

EXHIBIT A

Guidelines for Creating New Six Foot (6') Social Distancing Seating Capacities for Assembly and Meeting Spaces

This document is an easy to use, step-by-step guide for creating new six foot (6') social distant seat counts for assembly and meeting spaces. This information guide will provide the managers of these spaces with an updated seating capacity to provide a safe environment for gatherings. The State of Texas has established maximum sizes for gatherings and those must be verified and not exceeded. A Managed Venue may follow the Governor's protocols for group seating, *i.e.*, groups must maintain at least 6 feet of distance from other groups at all times. A group is defined as no more than 10 persons including the members of the household and those persons who traveled together to the facility or on the same reservation

1. **Presenter/Panelist Considerations:** Using a measuring tape or yardstick, measure three feet (3') from the mid-point of the speaker/presenters podium, if it is on level with participant seating and not on a stage. If the podium is on a stage, be sure to allow for eight feet (8') between the speaker and each panelists and six feet (6') between panelists. Any seat which may partially fall into the six foot (6') diameter cannot be included in the new seating capacity count.
2. **Fixed Seating Spaces:** Begin with the seat closest to the door. Use a measuring tape or yardstick to measure a three foot (3') radius from the midpoint of the back of the chair. Mark this seat as usable. Any surrounding seats which fall into the six foot (6') diameter cannot be included in the new seating capacity for these spaces. To be clear, seats need to be six feet apart. Repeat this process until you have identified the maximum number of seats available. Keep in mind, particularly in fixed seating spaces, alternating seats in each row may increase the seating capacity. Conversely, due to fixed seating arrangements, it may be necessary to skip every other row.
3. **Non-Fixed Seating Spaces:** These spaces may be more difficult due to multiple seating arrangements like auditorium, banquet, conference and others. The goal is to maintain six foot (6') social distance between the participants. This includes side-to-side and front-to-back while being careful to maintain appropriate distance for aisles. For spaces which will not have a one-to-one ratio of seating to participant, like receptions, etc., a minimum of forty (40) square feet should be used to calculate maximum occupancy.
4. **New Capacities:** The managers of these spaces should enter the new social distancing capacities in the appropriate scheduling software used by the venue.

