

Hello Theater Department Friends,

We are all so excited to welcome you if you are new to us, and welcome you back if you are returning to Skidmore and the JKB as we resume in-person classes in the theater department for the fall 2020 semester. As we undertake this new adventure together, the health and safety of all of the members of our theater community is our highest priority. This will be a fall semester like no other before, and clearly the ways in which we learn, study, create and interact will be different than in the past and continue to evolve over the coming academic year. We ask for your patience, compassion, and cooperation as we navigate these changes together.

We recognize and share in the feelings of uncertainty and concern that this situation presents to each of us. These experiences are new to all of us. We also firmly believe that the collaborative and caring spirit of our Theater Company has laid a strong foundation to allow us to travel this path successfully together. Wherever you happen to be in this moment, know that you are not alone. Although it may feel like it, know that we are with you. The other members of the Theater Company are sharing your experience. The Theater faculty and staff are rooting for you to press onward and offering you our heartfelt support. If you feel unsure about what to do, how to proceed, or just need some support to help you through this challenging time, please reach out! We care about each of you, and in these times we all can use a shoulder to lean on. It is in this way, relying on and supporting each other, that we will pull through this pandemic and emerge on the other side healthy, strong, and ready to continue to learn and grow as artists and members of a thoughtful community.

To that end, we are asking our students to follow a set of policies and procedures for the use of the JKB facility and a code of conduct designed to protect each other and support our community's health and safety. The making of theater is an inherently collaborative art form, and we are all equally responsible for helping to maintain a safe working environment for our community in our classrooms, studios and throughout the JKB. Now more than ever it is clear that the ability to be on campus using our theater facility is a privilege. These policies will require new behaviors that will alter the feel of our daily routines this fall. However, we believe that they also represent the best chance that we will be able to continue to safely use the JKB facility this term, limit the health risks posed by the COVID-19 virus, and the best path forward toward a future when we can resume more of the in-person experiences that are so central to the theatrical form.

Most of all we want you to know that we are here for you, we believe in you, and we are excited to discover all of the productive ways in which we can respond collectively to this moment together.

Theater Department JKB Facility Use Policies and Procedures Fall 2020

The following are general procedures regarding the safe use of the JKB building:

- Use of the JKB theater building shall be limited to students of the Theater Department who are registered for classes in the department this term or who have a scheduled meeting with a faculty member of the department. There are to be no guests, visitors or other public access to the building.
- Face masks and 6' spacing are required at all times in the building.
- Students should plan to arrive for in-person classes scheduled in the building shortly (5 minutes) before the class is scheduled to begin and depart the building promptly (within 5 minutes) after the class has concluded.

- In-person class sessions in the JKB, Design Studio, and Rehearsal Studios A&B will take place with assigned seating/spacing. In the Design Studio and the JKB, available seats will be labeled and students will be assigned to specific seats for the semester. In the Rehearsal Studios a spacing grid will be marked on the floors/walls to assist with maintaining safe distance during class exercises.
- Everyone using a classroom or studio in the JKB should use the cleansing wipes provided in each room to wipe down the surfaces that they have come into contact with before leaving the room.
- The JKB will have a one-way traffic pattern through the building which will be clearly indicated by signage throughout the building. The entrance will be the double doors by the elevator and the primary exit will be the doors near the box office.
- There is to be no congregating in the communal spaces of the JKB building, including the Lobby, Butner Room, Green Room, or Management Office.
- Each room in the JKB will have clear signage indicating maximum capacity for that space. Under no condition should that capacity be exceeded at any time.
- Faculty/staff will use the shared space calendar to document when and where they will be in the building to allow for minimal traffic in the various building areas.

The Design Studio and Rehearsal Studios A & B may be available outside of regular class meetings for students to work on theater department class/lab work. The JKB and the Black Box will not be available outside of regular class and lab meetings. When using the studio spaces outside of the regular class meetings the following also apply:

- Use of the studio spaces must be arranged with a faculty member prior to arriving at the space.
- Use of the studios will be limited to students registered for theater department classes working on class projects.
- Students using a studio space must sign-in and out at the logbook for that room to provide information for contact tracing as necessary.
- In the Rehearsal Studios 10' spacing required (in addition to masks) for all movement and vocal work
- In the Design Studio students should remain at a workstation throughout their time in the studio

These policies are in place to emphasize the value of a mutually respectful and cooperative community, and to provide guidance as to how we may all safely use our facility. In the interest of maintaining the health and safety of all the members of our community; faculty, staff and students are expected to abide by these policies for the use of the JKB building at **ALL TIMES**. Infractions will not be tolerated and will result in a significant reduction in your grade for the class and/or the loss of the privilege of the use of the facility.

We will continue to monitor conditions on campus and within our theater community and will make updates and adjustments to these protocols and policies as necessary or warranted.

Theater Department Code of Conduct Fall 2020

All students who will be attending classes in-person in the JKB facility must review the policies and procedures for the safe use of the building and this code of conduct and sign it before being allowed to use the JKB facility.

PROTECT SELF:

I agree to conduct daily self-assessments and monitor for COVID-19 symptoms prior to arriving at the JKB building each day. I further agree to refrain from attending in-person classes, rehearsals, and to refrain from the use of the space if I exhibit any of the symptoms of COVID-19 including: Fever of 100.4 F (38 C) or above or possible fever like symptoms including alternating chills/sweats, Dry cough, Difficulty breathing, Muscle aches and pain, Sore throat, Loss of smell or taste, or Nausea vomiting or diarrhea. I also agree to comply with the personal safety measures of mask wearing and regular hand washing/sanitizing to minimize potential risk of exposure to myself and others while in the JKB. I will seek support as needed for my mental health and well-being and be mindful of the mental health needs of others.

PROTECT OTHERS:

I agree to abide by the policies and procedures outlined in this document above, and all of the posted policies throughout the JKB facility including in each classroom and studio. I further agree to observing these guidelines at all times while working on class projects in the JKB facility or in a site-specific environment. I also agree to self-quarantine for 14 days if I have a documented exposure to COVID-19. I will be positive, attentive, and helpful to all members of the JKB community and follow the instructions of the faculty and staff of the department with respect to all safety measures.

I understand that should I fail to adhere to the JKB facility use Policy and Procedures or the JKB code of Conduct that I will be subject to consequences that include: loss of the privilege of the use of the JKB facility, reduction of class grade, or in extreme cases referral to the Dean of Students for further discipline.

Student Signature

Date