



Re-Opening Considerations

1. Audience
 - a. Seating
 - b. Front of House Experience
2. Performer/Crew
 - a. Onstage
 - b. Backstage
3. Scenic/Costume Construction Staff
4. Office Staff

**QUESTIONNAIRE RELATING TO THE ECONOMIC RECOVERY
PHASES OF COVID-19 AND PLANS, GUIDELINES, AND NEEDS
RELATIVE TO THE SAFE OPENING OF BUSINESSES AND OTHER
INSTITUTIONS**

Company/Organization Name: TheatreWorks Silicon Valley

Industry/Sector: Arts

Date: June 5, 2020

1. Are you open or partially open? To the public, no. Remote tele-work, yes.

a. Are you an essential business? **NO**

b. Are you open under an exception such as:

i. Outdoor Business?

ii. Pickup/Delivery?

iii. Curbside Retail?

iv. Food Distribution?

c. Have employees and customers cooperated with the health safety protocols? **YES**

d. To your knowledge, have employees or customers become infected with COVID-19? **NO**

2. How many of your activities can be moved outdoors? Very few

3. For indoor activities:

a. How can social distancing be maintained at points of ingress and egress, where people normally cluster?

Multiple entrances to reduce lines, line spacing markers on the ground, more resources outside the lobby to encourage people not to cluster inside, print at home or electronic tickets to remove lines at box office.

b. How can employees and visitors be protected from transmission of the virus (e.g., no-touch temperature checks, hand sanitizer, masks, and face shields)?

Mask requirement for patrons and staff, hand sanitizer stations, possible temperature checks before entering.

- c. How will Personal Protective Equipment (such as face covering and gloves) and hand sanitizer be provided before entry? Patrons will be alerted before arriving that masks are required for entry. Hand sanitizer stations will be present throughout public and backstage areas. Staff will be provided with all necessary equipment.
- d. Can the times of activities be staggered to reduce the amount of people gathered at any one time? no
- e. Can customers make appointments to gain entry while inside capacity is restricted? All performances have a pre-determined time. It is not viable to stagger the audience over that timeframe.
- f. How can social distancing be maintained inside your premises? Reserved seating means patrons can be intentionally placed at intervals with empty seats to provide distance.

4. What is your plan to acquire and distribute Personal Protective Equipment (like masks and gloves) and testing to your employees? Our in-house costume shop is making masks (for us and community groups). Our scenic shop can fabricate protective barriers (at reception, box office, etc.). Gloves will be provided for appropriate staff based on job duties. All venues will have a health questionnaire and temperature check for all staff upon entering.

5. How can you adapt to accommodate different size gatherings that may be allowed by the Public Health officer? (Smaller gatherings are likely to be allowed before very large ones.) Capacity issues are central to our business model. Having said that, we have re-structured our coming season for smaller productions that would be able to play to a more limited capacity coming first, with hopes for greater capacity next spring.

6. To meet the need for possible contact tracing, how would you maintain lists of employees and visitors with their contact information for contact tracing? (It is understood that lists of attendees would only be provided in the event of an infection that needed to be traced, and then only to public health personnel trained in medical confidentiality.) Our patrons purchase tickets through our database. Tickets are scanned upon entry. We have the contact information for the primary

contact for each social group present including whether or not their ticket was scanned for entry.

7. In order to assist safe and productive re-opening, what are your needs relative to:

a. Regulation? unknown

b. Licensure? unknown

c. Childcare? none

d. Housing? none

e. Digital Inclusion? We are looking at ways to add more digital options to our programming and are exploring these with our Union partners.

f. Commute-Free Working? Our office staff is adapting to a more tele-work model, but the actual rehearsal/construction/performance aspect will remain in person.

8. If you have been opened or partially opened, what challenges have you experienced? Only our office operations are active, and currently functioning in a work from home environment.

9. If you have been opened or partially opened, how has the community's adherence and response to the COVID health safety protocols been? N/A