



## MEMORANDUM

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**TO:** Mr. Fred James, Acting Executive Director; Executive Council; Community Engagement Administrative Staff

**FROM:** Matt McNally, Community Engagement Director

**DATE:** October 8, 2020; Revised October 15, 2020

**SUBJECT:** Las Vegas-Clark County Library District Gathering Guidelines

### EXECUTIVE SUMMARY

On September 29, 2020, Governor Sisolak released Nevada Guidance for Safe Gatherings: Celebrations, Ceremonies, and Events in response to the execution of Emergency Directive 033, effective at 12:01 a.m. on October 1, 2020. This document announced requirements and recommendations for group gatherings to help mitigate the spread of Covid-19.

The plan can be found here:

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/09/Nevada-Guidance-for-Safe-Gatherings-Celebrations-Ceremonies-and-Events.pdf>

(A revised plan was issued by Governor Sisolak on October 15 following the distribution of this memo. The revised plan can be found here: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/10/COVID-19-Safe-Gatherings-Guidance-NVHealthResponse.pdf>)

Staff are instructed to comply with all relevant aspects of the plan. Previously, a distinction was made between live entertainment and other purposes of group gatherings. The Governor's new plan no longer makes this distinction and all library group gatherings must comply with this directive including, but not limited to: live entertainment, adult programs, youth and story time programs, gallery receptions, and literacy classes.

Highlights of this plan that are specific to group gatherings at the Las Vegas-Clark County Library District include:

- The term *gathering* is defined as an activity that draws persons...
  1. To the same space.
  2. At the same time.
  3. For the same purpose.
  4. For the same duration of time.
- Managing the maximum occupancy of a space is determined by the lesser of:
  1. 50% capacity; or
  2. 250 people.

New occupant maximum capacity must be publicly posted for each space including Performing Arts Centers, meeting rooms, youth story time rooms, art galleries, and literacy classrooms. The actual operating occupancy may be less than the posted maximum occupancy. This could occur due to staff implementation of creating 6' social distancing or venue arrangement of performance areas, furniture, and the need for proper egress.

- Southern Nevada Health District confirmed that capturing information for contact tracing through pre-registration or screenings is not necessary for groups smaller than 2,500.
- The Library District will implement two different screenings for audience members and performing artists/presenters.
  - Temperature checks: Contactless temperature checks will be implemented at the entrance of all group gatherings. Library District staff (and rental group organizers) will monitor these checks and implement line management best practices to socially distance arriving customers.
  - Questionnaire: A 4-question Covid-19 screening will be implemented at the entrance of all group gatherings. These questions will be posted in English and Spanish. Library District staff (and rental group organizers) will monitor this screening and ask customers if they would answer yes to any of the following questions:
    - Have you experienced symptoms of Covid-19 in the past 48 hours?
    - In the past 14 days, have you had contact with anyone confirmed to have Covid-19 or who has symptoms of Covid-19?
    - Are you isolating or quarantining because you may have been exposed or are you worried you may be sick with Covid-19?
    - Are you currently waiting on the results of a Covid-19 test?

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/09/COVID-19-Screening-for-Visitors-Guide.pdf>

Customers who decline to answer, show suspicion that they are sick or symptomatic, answer yes to any question, or have a confirmed temperature of 100.4° Fahrenheit or higher will not be permitted to attend the group gathering. They should be asked to leave for the safety of other customers and Library District staff. If the individual is a member of a party or group ("Pod") at the venue, the entire group must also be declined admittance.

Staff should contact all upcoming performing artists, presenters, partners, contractors, vendors, etc. approximately 24-48 hours in advance to conduct a questionnaire pre-screening via telephone. If any individual answers yes to any of the questions, the event should be cancelled and if possible, rescheduled for a later date and time. These individuals will also need to submit to a temperature check and questionnaire screening on the day of the event.

### Audiences

- Venues shall adhere to new capacity limits for audiences. Additionally, capacity limits must allow for 6 feet of social distancing between pods. A pod constitutes six or less people of the same household who can be seated together. Posted occupancies are based on fire code and guidelines for safe gatherings. The true operational occupancy may be lower to accommodate the need for social distancing.
- Staff must develop a loading and unloading plan for audience that limits the need for customers to cross paths. This would include loading the house from the front to the back, establishing one way aisles, and unloading from the back to the front. Aisles will

be clearly marked with directional signage. This includes creating a socially distanced queue line if necessary.

- Staff must set-up/block off seats to ensure the venue’s maximum capacity is not exceeded. Seating rows in the Performing Arts Centers should be blocked off between occupied rows to ensure that proper social distancing occurs.
- Staff should open seating areas earlier than normal as necessary allowing for additional time needed to load audience members.

Performing Artists

- The venue must maintain a 25’ distance between the performers and the audience. This may require some Performing Arts Centers to block off the first few rows entirely.
- All performers with the exception of vocalists and wind instruments players must wear masks.
- All performers must maintain at least a 6’ distance on stage with a recommended 12’ distance for any unmasked performers.
- All back stage personnel must maintain a 6’ distance and no more the 6 performers can gather together.
- Programming intermissions are not permitted and staff should mitigate large groups of people using restrooms at the same time.
- Plexiglas barriers and floor decals will be deployed where appropriate to minimize transmission of aerosolized particles.

Maximum occupancy for venues throughout the Library District are shown below. Capacity must be reduced further if large furniture (i.e. tables, chairs) also occupy the space. Maximum occupancy is based on fire code thresholds. To help mitigate risk of Covid-19, occupancy may be further reduced to provide 6-feet of social distancing between pods.

**GALLERY SERVICES**

Art Galleries	Current Square Footage (approximate)	Normal Maximum Occupancy	New 50% Maximum Occupancy
Centennial Hills	378	25	13
Clark County	1,300	86	43
Enterprise	300	20	10
Laughlin	300	20	10
Sahara West; East	1,400	93	46
Sahara West; The Studio	4,000	266	133
Sahara West; West	1,200	80	40
Summerlin	1,300	50	25
West Charleston	700	46	23
West Las Vegas	350	29	14
Whitney	1,100	73	36
Windmill	300	20	10

*\*Neither East Las Vegas nor Spring Valley art galleries are defined as a room. Therefore, maximum occupancy cannot be defined for those spaces.*

**LITERACY SERVICES**

Literacy Classrooms	Current Square Footage (approximate)	Normal Maximum Occupancy	New 50% Maximum Occupancy
Clark County #1	1,784	90	45
Clark County #2	810	41	20
Clark County Lab	1,562	32	16
East Las Vegas #1	747	38	19
East Las Vegas #2	754	38	19

**PROGRAMMING AND VENUES SERVICES**

Meeting Rooms Audience and Presenters	Current Square Footage (approximate)	Normal Maximum Occupancy	New 50% Maximum Occupancy
<b>Centennial Hills</b>			
Multipurpose Room	1,230	60	30
<b>Clark County</b>			
Large Conference Room	1,479	100	50
Paul C. Blau Theatre	1,512	80	40
<b>East Las Vegas</b>			
Meeting Room 1	1,730	150	75
Meeting Room 2	1,730	150	75
Meeting Room 1&2	3,461	300	150
<b>Enterprise</b>			
Multipurpose Room	1,230	80	40
<b>Laughlin</b>			
Conference Room	234	15	7
Multipurpose Room	1,120	75	37
<b>Mesquite</b>			
Community Room	1,127	70	35
Learning Center Room	348	24	12
<b>Rainbow</b>			
Conference Room	175	15	7
Meeting Room	2,200	100	50
<b>Sahara West</b>			
Board Room	612	45	22
Multipurpose Room	2,752	160	80
<b>Spring Valley</b>			
Conference Room	1,100	50	25
<b>Summerlin</b>			
Conference Room	556	40	20
<b>West Charleston</b>			
Conference Room	646	40	20
<b>West Las Vegas</b>			
Conference Room	1,350	90	45
<b>Whitney</b>			
Conference Room	520	37	18
<b>Windmill</b>			
Conference Room	1,475	70	35

Performing Arts Center Audience	Normal Maximum Occupancy	New 50% Maximum Occupancy
Clark County	399	199
Summerlin	292	146
West Charleston	276	138
West Las Vegas	295	147
Whitney	198	99
Windmill	294	147

Performing Arts Center Performers and Backstage Crew	Normal Maximum Occupancy	New 6' Social Distancing Maximum Occupancy
Clark County	100	15
Summerlin	150	15
West Charleston	20	3
West Las Vegas	60	15
Whitney	26	4
Windmill	84	8

**YOUTH SERVICES**

Youth Activity Areas	Current Square Footage (approximate)	Normal Maximum Occupancy	New 50% Maximum Occupancy
<b>Centennial Hills</b>			
Story Time Room	308	26	13
<b>Clark County</b>			
Story Time Room	680	70	35
<b>East Las Vegas</b>			
Imaginarium	875	59	29
EL28	500	27	13
<b>Enterprise</b>			
Story Time Room	190	34	17
<b>Rainbow</b>			
Story Time Room	500	75	37
<b>Sahara West</b>			
Parenting Room	469	48	24
Story Time Room	990	60	30
<b>Spring Valley</b>			
Story Time Room	816	85	42
<b>Summerlin</b>			
Story Time Room	500	60	30
<b>Sunrise</b>			
Story Time Room	995	66	33
<b>West Charleston</b>			
Story Time Room	500	75	37

West Las Vegas			
Story Time Room	605	41	20
Whitney			
Story Time Room	468	72	36
Windmill			
Story Time Room	600	41	20

*\*For children's activities at Laughlin, Mesquite, and Moapa Valley, please refer to meeting room information in Programming and Venues Services.*

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