

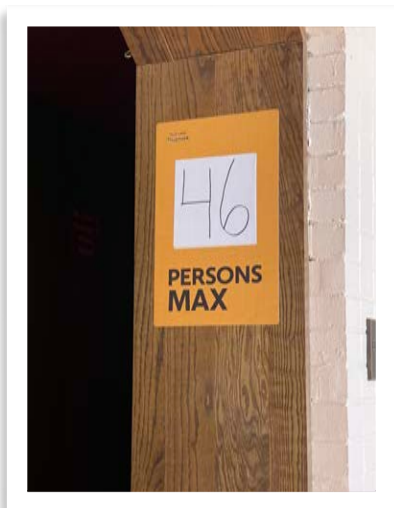
## Theater Safety Guidelines and Covid19 Safety protocols.

Welcome. We are so excited to have you back on campus and look forward to a safe, creative and rewarding semester. The entire St. Olaf College community has been tirelessly working around the clock to insure the safety of every student, faculty, staff, administrator and approved guests on our campus. Strict adherence to the [College Safety Plan](#), the [Theater Department Safety Plan](#) as well as ongoing testing and tracing all help to keep us safe.

To help keep us safe and on campus so we can create and collaborate, we must all diligently do our part...

- Face masks must be worn at all times except inside private offices or dorm rooms.
- Maintain proper social distancing at all times. A safe minimum distance is 6' from anyone that you do not live with.
- Every student, faculty and staff will follow all set forward [Community Standards](#) and adhere to the [Community Pledge](#).
- REMEMBER-The community pledge applies to both on-campus and off-campus.

### Maximum occupancy and traffic flow...



- Max Occupancy postings must be strictly adhered to.

**Kelsey Theater**-Max occupancy for the house 46 in standard seating configuration. Max occupancy of Kelsey Stage is 32.

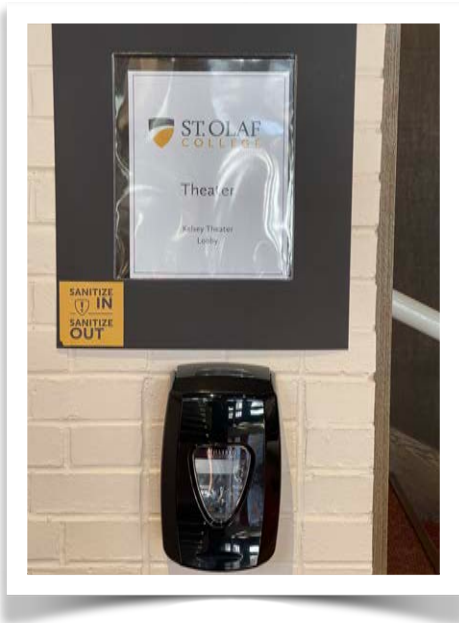
**Haugen Theater**-Max occupancy Standing Room Only 32.

**Green Room**-Max occupancy 16.

All other spaces strictly follow posted maximum occupancy numbers.

- Follow all posted traffic flow markers.
- Avoid congregating and socializing in hallways, stairways, classroom and theater spaces.





## Hand washing and sanitizing...

- Sanitize in and sanitize out whenever you leave/enter a classroom, theater space, or shop area.
- Classrooms, labs and shops are equipped with wipes that are safe for use on electronics (computers, lighting consoles, etcetera) and those should be used before and after each use to wipe down keyboards and high touch surfaces.
- The production shops are equipped with hand sanitizer wipes and spray alcohol solutions to wipe down tools and equipment.
- **DO NOT SPRAY ELECTRONICS, TOOLS or EQUIPMENT** directly with sanitizing solutions. Spray on provided cloths and wipe equipment down prior to and after each use or before sharing with others.
- Follow the official guidelines for [Cleaning and Disinfecting Surfaces](#).

## Use of space in the building...

- Mask must be worn at all times during classes, labs, shop/work-study, and rehearsals.
- Socially distance a minimum of 6' at all times.
- Only during performance conditions and while maintaining social distance can you replace your face mask with approved clear face shields.
- Costume pieces and props cannot be shared without proper disinfecting and sanitizing (see official guidelines above).
- No shared water bottles, dishes, food/food props, etcetera.
- Space use is prioritized as follows...
  - Theater classroom/course needs.
  - Department production needs.
  - Faculty/Staff/Theater major needs.
  - College wide need.
  - Student Orgs and Groups.
  - Outside Organizations.
- DO NOT assume that spaces are not being used if they are vacant. Due to production, our spaces are not on the general space use plan. If you want to use a space, check in with Jeanne Hatle in the Theater Office first.
- Under no circumstances should props, scenery, lighting, sound, media, furniture, etcetera EVER be used for any purpose other than what it was originally intended for.
- DO NOT move or alter any space's resources (other than moving desks and chairs) without the prior permission of the Department Chair or Technical Director.
- DO NOT remove any furniture from the Green Room or use said furniture in any production or project.
- Always restore the space to how you found it after your use.
- DO NOT use ladders or scaffolding at anytime without the prior permission of the Technical Director.
- If staging dictates situations where proper social distancing cannot be adhered to, DO NOT continue without prior discussion with professors or faculty/staff associated with the project.
- Dancing and highly physical activities should be avoided if possible without prior discussion with professors or faculty/staff associated with the project.
- NO playing of musical instruments that require the use of breath (i.e., brass, woodwinds, etcetera).
- NO explosive speaking, or singing without prior discussion with professors or faculty/staff associated with the project.
- Spectators must be separated from performers by a minimum of 12' at all times.

*“Spectators must be separated at all times from performers by at least 12 feet. All venue-specific guidance relating to spectators or audience members must be followed, including applicable capacity limits. Venue-specific guidance can be found on [Stay Safe Minnesota](#)”*

*“Singing and instrumental music produced by woodwind or brass instruments are thought to be higher-risk activities for COVID-19 spread due to the aggressive expelling of respiratory droplets. This can result in aerosols that can hang in the air for hours.”*

Refer to the following [MN State guidelines for performances](#).

We want to keep us all safe and health while returning to as close to a traditional model of classes, rehearsals, production and performance as possible. Only by following these guidelines can we do that. Research on Covid19 is constantly changing. As we learn more or if conditions dictate, additional guidelines or edits may be forthcoming.