

## COVID-19 GUIDE THEATRE

### We're here for you.

Theatre@UNT is reopening since the COVID-19 global health crisis forced us to abruptly leave campus in March. While the RTFP Building may not be full of people and of bustling activity, reopening is a move toward being back together on campus.

As we prepare for our reopening, our first and utmost priority must be the health and safety of our students, faculty, and staff. Our intent is to provide as robust a student academic and engagement experience as possible, while maintaining a safe environment.

As we move through this summer and into the fall, we will be faced with ever-changing conditions, and we will respond by following federal and state guidelines, as well as recommendations from the Centers for Disease Control and Prevention and local health officials. Let's remain committed to remaining flexible and meeting each new challenge head on as swiftly as possible.

### WHAT YOU NEED TO KNOW

#### FALL 2020

Fall 2020 classes will commence **Aug. 24**. A few things for you to note:

- To safely accommodate some in-person classes, we will be engaging in social distancing, which will limit the number of students in each classroom space. This step, among many others, will support the health of our students, faculty and staff.
- Students should review class information using MyUNT. As we finalize the Fall 2020 schedule, details for each course section can be found in Search of Classes through MyUNT by simply clicking on that section. There you will find tabs for details, meeting information and section notes. This is where you will see specific information on how a course will be taught.
- Students will not return to campus for classes after the Thanksgiving holiday. The end of the semester classes and final exams will be conducted remotely.

### COVID HOTLINE

UNT established a COVID Hotline to help community members report and understand COVID-19 symptoms, testing information and/or results, as well as receive guidance on actions they may need to take following potential exposure. Individuals also can get help with questions related to COVID-19's impact on our university operations.

- 844-366-5892
- COVID@unt.edu
- The hotline is not intended to be used for a medical emergency. In case of emergency, please dial 911.

## **COVID-19 UNIVERSITY UPDATES**

We encourage everyone to keep checking updates from the university. There is a lot to keep track of right now. Regularly devoting time reading through communications might provide needed information sooner.

## **MASKS REQUIRED**

UNT requires students, faculty, staff and any visitors to wear face coverings at all of our campus locations, effective immediately. Read the UNT System's guidelines on Face Coverings and PPE.

## **MENTAL HEALTH AND WELLNESS**

We recognize that UNT students need help during this difficult transition and are being impacted by stress, anxiety, trauma, and much more.

Student Counseling Services: <https://studentaffairs.unt.edu/student-counseling>

## **THEATRE@UNT – FALL PLANS**

The nature of our work in theatre@UNT requires department-specific changes and procedures to be put in place. The RTFP Building will look very different this fall in order to be in compliance with CDC guidelines.

## **RTFP BUILDING REPRESENTATIVE**

Dr. Lorenzo Garcia will serve in the role of building representative for the RTFP Building. Please reach out to Dr. Garcia through email ([Garcia@unt.edu](mailto:Garcia@unt.edu)) or phone (940-565-25446) if you have a question or concern about the building or safety protocols that is not addressed here or in the upcoming information sessions.

## **BUILDING ACCESS**

As building representative, Dr. Garcia will work the appropriate channels to provide access to the RTFP Building. To help keep our community healthy and safe, we will only be able to sustain occupancy that is absolutely necessary. Also, avoid hanging out socially or meeting in spaces or at times beyond daily working hours (M-F, 8 a.m. to 5 p.m.). This will also allow Facilities to conduct proper deep-cleaning protocols. Also, as with all campus spaces, masks must be worn at all times.

## **RTFP BUILDING ENTRANCES**

Students will enter the RTFP Building either through the doors facing the Sage Building or through the doors facing the parking garage.

## **RTFP LOBBY/WAITING AREAS**

UNT health alerts and mask requirement signage will be posted in high traffic areas.

Occupants will:

1. Maintain a minimum physical separation between all individuals of six feet (two meters).
2. Face coverings will be worn at all times when occupying the lobby/waiting areas.
3. Face coverings will be worn when transitioning between spaces as social distancing is often impossible in hallways, doorways, and elevators.
4. Wipe off high touch surfaces of lobby before and after use.

Sanitizer stands are located in several places throughout the lobby/waiting areas.

The number of chairs left unbagged or unmarked will determine the number of students who can occupy the lobby/waiting area at any given time.

Extra chairs will be either covered with clear plastic bags or marked with “Don’t perch” signs.

If a student does not have a face covering, a disposable one will be provided by a staff member in RTFP 242.

Even once classes are back in session, doors may still remain locked.

Carry your UNTID at all times.

Access to the building beyond closing will be prohibited to allow for deep cleaning by Facilities.

## **RTFP DRINKING FOUNTAINS**

Drinking fountains in the RTFP Building will be turned off. Bottle filling stations are installed across campus.

## **RTFP PUBLIC REST ROOMS**

The hallway outside of the rest rooms will have 6 feet social distance markers on the floor.

UNT health alerts and mask requirement signage will be posted on the entrances.

Wear face coverings both inside and outside of the rest room.

A sanitizer stand will be located in the hallway waiting area outside of the rest rooms.

## **RTFP LOCKER USE IN RTFP BUILDING**

To comply with 6-foot distancing, taped “X’s” will be placed on lockers not in use.

## **RTFP FACULTY/STAFF OFFICES AND ACCESS**

In order to reduce the overall occupancy of the building, staff members and faculty will have a scheduled presence in the building.

Students may enter the RTFP reception area (RTFP 242) one student at a time.

Meetings between a student and faculty member are to occur on Zoom.

If an in-person meeting must happen, the RTFP Conference Room (RTFP 244) may be used. If at all possible, try to schedule the meeting. You will be admitted by either a front desk student assistant or the faculty member with whom you are meeting.

The hallway outside of faculty offices will have 6 feet social distance markers on the floor.

Individual faculty offices are single occupancy for employees. Therefore, only one person occupies the individual office space at any given time.

Workroom /Copier area will be open for staff and faculty only.

## **CLASSES IN THE RTFP BUILDING**

A few theatre classes will be taught face-to-face, but will comply with CDC guidelines.

Given the class enrollment, size of the studio/classroom, and the safety and physical distancing guidelines, most theatre classes have been changed to hybrid or online delivery. Faculty members are working out the details of what hybrid instruction looks like in individual classes.

An individual class may have some combination of in-person, online synchronous and online asynchronous elements.

The aim is to reduce the number of people going and coming from studios/classrooms and production shops.

In-person class time may be shortened in order to stagger arrivals and departures, and to clean high touch areas after use.

Sessions with the entire class will be conducted on Zoom.

Faculty will limit occupancy to each of the acting studios (RTFP 127, 130, 132), design lab (RTFP 137) and production shops with staggered schedules.

The staggered schedule and the schedule of class sessions on Zoom will be communicated in syllabi.

UNT Facilities will be conducting deep-cleaning on a daily basis.

### **ACTING STUDIOS: RTFP 127, 130, 132**

UNT health alerts and mask requirement signage will be posted on the entrances to the acting studios.

Signage delineating procedures for students to follow during class and when using studios as a rehearsal space (outside of a class meeting) will be posted at the front entrance to each studio.

Studios are marked to enable physical distancing.

Chairs on which students to place personal items (e.g., backpack) are marked.

Faculty and students will clean high touch areas before and after usage with sanitizing supplies provided in each of the studios.

Students in the current class exit first, and one at a time, before students from another class begin to enter.

Students in RTFP 127 and 130 are to exit through the Prop Room between the two studios.

### **RTFP 137: THEATRE DESIGN LAB**

Signage delineating procedures for students to follow during class and when using the design lab outside of a class meeting will be posted at the front entrance to each dance studio.

The floor is marked with tape to indicate a distance of 6 feet.

In the design lab are stations (a table and chair) that are not bagged or marked with “Don’t perch” signs. Each station is 6 feet apart from all other stations in all directions.

Faculty and students will clean high touch areas before and after usage with sanitizing supplies provided in the theatre design lab.

## **SPACE RESERVATIONS**

Only RTFP 127 and 130 can be reserved by theatre students for rehearsal purposes.

RTFP 132 (Studio Theatre) reverts from an acting studio to a work space for production work starting at 1 p.m., M-F.

The theatre design lab (RTFP 137) will also utilize reservations (to allow for contact tracing).

Theatre@UNT will continue to utilize an online reservation system.

- Any reservation must be made 24 hours in advance.
- Expect that being in the building outside of daily working hours (M-F, 8 am to 5 pm) will require a reservation.
- Reservation times will be limited to allow for overnight deep-cleaning by UNT Facilities.
- Due to the COVID-19 crisis, when reserving a studio or design lab, you will be required to list others who will be in the studio (e.g. classmates or observers).
- For all reservations, you will be expected to clean high-touch surfaces and/or equipment before and after use.

## **RTFP PRODUCTION SHOPS, KITCHEN, BASEMENT**

UNT health alerts and mask requirement signage will be posted on all entrances.

Signage delineating procedures for students to follow during a lab session (outside of a class lecture) will be posted at all entrances and in each shop area:

1. Enter the shop one at a time.
2. Locate the sanitizer and paper towels that are placed in the shop area.
3. Wipe off items before use.
4. Maintain a minimum physical separation between all individuals of six feet (two meters).
5. Maintain a greater distance of six feet when exercises or activities involve voice projection.
6. Wear face coverings both inside and outside of the shop area.
7. Only one student at a time in the kitchen (RTFP 140) and in the laundry/crafts room (RTFP 257).
8. Only student-employees will have access to the basement.
9. As the lab session ends, wipe down items after use.
10. Exit one at a time.

Sanitizer stations will be located in the production shops, kitchen, laundry/crafts room, and basement.

The lobby area and hallways outside of the production shops will have 6 feet social distance markers on the floor.

#### **RTFP 104: BOX OFFICE**

The lobby area and hallway outside of the box office will have 6 feet social distance markers on the floor.

UNT health alerts and mask requirement signage will be posted on the entrance to the box office.

Only student-employees will be allowed in the Box Office.

Only one student-employee and the box office manager will occupy the box office at any given time.

If the student-employee does not have a face covering, a disposable one will be provided by the box office manager before proceeding to enter the box office.

A daily schedule of student-employee attendance will be maintained by the box office manager to allow for contact tracing.

Each student-employee will have an assigned box office window. That student-employee will use the same box office window for the duration of the work shift.

Sanitizing supplies will be located in the box office.

The floor is marked with tape to indicate a distance of 6 feet.

Extra tables and chairs will be either taped off, covered with clear plastic bags, or marked with “Don’t perch” signs.

Sanitation procedures: At the end of a work shift in which the box office was occupied (and before the next student-employee arrives), the student-employee currently working will clean high touch surfaces such as door handles, keyboards, printers, tables, chairs.

The box office manager will document sanitation procedures with a checklist that includes cleaning of high touch surfaces such as door handles, phones, keyboards, printers, tables, chairs.

#### **RTFP 110: THE UNIVERSITY THEATRE**

UNT health alerts and mask requirement signage will be posted on all entrances to RTFP 110.

The hallway outside of the RTFP 110 will have 6 feet social distance markers on the floor.

A sanitizer stand will be located in the lobby waiting area outside of the RTFP 110.

A sanitizer stand will also be located at the load-in door to the stage area of RTFP 110.

Occupants must maintain a minimum physical separation of six feet and must wear face coverings.

If a student does not have a face covering, a disposable one will be provided by the faculty member or shop personnel before proceeding to enter the University Theatre's stage area or sit in the theatre house.

Faculty and shop personnel will limit occupancy to RTFP 110 with staggered schedules.

A daily schedule of student attendance will be maintained by the shop personnel or faculty supervisor to allow for contact tracing.

Extra chairs on stage will be marked with "Don't perch" signs.

The house seats will be marked with "Don't perch" signs.

On the stage floor are taped squares.

Each student will be able to work within an assigned taped square 6 feet apart from other students in all directions.

No student will be allowed beyond specified points without permission or instructions.

At the end of a class or lab session in which the stage area or house area was occupied, the assigned student-employee will clean high touch surfaces such as door handles, keyboards, tools, cameras.

## **FALL 2020 THEATRE PRODUCTIONS**

*The Diary of Anne Frank* and *Much Ado About Nothing* are still scheduled to occur during Fall 2020.

*Anne Frank* will be directed by Dr. Andy Harris, and *Much Ado* will be directed by adjunct professor Sarah Rutan.

Both productions will be adapted to Zoom or other online platforms.

The student-directed production scheduled for the fall semester will now occur in the spring semester. Performances dates are still to be determined.

Remote rehearsals will be scheduled by the theatre director of each production.

Designers and stage managers are assigned to *Anne Frank* and *Much Ado*.