COVID-19 General Checklist
for Family Entertainment Centers
July 2, 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.

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 and infected workers.

☐ Protocols for when the workplace has an outbreak, in accordance with CDPH guidance.

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 workers have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, 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 10 days since symptom onset and 72 hours of no fever.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers, including information in the CDPH guidance.

- ☐ Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#), and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ☐ Train any independent contractors, temporary, or contract workers in these policies 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.
- ☐ Provide and ensure workers use all necessary PPE.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Consider providing gloves as a supplement to frequent hand washing for workers handling commonly touched items or conducting symptom screening. Provide gloves to workers handling items contaminated by body fluids.
- ☐ Remind the public that they should use face covers and practice physical distancing whenever possible. Babies and children under age two should not wear face coverings.
- ☐ Remind guests to bring a face covering and provide them to those who arrive without one.
- ☐ Post a set of rules for customers and personnel at entrance(s) that are to be a condition of entry, including such rules as using hand sanitizer, maintaining physical distance from other customers, etc.

Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces.
- ☐ Disinfect rented or shared equipment before issuing to and when returning from customer use.
- ☐ Close self-service item selection areas, such as bowling balls on accessible racks, and provide these items to customers individually.
- ☐ Provide hand sanitizer throughout activity areas, lobbies, and service areas for customers and workers. Encourage customers to use the hand sanitizer.
- ☐ Post signs reminding the public not to touch their eyes, nose, or mouth. Consider providing the public with disposable gloves and a means of disposal.
- ☐ Provide disposable or single-use items whenever possible, such as scorecards, pencils, 3D glasses, etc. Otherwise, disinfect these items before and after customer use.
- ☐ Clean and disinfect each customer activity area after each use, including tables, booster seats, touch screens, etc., ensuring minimum contact time for effectiveness.
- ☐ Regularly clean and disinfect surfaces shared by workers between shifts or between users, whichever is more frequent. Never share PPE.

- Provide time for workers to implement cleaning practices during their shifts as part of their job duties.

- Provide hand sanitizer and disinfectant wipes at terminals, desks, and help counters, and provide personal hand sanitizer to all workers directly assisting customers.

- Ensure that sanitary facilities stay operational and stocked at all times.

- Provide resources to promote employees' personal hygiene, such as no-touch trash cans, soap, disinfectant wipes, and adequate time for handwashing.

- Ensure all water systems and features, such as drinking fountains and decorative fountains, are safe to use after a prolonged facility shutdown.

- Use products approved for use against COVID-19 on the [Environmental Protection Agency (EPA)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements for safe use. Follow the [asthma-safer cleaning methods](#) recommended by the CDPH.

- Adjust or modify facility hours to provide adequate time for regular thorough cleaning.

- Install hands-free devices if possible.

- Encourage the use of debit or credit cards by customers.

- Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.

- Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.

- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Adjust maximum occupancy rules to support physical distancing.

- Limit customer groups to a household unit. People from the same household do not need to be six feet apart.

- Close ball pits, foam pits, playgrounds, climbing structures, enclosed bounce houses, etc., where guests may congregate and touch items that have not been disinfected between uses.

- For prize redemption counters, gift shops, etc., use the guidelines for retail establishments.

- If offering food and drink concessions, encourage customers to order online or by phone, and make items available for counter pick-up. Use visual cues to ensure customers maintain physical distances of at least six feet when waiting in line. Install impermeable barriers at the counter.

- Install impermeable barriers or partitions between game, seating, and other types of areas to separate customers. If not possible, close off activity areas from use to ensure customers can maintain at least six feet of physical distance at all times.

- Implement timed and/or advanced reservation ticketing systems and pre-assigned seating or activity areas to stagger visits.

- Dedicate staff to usher customers to manage the movement of customers when activities could bring people within six feet of each other.

- Implement measures to ensure physical distancing of at least six feet between people using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where employees and customers should stand).

- Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use impermeable barriers.

- Minimize the amount of time spent within six feet of guests.

- Provide separate, designated entrances and exits for facilities, activity areas, seating areas, worker work areas, etc. Establish one-way directional hallways if possible.

- Consider offering workers who request modified duties options that minimize their contact with customers and other employees.

- Reconfigure workspaces to allow for six feet between workers.

- Adjust in-person meetings, if they are necessary, to ensure physical distancing. Hold meetings outside or online or by telephone.

- Close or limit access to breakrooms, use barriers, or spread out tables/chairs. Where possible, create outdoor break areas with shade and seating arrangements that ensure physical distancing.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.

- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Ask vendors who are required to enter facilities to have their employees follow the guidance of local, state, and federal governments regarding wearing face coverings.

- Redesign parking lots to limit congregation points and ensure proper separation.

Additional Considerations for Indoor Movie Theaters

- Limit the number of attendees in each theater.

- Implement a reservation system to limit the number of attendees entering the theater at a time.

- Establish directional entry and exit into theaters where possible.

- Reconfigure, close, or otherwise remove seats from use to ensure physical distancing of at least six feet between attendees.

- Dedicate staff to help people maintain distances before and after screenings.

- Use disposable or washable seat covers in theaters, particularly on porous surfaces that are difficult to properly clean.

- Prop or hold doors open during peak periods when attendees are entering and exiting facilities.

- Consider limiting the number of people that use the restroom at one time.

- Reconfigure parking lots.

Additional Considerations for Drive-In Movie Theaters

☐ Reconfigure parking spaces to ensure that vehicles have at least six feet of distance between them.

☐ Patrons are to remain inside the vehicle unless utilizing restroom facilities or picking up concessions.

☐ Use cashless and touchless transactions systems whenever possible. Take orders, reservations, and payments online or over the phone.

☐ Have concessions ordered online or over the phone and make them available for curbside pick-up. Allow walk-up pick-up for pre-ordered concessions. Ensure customers maintain proper physical distancing when queueing.

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