Department of Theatre and Dance COVID-19 Risk Mitigation Guidelines for Theatre Program Facilities.  
(rev. July 6th, 2020)

The Department of Theatre and Dance COVID-19 Mitigation Guidelines for the Theatre Program follows the outline laid out by the College of Liberal Arts and MTSU COVID-19 Task Force. All measures are in place with consideration to the Phased plan guidelines and recommendations from the MTSU COVID-19 Task force. Any deviation from the plan is in consideration of the unique nature of our department, facility, procedures, and operations. 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. All measures are created to protect the faculty, staff and students on the campus of MTSU.

In consideration of areas deemed as “shared office space” we suggest the following protocols:

**BDA 205 / Departmental Main Office Mitigation Guidelines**

1) Remote work is encouraged when practical.
2) Masks are required when traveling through the building, classrooms, and common spaces. Masks may only be removed when occupying your personal office.
3) The office suite will be accessible by appointment only. The door is to remain locked at all times.
4) Doors to private offices must remain closed while not occupied.
5) Although strongly discouraged, in-person meetings of up to 3 people can occur in BDA 220 and up to two people in the Chair’s office or the common area/student worker desk.
6) A staggered schedule of occupancy will be created in order to limit the total number of staff in the suite to no more than 6. Office hours may be extended to eliminate overlap of schedules and accommodate work that must be done on campus.
7) No one should be working in the open common area/student worker desk during Phase I or Phase II.
8) The workroom and the script library are single occupancy only. The door to the script library is to remain closed. Access to the script library will be by appointment only.
9) Shared reusable cups or utensils are not to be used.
10) Regular hand washing is required.
11) All shared pens and other items will be removed from the office. Employees should not share office supplies. Office supplies can be secured by request only through the main office staff.
12) The first person in the office each morning should use appropriate cleaning materials to wipe down all high-touch surfaces.
13) Employees should clean private work areas and high-touch personal belongings before beginning work each day and throughout the day as needed.
14) Prior to arriving on campus each day, employees should conduct a health self-assessment protocol to include, at minimum, the requirements in Charting our Course (pages 4-5).
15) Employees who experience symptoms while on campus are to leave immediately and notify their supervisor.
16) All employees must complete the online COVID-19 training prior to returning to campus.

**BDA 114 Shared Office (2 Occupants) Mitigation Guidelines**

1) Remote work is encouraged when practical.
2) Masks are required when traveling through the building, classrooms, and common spaces. Masks may only be removed when occupying your personal office.
3) Faculty and Staff offices will not be accessible to students.
4) The doors to BDA 114 must remain closed when not occupied.
5) Although strongly discouraged, in-person meetings of up to 3 people can occur in BDA 118/Costume Shop and meetings of up to four people can occur in BDA 107/Scenic Shop.
6) It is encouraged the occupants of BDA 114 utilize the separate entrances to limit high touch areas.
7) Regular hand washing is required.
8) All shared pens, magazines, and other items will be removed from the office. Employees should not share office supplies.
9) The first person in the office each morning should use appropriate cleaning materials to wipe down all high-touch surfaces.
10) Employees should clean private work areas and high-touch personal belongings before beginning work each day and throughout the day as needed.
11) Prior to arriving on campus each day, employees should conduct a health self-assessment protocol to include, at minimum, the requirements in Charting our Course (pages 4-5).
12) Employees who experience symptoms while on campus are to leave immediately and notify their supervisor.
13) All employees must complete the online COVID-19 training prior to returning to campus.

In consideration of Private Faculty and Staff Offices we suggest the following protocols:

Private Faculty and Staff Offices Mitigation Guidelines

1) Remote work is encouraged when practical.
2) Masks are required when traveling through the building, classrooms, and common spaces. Masks may only be removed when occupying your personal office.
3) Faculty and Staff offices will not be accessible to students.
4) Doors to private offices must remain closed while not occupied. Windows should be kept open when applicable.
5) Although strongly discouraged, in-person meetings of up to 3 people can occur in BDA 220 or other available classrooms.
6) The work room in BDA 205 is single occupancy only. Please use digital measures whenever possible and refrain from excessive scanning/copying/printing during this phase.
7) Regular hand washing is required.
8) Employees should not share office supplies.
9) Employees should clean private work areas and high-touch personal belongings before beginning work each day and throughout the day as needed.
10) Prior to arriving on campus each day, employees should conduct a health self-assessment protocol to include, at minimum, the requirements in Charting our Course (pages 4-5).
11) Employees who experience symptoms while on campus are to leave immediately and notify their supervisor.
12) All employees must complete the online COVID-19 training prior to returning to campus.

In consideration of areas deemed as “common space” we suggest the following protocols:

BDA Lobby / BDA Hallway Mitigation Guidelines

1) Masks are required for all faculty, administrative and student staff when traveling through the facility and during classes.
2) Access to BDA will be limited and only by necessity.
3) Chairs and tables will be removed where applicable to discourage loitering.
4) Signs will be displayed outside of the restrooms encouraging social distancing and limiting access to 1 person at a time.
5) Signs will be displayed outside of the elevator and stairwells to encourage social distancing. Elevator capacity will be limited to 2 people at a time.
6) All high-touch areas should be cleaned daily.
**Tucker Theatre Lobby Social Mitigation Guidelines**

1) Masks are required for all faculty, administrative staff and students when traveling through the facility and during classes.
2) Access to Tucker Lobby will be limited and only by necessity.
3) Doors will remain locked unless access to Tucker is required for class / event meeting purposes.
4) When classes / events are in session doors will be propped open to limit touching of common surfaces.
5) When classes / events are in session, signage and stanchions should be used to encourage safe distancing for those entering and exiting.
6) Although strongly discouraged, in-person meetings of up to 3 people can occur in Tucker Lobby.
7) Signs will be displayed outside of the restrooms encouraging social distancing and limiting access to three people at a time.
8) All high-touch areas should be cleaned daily.

**BDA 106, 110, 112 – Dressing rooms and Green Room Mitigation Guidelines**

1) Masks are required for all faculty, administrative staff and students when traveling through the facility and during classes.
2) Although strongly discouraged, in-person meetings of up to three people can occur in Green Room.
3) Access will be restricted unless approved by the Production Manager.
4) Capacity for Dressing Rooms should not exceed 5 people.
5) Capacity for the Green Room should not exceed 3 people.

**BDA 103, 107, 108, 118 – Light Shop/AV Storage, Scenic Shop, Dye Shop, and Costume Shop Mitigation Guidelines**

1) Masks are required for all faculty, administrative and students when traveling through the facility and during classes.
2) Access to the shop will be limited to class participation requirements and scheduling coordinated through Production Manager and Shop managers.
3) Although strongly discouraged, in-person meetings of up to 3 people can occur in Scene and Costume Shop.
4) Capacity for the Scene Shop should not exceed 10 people.
   Capacity for the Costume Shop should not exceed 10 people.
   Capacity for the Dye Shop should not exceed 2 people.
   Capacity for the Light Shop / AV Storage should not exceed 2 people.

**Tucker Theatre and Anderson Studio Theatre Mitigation Guidelines**

1) Access to Tucker Theatre and Anderson Studio theatre may only be granted by appointment or scheduling approved by the department chair and/or production manager. All classes, rehearsals, productions and events will require designating a responsible person to ensure mitigation and social distancing protocols are being followed.
2) Masks are required for all faculty, administrative staff and students when traveling through the facility and during classes. Masks and distancing are encouraged for the duration of all processes in these facilities. Patrons and guests visiting for public and private events are required to wear a mask.
3) Signage will be displayed in Tucker Theatre, Anderson Studio Theatre and auxiliary spaces to reinforce safety protocols and procedures in place and encourage social distancing measures.
4) Capacity for any class or event will be limited to the number recommended by current CDC Guidelines and MTSU COVID-19 Task Force.
   a. The Department of Theatre and Dance recommends the following capacity guidelines be followed during Phase III:
      i. Tucker Theatre Auditorium not exceed 212 people.
      ii. Tucker Stage should not exceed 30 people.
      iii. Anderson Studio Theatre should not exceed 30 people.
      iv. Tucker Theatre Lobby and Anderson Studio Lobby will restrict all loitering. The Lobby cannot be opened for a class/event/rehearsal until the theatre is opened.

5) All classes and events must adhere to the capacity limits and capacity will be tracked by the designated responsible person.

6) Ingress to Tucker Theatre during classes, events, rehearsals and productions will be limited to the stage door located in the BDA and the front entrance of Tucker Theatre. Access cannot be gained until the designated responsible person deems appropriate. During public events, staffing will be stationed at BDA and Tucker lobby entrance to track and communicate total capacity to responsible party and event manager on duty. Signage and stanchions will be used to help mitigate flow.

7) Egress from Tucker will be permitted through all exits in the facility. Door alarms will be disabled and at the conclusion of any class or event, all egress doors will be propped open to help mitigate flow from the building.

8) During classes, events, rehearsals and productions, theatre 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.

9) BDA entrance, Tucker Theatre lobby entrance, AV, prop, and storage doors are to remain locked and closed at all times. Access can only be granted by the Event Manager on duty and authorized staff.

10) Access to restrooms in Tucker Theatre lobby will be limited to 3 persons at any given time.

11) Seat bands and signage will be used to limit seating to 1 person for every three seats during classes, alternating as needed to ensure social distancing is maintained.

12) Access and use of equipment will be regulated and supervised by the Event Manager on duty.

13) Access to the stage or booth will not be permitted for non-essential personnel.

14) Social distancing of staff must be maintained during operations where applicable. Staff will be required to wear masks.

15) Daily cleaning /disinfecting plan will be followed to ensure continued safe operations.

16) Further planning and communication will be available to outline specific requirements required for all rehearsal and production related activities.