

Policies and Procedures for Performing Arts at Goucher College in the time of COVID-19

Prepared by the Goucher College Spring Opening Task Force & Center for Dance, Music, & Theatre

This document attempts to evaluate the main challenges associated with returning to class, rehearsal, and performance in the Center for Dance, Music, and Theatre (DMT) at a **Phase 1** or “most restricted” level. This is a living document and will need to be constantly updated as the situation warrants and as our understanding of the treatment and prevention of the virus expands. Every effort has been made to cover the major events and venues used by DMT, but this document will only address “found” spaces and non-traditional situations to the extent that they can be anticipated at this time.

The Goucher College Center for DMT will operate in accordance with guidance issued by the CDC, state and national occupational health and safety guidance, and will utilize industry best practices for infection control in theatres, auditoriums and event-based environments.

We recognize that it is important to communicate early, clearly, and transparently with students, staff, artists, crew, and patrons. Our communications must include the steps that The Center for Dance, Music, and Theatre is taking to mitigate the risks associated with returning to rehearsal and performance and should highlight the responsibilities that each member of the DMT family must assume as we move forward. This assessment assumes that all students, faculty, staff, and administration personally follow CDC guidelines at all times while on campus. This should include wearing masks, frequent hand washing, and physical distancing.

The Production Manager will act as COVID-19 Supervisor and oversee the implementation of all policies in the production environment. The Production Manager should inform DMT faculty and rehearsal directors of the operating procedures detailed in this document as well as all other applicable protocols published by The College.

All DMT faculty, staff, or students will be instructed to stay away from class/rehearsal/performance if they feel unwell and are instructed to immediately notify faculty/staff and the Health Center if they become ill during class, rehearsal or performance. Any faculty, staff, or student who presents any known symptoms of COVID-19 during the workday will be sent home. All known contacts will be notified of the potential exposure. Any symptomatic faculty, staff, or student may not return until cleared by a medical professional.

The Center will be expected to manage three generalized situations: **classes, rehearsals, and performances**. For each situation this document looks at two distinct categories: **capacity** and **sanitization**.

Capacity will address any alterations that may be necessary in class or cast size in response to the pandemic, as well as student spacing within classrooms, rehearsal spaces, and performance venues.

Sanitization will address the additional needs required to help mitigate the risk to students, faculty, and the greater Goucher community. The CDC FAQ sheet on cleaning and disinfection is included at the end of this document.

Important Note: *This document uses the word sanitization, and not disinfection. Disinfection by definition means the removal/killing of all contagion, and thereby an elimination of risk. This cannot be accomplished by simply wiping things down with bleach or alcohol. Sanitization is reducing the instances of contagion on surfaces and mitigating the risk to others.*

Some areas of the facility will be periodically closed to receive intensive sanitization at specific points throughout the day. The cleaning efforts will be a joint effort between FMS and the center for Dance, Music, and Theater.

The CDC recommends cleaning nonporous surfaces thoroughly with soap and water and then sanitizing them with bleach, alcohol, or other effective solution. Information pertaining to best practices for cleaning and disinfection as well as the efficacy of these methods can be found in the resources list at the end of this document.

Understanding that it would not be practical (or possible) to wash certain items (scripts, scores, electronics, etc.) with soap and water prior to sanitizing, the DMT will need to rely on sanitization only in many cases. The Environmental Protection Agency’s list of disinfectants and the time it takes them to kill certain viruses can be found in the resources list at the end of this document.

Appropriate disinfectant should be used for different surfaces. EPA guidelines on the porosity of common surfaces is as follows:

Table 1. Porosity of common household materials ^{1,2,3,4}		
Porous	Semi-porous	Non-porous
Carpeting Clothing Bedding Pillows Mattresses Upholstered furniture Fabrics Leather Wall Insulation Ceiling tile	Wood Drywall Tile grout Hardwood floor Linoleum Concrete	Some tiles Some sealed countertops Glass Metal

Source: <http://npic.orst.edu/ingred/ptype/amicrob/covid19.html>

Room ventilation is of extreme importance. All efforts should be made to increase the air changing in classrooms rehearsal spaces and performance venues as much as possible.

All filters in air handlers, where appropriate, will be outfitted with a Minimum Efficiency Reporting Value (MERV) value of 13, which has been designated best for virus mitigation.

It is recommended that students no longer eat in class. Water may be brought to classes and rehearsals only in clearly labeled (*student's name*) reusable water bottles.

Faculty members should communicate with one another when turning over a classroom to ensure fail-safe redundancy in virus protection and sanitization.

DMT employees will report all presumed cases of COVID-19 on campus to campus health authorities. DMT employees will be instructed to stay home if they do not feel well and are instructed to contact a manager if they notice a student, coworker or patron with a cough, shortness of breath, or other known symptoms of COVID-19. Employees and patrons who are exhibiting any of the symptoms of COVID-19 must immediately notify their supervisor.

ADA Considerations: DMT shall use spaces that will allow for appropriate physical distancing as well as comply with all necessary ADA accessibility.

DMT will comply with, or exceed, all local or state mandated regulations.

Part I. Class

The Center for Dance, Music, and Theatre is suspending any external users of its classroom or studio facilities.

All participants will be responsible for self-screening prior to each class before to entering the studio.

Screenings will include:

- Participation in the College's COVID-19 testing plan.
- Symptom screening each day via TBD app.

All efforts should be made to divide student entry points rather than funneling all students through the same entry space - limiting the amount of close contact between students and staff in high-traffic situations and times.

Remove all unnecessary, frequent-touch items such as magazines, newspapers, any other unnecessary paper products and décor from open community areas.

Stagger arrival and/or dismissal times.

Display visual aids at each entrance and instructional/rehearsal space to illustrate traffic flow and appropriate spacing to support social distancing.

Take breaks every 60 minutes to allow students and faculty do wash/sanitize hands.

A/V equipment must be locked down after each use to limit use and is only available to faculty and staff. This may need a new cage in Eisner for lock down. Avoid community supplies when possible, Sara or WS students to distribute supplies from the dance office. Advance request would be necessary for paper products, staplers, tape, video cameras etc.

Use advance request to pick up and return equipment – provide DMT staff to assure equipment is cleaned.

Designate conveniently placed and well-marked bins for clean and used supplies.

Do not share writing utensils, classroom, and office supplies between students or staff.

DMT will be responsible for cleaning office materials or equipment after each use with cleaning kit provided by FMS. (e.g., printer/copier. a/v equipment)

Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).

Capacity

Dance:

The National Association of Schools of Dance (NASD) recommends a standard practice of 100 square feet per dancer in a class environment. This allows for eight to ten feet between dancers, exceeding the recommended six feet of distancing. Johns Hopkins Medicine states that the virus is not transmitted via perspiration; however, increased respiration and movement may warrant an increase in distancing, possibly to 200 square feet.

Studio Capacity (200 feet² spacing) and adjusted for instruments, barres, and equipment.

Eisner - 10 per class including accompanist and teacher. (*Summer Pilates could go to 20 with 110 square feet per student*).

Lilian Welsh - 10 per class including accompanist and teacher

E.C. Todd - 10 per class including accompanist and teacher

Mark off the studios to designate places at the barre and center work

FMS will maintain a daily cleaning schedule and DMT shall be responsible for any additional sanitation for proper disinfection.

Theatre:

The National Association of Schools of Theatre (NAST) does not specify an amount of recommended space, noting that it depends on the situation. For typical class situations, table work and casual discussion, six-foot distancing may be adequate. Projected vocalization increases the distance that aerosols and spittle travel over that

of resting breath or casual conversation. In classroom performance situations 10 – 17 feet would be a safer distance.

Establish seating along the walls at a 6’ distance. Each student should have an assigned place, unlike our current practice. Mark a grid of points on the floor to establish 6’ distance. Students doing exercises such as vocal or movement exercises, participants must stay on these established points.

Establish one door for coming into class and one door for exiting to better accommodate distancing during class transitions.

Space Capacity (Maximum based on projection/singing)

Dunnock – 20/classroom setting. 10-12/projecting or singing.

Greenroom - 6/classroom setting. 2/vocal warm up.

Costume shop – 4 (*including costume manager*)

Music:

Again, the National Association of Schools of Music (NASM) is only so specific as to recommend “adequate” space for instructional activities. For typical class situations six-foot distancing may be adequate. Singing increases the distance that aerosols travel over that of resting breath, and wind instruments expel aerosols when played. In those situations 10 – 17 feet would be a safer distance.

Sanitization

Efforts should be made to have breaks in between classes to allow for ventilation.

Participation in the College’s COVID-19 testing plan is a requirement to participate in any DMT activities. Any participant with a confirmed case of COVID-19 should receive medical authorization before returning to class.

The following items should be sanitized by DMT faculty or staff between classes with an appropriate disinfectant:

Dance:

- Barres
- Doorknobs and handles
- Window handles
- Light switches
- Chairs
- Computers/AV Equipment – *wiped, not sprayed*
- Pianos/Drums

- Floor
- Other items as needed - *when touched by faculty or students*

Theatre:

- Props
- Doorknobs and handles
- Window handles
- Light switches
- Chairs
- Computers/AV Equipment
- Pianos/musical instruments
- Floor
- Theatre shop - tools/equipment
- Other items as needed - *when touched by faculty or students*

Music:

- Doorknobs and handles
- Window handles
- Light switches
- Chairs
- Music Stands
- Computers/AV Equipment
- Pianos/Drums/other communal instruments
- Other items as needed - *when touched by faculty or students*

Part II. Rehearsal (includes load-ins and other crew calls)

Rehearsals will be closed to all non-essential persons. Whenever possible, performer calls should be staggered so as not to have extraneous students in the rehearsal space.

All cast or crew must participate in the College's COVID-19 testing plan to be eligible to participate in any DMT activity. Any participant with a confirmed case of COVID-19 must receive medical authorization before returning to rehearsal. All participants will also be required to complete the self-screening assessment implemented by the College each day prior to participation.

Take breaks every 60 minutes to allow cast and rehearsal directors to wash/sanitize hands

A. Capacity

Capacity for rehearsal spaces should be determined based on the size of the space and the activities that will be occurring within. Dance should observe the 200 square foot spacing, Theatre should keep a 10-17 foot buffer when projecting, and music should increase distancing from wind instruments.

Rehearsal situations in studios should be treated similarly to classes and tech/dress rehearsals should be treated similarly to performances in terms of protocol.

Load in situation and crew calls: These situations generally require close contact with multiple technicians touching the same surfaces. One lighting fixture might be handled by four or five crewmembers in the space of a few hours. Some tasks may not be possible or become so time consuming without collaboration as to make the process untenable within a reasonable time frame. The following procedures will be employed to mitigate risk:

- Conspicuous signage will be posted, stating rules and procedures.
- Production Manager and Technical Director will enforce policies and remind crew of best practices.
- All crew to wear masks at all times.
- Tasks will be compartmentalized to reduce cross contamination.
- Gloves will be worn at all times and changed between tasks.
- Crew will wash hands at least once an hour.
- Only one person will operate/touch any console at a given call.
- Shared tools and equipment will be sanitized between users and before and after each shift.

Costume fittings: Measurements should be taken by the performer (or someone in the performer's household) at the direction of the costumer. Once the garment is built, the performer will try it on and it will be evaluated. Alterations will be fitted with both parties wearing appropriate PPE and avoid conversation. Costumer will change PPE after each individual fitting. Costumes should be washed before use or limited to wearer only.

B. Sanitization:

Sanitization procedures for rehearsals will follow guidelines set forth for classes and be expanded to include any and all equipment, or surfaces added to the process in preparation for performance. This should include, but not be limited to, items such as props, scenery, lighting and sound equipment, etc.

Part III. Performance

- The Center should begin messaging as soon as possible (website, email, social media) that we have a plan, what that plan is, and how it will mitigate the risk of infection while returning to live performances.
- Event and venue websites, mobile apps and social media accounts should post CDC guidelines regarding social distancing, PPE, expected patron behavior, reserve the right to ask patrons to leave if non-compliant or experiencing symptoms, and encourage high-risk members of the community to remain at home.
- All users of Goucher's performance spaces will be required to limit cast sizes to accommodate the venue's capacity guidelines.
- Ticket sales (including guests and comps) must be limited to fit within the adjusted seating capacity for each venue, and will be limited to currently enrolled Goucher students, faculty, and staff. Tickets are not transferable to any persons outside of current students, faculty, or staff.
- All DMT venues should appropriately indicate audience seating to comply with appropriate physical distancing.
- Reduce usher count to required minimum.
- The Center for DMT should implement a system of staggered audience arrival time for all performances and doors that allows for appropriate physical distancing as audience members arrive.
- Programs should be projected onto a screen before curtain and/or between works. PDF programs can be made available to patrons for home download prior to opening and for the performers.
- Hand sanitizer dispensers, touchless whenever possible, will be placed at key patron and employee entrances and contact areas such as lobbies, galleries, etc.
- There will be health and hygiene reminders throughout the property, including the proper way to wear, handle, and dispose of PPE.
- Stagger audience exit by row, starting closest to the doors.
- Establish direct exit routes for audience. Do not allow post show congregation in lobby.
- Signage will be posted throughout each venue reminding cast and crew of the protocols required by the campus.

- Any area where patrons or employees queue must be large enough to accommodate physical distancing.
- Careful consideration should be given to scene shifts and whether proper distancing can be maintained during these operations. Scene shifts that cannot accommodate appropriate distancing should be reworked or abandoned.
- The Center for DMT, in conjunction with the Student Health Center will develop a cohesive plan for safely assisting injured performers, crew, or patrons.
- Cast and crew will responsible for completing the daily self-screening procedure implemented by the College, and must participate in the College's COVID-19 testing plan.
- No aerosol or atmospheric effects, e.g. chemical fog/haze, will be used in the venues, as they help to transport water droplets.

Capacity

Kraushaar Auditorium

Kraushaar Auditorium and Merrick Lecture Hall should not have concurrent or overlapping performances. Performances should be abridged to 90 minutes or less and presented without intermission to reduce the potential for contact. Performers should not use public restrooms. All performances in Kraushaar Auditorium should use Merrick Lecture Hall as a dressing area/greenroom. Performers will move from Merrick to Kraushaar only as necessary and immediately before performing.

Lobby traffic lanes should be identified and marked. Masks will be required in the Rosenberg Gallery and Auditorium at all times.

A one-way traffic pattern should be adopted for Kraushaar Auditorium. Patrons should be directed to enter the auditorium via the house-left entrance and exit via the house-right doors. Extra ushers should be on hand to ensure compliance.

Crew activities that require close collaboration should be reworked so that students, faculty and staff can maintain appropriate distancing. Backstage and control room stations should be spread out and traffic patterns should be identified to avoid close contact in confined spaces.

Stage

Maintain 8-10 foot spacing for dancers (capacity of 6), avoiding partnering and vocalization. Actors should maintain a 10-17 foot distance. For music, maintain six-foot spacing, but increase to 10–17 feet for singers and wind instruments. Restrict performers and crew backstage to absolute minimum. Additional time between individual works for ventilation and performer cool-down should be considered.

Dressing areas/backstage

Provide Hand sanitization stations. Maintain appropriate physical distancing, provide individual dressing tables, and wear masks, if recommended. Increase spacing to 10–17 feet if warming up vocally or with wind instruments.

Rosenberg Gallery

Staggered arrivals to minimize crowd density, mask required, and floor markings to assist in distancing. Eliminate soft/porous furnishings wherever possible.

House (audience)

Kraushaar house capacity – Seating capacity will be determined per event by Campus Operations and will be based on the most current available data and/or recommendations or restrictions coming from either the CDC or Government guidelines. Audience for vocal (acting/singing) or wind players should begin 10-17 feet from the farthest downstage performance location. House should be loaded from front to back to cut down on cross traffic. Ushers should monitor the house.

Mildred Dunnock Theatre

The Mildred Dunnock Theatre should not schedule shows currently or overlapping with Corrin Gallery openings. Performances should be abridged to 90 minutes or less and presented without intermission to reduce the potential for contact. Performers should not use public restrooms. Both dressing rooms, the green room, and the scene shop should be used as dressing areas to maximize distancing.

Stage

Dunnock capacity - 20

Maintain 8-10 foot spacing for dancers, avoiding partnering and vocalization. Actors should maintain a 10-17 foot distance. For music, maintain six-foot spacing, but increase to 10–17 feet for singers and wind instruments. Restrict performers and crew backstage to absolute minimum. Additional time between individual works for ventilation and performer cool-down should be considered.

Dressing areas/backstage

Provide Hand sanitization stations. Maintain 6 foot distancing, provide individual dressing tables where applicable, and wear masks at all times. Do not warm up vocally or with wind instruments in these spaces.

House (audience)

No audience will be permitted for performances taking place inside the Mildred Dunnock Theater.

Merrick Lecture Hall

Merrick Lecture Hall and Kraushaar Auditorium should not have concurrent or overlapping performances. Performances should be abridged to 90 minutes or less and presented without intermission to reduce the potential for contact. Performers should not use public restrooms. Performers should make every effort to arrive for performances in costume.

The Rosenberg Gallery lobby traffic lanes should be identified and marked. Masks should be required in the Rosenberg Gallery at all times.

A one-way traffic pattern in and out of the theatre is not possible. Every effort should be made to avoid cross traffic at the doors. Extra ushers should be on hand to ensure compliance.

Stage

Merrick Stage capacity (vocal or wind instrument) - 1

Merrick Stage capacity (non-wind instrument) - 4

Vocal and wind instrument recitals should be limited to solo works. Dance works should be limited to two performers.

Additional time between individual works for ventilation should be considered. Restrict performers backstage to absolute minimum. Additional time between individual works for ventilation and performer cool-down should be considered.

Dressing areas/backstage

Provide Hand sanitization stations. Maintain 6 foot distancing, provide individual dressing tables where applicable, and wear masks if recommended. Do not warm up vocally or with wind instruments in these spaces unless alone in a private room.

Lobby

Staggered arrivals to minimize crowd density, mask required, and floor markings to assist in distancing.

House (audience)

Merrick house capacity: an estimate would be roughly 25, capacity will be determined by Campus Operations using the most current recommendations from the CDC and will comply with all governmental regulations. Audience

for vocal (acting/singing) or wind players should begin 10-17 feet from the farthest downstage performance location. Block off every other row, keep a minimum of four seats between associated parties, use one-way traffic pattern in the house, and require masks. House should be loaded from front to back to cut down on cross traffic. Ushers should police the house.

E.C. Todd Dance Studio

The Todd Dance Studio's stage size, house capacity, and lack of lobby make it unsuitable for performances. The stage capacity would be 2-4 dancers, the house would accommodate less than 40, restrooms are extremely limited, and the lobby is a relatively narrow hallway with insufficient room for distancing. This space should not be used for performances.

Hyman Forum

The Hyman Forum should only be used for internal and informal performances, as dressing facilities are non-existent. Performers should adhere to the aforementioned spacing guidelines for dance, music, or theatre and consideration should be given to how to effectively spacing for audience on the stepped risers. Due to the nature of the space and the inability to control access to this space, it is not recommended to be used for any performances.

Haebler Chapel

The chapel's stage size, house capacity, and relative lack of lobby make it barely suitable for performances. The stage capacity would accommodate only one vocal or wind instrument performer and perhaps a maximum of 6-8 non-wind instrumentalists. The house would accommodate around 25, depending on party size, less for vocal or wind performances. Restrooms are extremely small. It is not recommended that this space be used for any performances.

Sanitization

The following items should be available backstage and in dressing areas: hand sanitizing stations, spray bottle with CDC approved cleaning solution or equivalent, and paper towels.

All costumes should be machine-washable. Costumes, once altered, should not be handled by anyone other than the performer to whom they were assigned. Each performer should be issued plastic, zip-up garment bag for the rehearsal and performance period.

If a costume needs repair or alteration, it should be laundered by the actor before being given to a stitcher. On the spot repairs at performances will be handled by a costume assistant wearing mask and gloves. The assistant should immediately change or dispose of PPE, and wash up after each alteration or repair. If the repair is done while the costume is on the performer, both should be wearing PPE.

Quick costume changes should be avoided but in the instance of offstage quick changes that require assistance, both parties should be wearing PPE.

Makeup may not be shared! Any makeup provided for performers by DMT will be distributed to each performer individually and will be disposed of post event unless the performer wishes to keep it.

Technical equipment should be handled only by the technician assigned to that equipment. Equipment that can be sprayed and/or wiped down should be sanitized before and after each use or performance.

All areas of scenery handled by performers should be sanitized before and after each performance.

All props handled by performers should be sanitized before and after each performance. Prop handoffs should be eliminated.

The Center for DMT should not schedule more than one performance daily in any given venue.

During sanitization efforts should be made to give extra attention to the following areas:

Stages

- Wood floors
- Vinyl dance floor
- Scenery (*doorknobs, handles, railings*)
- Soft goods

Dressing Areas/backstage

- Props
- Bathrooms
- Costume bags
- Makeup areas
- Misc. Tables, chairs
- Technical equipment

Special consideration to be given to high-risk items such as microphones and headsets

Resources:

EPA registered disinfectants and their efficacy

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

CDC Guides

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

What to do if you are sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Resources specific to Dance

<https://www.danceusa.org/resources-preparing-potential-impact-coronavirus>

Resources specific to music

<https://www.operaamerica.org/content/about/covid19.aspx>

Reopening information and guides

<https://www.eventsafetyalliance.org/esa-reopening-guide>

Other resources

<https://www.americansforthearts.org/by-topic/disaster-preparedness/coronavirus-covid-19-resource-and-response-center>

<https://www.iavm.org/covid-19-outbreak-resources>