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SUBJECT: **COVID-19: MITIGATION PHASE - RECOVERY**
Use of cultural facilities

KEYWORDS Novel Coronavirus; COVID-19; Culture; Cultural spaces; Cultural activities

FOR Entities responsible for cultural facilities

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COVID-19 was recognized by the World Health Organization as a pandemic on the 11th of March 2020. In the subsequent weeks, several measures were adopted to contain the spread of the disease. In the current context of reducing the more restrictive measures, allowing access to cultural and leisure activities and spaces becomes very important for the health of the population.

Within the current epidemiological evolution of COVID-19, the recovery phase has been initiated as well as the reopening of services that have been closed, such as cultural facilities. Cultural spaces, due to their very nature, represent places of risk of transmission of COVID-19, due to the high movement and turnover of people.

This Guideline describes the important points in preventing transmission of COVID-19 in cultural facilities, as well as the procedures to be adopted when a case of COVID-19 is suspected.

Under the terms of section (a), paragraph 2 of Article 2 of Regulatory Decree 14/2012, of 26 of January, the Directorate General of Health issues the following Guidelines:

I. Preparation prior to opening cultural facilities to the public

1. All cultural spaces must be properly prepared to deal with suspected cases of COVID-19, as well as to prevent and minimize the transmission of this disease by activating and updating their Contingency Plans.
2. The Plan referred to in the previous point must include, among other things, the definition of an area of isolation and the necessary routes to get to and from it, as well as the procedures to be followed when a case of COVID-19 is suspected.
3. All employees shall have knowledge, training and education concerning the Plan, including recognition of signs and symptoms of COVID-19, in accordance with DGS

Standard 004/2020, and any measures for the prevention and control of transmission of COVID-19.

4. The placement of alcohol-based antiseptic solution dispensers should be ensured at various points in the cultural facility, easily accessible to users and to collaborators.

5. Users of cultural venues and events should be informed of the measures for prevention and control of transmission of COVID-19, by means of posters or other informative materials posted in various visible locations.

II. General measures

6. Cultural facilities, integrated with or supervised by municipal services and cultural organisations must have implemented physical distancing measures which ensure the separation of 2 meters between people, with the exception of the places where the show and/or films will be viewed, indoors or outdoors.

7. Where practicable, there should be separate routes to entrances and exits, avoiding contact between people.

8. In closed spaces, in compliance with the legislation in force, a mask should be worn by all users and employees, with the exception of the members of the artistic bodies during their performance on stage.

9. Wherever possible, access doors should remain open to allow free passage and to avoid them being handled. Potential bottlenecks should be eliminated or reduced.

10. Waiting and service areas should be organized so as to avoid the formation of queues, guaranteeing a distance of 2 meters between people who are not cohabitants, through signed routes and physical distancing markings (either vertical or floor markings, for example).

11. The amount of time in service areas should be strictly limited to the time necessary to perform or acquire the service.

12. The service stations should preferably and if possible, be equipped with protective barriers (e.g. acrylic). If installation of protection is not possible, there should be a distance of at least 2 metres to the point of service. If the service point is less than 2 metres away, the employee must be wearing a mask.

13. Contact with objects in the users' possession, such as mobile phones, tickets or cards, should be avoided. Where this is unavoidable, hands should be washed before and after contact.

14. The provision and delivery of leaflets or other non-essential objects should be avoided. If necessary, posters, guides or other elements should be made available digitally.

15. Preference should be given to the advance purchase of electronic tickets and to payments by contactless means, by bank card or other similar methods.

16. The number of concentration/ focus points of visitors should be reduced, such as around interactive equipment, preferably by deactivating equipment that needs or invites interaction.

17. The spaces, equipment, objects and surfaces should be cleaned and disinfected regularly, according to its frequency of use, in accordance with Guidance 014/2020 from DGS. Objects and surfaces that are commonly and regularly touched (e.g. handrails, door handles and elevator buttons) should be disinfected more often.

18. The maintenance of the ventilation systems must be guaranteed, and they must operate without air recirculation.

19. Sanitary facilities must be properly disinfected at each cleaning. A Cleaning Timetable should be carried out in accordance with DGS guideline 014/2020; it may need to be more frequent, depending on the amount of use.

20. Automatic payment terminals (ATM), equipment, objects, surfaces, products, and utensils for direct contact with customers should be disinfected after each use or interaction.

21. Ticket vending machines should only be in operation if it is possible to guarantee the cleaning and disinfection of the touch points between users; they should be a point of availability of an alcohol-based antiseptic solution.

22. Employees should perform daily self-monitoring of signs and symptoms and abstain from going to work if symptoms compatible with COVID-19 appear. They should contact the SNS 24, or other lines created for that purpose, in accordance with DGS Standard 004/2020.

23. Users with symptoms compatible with COVID-19 shall not frequent the cultural facilities.

III. Specific measures

24. Compliance with the specific measures does not exclude the need for conformity and compliance with the general measures for the prevention and control of infection listed in point II.

25. Catering and beverages establishments, integrated into cultural facilities or supervised by the Ministry of Culture, must follow the applicable DGS guideline 023/2020.

III.1 Cinematographic and similar showrooms

26. The seating must be occupied with a free place between spectators who are not cohabiting, with alternate seats occupied in the previous and the next row.
27. In concert halls or those with a stage, the two front rows next to the stage should not be occupied or alternatively, a distance of at least 2 meters must be ensured between the front of the stage the first occupied row.
28. Boxes should be occupied by cohabitants when they have 6 or fewer seats.
29. Boxes with more than 6 seats shall be occupied in accordance with the rules applicable in point 26.
30. Galleries may only be occupied with numbered seating.
31. Spectators must enter the room in order of row and place, starting with the farthest place from the entrance, to avoid people passing each other.
32. Spectators should leave the room preferably by a place other than the entrance, starting with those closest to the exit, so as to avoid people passing each other.
33. Live shows and performances (e.g. plays, orchestras) should be adapted, where possible, to minimise physical contact between those involved.
34. Orchestras cannot perform in the orchestra pit or well of the auditorium.
35. Singers/choristers should perform in the same row whenever possible;
36. Singers/choristers must stay at least 2 metres away from instrumentalists, whenever possible;
37. The physical distance of 2 metres shall be ensured between instrumentalists who perform wind instruments, and 1.5 meters among the other instrumentalists.
38. The sharing of instruments, objects and accessories during rehearsals and performances is to be avoided.
39. Intervals, where possible, should be avoided or reduced to the absolute minimum, in order to prevent spectators from wandering around.
40. If there is no alternative, the use of the changing rooms by the artists and technical teams shall ensure, where possible, physical separation of at least 2 metres. The facilities should not be used by several people at the same time.

III.2 Bookshops, Archives and Libraries

41. The maximum capacity shall be defined in such a way as to ensure physical distancing between visitors, reducing it to 50% in the reading rooms and 1 visitor per 20 m² inside the establishment.

42. Reserved seats shall be allocated in the reading rooms in order to maintain the distance of at least 2 metres between people who are not cohabiting. The reading / ongoing research rooms may only be available by advance booking.

43. The consultation of books or documents on a continuous basis should be carried out only in the places intended for this purpose, with a guarantee of physical distance.

44. If there are spaces or areas that encourage reading without guarantee of separation and physical distance between visitors, other than the rooms defined for the effect, they must be closed and the furniture (e.g. benches, chairs, etc.) must be removed.

III.3 Museums, Palaces, Monuments and the like

45. The maximum capacity shall be defined in such a way as to ensure physical distancing between visitors, reducing it to 1 visitor per 20 m².

46. People must enter one-by-one and spaced in such a way that ensures a distance of at least 2 metres between people, except those who are cohabiting.

47. If necessary, time limits for entry and visits may be set, adapted to the size of the cultural facility, so as to avoid concentration of people inside and at its entrance.

48. A formal circuit should be created or reinforced, preferably with one-way routes (limiting the numbers in small spaces and reducing the amount of crossover at bottlenecks).

49. The concentration of people in the various visiting points of the cultural facility should be avoided and compliance with physical distancing should be reinforced. If necessary, surveillance of the various interior spaces can be enhanced.

III.4 Outdoor Events

50. The venues must be properly determined, allowing access only to ticket holders, even if the show is free of charge; entry shall not be allowed unless controlled by the venue's employee.

51. The period for entry and exit by the public must be extended, so that the arrival of spectators is staggered, in compliance with the rules of distancing.

52. Seats must be identified in advance (e.g. chairs, floor markings, other fixed elements), giving preference to seating positions, complying with physical distance of 1.5-metres between spectators.

53. If there is a stage, there must be a minimum distance of at least 2 metres between the front of the stage and the front row of spectators.

54. Live shows and performances (e.g. plays, orchestras) should be adapted, where possible, to minimise physical contact between those involved.

55. Sharing of instruments, objects and accessories during rehearsals and performances should be avoided.

56. Intervals, where possible, should be avoided or reduced to the absolute minimum, in order to prevent spectators from wandering around.

57. If there is no alternative, the use of the changing rooms by the artists and technical teams shall ensure, where possible, physical separation of at least 2 metres. The facilities should not be used by several people at the same time.

IV. Procedures in Case of Suspicion

58. If a suspected case is detected, according to the signs and symptoms present in the DGS Standard 004/2020, the person must be shown by a single employee to the area of isolation along the routes defined in the Contingency Plan, ensuring that they are wearing a mask.

59. In the isolation area, the SNS 24 should be contacted, according to DGS Standard 004/2020, and the instructions received should be followed. At the same time, the procedures defined in the Contingency Plan should be followed and, if applicable, the cleaning and disinfection procedures in accordance with DGS Guideline 014/2020.

Informal translation by Safe Communities Portugal

In all circumstances for legal compliance the original version in Portuguese shall prevail

Original signed by

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