

FALL 2020 REOPENING

Below are policies and procedures as they pertain to specific MTD activities for the Fall 2020 semester. At all times during the semester, faculty are empowered to make instructional and RSCAD decision based on their own or a household member's health and concern of the health of our students, which may vary depending upon their specific kind of instruction. Below are the recommended COVID capacities of MTD facilities for both lecture/seminars and performing arts activities. These numbers are based on an assumed social distancing of six feet "nose to nose." The validity of the "performing arts activities" numbers should be nuanced further depending upon the precise activity (i.e., playing a string versus wind instrument) and the professional judgment of faculty reviewing available research.

Nichols Room	COVID Capacity For Lecture Activities (excludes Instructor)	COVID Capacity for Performing Arts activities (excludes Instructor)
7	23	17
8	16	12
9	5(17)	-2 (12)
17	17	12
22	9	6
24	7	5
26	15	11
122	8	8
127	11	11
133	26	19

West Stadium Room	COVID Capacity For Lecture Activities (excludes Instructor)	COVID Capacity for Performing Arts activities (excludes Instructor)
101	15	15
106	10	10
108	5	4
117	20	20

McCain Room	COVID Capacity For Lecture Activities (excludes Instructor)	COVID Capacity for Performing Arts activities (excludes Instructor)
020A	0*	0*
101	2	2
104A	13	13
105	18	13
135	0*	0*
200	50	50
201	20	20
204	21	21
216	8	8
324	0*	0*
325	0*	0*

*These spaces will be offline to begin the Fall 2020 semester but should be brought back online during the semester.

136 & 137 practice rooms should be limited to no more than 3 persons per wing at any given time.

With the exception of 134 & 228 all faculty studios have been approved to have a performing arts activities capacity of 2, if at least 6' of social distancing can be maintained (see performing arts activities below for social distancing recommendations).

Performances. Performances, regardless of the venue, will follow these guidelines for the Fall 2020 semester:

1. Performance date and venue requests should be done electronically at https://kstate.qualtrics.com/jfe/form/SV_3yBe99mulSAXWct. Faculty and students should use this mechanism for all room requests rather than come to the office in person.
2. Performance attendance is limited to the COVID capacity for each venue, but no more than 50 persons, including performers who are on stage or in the room at any given time.
3. Performance is limited to 30 minutes. Faculty should work with students completing senior recitals to revise typical recital lengths or consider having students complete two 30-minute recitals to complete degree requirements.
4. All performers, should be maintain at least six feet of social distancing, directly face the audience and wear a mask and/or have a bell cover.
5. A note will be made on the MTD online calendar that all performances are limited to 50 audience members, including performers, so patrons are encouraged to arrive early.
6. The performer(s) and/or faculty member is responsible for providing at least one usher to ensure that audience members are socially distanced. MTD will provide on its website an "Usher Guide" that performers should give to their usher(s). Audience members, who identify as living together to the usher, will be allowed to sit together.
7. The usher(s) is also responsible for limiting the attendance to 50, including performers, and will be charged with not admitting performers once the maximum capacity is

reached. Closing the venue door and/or posting pre-made signs will help communicate this information.

8. An MTD faculty or staff member is charged with the following:
 - a. Unlocking door and locking at the end of the performance. Specific care must be taken to not allow anyone in the venue after the performance.
 - b. Use of any technical equipment, such as lights and sound. Faculty who have classes or whose students are performing in McCain Auditorium will need to complete a walk through of the space with Kyle McGuffin that includes use of McCain technical equipment.
9. In McCain, all performers and audience members must adhere to the MTD transit map when entering and exiting McCain Auditorium. At no time should anyone attempt to enter the McCain lobby. Restrooms adjacent to the stage will remain locked.
10. For divisional and showcase recitals that occur on some T/Th at 11:30, chairs will be designated in the house with a marker for students to sit. MTD personnel will follow classroom cleaning protocols to disinfect those seats after the recital. Classes will not be able to be held in the 12:30 hour on the stage following a divisional or showcase recital.
11. Faculty, performer(s), usher(s) are responsible for disinfecting seats, following classroom cleaning protocols, at the end of an evening performance.
12. Paper programs and/or program notes will not be distributed in hard copy. Performers are encouraged to provide an electronic program that is displayed on a projector or by communicating a link to audience members at the beginning of the performance.
13. The performer(s) and/or faculty member may reserve seats for individuals, such as family members or students in the studio/class, by creating an electronic "ticket" that is emailed to the individual, using the ticket template in Appendix A of this document. This ticket will be shown via a mobile device (or hard copy if printed by the audience member) to the usher to guarantee admission to the recital. The performer(s) and/or faculty member is responsible for communicating to the usher(s) the number of tickets distributed so that he or she can limit the attendance to 50.
14. If possible depending upon the venue and availability of personnel and equipment, performances will be livestreamed through the MTD Facebook page. Students, GTA's or others, will be included in the capacity number.
15. Divisional and showcase recital attendance will be limited to performers, their teachers, and students from those studios whose student(s) are performing. Division chairs are responsible for monitoring the attendance for divisional recitals and Dr. Gartner will monitor attendance for showcase recitals. They should communicate this information to Sharyn Worcester. Divisional and showcase recitals will be livestreamed through Zoom. Sharyn Worcester will provide a link to a Qualtrics survey in the Zoom chat, which will be the means that students will mark their attendance.

Performing Arts Activities (not including applied music lessons). Performing arts activities are defined as those activities associated with making music (singing, playing an instrument), acting, and dancing (as opposed to a lecture or seminar that does not contain these activities). Depending upon the type of performing arts activities, classes or rehearsals should follow the following guidelines:

- Voice, theatre, and wind playing activities should be limited to 30 minutes in one space. If a class session or rehearsal is greater than 30 minutes, faculty may consider reserving a second space to move the class. Time should also be reserved for cleaning of the space before and after use, as applicable to the space.
- Strings, percussion, and keyboard activities should be limited to 60 minutes in one space. If a class session or rehearsal is greater than 60 minutes, faculty may consider reserving a second space to move the class. Time should also be reserved for cleaning of the space before and after use, as applicable to the space.
 - Faculty should refer to “COVID-19 Cleaning and Disinfecting Guidance” document enclosed with this document for classroom cleaning procedures. Classes occurring on the McCain Auditorium Stage will use provided sprayers and mops. It is advised that faculty and students involved in cleaning should wear gloves that will be provided.
- Dance activities should follow these guidelines:
 - Dance class periods should be limited to 60 minutes. Faculty should consider additional contact time through alternative assignments.
 - Although research continues to be conducted, faculty should consider limiting high-intensity activities to 30 minutes at the end of the 60-minute period.
 - Dancers should remain in their 12 x 12 boxes in a ‘brick’ or staggered formation so that no one is directly behind another.
 - Dancers should all face the same direction.
 - Traveling across the floor should be limited or eliminated. If traveling across the floor, groups should line up side by side maintaining 12 ft. distance. Subsequent groups should finish the exercise and cease dancing before the next group begins.
 - No activities that require direct or indirect contact including: partnering, tactile cueing, floorwork, or touching of the same equipment
 - Floor must be sprayed, solution dwell time allowed, and mopped by the instructor after each class. Mops heads must be laundered.
 - Students should bring as few personal belongings as possible into the classroom. These should be placed at least 12 ft apart. Outside shoes should be placed on the shoe racks and must not make contact with the dance floor.
- It is recommended that instructors use some form of voice application, if feasible, especially for faculty who dance or perform other vigorous activities during class.
- Social distancing of at least six feet, but as many as twelve feet for some activities.
 - Trombone: 9 feet
 - Voice & Dance: 12 feet
 - All other performing arts activities: 6 feet
- Following performing arts activities, the space should have 45 minutes of “refresh” time.
- All participants should wear a mask and use a bell cover, if applicable.

- Instructor is encouraged to use some kind of sound reinforcement so that he or she does not have to speak above elevated levels and students should converse as little as possible.

Classrooms. Students should not eat or drink in any MTD classroom, studio or practice room; however, many of our activities necessitate the need for students to drink water during class. Students drinking water should use a water-bottle with a straw that can be inserted underneath a mask. Additionally, students should face away from other students when drinking, such as toward a wall to help minimize any potential aerosols that might get into the air.

Applied Music Lessons. Faculty should consider some of the options below when conducting applied music lessons. If university, local, state, and/or national guidelines change, faculty should feel free to move to other options as he or she see fit. Faculty should consider the amount of social distancing needed for the instrument type in comparison to the size and layout of the faculty member's studio.

Remote Lessons. Remote lessons can be done in a variety of ways.

On-Campus. In setting up remote lessons, faculty should consider whether he or she will be in his or her studio or at home to conduct the lessons. This will help determine where the student will be during the lesson.

Faculty Studio. A faculty member may decide to allow their office to be used by their students for Zoom lessons. Individual office keys cannot be issued to students, so it is recommended that a lock box be set up (such as those used by realtors) where a student is given the code to access the spare key, unlock the door, and return the spare key back in the lock box immediately to prevent the spare key being lost. *Students should not come to the office to be let into a faculty member's office or for a key to that office.* If a faculty member would like MTD to purchase a lock box, the faculty member should complete a faculty-funding request. It is recommended that faculty should secure personal and university-owned equipment and materials in a locked drawer or cabinet. If the faculty member is not able to do this in his or her studio, he or she should consult with the MTD office or bring that equipment or materials home. All lessons in the faculty studio need to have 45 minutes of "refresh" time after a lesson. This can be done either as an hour lesson with 45 minutes of "refresh" before the next lesson or two 30-minutes lessons during week or one 30-minute lesson in the studio with the student moving to another MTD space for the second 30-minute time span.

McCain Practice Room. Teachers should reserve one or two spaces per lesson if the student needs to participate in a Zoom lesson in a MTD facility outside of the faculty-member's studio. Practice rooms are limited to 30 minutes of activity, followed by 45 minutes of "refresh" time.

Faculty may reserve a second space as necessary for students completing hour lessons either immediately following the initial 30 minutes or at some other time during the week.

Off-Campus. If the student is participating in a remote lesson off-campus (i.e, in an apartment or home), the lesson is not limited to 30 minutes.

Face-to-Face. Face-to-face lessons for any vigorous musical activity should be limited to 30 minutes in a space, followed by at 45 minutes of “refresh” time. Faculty may opt to complete an hour lesson by reserving a second space.

Community School for the Performing Arts (CSPA) Lessons. CSPA lessons will occur in the following modalities:

Strings and Keyboard. Teachers and students can choose either remote or in-person instruction. If in-person instruction is chosen, lessons are limited to 30 minutes in a space. If applicable, the lesson can be moved to a second space for the remainder of the lesson time. Masks should be worn at all times with at least six feet of social distancing. Any activity that occurs in a space should be followed by 45 minutes of “refresh” time in that space.

Voice and Wind. These lessons will occur remotely. If necessary, a teacher may schedule a teaching space with Cindy Friedrich and will not be limited to 30 minutes in that space unless the teacher does a significant amount of singing or playing a wind instrument. In that case, the “30 minutes on, 45 minutes refresh” guidelines should be followed.

Practice Rooms. Practice rooms are available for students for individual practice and to participate in remote lessons using Wi-Fi. A schedule of spaces are available on the MTD website. Faculty should reserve a practice room for the students in their studio, if applicable and students should reserve practice rooms for their individual practice. After looking at the online schedule of spaces, faculty and students should email Cindy Friedrich to reserve a space in this order:

1. 1st week of classes faculty reserve spaces for their studio and GTA’s reserve “office” space in McCain 127.
2. 2nd week of classes: Graduate students and junior/senior undergraduate students reserve practice spaces.
3. 3rd week of classes: All MTD majors and minors, and non-majors enrolled in applied lessons reserve practice spaces.

Students will be limited in their practice time to 30 minutes and the room will require a “refresh” period of 45 minutes following usage before another student can use the space.

Most spaces in McCain will be unlocked from 7am-10pm. Students using these spaces should leave the door open after their use to allow for maximum air exchange.

Appendix A. Admission Ticket

This ticket should be shown to the venue usher for admission to the _____
(*Performance Name*) on _____ (*Date*).