

CINEMA REOPENING CONSIDERATIONS **PRE-OPENING PLANNING STAGE CHECKLIST**

The following is a checklist of the areas of focus associated with the reopening process for movie theaters following the closure orders related to the COVID-19 pandemic. Reopening will vary based on federal, state and local government and public health orders therefore the information contained in this document is not all-inclusive and in no way is it intended to address all issues or challenges associated with reopening previously closed movie theaters. Each of the topics is intended as a general discussion point for your re-opening committee to consider during the pre-opening "mitigation" phase.

This information is not and should not be considered legal advice or in any way intended to meet or address the various operational and compliance issues associated with such reopening efforts. Members are advised to seek out their own experts for the issues and areas addressed in this document.



Pre-opening Planning Stage



Establish committee of essential stakeholders and identify committee leads to assess essential services, functions and processes for limited and ultimate full re-opening, including but not limited to:

ENSURE THAT FACILITIES AND EQUIPMENT ARE FUNCTIONING AND READY FOR RE-OPENING INCLUDING:



Utilities, including Internet availability.



Box office, concession, projection/sound equipment.



Facility amenities including plumbing, electrical, HVAC, escalators/elevators/lifts, etc.



Life safety systems, fire alarms, emergency lighting, AED's, etc.



Air filtration systems maximized, to the extent possible, to distribute airborne particles and increase outside air without compromising security.



Backup equipment identified including securing arrangements with vendors, including identifying availability of local vendors/contractors in the event of emergency.



Establish relevant protocols and procure relevant equipment for no-contact ordering, payment and delivery of essential goods (tickets/concession items).



Establish protocols for manual operations of critical functions.

EVALUATE CHANGES IN INVENTORY/PRODUCT/SUPPLIES:



Confirm internal and external supply chain support operations and contacts.



Identify and confirm alternative materials and supplies in the event of supply chain disruption.

- ☐ Identify options for basic supplies/materials, such as no-touch and pre-packaged concession items.
- ☐ Establish emergency procurement protocols.
- ☐ Confirm film product.
- ☐ Procure masks, rubber gloves and hand sanitizer, for employees and guests, as necessary.
- ☐ Establish security protocols for increased inventory.
- ☐ Establish communication plan for guests and staff in the event of changed circumstances.

CONSIDERATION FOR RE-STAFFING FACILITIES:

- ☐ Identify staffing needs and market conditions.
- ☐ HR develop employee recall criteria.
- ☐ Create safe work environment and training protocols.
- ☐ Complete training on new or modified operations and HR policies.
- ☐ Implement protocols for regular and timely communications concerning mitigation requirements and pandemic alerts/advisories from applicable public health authorities.

IDENTIFYING FINANCIAL AND CONTRACTUAL IMPACT:

- ☐ Confirm sufficient resources to operate during mitigation period.
- ☐ Secure agreements with suppliers concerning expected volume of purchases and payment terms during phased re-opening.

☐ Review contracts to address impact of modified operations.

☐ Evaluate options for regulatory relief, financial or material assistance or information which may aid in business continuity and delivery of essential goods and services.

REVIEW OF INSURANCE AGREEMENTS/ISSUES:

☐ Notify insurance broker/insurer on planned reopening date(s).

☐ Evaluate impact on coverages associated with reopening during pandemic mitigation and re-opening periods.

ESTABLISH COMMUNICATION LINES AND CONTENT:

☐ Establish internal and external communications team including assigned contacts.

☐ Develop and approve internal and external communication content/drafts.

CONSIDER SPECIFIC OPERATIONS CONSIDERATIONS:

☐ Ensure operational modifications meet or exceed guidelines/requirements of federal, state and local governments.

☐ Implement protocols to monitor and adjust operations based on changes in federal, state or local guidelines/requirements.

☐ Establish cleaning and sanitizing protocols, including training/management of the protocols.

☐ Ensure ADA devices have been thoroughly cleaned and batteries replaced or recharged.

☐ Modify show time schedule and auditorium seating to ensure social distancing in public access areas, ample time for staff to thoroughly clean and sanitize each auditorium between screenings and possible option for special shows for vulnerable guests.

- ☐ Ensure all public access areas have established frequent cleaning/sanitizing schedules.
- ☐ Ensure staffing and daily work protocols address employee health.
- ☐ Post proper signage for employees and guests.
- ☐ Implement mitigation standards to limit contact between theater staff and guests.
- ☐ Ensure hand sanitizer readily available to employees and guests.
- ☐ Establish and implement food service safety standards.
- ☐ Notify suppliers and delivery personnel to mandate their compliance with internal distancing requirements.