



Arts and Cultural Organizations Resources for Planning & Preparation Should Marion County Be Impacted by COVID-19

“As the COVID-19 outbreak evolves, CDC strongly encourages event organizers and staff to prepare for the possibility of outbreaks in their communities. Creating an emergency plan for mass gatherings and large community events can help protect you and the health of your event participants and local community” The CDC

Like most of you, MCA is following information about the scale and potential impact of COVID-19. We encourage our community’s arts and cultural organizations to review these resources, discuss with your organization’s leadership and staff then develop plans accordingly. We are providing the following links to experts and planning resources should social distancing become necessary in Marion County.



[Blog: Arts and Cultural Sector Can Prepare for the Coronavirus in the United States](#)



<https://performingartsreadiness.org/sample-emergency-plans/>

Sample best practice for the Arts and Cultural Sector:

- Inform your audiences on how you are responding. Example: sanitizing all spaces more deeply than usual, about your ticket exchange/refund policy, etc.
- Review and update your cancellation or closure policies. Review your ticket policy. Provide flexible ticket return or exchange policies
- Consider if you will cancel or reschedule an event
- Consider how you can limit physical contact, such as wearing gloves while collecting tickets or simply look at tickets instead of physically exchanging them
- Install signage to encourage proper handwashing. Ensure appropriate supplies are readily available.
- Investigate remote work policies and practices to minimize employees’ physical interaction and to maintain work continuity.

- Establish and encourage a 'keep sick at home' policy
- Communicate with staff. Can staff telecommute? What might be the financial impact?
- Is your insurance up-to-date and does it cover these types of events? Review contracts with artists.
- Plan for operational impact by running through various scenarios. Actions to prepare for include: staffing levels and staff locations/telecommuting; income/expense changes; communicating with staff, board, and audiences; and connecting with the Marion County Health Department, CDC, and other authorities to know when to make appropriate changes to your operations.

Sample Email to Attendees Should A Decision Be Made to Cancel or Postpone Your Event(s)

Dear Attendee;

Thank you so much for planning to attend (Insert Event Name Here). We are writing to let you know we've made the difficult decision to (cancel/postpone) this event. This decision was made out of an abundance of caution and in consideration of your wellbeing and that of our staff.

While Marion County does not see an immediate threat, we believe this is a responsible action to keep our community and employees safe and healthy. We continue to encourage safety precautions recommended by the CDC.

We remain optimistic that we will be able to reschedule this event and will let you know if/when that occurs.

Questions. Please feel free to contact us.

Resources for Protection and Preparation

Stay informed by signing up for email updates from the [CDC](#) and [World Health Organization](#)
[Marion County Health Department](#) our local resource

CDC guidance on [Mass Gatherings & Large Community Events-Interim Guidance for Event Planners](#)

World Health Organization

<https://www.who.int/>

General Prevention Poster

http://ww11.doh.state.fl.us/comm/partners/action/covid19_general_8.5x11_2.pdf

We are hopeful that none of these actions will be necessary, but ***“preparation is never wasted time”***

Anonymous