

Bicknell Family Center for the Arts

BICKNELL CENTER SOCIAL DISTANCING POLICY

- Our highest purpose is safety for our guests, performers, and staff.
- Timeline, social distancing will remain in effect until all recommended restrictions are removed by the State of Kansas and Crawford County.
- In alignment with the State of Kansas and Crawford County Social Distancing requirements, the hall capacity will match the limitations set for group sizes in the public Health Social Distancing Policy until the Social Distancing requirements are lifted.
- As the group size allowed increases, the facilities capacity will match the largest group size allowed while maintaining 6ft of separation, whichever number is smaller.

IMPLEMENTATION OF SOCIAL DISTANCING POLICY

In the Linda & Lee Scott Performance Hall:

- Staff will block every other row of seats with tape to ensure proper distancing between groups.
- Capacity reduced by 80% from 1,100 to 230.
- Per CDC guidelines, the hall will have one-way walk-ways for entrance and exit, with directional tape, applied to the floor to bring groups in from the South and out through the North entrances.
- In the event of an emergency evacuation, all exit routes remain available.
- All Handicap seats will remain available for use, seating designed for two wheelchairs will be limited to one unless two members of the same family requires wheelchair access.

In the Dotty and Bill Miller Theatre:

- Staff will block every other row of seats with tape to ensure proper distancing between groups.
- Capacity reduced by 80% from 280 to 56.
- Per CDC guidelines, the theatre will have one-way walk-ways for starting entrance and exit, with directional tape applied to the floor to bring groups in from the South and out through the North entrances.
- In the event of an emergency evacuation, all exit routes remain available.
- All Handicap seats will remain available for use.

GUEST REQUIREMENTS

- Event guests will enter through the Lobby's North doors only.

- Guests running a fever or feeling ill should not attend the event.
- PSU requires all guests wear an approved face covering while they are on PSU property.
- Disposable masks are available for free to any patron that is attending an event that does not have a mask.
- To prevent gathering in the Lobby during events, groups should plan their event without an intermission, whenever possible. Performers should not hold meet and greets in the Lobby. Guests will be encouraged to exit the building after events without social gathering in the Lobby.
- If tickets are sold, six feet of separation will be maintained at the box office
- Stanchions will guide the line, and stickers on the floor will show proper distancing.
- All seated groups will maintain 6 feet of separation from all other seated groups.
- Our ushers will actively direct seating for groups to maintain social distancing.
- There is a ten-person limit in the Center's main bathrooms.
- Only the north entrance to the parking lot will be open to enter/exit one way.
- Handicap pickup and drop off will continue in the West Entrances.

EMPLOYEE/CLIENT REQUIREMENTS

Staff will:

- Complete the “Employee COVID Health Questionnaire” prior to the start of their shift.
- During entry and exit from events, the Handicap door hold opens will be engaged to eliminate a point of contact.
- Internal facility doors will be held open before events, during intermission, and after events to eliminate points of contact.

Ushers will:

- Ensure spacing between groups is maintained and actively encourage Social Distancing by politely informing our guests of the distancing requirements when necessary.
- Release Guests from events in a staggered fashion to ensure that bottlenecks do not occur in the hallways leading to the Lobby.
- Ask Guests to exit the building after events without gathering in the Lobby.
- Ask Guests to maintain proper distancing as needed.
- We will address social distancing requirements before each show as part of the Fire Code Announcement.

Artists:

- Will enter and exit the building by way of the backstage, to and from the parking lot. They should not meet their party in the Lobby or the Center Hallway, so crowds do not gather around the artist.
- Artists in the back of house hallway should maintain social distancing.

ENHANCED CLEANING MEASURES FOR STAFF

- Hand sanitizing stations are located at both entrances to the building, throughout the Lobby and Back of House area of the facility.
- Hand sanitizing stations and sanitizing wipes are located at the entrances to the main performance hall, back stage, and in all dressing rooms and green rooms.
- Staff will wear approved face masks during events.
- Custodians will sanitize the Halls before each event.
- Custodians will actively wipe down touchpoints in the venue and restrooms during events.
- Staff will wash or sanitize hands before entering public areas of the building, after leaving public areas of the building, and whenever touching equipment shared by multiple staff.
- Staff will wipe down all computer keyboards, soundboards, video boards, lights boards, tables, and hard surfaces of chairs before and after use at shared stations.
- Staff will disinfect all podiums, music stands, mic stands, mics and any other equipment used. Microphones will be assigned to performers and will not be shared. Sanitizing wipes and hand sanitizer are on the podium if more than one speaker will be using the podium.

Revised Seating Chart:

- Rows highlighted in red will be blocked from use.
- Groups will be seated 2 seats apart from all other groups.

Stage

