

Bloomsburg University Performing Arts Facilities COVID-19 Operational Procedures

1. General Overview of Standard Procedures

Bloomsburg University Performing Arts Facilities is planning for a safe re-opening of its facilities for use by students, faculty, and staff. For the Fall 2020 semester we will continue to have limited interaction with non-university entities due to a lack of professional staff and new protocols to mitigate COVID-19.

The PAF's focus will increasingly be on academic entities, especially those in the creative arts area to ensure the ability for continuing education in a safe manner. As such, requests from The Music, Theatre and Dance department, Literary Arts, and Art and Art History Department will take priority. Other events will be assessed after these areas are served.

All entities interested in holding events will be strongly encouraged to do so virtually given the uncertain nature of trying to plan into the future during a pandemic.

- a. Principles- The BU PAF's will comply with health and safety standards set forth by federal and state agencies as well as guidelines from the Pennsylvania Department of Education, PASSHE, and Bloomsburg University. BU PAF's will make decisions and establish protocols in conjunction with the Office of WorkPlace Safety and Facilities Management.
- b. Bloomsburg University PAF's Staff- BU PAF employee and student workers will follow the protocol set by Human Resources for the proper working conditions at the University to minimize the transmission of COVID-19. These include wearing masks or face covering during work, and staying home when the employee feels ill or has a fever. No employee will be permitted to remain at work for any reason if they are showing signs of illness and will be asked to return home for self-isolation.

2. Performances and Events Safety/Cleaning

BU PAF's will create seating charts for Mitrani Hall and K.S. Gross Auditorium that follows social distancing guidelines as set forth by PA Department of Health for large gatherings. No gathering or event will exceed the maximum capacity of current guidelines put in place by the governor or Bloomsburg University. If other phases are entered, PAF's will adjust based on new information. Green phase is the **ONLY** phase with *potential* for a public audience from outside of Bloomsburg University Campus. It is important to note we will continue to make changes in events and gatherings as necessary. **No event will supersede the need to operate safely or violate regulations created to deal with COVID-19.**

- a. Masking- In accordance with PASSHE all students, faculty, staff, and guests will be required to wear a face covering in University buildings. This includes but is not limited to all shared areas in Haas Center for the Arts and K.S. Gross Auditorium as well as Carver Lobby. Non-compliance will result in the person

being asked to leave the facilities. (Disposable masks will be made available free of charge for those who wish to enter but have forgotten their mask or do not have a mask with them)

- b. Performance and Rehearsal Masking Protocol
 - a. All non-brass and woodwind musicians are required to wear masks at all times.
 - b. Brass and woodwind musicians will be masked when not playing.
 - c. Brass instruments will be required to wear bell covers.
 - d. Brass and woodwind performers will use plexi-shields whenever available.
 - e. All water keys/spit valves will be emptied into a personal container.
 - f. Singers are required to wear special masks.
 - g. Actors and dancers are required to wear masks.
 - c. Hand Sanitizer- Stations will be made available in the Lobby
 - d. Deep Cleaning- All shared areas will be cleaned daily before the start of the day and after the buildings close. Spot cleaning will be conducted at high touch point areas throughout the day.
 - e. Signage- Signage will be implemented to set up traffic flow and outline social distancing in common areas.
 - f. There will be NO food or beverage permitted before, during, or after any event to reduce the gathering of groups and avoid contamination.
3. Common Areas
- a. Lobby- There will be reduced seating in the lobby to maintain social distancing guidelines and keep people from congregating.
 - b. Restrooms- Restrooms will be provided at a reduced capacity. Handicapped stalls will remain available at all times.
 - c. Elevators- Elevators will be limited to use by 2 people, or family group at a time not to exceed the regular capacity.

4. Events Times and Staffing Guidelines

Live events or performances will ONLY be allowable while in *Green* phase and if proper staffing can be in place. This may mean that the group wishing to have the live event provides ushers and staff from their respective areas until a time when PAF's has the ability to accommodate those needs. **Any direction from PASSHE, federal government, state government, or University Administration may change these guidelines at any time.**

- a. Live Performance/Events- Performances will be limited to 60 minutes with no intermission in order to reduce the possibility of people congregating and having group interactions that violate social distancing measures.
- b. Ushers will be required at each entrance and exit door for either space. (9 for Mitrani 6 for Gross) Ushers will be provided by the group hosting the event, not the PAF's staff. They will meet with the Technical Director prior to the event to discuss the expectations.

- c. Any event happening in the PAF's will require the advisor, faculty, or staff member of the group to be present at all times during rehearsals and the event itself.
- 5. Entering and Exiting the Space
 - a. There will be designated entrances and exits for each space. The ushers will guide audience members to the correct clearly marked doors.
 - b. Depending on the audience size, exiting of the event may be staggered to avoid audience members congregating.
 - c. Audience members will be encouraged to leave the venue and not congregate in common areas of the building.
- 6. Box Office and Ticketing
 - a. There will be no ticketed events for the Fall 2020 semester.
 - b. Box office staff will assist in setting up protocols for selling tickets for the spring semester
 - c. Box office staff will work to maintain social distancing guidelines in the lobby areas.
- 7. Production/Technical Overview
 - a. All production and technical staff will adhere as closely as possible to social distancing guidelines.
 - b. All production and technical staff will wear masks as required by the State Government, and Bloomsburg University.
 - c. Microphones will be routinely disinfected.
 - d. Shared sound and lighting consoles will be wiped down with alcohol wipes in between operators.
 - e. Other shared equipment or areas will be routinely cleaned.

