Individual offices, desks, and shared spaces (including but not limited to workrooms, mailrooms, studios, restrooms, etc.) should be cleaned and sanitized more frequently for staff and visitor safety. Consider frequently used communal areas and items, including elevator buttons, doorknobs/keypads, breakroom items like coffee makers, refrigerators, water fountains and workspace tools like whiteboards and markers.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
  - To disinfect, use products that meet the [Environmental Protection Agency's criteria](#) for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface
  - Follow the manufacturer's instructions for all cleaning and disinfection products (concentration, application method and contact time)
- Train staff in all cleaning and disinfection procedures
  - Discourage staff from using other workers' phones, desks, offices, or other work tools and equipment, when possible
  - Reevaluate procedures and policies for washing shared uniforms, props, and miscellaneous items to insure proper sanitation
  - Provide disposable wipes so that commonly used surfaces and shared equipment (e.g.: doorknobs, keyboards, remote controls, desks) can be wiped down by staff before each use
- Clean any new hygienic barriers and public technology frequently
- Ensure there are "no touch" disposal areas for used cleaning items

#### 1.4 Sick Leave and Supportive Policies

- Ensure that staff members are aware of and understand current and updated policies
- Permit staff to stay home to care for a sick family member or take care of children due to school and childcare closures or draft non-punitive “emergency sick leave” policies
  - Do not require a positive COVID-19 test result or a healthcare provider’s note for staff members who are sick to validate their illness, qualify for sick leave, or to return to work as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner
  - Provide instructions about how and when to safely return to work
  - Additional flexibilities might include giving advances on future sick leave and allowing staff to donate sick leave to each other
- Connect staff to community resources as needed, including social, behavioral, and other services to help with, for example, the death of a loved one, burnout, anxiety, or depression.
- Plan for increased frequency of staff absences
  - Event staff need to stay home when they are sick, or they may need to stay home to care for a sick household member or care for their children in the event of school dismissals
  - Identify critical job functions and positions and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing)
- Consider readiness to return, on-going support of staff, and opportunities to provide/connect staff to self-care programs or other resources.

#### 1.5 Human Resources

- Identify a Workplace Coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- Create new policies and procedures as needed and determine how to message and communicate with staff and the public (ex. FAQs for staff and public)
- Identify new roles or staff responsibilities that will be required to ensure a safe environment (e.g. PPE supply management, training, temperature monitoring)
- Consider how policies apply to everyone who is involved in your organization - artists, volunteers, interns, independent contractors, board members, students, teachers, and administrators
- Be mindful of ADA standards when creating policies so as to not discriminate with respect to age, health conditions, and other factors, including those identified as risk factors for COVID-19

## 2. Operations

### 2.1 Emergency Plan

Consider the implications of presenting in-person events or programming without a governing body approved emergency plan in place. These may include unresolved liability issues, public safety issues, and more. Consult a lawyer and/or financial advisor to review your organization's risks and to help evaluate your organization's risk tolerance.

- Develop benchmarks for postponing or canceling events
- Benchmarks should be based on the size and duration, demographics of the participants, complexity, and type of on-site services and activities
- Work collaboratively with your entire team when making decisions and developing plans, including a firm understanding of liability and legal implications
- Consider how to communicate and enforce new protocols

### 2.2 Financial Stability

- Create refund policies that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk
- Understand the financial implications of altered capacity, scaled-down or limited programming, and the added cost of safety protocols to help determine at what point reopening facilities or launching programs is financially feasible
- Develop a cash flow analysis, determine access to credit, and create scenario plans

### 2.3 Capacity

Reassess maximum capacity with new social distancing policies based on square footage that allows for 6 feet of physical distancing per person for public spaces, common areas, exhibit areas, and visitor areas

Adapted from [\*IAAPA, The Global Association for the Attractions Industry, First Edition Considerations for the Global Attractions Industry\*](#):

A key tenet of this guidance is based on managing physical/social distancing between guests in a facility. There are formulas below to assist you with these calculations, but you will need to take into account movement within your facility and the visitor dynamics, including how many individuals visit versus family units (a group of individuals living in the same home together). Here are some guidelines to help you think about capacities that allow for physical distancing.

- Identify realistic capacities for your facility based on line length, waiting areas, pre-shows, and vehicle capacity, adjusted to allow for 6 feet of physical distancing between individuals. This calculates to a 36-square-foot or 28.3-square-foot circle per person. Both calculations maintain six feet between individuals. The 28.3-square-foot circle calculation accounts for a more efficient use of the space. It is important to confirm these guidelines with your local health officials.
- When considering physical distancing, we know many guests visit with family members and others living in the same household. If that is the case, those family members can be closer to each other. Just be sure each individual or party from another household is separated by the physical distancing requirement of 6 feet (2 meters). It is important to assess this "family" dynamic for your individual facility as it may allow you to increase your physical distancing capacity.

- Identify realistic capacities for common areas. Keep in mind that limiting queue and capacity may increase the number of people in common areas. Do not include spaces that cannot be accessed in your common areas (i.e. water fountains, landscaped areas, etc.) Only evaluate guest-accessible areas.
- Combining items in 1st and 3<sup>rd</sup> bullet, you can estimate your guest areas that can be used to measure and estimate capacity for your facility. Be careful to not include queues or capacities for closed areas.
- It is better to be conservative on your initial estimates, monitor guest flow, resolve problem areas, and adjust your plan frequently. As health conditions improve, you may be able to gradually increase your capacities. Be sure to include your local health authorities in those decisions to ensure alignment.
- To calculate capacities, divide your total square footage/meters by the number of square feet required per person.

## 2.4 Public Spaces

- Strive for low-touch entrances, exits and visits
  - Timed ticket entry
  - Create designated flows for foot traffic and entrance/exit
  - Manage capacity as visitors move from room to room
  - Establish one-way traffic flows
  - Prohibit the use of small spaces and close common areas
  - Place barriers to reduce the number of individuals in a given space
  - Cancel or limit group visits, guided tours, public programs and or special or private events
  - Keep doors open or have doors opened by staff
  - Limit use of non-essential touchscreen displays
  - For outdoor spaces, limit restroom facilities and picnic areas, and number of people at a time
  - Install hygiene screens in areas where close interaction is required
- Leverage technology with proper cleaning protocols
  - Implement touchless sign-in
  - Conduct ticket sales online or by phone
  - Create downloadable visitor guides, brochures, and maps
  - Use disposable stylus pens for interactive touchscreen displays
- Clearly mark social distancing between artistic personnel and their audiences
  - Marking floors, stages, spaces to delineate areas that are staff/personnel access only versus audience access
  - Reconfiguring venue spaces to create a safe distance between performers and their audience seating
- Recommend that guests/audiences bring their own masks, provide masks for those who do not. Require the use of masks based on guidance from the state, and with input from senior staff and governing board, and create a written policy noting the organization's decision
  - Sizes of masks should range from small children to adults

## 2.5 Signage

- Post disclaimers at all entrances, exits, and egress clearly stating that by entering the event facility, attendees accept all risk in attending in-person events and will adhere to all social distancing and protective equipment use requirements
  - Signage may not remove all organizational liability but informs visitors that they understand their risks and responsibilities (consult with governing body and/or seek legal guidance)
- Post public health reminders throughout
  - Physical distancing guidelines
  - Handwashing procedures
  - Foot traffic flows
  - Noncontact greeting methods
  - Coughing and sneezing etiquette
  - Avoid touching eyes, nose, and mouth
  - Employees could wear buttons to remind guests of policies
  - Stay home when you are sick, including refund policies
- Accommodate language, cultural, and disability needs in signage

## 2.6 Enforcement

Organizations should consider how they will enforce new protocols and know their legal rights (deny entrance, request to leave, reminders to audience).

- Consult with your lawyer or legal team to determine whether there is a need for Release and Hold Harmless agreements to be signed by all attendees to protect the organization from liability
- Create written policies regarding your audience, visitor and staff COVID-19 safety protocols, and share them

## 2.7 Communication

- Identify everyone in the chain of communication (e.g.: staff, participants, audience, suppliers, vendors, community partners, and other stakeholders) and establish systems for sharing information with them regularly
  - Ensure contact information is up to date for those your organization communicates with regularly
  - Create on-site communication protocols for specific emergency medical needs, physical distancing violations, or immediate cleaning or sanitation needs
  - Employees could wear buttons to remind guests they are there to help, but the guests should do their part by maintaining physical distance when talking with the employee
- Use website, social media, and email to communicate with audiences, visitors and participants *in advance* of any changes
  - Consider a general marketing campaign about the actions put in place to assure guests that safety measures that are being taken.
  - Clearly communicate closed areas or exhibits, reduction of amenities, etc. or changes that may impact visit
  - Create a hotline, automated text messaging system, social media, or dedicated website
  - Share the internal changes you are making in your organization - financial, programmatic, or safety and health related - and explain the *why* behind your decision to connect these choices with your mission and values

- Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Information should be easily understood by everyone.

## 2.8 Cleaning and Sanitation

- Develop a cleaning and sanitation plan prior to opening spaces or utilizing other spaces for events and programs based on state and CDC guidelines
- Maintain a 30-day supply of cleaning supplies
- Consider interruptions to the supply chain for PPE or cleaning supplies. Is it possible or desirable for your organization to close if your supply runs short?
- Add sanitation stations throughout, strategically stationed at egresses of the building, studios, practice rooms, auditorium, restrooms, and entrances/exits
- Support respiratory etiquette and hand hygiene by providing:
  - tissues and no-touch disposal receptacles
  - soap and water
  - alcohol-based hand sanitizer that is at least 60% alcohol if soap and water are not readily available
  - Soap and water should be chosen over hand sanitizer if hands are visibly dirty
- All art making supplies, materials, and equipment should be disinfected before and after use
  - Consider prohibiting outside supplies, materials, and equipment
  - Consider disposable supplies when possible
- Adjust or improve the HVAC controls to increase the rate of exchange and percentage of outdoor air that circulates into the ventilation system
  - Consider the ventilation in office(s), venues, non-traditional venue spaces, and rehearsal/studio spaces, etc.

## 2.9 Food and Beverage Service

- Limit or eliminate self-serve stations, buffets, and water fountains
- All food and beverages should be served by staff that are wearing appropriate protective equipment to reduce any contamination
- Be aware of and follow guidelines created for restaurants and food service industries

### **3. Programming**

#### 3.1 Equity and Inclusion

- Above all, maintain commitment to diversity, equity, inclusion, access, and social justice goals
- Low-income communities and people of color are disproportionately affected by the health and economic impacts of COVID-19
  - Help provide at-home technology (e.g.: high speed internet, laptops)
  - Support community efforts to provide food, cash assistance, and medical care as possible
  - Maintain or create reduced admission programs
- Ensure your venue is accessible to all
- Provide services via audio, FM radio, mail, and television to address inequity of internet service in accessing to online content

#### 3.2 Volunteers and Docent Programs

- Consider limiting volunteer and docent programs that are staffed by individuals who may have a higher vulnerability to COVID-19 due to age and/or existence of pre-existing health conditions
- Create virtual or other communication strategies to keep volunteers and docents engaged

#### 3.3 Remote Programming

- Consider intellectual property protection (protection regarding copyright, patents and trademarks)
- Create pricing structures using information from comparable organizations and offerings
- Take cyber security precautions to protect content and participants, and to guard against identity theft and other internet threats

#### 3.4 Adaptive Content

- Adapt offerings to address the current environment
  - Increased awareness and inclusion of trauma-informed practice
  - Include programming designed for community healing

#### 3.5 Workshops and Classes

- Limit class size totals taking into account the instructor and other staff
- All class attendees and staff should wear PPE (in appropriate sizes)
- Require guardians, siblings, and visitors of class attendees to wait in the common areas of the building while attendees take class and encourage them to practice social distancing and/or to wear masks
- Sanitation stations should be placed throughout the class including the entrances/exits.
- Shared art supplies should be disinfected before and after each class. Consider banning outside supplies to ensure that they are free of contaminants and do not introduce the virus into the facility and/or classroom

#### 3.6 Rehearsals

- Where possible, conduct rehearsals remotely
- Limit the number of artists and staff in a gathering by, for example, creating smaller subgroups of performers

- Prohibit visitors and/or family members of artists and staff from attending rehearsals

### 3.7 Scale of Productions

- Theaters and other performing arts spaces should consider plays, productions, musicals, or dances that have a limited number of performers on stage and limited number of musicians
- Consider precautions for performers, musicians and crew
- Consider accommodations (extra space, shielding, etc.) for musicians who may be performing in close proximity to each other, as in an orchestra

### 3.8 Acquisitions of Donations and Purchases of Artwork/Objects

- Consider suspending donations, acquisitions and/or purchases of works of art if they require the physical transfer of artwork to take place in the near future
- Develop procedures that take into consideration COVID-19 before introducing artwork into the organization's office, collections storage and/or museum

### 3.9 Events for Larger Groups

- Create and review emergency operations plans for your venues
  - Before an event, discuss the emergency operations plan with the emergency operations coordinator or planning team and determine how it may impact aspects of the event, such as personnel, security, services and activities, functions, and resources
  - Work with the emergency operations coordinator or planning team to establish key prevention strategies
  - Develop a contingency plan that addresses various scenarios that may occur
- Establish relationships with key community partners and stakeholders (e.g.: local public health department, community leaders, faith-based organizations, vendors, suppliers, hospitals, hotels, airlines, transportation companies, and law enforcement)
  - Collaborate and coordinate on broader planning efforts
  - Clearly identify each partner's role, responsibilities, and decision-making authority
  - Obtain a copy of the outbreak response and mitigation plan for your community from local public health officials
  - Participate in community-wide emergency preparedness activities.
- Identify a space to isolate staff or participants who become ill during an event
  - Separate them from others as soon as possible
  - Provide them with clean, disposable masks to wear
  - Help them seek medical attention

## 4. Resources

### 4.1 List of Resources and links

State, Regional, and National Arts Agencies

State of Connecticut: [portal.ct.gov/Coronavirus](https://portal.ct.gov/Coronavirus)

National Endowment for the Arts: [www.arts.gov/covid-19-resources-for-artists-and-arts-organizations](https://www.arts.gov/covid-19-resources-for-artists-and-arts-organizations)

Americans for the Arts: [www.americansforthearts.org/by-topic/disaster-preparedness/coronavirus-covid-19-resource-and-response-center](https://www.americansforthearts.org/by-topic/disaster-preparedness/coronavirus-covid-19-resource-and-response-center)

National Assembly of State Arts Agencies:  
[naaa-arts.org/communication/coronavirus-resources/](https://naaa-arts.org/communication/coronavirus-resources/)

Smithsonian Cultural Rescue Initiative  
[culturalrescue.si.edu/hentf/major-disasters/current-disasters/](https://culturalrescue.si.edu/hentf/major-disasters/current-disasters/)

Policy Link - Equity: Innovating for the most vulnerable benefits everyone. COVID-19 & Race  
<https://www.policylink.org>

Cerf+: The Artists Safety Net  
[cerfplus.org/cerfplus-responds-to-covid-19](https://cerfplus.org/cerfplus-responds-to-covid-19)

ArtsReady, an initiative of South Arts  
[www.artsready.org](https://www.artsready.org)

Robin Hood  
[www.robinhood.org/rh-relief-effort-resources/](https://www.robinhood.org/rh-relief-effort-resources/)

Board Source  
[boardsource.org/resources/nonprofit-board-member-respond-covid-19/](https://boardsource.org/resources/nonprofit-board-member-respond-covid-19/)

The Chronicle of Philanthropy  
[www.philanthropy.com/article/Responding-to-the-Coronavirus/248231](https://www.philanthropy.com/article/Responding-to-the-Coronavirus/248231)

Performing Arts Readiness  
[performingartsreadiness.org/](https://performingartsreadiness.org/)

Teaching Artists Guild  
[teachingartistsguild.org/covid-19-resources/?mc\\_cid=fa59e34745&mc\\_eid=9571c3d0f5](https://teachingartistsguild.org/covid-19-resources/?mc_cid=fa59e34745&mc_eid=9571c3d0f5)

HOWLROUND Theatre Commons  
[howlround.com/happenings/artists-time-global-pandemic-asl-captioned](https://howlround.com/happenings/artists-time-global-pandemic-asl-captioned)

Know Your Own Bone, Blog, Colleen Dilenschneider

<http://www.colleendilen.com/>

Center for Disaster Philanthropy

<https://disasterphilanthropy.org/>

Trauma / SAMHSA-HRSA

<https://www.integration.samhsa.gov/clinical-practice/trauma-informed>

Harvard Health Publishing, Harvard Medical School

<https://www.health.harvard.edu/blog/trauma-informed-care-what-it-is-and-why-its-important-2018101613562>

New Cities - The Big Rethink: Cities After Covid-19, The Wellbeing Imperative (webinar)

[https://us02web.zoom.us/rec/play/u8Egf-78rmg3GdbG4wSDAaV-W9W9Lv6s1HcarvQNzh2yBXMDMFwJm7QQYLawSaiSvT2ayN\\_UIjtcvVwk?startTime=1588089608000](https://us02web.zoom.us/rec/play/u8Egf-78rmg3GdbG4wSDAaV-W9W9Lv6s1HcarvQNzh2yBXMDMFwJm7QQYLawSaiSvT2ayN_UIjtcvVwk?startTime=1588089608000)

Resources to Help Ensure Accessibility of Your Virtual Events for People with Disabilities

<https://www.arts.gov/accessibility/accessibility-resources/resources-to-help-ensure-accessibility-for-your-virtual-events-for-people-with-disabilities>

Guidelines for Reopening

Oklahoma Arts Council - Operating During COVID-19 - Considerations for Oklahoma Nonprofit Arts Organizations

[https://arts.ok.gov/pdf/news/Operating\\_During\\_COVID19\\_Considerations\\_for\\_Oklahoma\\_Nonprofit\\_Arts\\_Organizations.pdf](https://arts.ok.gov/pdf/news/Operating_During_COVID19_Considerations_for_Oklahoma_Nonprofit_Arts_Organizations.pdf)

COVID-19 Reopening Guidance - Considerations for the Global Attractions Industry, First Edition, May 1, 2020, IAAPA

<https://www.iaapa.org/reopening-guidance-considerations-attractions-industry>

Smithsonian Cultural Rescue Initiative

<https://culturalrescue.si.edu/hentf/major-disasters/current-disasters/>

American Alliance of Museums - Considerations for Museum Reopenings

<https://www.aam-us.org/wp-content/uploads/2020/04/Considerations-for-Museum-Reopenings.pdf>

CDC Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>