Department of Theatre and Dance COVID-19 Risk Mitigation Guidelines for Rehearsal and Production in Tucker Theatre and Anderson Studio theatre.
(rev. Aug 20th, 2020)

The following is a synthesis and adaptation of multiple guidelines from the following:

- MTSU’s Charting Our Course and CLA Covid-19 Risk Mitigation Guidelines
- USITT-TPR Covid-19 Safe Reopening Resources
- Event Safety Alliance (ESA)
- Actors Equity Association (AEA)
- Illinois State University – School Of Theatre and Dance
- Minneapolis Opera
- Utah State University Eastern
- Research Institute for Exhibition and Live Communication (R.I.F.E.L.)
- Occupational Safety and Health Administration (OSHA)
- Center for Disease Control (CDC)

The purpose of this document is to create guidelines that should be considered to mitigate risk during the rehearsal and production process where ever possible. These regulations and mitigation plans may be fluid and fluctuate with better understanding of the risks associated with SARS-COV-2 and COVID-19 and the overarching mitigation plans of the University and Department. The Theatre and Dance Department is committed to working with each director, cast, and crew to ensure needs for each individual production are met and that safety is the number one priority.

REHEARSAL PROCESS

General Rehearsal Regulations and Mitigation Guidelines

- All rehearsal processes have been created to adhere where applicable to venue and phase III planning guidelines.
- If the University reverts back to Phase I or Phase II additional mitigation measures may be implemented. Any changes to the mitigation plan will be made in consultation with University personnel and adapt to suit the safety and needs of each individual rehearsal process and participants.
- Best practices regarding social distancing, hand washing, face coverings, PPE, temperature screenings, self-health checks and general healthy etiquette should be observed.
- Rehearsals are encouraged to take place remotely when applicable
- Staggered call times are encouraged to limit the number of cast and crew in the facility at any one time.
- Masks are required for all faculty, administrative staff and students when in the facility. Masks may me removed to eat or drink, additional distance and precaution should be taken.
- Regular breaks should be considered for cast and crew in line with AEA and ESA recommendations.
- Production team should designate an existing cast / crew member(s) or assign a new member(s) responsible for the following responsibilities.
  A. Access and Capacity Supervisor(s)
     i. This position should be responsible for granting access to venue to cast during the rehearsal process and should ensure capacity limits are not exceeded.
  B. Social Distance and Mitigation Supervisor(s)
     i. This position is responsible for ensuring social distancing and mitigation measures are adhered to when applicable.
  C. Sanitation Supervisor(s)
     i. This position is responsible for daily sanitation prior to the beginning and at the conclusion of all rehearsals. This includes disinfecting any high-touch surfaces, props,
and equipment used during that rehearsal.
(see additional regulations and mitigation guidelines outlined below)

• More than one person can be responsible for multiple responsibilities. A secondary person should be designated for each position if primary person(s) is not capable of completing their duties. Additional Theatre and Dance program faculty and staff members may be designated to perform these duties. These members should work in conjunction with the person designated for each production to ensure guidelines are met safely.

• Scripts, pencils, water bottles and other personal items should not be shared. Production equipment will be designated and assigned to specific performers/crew and should not be shared. Proper disinfecting protocols must be followed after use.

• PPE and sanitation supplies for rehearsal and production processes should be requested and procured through the production manager.

Rehearsal Access

• All rehearsal and production spaces must be scheduled with request and approval through the department chair and/or production manager.

• Access to the rehearsal space will be managed by the person(s) designated responsible for access and capacity for that rehearsal/production and/or the event manager on duty.

• Access can only be granted after proper sanitation and disinfecting protocols have taken place.
  o Cleaning procedures should include but are not limited to the following:
    ▪ Disinfecting of all high touch surfaces – Door handles, light switches, countertops, consoles, boards, racks buttons, fly rail breaks, properties, production equipment, computers, keyboards and mice used during the rehearsal process with cloth soaked in 70% isopropyl alcohol.
    ▪ Sweep and mop of rehearsal floor space with concentrated cleaning agent.
    ▪ Check and refill all sanitizing stations, wipes, masks and other PPE as needed.

• Prior to arriving for rehearsal all individuals should conduct a self-health check. Individuals should do the following for their self-health check:
  o Consider if they have been in contact with a confirmed case of Covid-19?
  o Consider if they have been experiencing any symptoms related to Covid-19 (listed below) that are unrelated to other conditions (such as allergies)
    ▪ Fever over 100.4 degrees F
    ▪ Chills
    ▪ Cough
    ▪ Shortness of breath or difficulty breathing
    ▪ Fatigue Muscle or body aches
    ▪ Headache
    ▪ Sore throat
    ▪ New loss of taste or smell
    ▪ Congestion or runny nose
    ▪ Nausea or vomiting
    ▪ Diarrhea

• Prior to being granted access, all students should have their temperature screened by a laser thermometer.
  o If the person registers a temperature over 100.4 degrees F. or has answered YES to the questions above, they should be sent home, limit contact with others, and contact their healthcare provider or seek health services through avenues available on campus.

• All participants should sanitize their hands before beginning any rehearsal activities. Sanitizing bottles and stations will be located throughout the building.
• A registration/roll should be taken prior to every rehearsal for potential contact tracing in response to a confirmed case of COVID-19.

PRODUCTION PROCESS

General Production Regulations and Mitigation Guidelines for Cast and Crew
• All production processes should adhere where applicable to venue and phase III planning guidelines.
• Any production related meetings are encouraged to occur remotely when applicable.
• General regulations outlined for rehearsal mitigations should be followed where applicable during productions, including general best practices and designated responsibilities for distancing, sanitation, and access.
• Masks are required for all faculty, staff and students are required when in the facility. Distancing is encouraged for the duration of all productions and events. Masks may be removed by performers while on stage during a performance. Stage crew will be required to wear masks at all times backstage and the cast is encouraged to wear them when in the wings and when moving from dressing room to backstage area.
• Regular breaks should be considered for cast and crew in line with AEA and ESA recommendations.
• Dressing rooms will be accessible, but capacity will be limited to maintain distancing when possible. Masks should be worn at all times in the dressing rooms except when applying makeup. Staggered call times will be encouraged.
• Additional mobile makeup stations will be available for performers to access to further limit congregation in the dressing rooms. Performers are required to sanitize these stations before and after each use.
• Access to the performance venue, shops, dressing rooms, booth and box office may only be granted by the designated person(s) for that production, the event manager on duty, area supervisor or the production manager.
• PPE and sanitation supplies for rehearsal and production processes should be requested and procured through the production manager.

Additional General Production Regulations and Mitigation Guidelines should be considered for the following locations and equipment:

Box Office/Lobby
• Masks are required for all faculty, staff, students and patrons when in the facility.
• Signage and stanchions should be used to encourage safe distancing for those entering / exiting.
• Access to Tucker Lobby and DKA Anderson Studio Theatre Lobby prior to the production will be limited and only by necessity.
• Doors to the lobby will remain locked until the lobby and theatre are accessible. The lobby doors may only be unlocked and propped open by the event manager on duty.
• Prior to the start of the production, doors are to be propped open to limit high-touch situations and improve air flow and quality. Doors may only be propped opened and closed by the designated responsible person or event manager on duty.
• Access to restrooms will be limited to 3 persons at any given time.
• Egress from Tucker will be permitted through all marked exits. Door alarms will be disabled and at the conclusion of any production, all exits doors will be propped open to help mitigate safe egress.
• All staff will be required to sign in and all patrons will be required to preregister in order to track potential contact tracing in response to a confirmed case of COVID-19.
• Daily cleaning / disinfecting plans should be followed to ensure continued safe operations.
  • Cleaning procedures should include but are not limited to the following:
- Disinfecting of all high touch surfaces – Door handles, light switches, countertops, stanchions, signage, scanners, computers, keyboards, mice and other lobby equipment used during productions or events with cloth soaked in 70% isopropyl alcohol.
- Sweep of lobby and restroom floors.
- Check and refill all sanitizing stations, wipes, masks and other PPE as needed.

**Production Booth**

- Only designated personnel will be permitted access to the booth.
- Masks are required for all faculty, staff and students when in the production booth.
- Each control station will be limited to 1 production staff at any one time, University Faculty and staff may enter the space when absolutely necessary during a production or rehearsal. Capacity for the booth should never exceed 5 persons.
- Personal items are not permitted in the booth. Food and drinks are not permitted in the booth.
- Scripts, pencils, water bottles and other personal items should not be shared.
- Production equipment will be designated and assigned to crew and should not be shared. Communication headsets, packs and “God” microphone must be checked out from Production Manager or Event Manager on duty. These items must be sanitized prior to and after each use and returned at the conclusion of the production.
- Daily cleaning / disinfecting plans should be followed to ensure continued safe operations.
  - Cleaning procedures should include but are not limited to the following:
    - Disinfecting of all high tough surfaces – Door handles, light switches, countertops, consoles, boards, racks buttons, computers, keyboards and mice used during productions or events with cloth soaked in 70% isopropyl alcohol.
    - Check and refill of all sanitizing stations, wipes, masks and other PPE as needed.
    - Cleaning protocol for communication headsets, packs and batteries should include wiping down with cloth soaked in 70% isopropyl alcohol.
    - Cleaning protocol for “God” microphone should include wiping down housing with cloth soaked in 70% isopropyl alcohol. At the conclusion of the production, microphone wind screen should be removed, washed in warm soap and water and air dried before being put back into storage.

**Production Equipment and Properties**

- Only designated personnel will be permitted access to production equipment and properties storage.
- Masks are required for all faculty, staff and students when in the facility.
- Capacity for BDA 103 (A/V Storage), BDA 108 (Dye Shop), prop storage, and catwalks should not exceed 2 people.
- Capacity for BDA 107 (Scenic Shop) and 118 (Costume Shop) should not exceed 10 people.
- Personal items as well as any food or drinks are not permitted in these spaces.
- Gloves should be worn by all crew when handling any production equipment during rehearsal, load-in, run and strike.
- Area supervisors should designate a specific person(s) permitted to handle specific equipment / do specific production related tasks. During rehearsal, load-in, run, and strike, this person(s) is responsible for handling the equipment for their area. Student personnel should not cross over from one area to another during any one work session.
- One person should be designated as a board operator and should remain that operator until the end of the work session. Prior to and at the end of each work session, control boards should be sanitized.
- Additional mitigation steps should be taken when applicable to ensure items are being sanitized properly before use or storing. A cleaning station should be set up outside of the storage room / shops to ensure all items are being sanitized before returning to storage. Shop managers / technicians should
set up multiple tables that designate un-sanitized equipment ready for cleaning and sanitized equipment ready for use or storage.

- All production equipment and properties must be sanitized prior to being returned to storage.
- Daily cleaning / disinfecting plans should be followed to ensure continued safe operations.
  - Cleaning procedures should include but are not limited to the following:
    - Disinfecting of all high touch surfaces – Door handles, light switches, countertops, consoles, boards, racks buttons, computers, keyboards and mice used during production or events with cloth soaked in 70% isopropyl alcohol.
    - Check and refill of all sanitizing stations, wipes, masks and other PPE as needed.
    - All fixtures, instruments, mic stands, I/O boxes, comm and mic packs, handheld microphones, projectors, equipment bags, cases and other lighting, sound and video equipment should be wiped down with a cloth soaked in 70% isopropyl alcohol prior to use or return storage.
    - Hand held microphone wind screens and lav/wig microphone foam screens should be washed in warm water and soap and left out to air dry before being returned to microphone assembly. Metal/plastic screens should be wiped down with a cloth soaked in 70% isopropyl alcohol and left out to air dry before being return to microphone assembly.
    - Cleaning protocol for cables prior to being stored should include wiping down entire length of cable with a cloth soaked in warm water and soap. Wipe and hang to dry.
    - Fly rail breaks handles should be sanitized at the conclusion of each rehearsal, load-in, run, and strike with cloth soaked in 70% isopropyl alcohol.

**General Production Regulations and Mitigation Guidelines for Patrons and Guests.**

- All production processes that will include patrons and invited guests from the public have been created to adhere where applicable to venue and phase III planning guidelines.
- Capacity for Tucker Theatre auditorium should not exceed 212 patrons and guests.
- Patrons and guests attending any event or production are required to wear a mask.
- Prior to arriving for a production or event, patrons and invited guests should conduct a self-health check. Individuals should do the following for their self-health check:
  - Consider if they have been in contact with a confirmed case of Covid-19.
  - Consider if they have been experiencing any symptoms related to Covid-19 (listed below) that are unrelated to other conditions (such as allergies)
    - Fever over 100.4 degrees F
    - Chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue Muscle or body aches
    - Headache
    - Sore throat
    - New loss of taste or smell
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- Prior to being granted access, all patrons and invited guests should have their temperature screened by a laser thermometer.
  - If the person registers a temperature over 100.4 degrees F. or has answered YES to the questions above, they will not be permitted entry, and should be encouraged to limit contact with others, and contact their healthcare provider.
• Access to Tucker Lobby and DKA Anderson Studio Theatre Lobby prior to the production will be limited and only by necessity.
• Doors to the lobby will remain locked until the lobby and theatre are accessible. The lobby doors may only be unlocked and propped open by the event manager on duty.
• Prior to the start of the production, doors are to be propped open to limit high-touch situations and improve air flow and quality. Doors may only be propped opened and closed by the designated responsible person or event manager on duty.
• Access to restrooms will be limited to 3 persons at any given time.
• Egress from Tucker will be permitted through all marked exits. Door alarms will be disabled and at the conclusion of any production, all egress doors will be propped open to help mitigate safe egress flow from the building.

Ticketing for Public Events
• All productions and events that will include patrons and invited guests must be ticketed through the online ticketing vendor or MyMT.
• All tickets (including free student tickets) must be secured prior to entry to the theatre. There will be no physical tickets used in public or private events in the Fall semester 2020.
• All events will be designated as assigned seating and internal mitigation measures will be implemented to ensure social distancing is observed with seating assignments.
• Any patron or guest who attends an event and contracts COVID-19 is encouraged to contact The Department of Theatre and Dance to allow communication and contact tracing to other patrons and invited guests.
• Patrons and invited guests will be informed through internal ticketing messaging system if a case of Covid-19 requires contact tracing.