

Department of Theatre and Dance

COVID-19 Policy and Procedures for Academic Year 2020-2021

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# INTRODUCTION

The following Department of Theatre and Dance COVID-19 Policy, in addition to the [University of Wyoming COVID-19 Policy and Return to Campus Guidelines](https://www.uwyo.edu/trustees/_files/docs/2020-board-meeting-materials/2020_june_supplemental/2020_june_campus_reopen_final.pdf), and the procedures contained in this document have been created to protect the health and safety of students, staff, faculty, guests, and audience in our shared Theatre and Dance community. Compliance with the UW COVID-19 and Department of Theatre and Dance COVID-19 Policies and related procedures, those in the [University of Wyoming Student Code of Conduct](http://www.uwyo.edu/dos/_files/docs/studentcodeofconduct19.pdf), [Employee Handbook](http://www.uwyo.edu/hr/_files/docs/human-resources/employee-handbook.pdf), is mandatory for all students, staff, faculty, and guests. See UW’s official page for Covid-19 communication <https://www.uwyo.edu/alerts/campus-return/index.html>

# DEPARTMENT OF THEATRE AND DANCE COVID-19 POLICY

It is the policy of the Department of Theatre and Dance, as part of our ongoing effort to minimize risk, promote safety, and to maintain a successful academic year and production season, that all members of the Department of Theatre and Dance Community—students, staff, faculty, guests, and patrons—do all that they can in the Buchanan Center for the Performing Arts, on the rest of campus, and off-campus to practice good hygiene and social distancing to reduce risk of exposure to oneself and to others to SARS-Cov-2, the coronavirus responsible for the COVID-19 pandemic. The collaborative nature of theatre and dance requires that we all do our part—including on-campus and off-campus behavior and practices—to create the safest educational and work environments.

It is crucial that all members of the Department of Theatre and Dance community—students, staff, faculty, guests, and patrons—understand and implement the procedures contained in this document into their daily life inside and outside of the department. The procedures apply to all **in-person activities** of the department during the Fall 2020 semester and, we anticipate, the Spring 2021 semester.

This policy and the related procedures for the Department of Theatre and Dance are subject to change as the situation with COVID-19 develops and the University of Wyoming COVID-19 Policy and Wyoming Statewide Public Health Orders are updated. This policy and the related procedures will be updated to reflect changes as professionally advised for Fall 2020 and Spring 2021.

# UNIVERSAL THEATRE AND DANCE COVID-19 PROCEDURES

The following procedures apply to all in-person activities in the Department of Theatre and Dance as related to instruction, studying, use-of-space, auditions, rehearsals, performances, and meetings. PLEASE NOTE: The University has established a phased schedule for fall classes and activities. Please refer to this schedule: <https://www.uwyo.edu/alerts/campus-return/index.html>

* 1. Instructors, directors, choreographers, production/design leaders, and student employee supervisors will be in communication with students about student/faculty preferences and level of comfort for face-to-face activities.
	2. All courses are taught in department managed classrooms and spaces in the Buchanan Center for the Performing Arts (BCPA). A full assessment of all department courses will determine class sizes as well as an appropriate space for each course. Classes may be moved to other department managed classrooms or spaces to ensure adequate physical distancing and adherence to the measured COVID-19 occupancy of each space (i.e., Crane Studio, Thrust Theatre, and Main Stage Theatre).
	3. All participants including students, staff, faculty, guests, and patrons will wear protective face masks while on University of Wyoming property including all face-to-face interactions and when entering and exiting all spaces in the BCPA. No participants will be allowed to stay in the space without a face mask on. Face masks must be correctly worn; snug to face contour and covering the nose and chin. Below are the recommended practices for mask usage:
		+ Use proper hand hygiene each time you put on, remove, or touch the mask.
		+ Avoid touching the mask while you are wearing it. Avoid touching your face.
		+ When removing the mask do not allow the inside fabric to touch exposed parts of your body.
		+ Wash the face mask regularly if it is a cloth mask and/or use disposable masks only once.
	4. Students must have completed their daily Covid Pass check in before coming to campus. If students are having any unusual symptoms or are not feeling well, they should notify the faculty and stay home.
	5. A minimum of 6’-8” of physical distance is required at all times, including entering and exiting all spaces. Additional minimum physical distancing information will be detailed throughout this document (e.g., lecturing, dance and acting work, etc.).
	6. All participants must follow entrance and egress signages and should not congregate at door openings.
	7. Doors, as much as possible, will be propped open to minimize contact with door handles and to provide additional ventilation.
	8. It is recommended that personal items such as backpacks and outerwear be removed and secured in a locker prior to any activity. Lockers can be requested by contacting the Theatre & Dance Business Center.
	9. Proper and frequent hand washing is preferred before and after any activity, or use of hand sanitizer prior to, during and following the activity is encouraged. Sanitizer will be available in each studio.
	10. Students and instructors are responsible for cleaning/disinfecting their individual seats, desks, and tables before and after using them in all classrooms and studios.
	11. Food and drinks, other than personal water bottles, are not permitted in classrooms, studios, and performance spaces.
	12. Compliance with posted maximum room occupancy specific to COVID-19 UW guidelines must be followed.
	13. Compliance with posted signage regarding personal hygiene, face coverings, and social distancing.
	14. To aid in maintaining safe working environments, all students will follow a proscribed cleaning protocol of the spaces for all in-person activity. Following University guidance, the Department of Theatre and Dance Production Manager will maintain daily sign-in logs that are discussed throughout this document; instructors will maintain attendance records for each course; stage managers, in coordination with directors and choreographers, will maintain attendance records for rehearsals and performances; and shop supervisors will main attendance records for student staff, work study students, and stagecraft students.
	15. **Each instructor of a course must ensure that procedures developed are strictly followed. These include, but are not limited to:**
		+ Securing a space that accommodates the number of students in attendance with proper physical distancing.
		+ Requiring all parties to correctly wear protective face protection for the duration of the class meeting.
		+ Having students acknowledge that they have done the Covid screening before coming to campus.
		+ Complying with posted maximum classroom and studio occupancy specific to COVID-19 UW guidelines.
		+ Maintaining appropriate physical distancing of all parties at all times, for the duration of the class.
		+ Requiring any student who sings during class to correctly wear face shields and a face mask when singing and maintain a minimum 15’-0” of physical distance from other participants.
		+ Taking attendance every class meeting. These records will be maintained for the remainder of the semester. If any non-class member observes class (e.g. for purposes of guest instruction, recruitment, etc.), a sign-in log requiring contact information including name, date, phone number, email, and address will be completed.

# CLASSROOM PROCEDURES

The following procedures, in addition to the Universal Theatre and Dance COVID-19 Procedures (pages 3-4), apply to all in-person classroom activities. These procedures and the syllabi for Theatre and Dance courses will be continually revised to reflect circumstances regarding the current health crisis and will be updated to reflect changes as professionally advised.

## Academic Lecture Courses

1. A minimum of 6’-8” of physical distance is required at all times, including entering and exiting the teaching space. When lecturing there will be a minimum 10’-0” of physical distance between the instructor and students.
2. Students and instructors are responsible for cleaning/disinfecting their individual high-touch surfaces prior to, and after each lesson (e.g., chairs, desks, etc.).

## Applied Lessons & Independent Studies

Applied lessons and Independent Studies, normally taught one-on-one in a faculty studio or office, may be moved into larger available department managed classrooms.

1. A minimum of 6’-8” of physical distance is required at all times, including entering and exiting the teaching space. Actors and dancers must maintain a minimum of 10’-0” of physical distance. Singers must separate at least 15’-0” from all parties when singing and in addition to the face mask must also wear a face shield for the duration of the lesson.
2. Students and instructors are responsible for cleaning/disinfecting their individual high-touch surfaces prior to, and after each lesson (e.g., ballet barre, desks, keyboards, doorknobs, music stands, chairs, etc.).

## Studio Courses | Performance | Acting & Directing

* 1. A minimum of 6’-8” of physical distance is required while seated and when entering and exiting the teaching space. A minimum of 10’-0” of physical distance is required while participants are in the performing area. When lecturing there will be a minimum 10’-0” of physical distance between the instructor and students.
	2. Students and instructors are responsible for cleaning/disinfecting their individual high-touch surfaces prior to, and after each lesson (e.g., desks, chairs, rehearsal furniture, etc).

## Studio Classes | Performance | Dance

1. A minimum of 6’-8” of physical distance is required when entering and exiting the teaching space, during lecture, and during periods of rest. A minimum of 10’-0” of physical distance is required between all participants and instructors during physical activity.
2. Students and instructors are responsible for cleaning/disinfecting their individual high-touch surfaces prior to, and after each lesson (e.g., ballet barres, chairs, etc.).
3. All parties are required to use “studio-dedicated” socks and/or shoes that have not been worn in hallways or spaces outside of the studio classroom.
4. If barres are used during class, students must properly clean the barre surface with which they have contact (10’ delineated wall-mounted barre or centre barre) prior to and following each class.
5. Floor surfaces will be disinfected by custodial at least once daily as University procedural guidelines recommend.

## Rehearsal Studios | Student Access | Class Projects & Independent Work

Students may reserve spaces to rehearse class and student projects. The following spaces may be reserved during the fall semester: Acting Studio, Crane Studio, Mains Dance Studio, and Dance Studio 2. The Studio Theatre, Thrust Theatre, and Main Stage Theatre are not available for students to rehearse.

* 1. Students sign up for rehearsal spaces using the Google Sheets [TH&D Room Reservation Site](https://docs.google.com/spreadsheets/d/1LT1yi0g8pVa30DutsHNeauyrHi-sY9LfpRrbXRlFKyU/edit#gid=1316430817). By reserving space, students accept the responsibility that they will abide by all UW and TH&D COVID-19 policies and procedures. Students are allowed to reserve a space for one hour at a time. Directing and composition students are allowed to reserve a space for two hours.
	2. A clipboard with a sign-in log will be placed at the door of each studio. All students and guests present during the rehearsal will sign-in and out of the studio by completing the log, noting the time arrived and left, names of participants at the rehearsal, and noting that they cleaned all used surfaces before and after their rehearsal.
	3. A minimum of 6’-8” of physical distance is required while seated or at rest and when entering and exiting the rehearsal space. A minimum of 10’-0” of physical distance is required while participants are in the performing area.
	4. Students must properly clean/disinfect furniture, sound equipment and props or tools before and after each rehearsal studio use. Cleaning solutions, supplies, and instructions will be provided.
	5. Students must clean/disinfect high-touch surfaces such as doorknobs/handles, and light switches prior to, and after each rehearsal studio use. Dispensers and supplies will be provided.

## Studio Courses | Design/Technical/Management (DTM)

1. A minimum of 6’-8” of physical distance is required while in the teaching space and when entering and exiting. During lectures there will be a minimum 10’-0” of physical distance between the instructor and students. When the instructor is working with students individually, a minimum of 6’-8” of physical distance is required.
2. Students will clean/disinfect high-touch surfaces, equipment, and tools prior to, and after attending the class if directed to do so.
3. It is recommended that personal items such as backpacks and outerwear be removed and secured in a locker prior to the lesson. Individual storage will be available to students.

## Design Studio | Student Access

Students may use and reserve the Design Studio for class and student projects. The Thrust Theatre is not available for reservations outside of scheduled class meeting times.

* 1. Students may reserve the Design Studio using the Google Sheets [TH&D Room Reservation Site](https://docs.google.com/spreadsheets/d/1LT1yi0g8pVa30DutsHNeauyrHi-sY9LfpRrbXRlFKyU/edit#gid=1316430817). By reserving space, students accept the responsibility that they will abide by all UW and TH&D COVID-19 policies and procedures. Students are allowed to reserve a space for one hour at a time.
	2. A clipboard with a sign-in log will be placed at the door of the Design Studio. All students and guests present will sign-in and out of the studio by completing the log, noting the time arrived and left, names of all participants, and noting that they cleaned all used surfaces before and after their work session.
	3. A minimum of 6’-8” of physical distance is required while in the studio and when entering and exiting the studio.
	4. Students must properly clean/disinfect furniture, A/V equipment and tools before and after each studio use. Cleaning solutions and supplies, and instructions will be provided.
	5. Students must clean/disinfect high-touch surfaces such as doorknobs/handles, and light switches prior to, and after each studio use. Dispensers and supplies will be provided.

# REHEARSAL AND PRODUCTION PROCEDURES

The following procedures, in addition to the Universal Theatre and Dance COVID-19 Procedures (pages 3-4), apply to all in-person rehearsal and production activities held by the Department of Theatre and Dance. These procedures will be continually revised to reflect circumstances regarding the current health crisis and will be updated to reflect changes as professionally advised.

Fall 2020 Main Stage and student productions will not be performed with an in-person live audience. The production formats for *Asking Strangers About the Meaning of Life* and *29: A Musical* are being created around live streamed and filmed recordings.

Spring 2021 productions and production formats are still being discussed. Announcements about the Spring 2021 production season will be shared later. At least two of the Spring 2021 productions will audition and begin rehearsals in Fall 2020.

## Locker Rooms, Dressing Rooms, Makeup Rooms

Locker rooms, dressing rooms, and makeup rooms will not be used in their traditional ways for Fall 2020 productions. Spring 2021 use will be decided later. As determined by the format for each production, performers may be assigned a specific dressing room or may be asked to come ready, dressing and applying makeup at home. If performers are assigned an individual dressing room the following procedures apply:

1. The dressing room is for the individual performer only. Only approved wardrobe and custodial staff will be permitted to access the room.
2. While in the dressing room with the door closed, the assigned performer is not required to wear a face mask.
3. The performer is responsible for properly cleaning/disinfecting furniture before and after each use. Cleaning solutions, supplies, and instructions will be provided.
4. Performers must clean/disinfect high-touch surfaces such as doorknobs/handles, and light switches prior to, and after each use. Dispensers and supplies will be provided.

## Auditions

The following COVID-19-related audition procedures are in addition to the [Department of Theatre & Dance Best Practices](http://www.uwyo.edu/thd/diversity/uw-thd-best-practices-6.15.20living-document.docx) document. Audition notices will be posted at least 2 weeks prior to auditions being held. Options for online and in-person auditions will be made available.

For in-person auditions:

1. All participants will maintain compliance with posted maximum studio occupancy specific to COVID-19 university guidelines. In order to ensure occupancy compliance, audition notices will include instructions on a sign-up procedure.
2. All participants will wear protective face covering during the audition.
3. A minimum of 6'-8” of physical distance is required at all times, including entering and exiting the teaching space. During the audition actors and dancers must maintain a minimum of 10’-0” of physical distance between other participants. Singers must maintain a minimum of 15’-0” from all participants when singing and in addition to a face mask must also wear a face shield.
4. Auditioners are responsible for cleaning/disinfecting high-touch surfaces prior to, and after each audition. Directors and choreographers are responsible for enforcing these practices.
5. It is recommended that personal items such as backpacks and outerwear be removed and secured in a locker prior to the audition.
6. The production team will maintain a record of all audition participants.
7. Directors/Choreographers, faculty, and staff are responsible for enforcing these procedures during auditions. Stage management teams may assist but are not responsible for enforcing these procedures.

## Rehearsals | Acting

Each faculty member and/or student director who holds in-person acting rehearsals must ensure that the department COVID-19 procedures are strictly followed. These include, but are not limited to:

1. Maintaining a studio rehearsal space that allows for 6’-8” distancing minimum between all participants and directors during the rehearsal when in conversation and at rest. During active rehearsal, a minimum of 10’-0” of physical distance between participants is required. These parameters for physical distancing will be maintained for the duration of the rehearsal.
2. Maintaining a minimum distance of 6’-8” among participants during site-specific rehearsals (out of studio) that may have special consideration such as filming. These rehearsals must be overseen by a Department of Theatre and Dance faculty member.
3. At the end of rehearsals, the choreographer/director will close and lock the studio and will clean the studio door handle with a sanitizing wipe.
4. Reservation of studio spaces will be required for studio rehearsal use through the Google Sheets [TH&D Room Reservation Site](https://docs.google.com/spreadsheets/d/1LT1yi0g8pVa30DutsHNeauyrHi-sY9LfpRrbXRlFKyU/edit#gid=1316430817).
5. The stage manager (or director if stage manager is not present) will take attendance at each rehearsal as a part of their normal duties. These records will be maintained for the remainder of the semester. If a guest observes rehearsal, a sign-in log requiring contact information including name, date, phone number, email, and address will be completed. If someone is rehearsing without a stage manager and director being present, they must complete the sign-in log.
6. If rehearsal furniture or props are used during rehearsal, the company must properly clean the furniture or prop which they have contact with prior to and following use.
7. Studios will be disinfected once daily as University procedural guidelines recommend.
8. Director/Choreographers, faculty, and staff are responsible for enforcing these procedures during rehearsals. Stage management teams may assist but are not responsible for enforcing these procedures.

## Rehearsals | Dance

Each faculty member and/or student who holds dance rehearsals must ensure that the department COVID-19 procedures are strictly followed. These include, but are not limited to:

1. Maintaining a studio rehearsal space that allows for a minimum of 10’-0” of physical distancing between all participants and choreographers during physical activity. During times of rest, a minimum of 6’-8” must be maintained. These parameters for physical distancing will be maintained for the duration of the rehearsal.
2. Maintaining a minimum distance of 6’-8” (normal activity) and 10’-0” (physical activity) among participants during site-specific rehearsals (out of studio) that may have special consideration such as filming. These rehearsals must be overseen by a Department of Theatre and Dance faculty member.
3. At the end of rehearsals, the choreographer/director will close and lock the studio and will clean the studio door handle with a sanitizing wipe.
4. Reservation of studio spaces will be required for studio rehearsal use through the Google Sheets [TH&D Room Reservation Site](https://docs.google.com/spreadsheets/d/1LT1yi0g8pVa30DutsHNeauyrHi-sY9LfpRrbXRlFKyU/edit#gid=1316430817).
5. The stage manager (or choreographer if stage manager is not present) will take attendance at each rehearsal as a part of their normal duties. These records will be maintained for the remainder of the semester. If a guest observes rehearsal, a sign-in log requiring contact information including name, date, phone number, email, and address will be completed. If someone is rehearsing without a stage manager and choreographer being present, they must complete the sign-in log.
6. Compliance among all parties requiring use of “studio-dedicated” socks and/or shoes that have not been worn in hallways or spaces outside of the studio classroom.
7. If barres are used during rehearsal, students must properly clean the barre surface with which they have contact (10’-0” delineated wall-mounted barre or centre barre) prior to and following use.
8. Proper and frequent hand washing is preferred before and after rehearsal, or use of hand sanitizer prior to, during and following rehearsal will be encouraged. Sanitizer will be available in each studio.
9. Floor surfaces will be disinfected at least once daily as University procedural guidelines recommend.
10. Faculty and staff are responsible for enforcing these procedures during rehearsals. Stage management teams may assist but are not responsible for enforcing these procedures.

## Costume Fittings

The costume designer and costume shop manager must ensure that procedures developed for costume fittings are strictly followed. These include, but are not limited to:

1. The costume designer and costume shop manager will be in communication with performers about preferences and level of comfort for face-to-face fittings.
2. The fitting area will be properly cleaned and sanitized prior to and after the fitting.
3. Costume pieces will be properly cleaned and sanitized prior to and after the fitting.
4. Fittings will be scheduled to allow for proper cleaning and sanitizing.
5. A minimum of 6’-8” of physical distance will be maintained.
6. The costume design and costume shop manager or designated staff will clean/disinfect high-touch surfaces prior to, and after fittings.
7. It is recommended that the performer’s personal items such as backpacks and outerwear be removed and secured in a locker prior to the fitting.
8. The costume designer and costume shop manager will record all fittings and those who were present. A sign-in log will be provided.

## Costume and Scene Shop Work

The production manager, scene designer, costume designer, lighting designer, technical director, assistant technical director, scene shop foreman, and costume shop manager must ensure that procedures developed for shop work environments are strictly followed. The shops include the scene shop, paint shop, prop shop, electrics, and costume shop. These procedures apply to faculty, staff, student employees, work study students, and stagecraft students. These procedures include, but are not limited to:

1. All participants are recommended to wear safety glasses during the duration of their shift to minimize potential exposure by reducing the number of times an individual touches their face. Safety glasses will be provided to each person.
2. All scene, paint, prop, and electrics employees will be assigned a shop locker to store belongings and personal protective equipment.
3. A minimum of 6’-8” of physical distance will be maintained as much as possible during work calls, but due to the nature of shop work, set construction, and electrics work there may be times where employees and students will be in closer proximity to one another. **Those working in these instances will have the ability to opt-out of close proximity work.**
4. Maintain compliance with posted maximum studio occupancy specific to COVID-19 university guidelines. Shop work schedules will be created to minimize the number of staff working at any given time. Designs will take into consideration social distancing requirements.
5. All shop employees and stagecraft students will clean/disinfect high-touch surfaces, equipment, and tools prior to, and after use.
6. Proper and frequent hand washing is preferred before and after a work call, or use of hand sanitizer prior to, during and following the work call will be encouraged. Sanitizer will be available in each shop.
7. All personal items such as backpacks and outerwear will need to be removed and secured in a locker prior to the work call.
8. Shop supervisors will ask that anyone not affiliated or scheduled to work that day in the shop sign-in. A sign-in log will be provided. Attendance of regularly scheduled employees will be taken.

# PERFORMANCE PROCEDURES

The following procedures, in addition to the Universal Theatre and Dance COVID-19 Procedures (pages 3-4), apply to all in-person performance activities held by the Department of Theatre and Dance. These procedures will be continually revised to reflect circumstances regarding the current health crisis and will be updated to reflect changes as professionally advised.

Fall 2020 productions will not be performed with an in-person live audience. The production formats for *Asking Strangers About the Meaning of Life* and *29: A Musical* are being created around live streamed and filmed recordings.

Spring 2021 productions and production formats are still being discussed. Announcements about the Spring 2021 production season will be shared later. At least two of the Spring 2021 productions will audition and begin rehearsals in Fall 2020.

## Performers

1. Onstage
	* + Performers, unless in a designated individual performance space, are required to wear appropriate face coverings. Any exceptions to this procedure will need to seek approval from the Department of Theatre and Dance faculty and the UW COVID-19 Task Force.
		+ Performers will enter, arrange themselves onstage, and exit stage with the required physical distancing.
		+ The number of performers and crew allowed onstage at any given time will be determined by maximum occupancy specific to COVID-19 university guidelines.
2. Backstage
	* + At all times, performers and crew will remain at a distance of at least 6'-8”. This includes prior to a performer entering the stage area and when exiting.
		+ Face masks (or appropriate face coverings) must be correctly worn at all times. Additional procedures will be created if an exception to performers wearing face masks is granted.
		+ The number of performers and crew allowed backstage at any given time will be determined by maximum occupancy specific to COVID-19 University guidelines.
		+ Physical distancing must be maintained in the old Green Room, where no more than six people may be waiting. The new Green Room will not be used in Fall 2020. Use in Spring 2021 will be decided later.
		+ All personal items such as backpacks and outerwear will need to be secured in a locker prior to the performance.

## Management and Crew

1. Management
	* + Faculty and staff are responsible for enforcing these procedures during performances. Stage management teams may assist but they are not responsible for enforcing them.
		+ The number of management and crew permitted in a booth will be determined by maximum occupancy specific to COVID-19 university guidelines.
		+ At all times, management, cast, and crew will maintain a minimum of 6’-8” of physical distance.
		+ Masks (or appropriate face coverings) must be correctly worn at all times.
		+ All personal items such as backpacks and outerwear will need to be secured in a locker prior to the performance.
2. Onstage
	* + The number of performers and crew allowed onstage at any given time will be determined by maximum occupancy specific to COVID-19 university guidelines.
3. Backstage
	* + At all times, performers and crew will remain at a distance of at least 6'-8”. This includes prior to a performer entering the stage area and when exiting.
		+ Masks (or appropriate face coverings) must be correctly worn at all times.
		+ The number of performers and crew allowed backstage at any given time will be determined by maximum occupancy specific to COVID-19 university guidelines.
		+ Physical distancing must be maintained in the old Green Room, where no more than six people may be waiting. The new Green Room will not be used in Fall 2020. Use in Spring 2021 will be decided later.
		+ All personal items such as backpacks and outerwear will need to be secured in a locker prior to the performance.

## Front of House & Audience

At present, Fall 2020 Main Stage and student productions will not be performed with an in-person live audience. Spring 2021 productions and production formats are still being discussed and details will be announced at a later date.

1. If deemed safe and responsible, audience occupancy will be limited to the designated number for each venue based on current Wyoming Statewide Public Health Orders, CDC guidelines, and UW COVID-19 Policy. At present Main Stage can seat 37 individual patrons and the Thrust can seat 34 individual patrons. These numbers will change based on groupings (e.g., members of the same household sitting together) and may also need to be adjusted based on the number of performers and crew onstage. Options for live streaming or recording are being discussed for those patrons who cannot attend in person.
2. Requirements for audience seating:
	* + - Audience members are required to wear masks or appropriate face coverings while in the Buchanan Center for the Performing Arts (BCPA).
			- Seating is allowed in designated seats only, and visual physical distance indicators must be followed. Members of same households may sit together.
			- Physical distancing must be observed while waiting in the lobby and during the entrance and exit of all performance venues. Entrance and egress doors will be marked.
			- Ideally, all live in-person productions will be performed without an intermission to minimize potential risks.
			- The Box Office staff are responsible to ensure these procedures are followed. If problems arise, the Box Office Manager or designated faculty member should contact UW Police for assistance.
			- No post-performance receiving lines are allowed backstage or in a larger common area.
			- No post-performance receptions are permitted in the BCPA.
			- There will be no in-person talkbacks.
			- Security will be provided for the beginning of shows, contingent upon funding and resources available to the department.
3. Concessions will not be sold during Fall 2020 productions. Concessions for Spring 2021 productions and related procedures will be determined later.
4. Restrooms will operate as normal with additional cleaning by custodial staff during the day.

# BUSINESS CENTER PROCEDURES

The following procedures apply to the shared business center for the Departments of Theatre and Dance, Music, and Visual and Literary Arts.

* 1. The administrative offices in both the BCPA and Visual and Literary Arts (VLA) will have a manned physical presence on-campus from 8-5 daily.
	2. In-person contact with constituents will be highly regulated and limited to circumstances in which remote coordination and completion are not possible.
	3. The administrative office doors will remain locked, though offices will be staffed, with instructions posted on doors regarding assistance.

# BOX OFFICE PROCEDURES

The following procedures apply to the Buchanan Center for the Performing Arts Box Office. The Box Office will follow the same procedures as the as the BCPA shared staff center with a few adjustments unique to the office:

* 1. The Box Office will maintain a manned physical presence on-campus from 10-4 daily.
	2. For Fall 2020, all interactions will be done online and over the phone. Spring 2021 procedures will be determined later.

# HUMAN SUBJECT RESEARCH

Students and faculty participating in or conducting human subjects research must follow all departmental guidelines, as well as the guidelines provided by the Office of Research and Economic Development.

# MISCELLANEOUS PROCEDURES

The following procedures, in addition to the Universal Theatre and Dance COVID-19 Procedures (pages 3-4), apply to all other in-person activities held by the Department of Theatre and Dance. These procedures will be continually revised to reflect circumstances regarding the current health crisis and will be updated to reflect changes as professionally advised.

## Green Rooms, Communal Spaces, & Restrooms

1. For Fall 2020, the new green room will not be used for productions. The old green room will be used as a waiting area but all seating will be removed. Additional seating areas throughout the BCPA will modified for physically distancing or removed as determined by university guidelines.
2. Communal refrigerators and microwaves will not be in service during the Fall 2020 semester. Use in Spring 2021 will be decided later.
3. Restrooms will operate as normal with additional cleaning provided by custodial staff. Follow instructions on all signage.

## Encore Café

TBD

## Associated Students of the Performing Arts (ASOPA)

ASOPA will create their own policy and procedures based on this document and recommendations from RSO governance to cover meetings, events, and performances.

## Meetings | Faculty, Office Hours, Advising/Mentoring & Production

1. Faculty Meetings: All faculty meetings will be conducted over Zoom or held in room 1138.
2. Office Hours: Faculty will individually determine whether office hours will be held online or in-person.
3. Advising/Mentoring: Faculty will individually determine whether advising and mentoring meetings will be held online or in person.
4. Production Meetings: Production meetings will be held over Zoom during the regularly scheduled production meeting hour on Fridays between 11-12:00. Scheduling of the Zoom meetings will be coordinated by the production manager.
5. A clipboard with a sign-in log will be placed in the waiting area of the Theatre & Dance Main Office. All visitors (not including faculty and staff) must sign-in and out by completing the log, noting the time arrived and left, and necessary contact information.

## Annual Student Evaluations

Annual student evaluations will be scheduled for the spring semester. The process and dates will be determined when these procedures are updated to reflect plans for Spring 2021 and the academic calendar for Spring 2021 is set.