SWA Auditorium Guidelines for Public Meetings/Gatherings

1. The maximum capacity is 60 people (about one-third of the actual room capacity of 175), as outlined by the Floorplan.
2. A unidirectional flow path for entering/leaving the Auditorium has been implemented.
   a. Entry will be from the RIGHT side door, when looking at the Auditorium from the Lobby.
   b. Exit will be from the LEFT side door, when looking at the Auditorium from the Lobby.
3. Governing Board and CAC members will be equally-spaced along the dais.
4. SWA staff members will be spaced along the staff table and in the first row of the audience seating.
5. General seating is only allowed in every other row in designated spots to provide for required physical distancing.
   a. Seats will be marked with red and green dots to show physical distance availability.
   b. Families or those living under the same roof can sit together.
6. With the reduction in onsite room capacity, a Take-A-Number system as well as an online submission for public comments (www.SWA.org/Comment) will be employed to ensure everyone gets an opportunity to participate.
7. Meeting chambers will be cleaned/disinfected before and after each meeting.
8. Disposable microphone covers will be provided for the dais, staff table and podium microphones (i.e. those used by the public) for all meetings.
9. Physical distancing guidelines are to be followed when in the line leading to security screening. Physical distancing markers will be in place.
10. The SWA strongly encourages:
    a. The use of face coverings; and
    b. That each attendee take their temperature before arriving at an on-site meeting and stay at home if they have a temperature.
Floorplan for the Governing Board Meeting and Citizens’ Advisory Committee Meeting

- Purple – Governing Board and CAC Members
- Blue – Dan, Sandra, Kathy, Howard
- Yellow – Paul, Mark, Ramana, John, Mary Beth and Presenting Staff
- Green – General Public