



SMALL INDOOR EVENT COVID-19 VACCINATION AND MASKING POLICY

The San Francisco War Memorial and Performing Arts Center (War Memorial) is the department of the City and County of San Francisco that owns and operates the Herbst Theatre, Atrium Theater, The Green Room, and Education Studio (the “Venues”), each of which have a capacity of fewer than 1,000 people in their respective auditoriums and gathering spaces. As such, the Venues are not considered Mega-Event venues as defined by Orders of the Health Officer.

Venues are required to operate within the restrictions and guidelines imposed by federal, state, and local government entities to prevent the spread of COVID-19. This policy is intended to clarify requirements regarding vaccination, masking, and COVID-19 safety requirements for Licensees that present Small Indoor Events at the War Memorial. Please note this policy applies only to the spaces identified herein as Venues and does not apply to other spaces in the facilities, including private tenant spaces and offices, corridors, restrooms, and elevators.

As a City and County owned and operated facility, all City employees have been vaccinated. Global Gourmet Catering concessions staff and employees of the San Francisco Performing Arts Center Foundation, who perform roles as front of house, stage crew, and event staff, are also required to be vaccinated.

In adherence with requirements contained in federal, state, and local health orders, the War Memorial requires the following:

1. Licensees may choose whether or not to require that patrons, performers, crew, volunteers, and/or staff wear Well-Fitted masks while in the Venues. If a Licensee chooses to require masking, masks must be Well-Fitted and cover the nose, mouth, and chin unless the wearer is actively eating, drinking, performing, presenting, rehearsing, warming up, or costuming (i.e. bathing, dressing, applying make-up, placing wigs, etc.).
A Well-Fitted Mask does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, single layer of fabric, or any mask that has an unfiltered one-way exhaust valve. The War Memorial strongly encourages all unvaccinated persons to wear Well-Fitted masks regardless of whether the Licensee has required them to be worn.
2. Licensees producing events and performances in the Venues may choose whether or not to require proof of COVID-negative tests (including which tests are acceptable), vaccination, and/or boosters from patrons, performers, crew, volunteers, and/or staff. If Licensees choose to require such proof, any costs related to verification are the responsibility of the Licensee and any required proof of vaccination requirement must be applied uniformly and fairly.
3. If a Licensee announces that it will require proof of COVID-negative tests, vaccination, and/or boosters, it has a responsibility to follow-through with competent verification at the event or performance.

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4. If a Licensee chooses to require COVID-negative tests, vaccination, and/or boosters, tickets to the Venue and associated marketing materials must clearly state the requirements.
5. Licensee will designate a COVID Compliance Liaison who will manage compliance of Licensee's patrons, performers, crew, volunteers, and/or staff.
6. Licensee will be required to sign a COVID Addendum to its Short-Term License Agreement that restates the requirements contained herein, affirms Licensee's commitment to adhering to all requirements and Orders of the Health Officer, and confirms Licensee's understanding that it will pay all costs incurred by the War Memorial and/or any other vendors needed to ensure Licensee's adherence to these requirements.
7. Eating and drinking may only take place in designated areas.

Please read the full text of the Order of the Health Officer found at:

<https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp>