

The Department of Theatre and Dance
Classes/Production/Shop
COVID Protocols



Table of Contents

1. Acting Rehearsals
 - Tech Rehearsals and Productions
 - General Protocols
 - Lighting
 - Sound
 - Wardrobe
 - Dressing Rooms
2. Scene Shop
3. Electrics Shop
4. Costume Shop
5. Dance Classes
6. Acting classes
7. Musical Theatre related classes
8. Design and tech classes
9. Booths Usage and Safety Protocols

Acting Rehearsals

1. All rehearsals will take place in Callahan Theater, barring conflicts.
2. Actors and Production team will be masked at all times
3. Maximum of 50 actors and creative team will be present in rehearsal space.
4. Everyone will need to show their green screening upon arrival at rehearsals.
 - o Anyone screening red will be asked to leave and not return until cleared by Student Health Services (students) or Human Resources (staff/faculty)
5. Actors will leave the rehearsal space and building when work is complete on their scene.
6. Vocal rehearsals will be conducted in A 13, A48, Sands, and Lipson, making use of the 'Singing Booths;' Booths will be sanitized after each use, will have a waiting period of 15 minutes between each use with the HEPA filter on, and their use documented.
7. When rehearsing in Callahan Theatre, the side doors to the theatre will remain open for better ventilation
8. If available, we will use any area outside, weather permitting, for the first two evenings of Chaplin rehearsal and ongoing when suitable. Students will bring a reading light, or if available, music stands with lights for illumination once it gets dark.
9. Once inside the rehearsal space, each student will have their own "quadrant" where they will keep their belongings, bags, scripts, water bottles, rehearsal shoes, etc. and will return to their quadrant on breaks, which will be distanced by 6' from any other actor. We will be spread out throughout backstage, Sands and the Lobby, avoiding the use of the house outside of designated areas as marked by the Arts Centre.
10. Blocking of shows should allow 10' distance from one another when "singing" or 6' when no "singing" involved.
11. When speaking or silent on stage, actors can get closer than 6' to one another for less than 15 minutes at a time.
12. Hand sanitizer will be placed at several locations for easy application and students will be asked to use it every time they walk past a sanitization station.
13. Actors can pass props or costumes to each other and touch the same piece of scenery or furniture, and sanitize hands properly after.
14. Fifteen minutes will be allowed for sanitizing at the end of rehearsal. This includes but is not limited to
 - o The stage floor
 - o Music stands
 - o Piano
 - o All properties
 - o All set pieces that are interacted with
15. Cleaning and sanitizing procedures will be documented daily.

Tech Rehearsal and Performances

General Protocols

1. Performances will be held entirely masked
2. Everyone will need to show their green screening upon arrival at rehearsals.
 - o Anyone screening red will be asked to leave and not return until cleared by Student Health Services (students) or Human Resources (staff/faculty)
3. Once inside the rehearsal space, each member of the production will have their own "quadrant" distanced 10' from anyone else where they will keep their belongings. Unless on stage or running a tract, they should remain in their quadrants. We will be spread out throughout backstage, Sands and the Lobby, avoiding the use of the house outside of designated areas as marked by the Arts Centre.
4. Hand sanitizer will be placed at several locations for easy application and every one will be encouraged to use these every time they walk past them.
16. The show will be staged, and in the case of Chaplin choreographed, with each actor having a distance of 10' from one another when "singing" and 6' when "singing" is not evolved. When speaking or silent on stage, actors can get closer than 6' to one another for less than 15 minutes at a time.
5. This will involve using the entire stage and house for scenes and dance numbers. Entrances and exits will be utilized out of the front of house to eliminate traffic in the wings.
6. One-way traffic patterns will be created for both back stage crossovers, and from stage to dressing rooms
7. The side doors to the theatre will remain open for better ventilation
8. Upon the end of each Tech Rehearsal and Performance cast, orchestra, and crew will all contribute to the cleaning and sanitizing of areas. Cast will be responsible for the dressing rooms, musicians for their booths, and crew will be delegated depending on their assignments to cover all of the technical elements.
9. The Cleaning and sanitizing procedures will be documented daily

Electrics

1. All electrics personnel will remain masked at all times.
2. The Light board will be brought from A48 and set up in the back of the Callahan House. This will give greater access to lighting control and clear the booth for the stage managers use only. Exact placement will be determined at the start of the semester
3. Reduction of follow spots operators to 2 will be used for Chaplin. They will be placed on the third catwalk and spaced no less than 6 feet apart. Gloves will be required for spotlight operators.
4. Clear Com Headsets will be assigned to operators and the ASM. These are to be stored in their assigned position.
5. Battery charging stations will be spread out and individuals will take turns getting batteries in and out of chargers. All batteries will be Sanitized upon pick up and return.
6. Microphones will be assigned to each actor will be swabbed nightly with alcohol wipes
7. Performers will be trained to care for their wireless mics themselves, each will get a roll of mic tape so none will be shared. They will be stored in separate containers and

placed at their assigned station. Audio tech students assigned to show (A2's) will have a bin to collect the rechargeable batteries for the mic packs. A2s continue wearing masks, wipe down the batteries and place them on the charging station. The A2' s will deliver fresh batteries for the performers to install in their battery pack for their mic.

8. At the end of each night, the technical crew will be asked to sanitize their workspace, including, but not limited to:
 - a. Spot operators sanitizing their spotlights
 - b. Sound crew sanitizing all sound equipment

Wardrobe

1. Wardrobe crew will remain masked at all times and wear shields as well when working with actors in close proximity for more than 15 minutes at a time.
2. Wardrobe will assist in minor dressing duties such as
 - o Helping with zippers
 - o Locating costume pieces
 - o Placing coats upon outerwear
 - o Pre-set costumes, handing costumes to actors, finding costume pieces, putting on of coats or outerwear etc.),
3. There will be no quick changes that need help from the wardrobe crew. All changes will be done by actor themselves.
4. After each interaction with an actor, Wardrobe Crew must sanitize hands before helping another actor.
5. All actors will provide their own make-up and personal hair care products. If there is any special product required for the production the costume shop will provide it.
6. The actors are responsible for doing their own hair. Wardrobe or hair crew may assist with hair if there are special requirements.
7. Each actor is responsible for hanging up their costume after each use. They will put any laundry in the provided laundry basket for wardrobe to wash. Wardrobe will also spray each costume after ever performance.

Please note the following section is still a work in progress due to the large cast in Chaplin

Dressing Rooms

1. Actors dress in shifts, with no more than 6 people in the dressing rooms at any one given time. When Actors are done, they will sanitize their space for the next actor.
2. A48, Sands and the dressing rooms backstage of Callahan may also need to be used.
3. If possible, plexiglass partitions at dressing stations should be installed.

Orchestra

1. The orchestra for Chaplin will consist of the following:
 - a. Piano/Conductor
 - b. Keyboard 2
 - c. Keyboard 3
 - d. Reed 1
 - e. Trumpet
 - f. Violin
 - g. Viola
 - h. Cello
 - i. Bass
 - j. Drums
2. All wind instruments will be in the singing booths since they will be unable to wear masks
3. Aside from wind instruments, everyone else will wear masks at all times.
4. All musicians will be placed at 6' apart a A48, except the wind players since they are in the "booths".
5. The instruments will be sanitized as necessary.

Scene Shop Protocols

1. Workers are required to wear a face mask at all times while working; be it in the scene shop, on stage, in Smyth Attic or outside.
2. Each shop worker will be assigned a tool bag with the following items which are not to be shared and will be labelled with each worker's name:
 - Impact Driver or Drill Driver along with; 2 batteries and a charger, phillips bits, predrill bits
 - A tape measurer
 - Speed Square
 - Hammer
 - Pry bar
 - End nips
 - Utility Knife
 - C- Wrench
 - Socket Set
 - Safety Glasses
 - Work gloves
 - Pencils
3. Welding masks, welding gloves and jackets will be individually assigned.
4. All Scene Shop work stations will be separated by six feet or more. There will never be more than 5 workers in the shop at a time.
5. Shop Workers must stay six feet apart. When a project absolutely requires close proximity, upon completion of task workers must immediately wash hands.
6. Hand Sanitizer will be provided at each work station.
7. When unassigned handheld tools are shared, user will sanitize them before and after each use.

8. At the end of each day, the shop will be thoroughly cleaned to allow all tabletop and stationary tools to be properly sanitized.

Electrics Shop Protocols

1. Masks and Gloves will be worn at all times and 6' social distance rules will be maintained.
2. There will be no sharing of tools.
3. Students will provide their own gloves and wrenches if they are able.
4. Beginning students or those who do not have their own, will be assigned tools for the semester.
5. All tools will be sanitized upon return.
6. Harnesses will be assigned to the advanced students only and placed in brown paper bags between use.

Costume Shop Protocols

1. Sewing Machines will be placed allowing a 6' distanced between switchers from all sides. The locations of the sewing machines may change throughout the semester depending on the needs of the shop.
2. There will be NO access through the Costume Shop save for those who work in the shop.
3. Workers will still be permitted in the shop during fittings.
4. During fittings only mask will be worn, not gloves.
5. Hands washed and sanitized between fittings.
6. Each worker will have their own supplies and storage container.
7. Shared tools will be cleaned between workers and sewing machines will be cleaned after each shift.

Dance Class Protocols

Callahan:

1. The room capacity in Callahan is 50 people.
2. The Entrance and Exits for Dance will be from the Lobby doors. One set of doors will be for the Entrance. The other set of doors will be the Exit. The door closest to the Main Stairs is the Exit. The door closer to the back stairs is the Entrance. There are signs on both doors.
3. If a student or Faculty in a Dance class needs to use the Restroom, they must use the lobby bathrooms.
4. The Sands/stage right & left stairs/and the entrance to the shop are not to be used by anyone in a Dance class. All entrance/exits are from the Lobby.
5. Students/Faculty must sanitize anything they are touching with their hands before and after class.
6. Everyone must maintain 6' distance before/during/after class.
7. Masks must be worn for the duration of the class.

8. There is a sanitizing station in the wings of Callahan.
9. If you are not touching the floor with your hands, you are not required to sanitize the floors. Use your own discretion here.
10. The floor will be sanitized for the first morning class.
11. If you are sanitizing- leave spray on for at least 1 minute to disinfect.
12. Students should place their belongings on the floor in front of the stage. There will be boxes taped on the floor. They should go to the same assigned spot upon entrance. In the colder weather there will be a coat rack for their coats. Tables may also be provided- TBD
13. The students can leave their water bottles in this space and can be given spaced out breaks to hydrate.
14. Do not sit in the house seats. If a student sits in the house they will have to sanitize their spot!
15. The mirrors will be placed upstage against the walls. This will allow you to face downstage- toward the audience without the mirrors.
16. NO ONE- (STUDENT OR FACULTY) SHOULD TOUCH THE MIRRORS. NO CLEANING SOLUTION IS TO BE USED ON THE MIRRORS.
17. Ballet Barres will be stored to the right of the mirrors. If you use the Barres, they will need to be sanitized before/after class.
18. There is tape along the front of the mirrors indicating 6' Distance. This is a grey vertical strip.
19. There is a grey 'X' placed on the floor where the student will stand for center work. We can accommodate 28 students on an X at this time.
20. A color-coded L (yellow) for Barre placement is on the floor. Each student will be assigned the same spot at the Barre and in the center for the semester. Only 2 students are allowed at each Barre on opposite sides.
21. A color-coded t (brown/yellow) will be placed on the floor in the wings 6' distance for students to stand while they are waiting for center work. There are 10 markings stage right and left
22. A 'T' is placed at the center Front of class for the teacher to stand safely 6' from students. There is enough space to move around the perimeter of the stage.
23. A stereo system is provided and located stage right.
24. A mic is provided. This is shared- they can be cleaned with piano wipes to sanitize
25. In the event that one of the students must quarantine AND is able to continue classes from their room or apartment, there is a cart and camera located downstage so participation can continue via ZOOM.
26. Log in with your Naz account. The camera is automatically hooked up to the computer.
27. To sanitize the keyboard and screen- place solution on a paper towel first and then wipe it down.

G102 and G154

Please see the linked video for further information regarding dance protocols.

- a. <https://www.youtube.com/watch?v=aKp3zPGS4Tg>

Acting /Directing Classes:

1. All instructors and student should wear masks at all time.
2. Generally, maintain 6' distance. Students can get closer than 6' to one another for less than 15 minutes at a time.

3. Sanitize the hands after touching rehearsal doors, furniture, and cubed.
4. Actors can pass props or costumes to each other and touch the same piece of scenery or furniture, and sanitize hands properly after.

Musical Theatre Related Classes:

1. All instructors and students should wear masks at all times
2. When singing, follow the safety protocols of the "Singing Booth"

Design and Tech Classes:

1. All instructors and students should wear masks at all times.
2. When in the shops for practicum time, follow the safety protocols of the scene shop, costume shop, and electric shop.
3. Maintain 6' distance inside the design studio.
4. Students will Sanitize keyboards, tables, chair, and other equipment after each use in the design studio.

Booths Usage and Safety Protocols

Purpose: To observe students singing and acting in person.

Placement and function:

Lipson (3): voice lessons, music rehearsals up to 3 people at a time

Sands (3): voice lessons, coaching, music rehearsals up to 3 people at a time.

A 48 (2): vocal tech, senior showcase, auditioning classes.

Cleaning:

Lipson, Sands, A48 are lockable spaces. The use of the booths will be under the faculty's supervision during class and rehearsal time and follow the rules below:

1. HEPA air purifier should be on at all times.
2. One booth per person.
3. The user of the booths should wear Amerishield face shield when singing or acting. Other people in the room must wear masks.
4. Use the booths in rotation during classes, voice lessons, and rehearsals; and leave each booth empty at least 15 minutes between uses.
5. It is mandatory to spray and wipe down the booth's interior before and after each use with the cleaning solution provided by the college.

Training:

1. The department will make a video to demonstrate the cleaning process.
2. Faculty who use the booths to teach will be trained.
3. Faculty are responsible for training the students in their classes.

Maintenance:

1. Department Administrative Assistant will be responsible for filter replacement based on the manufacture recommended schedule.
2. Faculty who use the booths should check the condition of the booths and the HEPA Air Purifiers, and report to the Department Administrative Assistant if problems occur .
3. The faculty should reinforce the rules with students for the proper use and treatment of the booths.