



COVID-19 General Checklist for Family Entertainment Centers

October 20, 2020

This checklist is intended to help family entertainment centers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Family Entertainment Centers](#). 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. Outdoor activities can include: outdoor playgrounds, outdoor skate parks, outdoor roller and ice skating at 25% capacity, outdoor laser tag, outdoor paintball, batting cages, kart racing, miniature golf, etc.
- **Red – Substantial – Tier 2:** Outdoor operations are permitted and must follow the modifications in this guidance. Standalone, outdoor attractions are permitted to operate.
 - Standalone amusement attractions are defined as ride attractions (such as a carousel, Ferris wheel, or train ride) that are operated independently of, and are located on distinct and separate grounds from, other amusement attractions.
 - **Fairs, amusement parks, or similar venues offering multiple such attractions are not permitted under this guidance.**
- **Orange – Moderate – Tier 3:** Indoor operations of naturally distanced household- only activities are permitted at 25% capacity and must follow the modifications in this guidance. Naturally distanced activities can include: indoor bumper cars, indoor batting cages, bowling alleys, escape rooms, kiddie rides, virtual reality, etc.
- **Yellow – Minimal – Tier 4:** Indoor operations of activities with increased mixing and proximity are permitted at 50% capacity and must follow the modifications in this guidance. Activities with increased mixing and proximity can include: arcade games, trampolines, indoor laser tag, indoor roller and ice skating, indoor skate parks, indoor playgrounds, etc.

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



Contents of Written Workplace 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 of 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 employees have symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has 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 face coverings, 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 independent contractors, temporary, or contract workers in these items 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.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all necessary PPE, including eye protection and gloves where necessary.

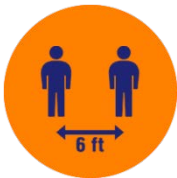
- Provide disposable gloves to workers handling items contaminated by body fluids and as a supplement to frequent handwashing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening. Also provide disposable gloves for services that require them.
- Provide workers who must consistently be within six feet of guests or co-workers (e.g., fitting and securing guests with safety equipment) secondary barriers (e.g., face shield, safety goggles) and ensure they use them in addition to face coverings.
- Require guests to wear face coverings and remind them in advance. Consider providing face coverings to those who arrive without one.
- Remove customers from the facility if they refuse to wear one, unless they are exempt as stated in the [CDPH Face Covering Guidance](#).
- [Remind the public that they must](#) use face coverings whenever not eating or drinking, practice physical distancing, not touch their face, frequently wash their hands with soap and water for at least 20 seconds, and use hand sanitizer.
- Screen customers on arrival and reschedule those who indicate signs of illness.
- Display guidelines for customers as a condition of service, including to wear face coverings, use hand sanitizer, and maintain physical distancing. Also make the guidelines available digitally.



Ventilation, Cleaning, and Disinfecting Protocols

- Consider upgrades to improve air filtration and ventilation.
- Where possible, allow at least 30 minutes between different households in indoor spaces to allow for proper ventilation.
- Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- Thoroughly clean in high-traffic areas. Frequently disinfect commonly used surfaces.
- Disinfect rented or shared items before issuing to and when returning from customer use. Close self-service item selection areas for games and activities.
- Provide hand sanitizer throughout activity areas, lobbies, and service areas, for use by customers and workers. Provide disposable gloves and trash cans at each activity area for use by members of the public.
- Provide disposable or single-use items whenever possible.
- Thoroughly clean and disinfect each customer activity area after every use and allow adequate time for proper disinfection, following product instructions.
- Regularly clean and disinfect surfaces shared by workers between shifts or between users, whichever is more frequent.
- Avoid sharing phones, tablets, laptops, pens, and other work supplies. Never share PPE.
- Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and disinfectant wipes. Provide personal hand sanitizers to all staff directly assisting customers.
- Ensure that sanitary facilities stay operational and stocked at all times.

- ❑ Provide resources to promote workers' personal hygiene, including adequate time for handwashing.
- ❑ Use hospital grade products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list to clean and disinfect anything the client came in contact with. Train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, and the CDPH [asthma-safer cleaning methods](#).
- ❑ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires' disease](#).
- ❑ Provide time for workers to implement cleaning practices during shifts as part of the workers' job duties.
- ❑ Encourage use of credit cards and contactless payment, or have customers use exact cash or check.
- ❑ Install hands-free devices if possible, such as touchless faucets and paper towel dispensers.
- ❑ Clean 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.
- ❑ If offering food and drink concessions, encourage customers to order online or over the phone whenever possible, and make items available for counter pick-up. Use visual cues to ensure customers maintain physical distances of at least six feet while waiting in line. Install impermeable barriers at concession counters, if possible.
- ❑ Implement measures to physically separate workers and customers by at least six feet using measures such as physical partitions or visual cues. If not possible, discontinue use of the activity areas.
- ❑ Provide more than six feet of space for activities that may cause a customer to require additional space.
- ❑ Implement timed and/or advanced reservation ticketing systems and pre-assigned seating or activity areas, whenever possible, to stagger customer visits.
- ❑ Dedicate staff to manage movement of customers when activities could bring people within six feet of distance from each other.
- ❑ Use Plexiglas or other barriers where physical distancing cannot be maintained, including between work stations and reception areas.
- ❑ Minimize the amount of time spent within six feet of customers.
- ❑ Designate separate routes for entry and exit into facilities, activity areas, seating areas, work areas, etc., to help maintain physical distancing and establish one-way directional hallways and passageways lessen the instances of people closely passing each other.
- ❑ Consider offering workers who request modified duties options that minimize their contact with customers and other employees.
- ❑ Do not allow people to congregate in high-traffic areas.

- Reconfigure workspaces to allow for six feet between workers. Adjust any staff meetings to ensure physical distancing and use phone or webinars if possible.
- In breakrooms, use barriers or increase distance between tables/chairs. Provide outdoor break areas with shade and seating arrangements that ensure physical distancing.
- Limit the number of workers in enclosed areas, such as supply rooms and counter areas.
- Redesign parking lots to limit congregation points and ensure proper separation.

