



INDIANAPOLIS ARTSGARDEN SAFETY PLAN Updated July 28, 2020 | www.indyarts.org

The Arts Council of Indianapolis is the lead arts advocacy and services organization for central Indiana. Our mission is to foster meaningful engagement in the arts by nurturing a culture where artists and arts organizations can thrive. As part of our mission, we own and operate the Indianapolis Artsgarden, an iconic arts and cultural venue in the heart of downtown. The Artsgarden hosts more than 300 free public performances annually. In addition, private rental events held in the Artsgarden help to support the organization's nonprofit mission.

The health and safety of staff, artists, guests, and visitors is our top priority. The Arts Council of Indianapolis, including the Indianapolis Artsgarden, is adhering to all COVID-19 public health guidelines issued by federal, state, and local officials reflected in our safety plan which includes the following components. Arts Council management is evaluating each requirement on a real-time basis. When changes are implemented, Arts Council and Artsgarden leadership will share updates on its website and directly with artists and event partners.

Artsgarden Guests / Event Attendee Requirements

The Arts Council of Indianapolis kindly requests your support by adhering to the following protocols to protect the health and safety of all who visit and attend events in the Indianapolis Artsgarden:

- If you are sick or have been in contact with anyone who has tested positive for COVID-19 within the past 14 days, please stay home and avoid close contact with others, as recommended by the Centers for Disease Control and Prevention (CDC). If you are in a high-risk category for COVID-19 according to CDC criteria, please stay home.
- All event attendees must check in at the entrance and undergo a quick, no-contact temperature check. Any guest with a fever (100.4 degrees Fahrenheit/38 Celsius or higher), report any symptoms, or contact with anyone who has tested positive for COVID-19 within the past 14 days will be asked to leave, along with their party.
- Per Marion County Public Health Orders, all Artsgarden visitors, event hosts (including brides, grooms, bridal parties, event speakers, etc.) and event attendees, are **required** to wear face coverings at all times, unless eating or drinking, when inside the Artsgarden and affiliated spaces, including the Green/Dressing Room and restrooms. Guests are asked to bring their own mask and free masks are available at the Cultural Concierge desk if needed. *No exceptions can or will be made to this requirement, including ceremony and photos for weddings. (Note: We encourage outdoor photo sessions as an alternative following social distance guidance.)*
- Private event hosts (wedding party, organizations renting the Artsgarden) are responsible for communicating safety precautions and expectations (health screenings, temperature checks, and mandatory face coverings) to all guests in advance of the event and for providing attendants to welcome guests and coordinate these required activities on site. The Artsgarden team provides extra masks, hand sanitizing stations, signage, and suggested advance communication messaging to share with guests.
- All Artsgarden visitors and event attendees are asked to observe social distancing (stay six feet from anyone you did not arrive with as recommended by the CDC) and practice frequent hand washing/sanitizing. Hand sanitizing stations are located at all entrances and throughout the venue.
- A dance floor and dancing by attendees during weddings and other private events is prohibited due to public health guidelines and precautions. Note: special dances - first, father/daughter, mother/son will be allowed.

Staff / Vendor Safety Requirements, Capacity & Cleaning Protocols

- Arts Council staff are required to participate in daily health screenings and are required to stay home if they show any symptoms, feel ill, or have been in contact with someone who has tested positive for COVID-19 within the past 14 days.
- Arts Council and Artsgarden staff, artists, and vendors are required to wear face coverings, practice social distancing, and conduct frequent hand washing/sanitizing at all times (limited mask exceptions may apply for some artists based on industry best practices; staff may remove masks in private offices only per Marion County mandate).
- All vendors are required to conduct health screenings (including temperature checks upon entry to the Artsgarden), wear masks at all times, and comply with the Arts Council's safety requirements, including providing a safety plan for their own operations.
- The Artsgarden is currently operating at a maximum capacity of 100 for all events to comply with social distancing guidelines and best practices. Capacities are subject to change based on evolving guidance. The most current public health executive orders will apply and the Artsgarden will update its capacity policies accordingly.
- Performance and event set-up will be designed to observe and optimize social distancing, including table capacity, queues for lines, and reduced bathroom capacity.
- Party/Dance bands will be prohibited from performing during private events. Musicians will only be allowed if playing in small instrumental ensembles with masks required (ie. piano, string quartet and trios, etc.)
- The Artsgarden is cleaned before and after all events and performances and key surfaces are cleaned frequently during operating hours.
- For contact tracing purposes, the Artsgarden will require a list of all attendees for each private event. This will include outside vendors, additional staff, catering staff, and a detailed guest list.

Thank you for your understanding and support as we all do our part to reduce the spread of COVID-19 and ensure the health and safety of all who visit and attend events at the Indianapolis Artsgarden.