

GUIDELINES FOR THE OPERATION OF OUTDOOR AMPHITHEATRES IN THE CONTEXT OF THE PRECAUTIONARY MEASURES AGAINST THE SPREAD OF COVID-19

The current mandatory guidelines aim at helping the contributors and the public remain safe and healthy in an environment that has significantly changed due to the COVID-19 pandemic, while continuing to enjoy cultural events in organised outdoor amphitheatres and other open areas. The up to now Decrees, guidelines, knowledge and experience in the management of these areas, as well as the public and contributors' sense of safety are taken into consideration in the context of enjoying the artistic event.

1. Presale: In order to avoid overcrowding at the ticket desks due to physical presence, the public must get its tickets electronically or from resale at places designated before the day of the show, in compliance with the measures announced.

2. Ticket desk: At the evening of the event, a ticket desk shall operate only to arrange extraordinary problems occurring on the day of the event, and not for ticket sale. The staff at the ticket desks and at the ticket check shall mandatorily wear a protective mask, and either wear gloves, or if they shall not wear gloves, should apply hand disinfectant before any action requiring change of gloves (see point 3 "guidelines for staff personal hygiene" below). Moreover, the staff's personal hygiene should be strictly cared for.

External visitors are forbidden from entering the office areas (offices, ticket desks, etc.).

3. Guidelines for the public serving staff's personal hygiene

- The manager of the Amphitheatre/of the event in another open area should provide written instructions and training for the staff regarding the way COVID-19 spreads so that they are familiar with the COVID-19 symptoms and be able to recognise them timely. The aim is to be able to call for the appropriate medical assistance and laboratory check and minimise the risk of infection for both the public and other employees. Moreover, the staff should be trained regarding the precautionary measures: maintaining a 2-metre distance from other persons, proper use of protective mask and gloves, and handwashing and respiratory hygiene. To this end, the proper documents posted in the unit "Guidelines for the public" and "Guidelines for precautionary measures to be taken at the workplace" on the Press and Information Office should be used –

<https://www.pio.gov.cy/coronavirus/en/>

- Avoid touching the eyes, nose and mouth with hands to reduce the risk of infection with the virus.

- Avoid talking purposelessly, coughing or deeply inhaling-exhaling when serving the public.

- When coughing or sneezing, cover the nose and mouth with the sleeve or flexed elbow or with a tissue. The used tissue should be disposed of immediately after use in the disposal bins.

- Employees should regularly wash their hands with soap and water for at least 20 seconds. Careful drying of hands with single use paper towels, which should be disposed of in the disposal bins. Hands should necessarily be washed after contact with respiratory secretions and after the use of toilet. It is noted that gloves do not substitute handwashing.

- Individuals with symptoms of a respiratory infection, should not come to work until the symptoms recede and after, in the meantime, mandatorily consulting with their personal doctor.

- The staff must wear a mask, following the guidelines hereunder:

- i. The mask must be of the appropriate type (surgical mask),
- ii. Must be fitted properly to the face so that it covers both the mouth and nose,
- iii. Must be changed regularly so that, with time, it does not become a breeding ground for bacteria (staphylococcus, etc.),
- iv. Must be worn and removed properly, as described in the relevant leaflet of the Ministry of Health and the Press and Information Office, available at:

https://www.pio.gov.cy/coronavirus/en/pdf/a3_mask_eng_web_pio.pdf

- If the staff should wear gloves, they should follow the guidelines hereunder:

- i. Before wearing the gloves, always wash hands with soap for at least 20 seconds and dry them.
- ii. Wear the correct size.
- iii. Change gloves, as often as one would wash hands in case one is not wearing gloves, at least every 4 hours.
- iv. Gloves should be removed each time after the use of the restroom or before eating or drinking or when handling garbage or cleaning surfaces.
- v. No touching the face while wearing gloves.
- vi. The glove of the hand that shall be used **for monetary transaction must be replaced.**
- vii. Damaged or teared gloves should be replaced immediately.
- viii. Do not reuse gloves already worn. At each change of gloves, the used ones are disposed of.
- ix. Remove each glove separately catching it by the cuff.
- x. Wash hands even when wearing gloves, since infected gloves while being removed can still transmit the virus on the hands.

4. Seats: Seats should be numbered and be specific as presented in the amphitheatre's layout, where the proper distances must be observed (for distances, see paragraph 11). In case of shows in other open areas, such as communities' squares, the numbering shall be placed on the chairs. In case of archaeological sites' amphitheatres, these can be excluded from the requirement for seat numbering if this would damage the archaeological site, but, the 1-metre distance between each family/group must be observed as well as, having estimated beforehand a maximum number of persons that can attend the show based on paragraph 11. In addition, for every reservation there should at least exist a contact telephone number of the person realising the reservation, in case contact tracing is required. The amphitheatre's/event's managers in another open area should keep a record of this information.

5. Tickets: On the tickets, except for the seat, the entrance gate shall also be written, in the case of areas with more than one entrances, so that overcrowding is avoided.

6. Signs and entrance corridors: Floor signs are necessary to ensure the 2-metre distance between 2 persons or two groups of people (e.g. a family) or a person and a group of persons, depending on the case. Where there are no alternative entrances, the corridors should have signs on the floor showing the appropriate distance so that the public can move comfortably, quickly and maintain the distances.

7. Entrances for the public and the staff: Each person before entering the Amphitheatre must disinfect their hands with sanitizer (alcohol content at least 70%). MANDATORILY at least one alcohol-based disinfecting hand sanitizer station should be placed at the entrance of the Amphitheatre's entrance for the public (ticket desks entrance, staff entrance). The number of the stations should increase depending on the number of persons expected to arrive for the event. At each station a sign is also placed with instructions in Greek (and where deemed necessary also in English, if the event is likely to attract persons that may not speak Greek) asking the public/staff to disinfect their hands before entering the amphitheatre.

Where massive turnout is observed to enter the amphitheatre/the other open area for the event, there should be mandatory spreading of the people and arrangement to assist them orderly and maintaining the required minimum distance between them.

8. Movement: Spectators shall be encouraged to use a mask during their movements, but they shall not be obliged to wear it when seated. They shall also be encouraged to bring their own cushion if they wish.

9. Canteen: The operation of a canteen is not recommended to avoid overcrowding (if it operates, a 2-metre distance between people in the waiting line should be maintained, there shall be floor signs and a member of the staff shall observe and control the keeping of the distances. Moreover, within the canteen, no more than one person is allowed per 8 sq. m. and the canteen should ensure sufficient and constant natural ventilation). Specific provisions should be made for the sale of water or a limited number of non-alcoholic beverages, necessary due to the heat in a manner that prevents overcrowding, from one station or more at particular points. These stations should operate given that all necessary measures for maintaining the 2-metre distance are taken (including floor signs) and that all involved persons on duty wear masks at the serving area and disinfect their hands or wear single use gloves.

Where food and refreshments/water vending machines are installed, a disinfecting hand sanitizer station should be installed next to them and a sign with instructions in Greek (and where deemed necessary also in English) asking the visitors to use it to disinfect their hands before using the vending machine.

10. Cleaning and Disinfection: All areas in general and the Amphitheatre's equipment, all surfaces, floors, counters, ticket desks, sanitary areas (floors, toilets, sinks, etc.), chairs (in case of events at other open areas) should be kept clean and should be disinfected before the initiation of any activity, including every rehearsal for the season start. Frequent cleaning and disinfection of common use objects, e.g. knobs, switches, faucets, display cases, keys, etc.

Thorough cleaning of the amphitheatres/other open event areas should be carried out after each event.

The cleaning and disinfection should be carried out with common cleaning products, that is liquid soap and water, or chlorine solution 0,1% (liquid chlorine - sodium hypochlorite in 0,1% concentration. In case of chlorine solution which is a 5% sodium hypochlorite solution, the disinfecting solution is a product of a 1:50 dilution) or an alcohol-based sanitizer (alcohol content 70%). It is noted that the regular cleaning tasks should be executed using gloves and a uniform.

Special attention should be paid to cleaning the objects and surfaces that a person with infection symptoms came into contact with. If necessary, the areas shall be disinfected by a specialised crew.

The bins' plastic bags, when full, must be tightly tied and removed immediately. After their use, gloves should be disposed of immediately in the disposal bins' plastic bags.

The cleaning staff should receive training on the appropriate cleaning and disinfection procedure regarding coronavirus COVID-19. To this end, the proper documents posted in the unit "Guidelines for precautionary measures to be taken at the workplace" on the Press and Information Office webpage should be used -

<https://www.pio.gov.cy/coronavirus/en/info.html>

11. Capacity/distances between seats: The amphitheatre management/the event's organisers in another open area shall estimate the maximum number of persons that can be in the amphitheatre's area/the other open area show during the show/event. The maximum number is calculated based on the area of the clear open space, and given that seats shall be offered at a 1-metre distance between them or two seats between persons or groups, as required (in the case of a family no distance shall be required between its members). In addition, the distance between actors on stage and the front row spectators shall be at least 2 metres. The Amphitheatres' Managers shall prepare a relevant spectators' layout, based on which the reservations shall be made beforehand. The seats shall be sold as one reservation for one person, depending on how they appear on the Amphitheatre's layout/the other open area theatre, 1 or 2 together or 3 together or more depending on what is available on the predetermined layout of each theatre.

12. Extra staff: Amphitheatres shall operate with extra staff where necessary at the events so that all provisions within these guidelines' documents (e.g. hands disinfection, taking numbers in the sanitary areas, no overcrowding, use of mask where appropriate). In any case, the amphitheatre's managers keep a record of the names of all staff and the days they worked at the amphitheatre. In addition, respective information for each person that carried out other work at the amphitheatre, as an external partner (e.g. maintenance crew, engineers, etc.) is kept.

13. Dressing rooms: Before every use, cleaning and disinfection of surfaces mostly touched, such as knobs and switches, all the furniture, etc. Daily (or, depending on the case, on the day the dressing rooms are used) floor cleaning with cleaning solutions (preferable diluted chlorine solution). The maximum number of persons that can be present in the dressing room must be set based on the analogy of one person per 8 square metres of clear space, and the setup of additional dressing rooms should be provided if necessary, as well as temporary sheds, possibly, with frames and fabric. Systematic and sufficient ventilation of the areas constantly where possible, or at least, for long time periods where it is not possible for the doors and windows to remain open all the time. Adjustment of the seats and equipment (furniture) so that the sufficient clear internal space where staff/actors can move comfortably and make the necessary preparations is maintained.

14. Events recesses: They are not recommended, in order to avoid overcrowding, unless they are absolutely necessary for artistic purposes. In case they are absolutely necessary, it must be ensured that the public shall be requested to avoid moving and that there is no mass movement.

15. Restrooms (public & staff): At least one disinfecting alcohol-based hand sanitizer station should be installed (alcohol content at least 70%) at the entrance of each restroom. The number of the stations should increase depending on the number of persons expected to arrive for the event. At each station a sign is also placed with instructions in Greek (and where deemed necessary also in English, if the event is likely to attract persons that may not speak Greek) asking the public/staff to disinfect their hands before entering and when exiting the restroom. This procedure should necessarily be done by all persons before the next person enters.

There shall be continuous cleaning of the restrooms with liquid soap and single use paper towels which shall be disposed of in foot-operated bins (or another mechanism that prevents any contact with the hands) close to the sinks. In these bins a plastic bag must mandatorily be placed.

The use of jet air dryers is prohibited in the restrooms as their operation could spread droplets in the air.

Outside the restrooms the required 2-metre distancing must be strictly maintained with floor signs and a guard if required, to ensure compliance with the distance of at least 2 metres between persons as well as the maximum number of persons within the restrooms.

The maximum number of persons within the restrooms must not exceed the analogy of one person per per 8 sq. m. to avoid overcrowding.

16. Ushers/Doormen: Ushers/Doormen during the show/event when coming into contact with the public, must properly wear a protective mask, which should be changed in case of maceration or according to the mask's usage directions. In addition, they should either wear gloves or, if they shall not wear gloves, they should apply hand disinfectant before any action requiring change of gloves (see point 3 "guidelines for the staff's personal hygiene" above). Moreover, the staff should strictly care for their personal hygiene. It is recommended to avoid handling tickets.

Ushers/Doormen should limit as much as possible any conversations with visitors and restrict themselves to the most essential.

Persons that are at a higher risk and belong to vulnerable groups, should not carry out usher/doorman tasks and in general, they should come into contact with the public.

17. Public information: The public should be informed with clear signs regarding the regulations that apply. To this end, posters/guidelines/announcements shall be posted in the common areas (e.g. the entrances, etc.) regarding the regulations about personal hygiene and distance maintaining, etc. Among others, on them there shall be a written request for the citizens not to enter the amphitheatre/the other event open area if they are feeling unwell or present COVID-19 symptoms.

18. Public's access to the dressing rooms: The public is not permitted to visit the dressing rooms before or after the show/event to congratulate, compliment, etc., so that the event's contributors and the public are protected, and overcrowding is avoided.

19. Ventilation and air-conditioning: Special care should be taken regarding the systematic, sufficient and consistent natural ventilation of all areas. All indoor doors and windows should constantly remain open or for as much as possible.

In enclosed areas, the use of air-conditioners or fans is permitted, given that the constant channelling of fresh air is ensured either through mechanical systems or through regular airing out of the area. The maximum number possible of doors and windows in public areas should remain open throughout the time the areas are accessible to the staff or/and actors/artists. Where a mechanical system is used, it should also operate during the hours the areas do not accommodate anyone (e.g. when these persons are on stage or work as ushers, etc.), or at least for some of these hours.

It is understood that regarding the issue of air-conditioning, the terms as they are stated in the Technical Directive regarding the Operation of Air-conditioning / Ventilation Systems (HVAC), prepared by the Department of Labour Inspection, apply, and this is available at:

<https://www.pio.gov.cy/coronavirus/en/pdf/erg46.pdf>

Particularly regarding ventilation in public indoor restrooms, if possible, where there exists an installed forced ventilation system, forced ventilation in the restrooms 24 hours/day should be ensured and opening the restroom windows should be avoided to achieve the correct direction of the ventilation-aeration. Where there is no forced ventilation system installed, the doors and windows should be open 24 hours/day, or at least for enough hours before and after the use of each amphitheatre.

20. Departure: The spectators must be informed before the start of the show regarding the regulations, as well as, that after the end of the show/event they must remain at their seats until the ushers notify them that they can leave. The departure is conducted starting from the row of seats closer to the exit and wheelchairs, if any, and continues row by row so that there is no overcrowding.

21. Symptoms/case: In case a person, either from the public or the staff, develops COVID-19 symptoms and the manager of the amphitheatre/a responsible person becomes aware of this, then they care for the monitoring of this person and if deemed necessary, they either ask this person to leave, or they isolate them. All actions must take place with calmness and if deemed necessary, the Ambulance Services call centre should be contacted, telephone number 1420 (24/7). Moreover, where applicable, the procedure described in the Ministry of Health document shall be followed, entitled "Precautionary measures against the spread of COVID-19 in Workplaces" available at https://www.pio.gov.cy/coronavirus/en/pdf/MEASURES_AGAINS_COVID-19_AT_WORKPLACES.pdf

In case a person that visited the amphitheatre or worked in any way at the amphitheatre is found to be a confirmed case, the event organiser is obliged to be able to provide contact information for the persons that contact tracing needs to be conducted on (records must mandatorily be kept for 14 days after the event). In addition, all other procedures that are provided for in such case in the Ministry of Health Decrees shall be followed.

It is understood that if a member of the staff presents COVID-19 symptoms they must not come to work and should immediately contact their personal doctor. This person can return to their work only when the symptoms recede and after, in the meantime, mandatorily consulting with their personal doctor.

22. Renting to third parties: The lessor, who has the responsibility of the Amphitheatre according to the lease contracts, must care for the implementation of the measures. The body that sublets the theatre is responsible for informing the lessor regarding all relevant measures.