Student Expectations and Guidelines*

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Please also refer to Return of Pirate Nation https://returnofpiratenation.ecu.edu/ for additional information and updated campus wide policies.

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*This document is subject to change as public health guidance from federal, state, UNC System and local experts continues to evolve.
ECU School of Theatre and Dance
COVID Pirate Preamble

The following operational guidelines were developed by ECU’s School of Theatre and Dance COVID Task Force as an effort to create a safe environment that allows for the most authentic learning experience possible. The following guidelines were established by considering the latest research and best practices from professional organizations and in keeping with standards set forth for the entire university community at ECU. Though these guidelines may take adjustment of actions and attitude, it is important for all students, staff, and faculty to understand the importance of such guidelines and to adhere to them on a daily basis.

Our hope is that by following these guidelines strictly and to the best of our ability, faculty, staff and students will be able to engage in a safe learning environment and to have the best learning experience possible.

As university members we have a critical role in adhering to these guidelines in order to protect one another. As a school body, we encourage you to take and honor this pledge throughout the coming school year to keep our university and surrounding community safe.

School of Theatre and Dance Pirate Pledge

I pledge to do my part to keep our school and community safe as I return to Greenville, NC and East Carolina University Campus.

I understand that I am pivotal in the fight against COVID-19 and commit to taking the actions outlined here for the safety of myself and others. I understand that I must be an accountable member of the School of Theatre and Dance Pirate community, and I pledge to do this for others.

I pledge to support the School of Theatre and Dance by:

- Following all public health guidelines and guidelines set forth by ECU.
- Taking responsibility by avoiding high traffic situations on and off campus.
- Following rigorous hand washing and sanitation while on campus and at home.
- Strictly following guidelines specific to SoTD related activities outlined in this guide.
- Modifying my actions and being an encouragement to others to adhere to health guidelines and recommendations over time.

By taking this pledge, I promise to do all I can to be aware, responsible, and accountable as a member of the ECU School of Theatre and Dance Community. I pledge to do this for myself, but most importantly for others in preventing the spread of COVID-19.

*adapted from ECU’s SOM COVID-19 Preamble
*adapted from University of South Carolina’s COVID-19 pledge
PERSONAL PROTECTIVE EQUIPMENT (PPE):

Student health - https://studenthealth.ecu.edu/

The recommended PPE (Personal Protective Equipment) for SoTD classes are to be purchased by the student and not to be shared. These items are outlined below and include masks, hand sanitizer, disinfectant wipes, cleaning products and personal water bottle.

PPE Student Requirements Fall 2020 (provided by Student)

*please note all visitors must comply with all ECU and SoTD policies as they apply to PPE usage

1. **Face masks** - Cloth and disposable (must be properly fitted to each individual).

   All students are required to comply with the University Regulation on Face Coverings, including the wearing of face coverings in classrooms, lecture halls, and any other instructional areas and campus locations. Students with disabilities and medical conditions, as documented with the Department for Disability Support Services, may seek alternate accommodations. For additional information please consult the Office of Students Rights and Responsibilities Website.

7. **Compliance and Enforcement**
   (from University Regulation on Face Coverings parts 7.1 and 7.2)

   7.1 Compliance with this Regulation is mandatory. The wearing of a Face Covering as required by this Regulation is not subject to individual employee or student discretion. For students, compliance with this Regulation is a condition of continued enrollment. Failure to comply with this policy may result in administrative action, including, but not limited to, disciplinary action under the Student Code of Conduct, restriction on access to, or use of, University facilities, removal from University housing, disenrollment from one or more in-person courses, transition to remote-only instruction and/or other interventions necessary to effect compliance and protect the well-being of the campus community. For employees, compliance with this Regulation is a condition of continued employment. In the case of willful failure to comply with the provisions of this policy and/or repeated violations, the University may pursue additional disciplinary actions in accordance with applicable University policies.

   7.2 If an individual refuses to wear a Face Covering where required by this Regulation, and if that individual enters or refuses to leave the premises, law enforcement personnel may enforce North Carolina trespassing laws and any other laws that individual may violate.

- No student will be allowed into the classroom without a face covering or mask worn properly over both the mouth and nose. You must wear a face covering properly the entire time you are in class.
- Cloth Face Covering - It is recommended that students have a week’s supply (or 5 masks to alternate on a daily basis) of homemade or commercially manufactured face coverings that
are washable and help contain wearer’s respiratory emissions. Cloth face coverings must only be worn for one day at a time and must be properly laundered between each use.

- Disposable Mask - It is recommended that students keep a stock for personal supply and carry 1 disposable mask with them at all times. Disposable masks are commercially manufactured masks that help contain the wearer's respiratory emissions. Disposable masks may only be worn for one day and then must be properly discarded.

- If for any reason you do not have access to a face covering, each SoTD Faculty/Staff will have a small supply of masks for students who forget their mask. Students may also obtain masks from Dowdy Student Store, Pirate Pantry, or another provider of masks.

- Disposable masks may only be worn for one day and then must be properly discarded. Cloth face coverings must only be worn for one day at a time and must be properly laundered between each use. Having a week’s supply of cloth face coverings is recommended and can help reduce the need for daily laundering.

- Do not wear makeup below the eyes when using a face mask and never touch the inside (the clean side) of the mask.

- For more information on masks refer to: https://returnofpiratenation.ecu.edu/protecting-our-pirates/

2. **Hand Sanitizer** – containing at least 70% alcohol

- Students should carry a personal supply of hand sanitizer with them at all times while on campus.

- Wash hands often. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 70% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

3. **Disinfectant/cleaning products** – Students should provide a personal supply of antibacterial wipes and/or spray bottle for cleaning personal areas and equipment. Cleaning supplies will be provided for classroom/studio spaces.

- Clean your desk surface with disinfectant when you arrive and before you leave class.

- Be prepared to sanitize high-touch surfaces in classrooms such as chairs, desks, doorknobs, ballet barres.

- Disinfect all course materials and equipment before and after use including props, costumes, equipment, phones or other devices used for music etc.

- When using public restrooms wipe down door knobs, faucets and other high touch areas before and after use.

- For additional information please consult the [ECU’s Cleaning and Disinfecting Hand-out](https://returnofpiratenation.ecu.edu/protecting-our-pirates/).

4. **Keep personal belongings separate**

- Please check in with individual instructors about where to place your bags, backpacks and personal belongings during class.

- Follow best safe practice guidelines such as disinfecting and cleaning personal items and equipment including yoga materials, personal warm up clothing items, juggling balls and any items used in class.
● Water fountains will not be accessible, so please bring your own water supply to classes (recommended students bring personal water bottle(s) with enough water to last for the duration of all your classes). Refilling stations will be available in the electric shop and studio theatre.
● Do not share water bottles and take them with you after every class.

5. Self-Check
● Required daily - refer to the Testing/tracking/reporting part of this document
  Please see the ECU information on CoVid-19
  https://news.ecu.edu/coronavirus-updates/

6. Flu shots
● It is highly recommended that students get a flu shot as deemed appropriate by their medical care provider.

7. Special Accommodations
● Students who are at greater risk of more serious illness with COVID-19 may be afforded additional accommodations.
● Contact your healthcare provider for recommendations and to acquire documentation of your high risk.
● Contact Disability Support Services here to discuss possible additional accommodations to reduce your risk of exposure.

Student health and Insurance information - https://studenthealth.ecu.edu/ and https://returnofpiratenation.ecu.edu/students/

FACILITIES:
The guidelines below are meant to cover all spaces in the SOTD buildings including classrooms, rehearsal studios, conference rooms, theatre spaces, and common areas.

● Masks/face coverings are required to be worn in all SOTD spaces. Students are expected to have a face covering with them at all times. (Please refer to the PPE Guidelines for more specifics.)
● General Social distancing (6 feet) should be maintained while in the building. Individual spaces will be marked with capacity signs and safety designations that students must follow at all times.
● For acting classes: Social distancing (6 feet) should be maintained. Individual spaces will be marked with capacity signs and safety designations that students must follow at all times.
● For lecture classes: Social distancing (3 feet) should be maintained. Individual spaces will be marked with capacity signs and safety designations that students must follow at all times.
● For Dance classes: Social distancing (10 feet) should be maintained. Individual spaces will be marked with capacity signs and safety designations that students must follow at all times.
• All entrances and exits to the buildings, individual spaces, stairwells, and hallways will be clearly marked with directional signs to maintain traffic flow in one direction. Please follow all signage that is posted. Directional maps are included at the end of this document.

• The following rehearsal spaces will be available for students to reserve from 8am-10pm (meaning you cannot get in the building before 8am and you must be walking out of the building at 10pm), seven days a week. Students will be allowed to reserve spaces, when not being used for class or departmental activities, for course project rehearsals and department-approved rehearsals. At this time only Messick 114, 115, 116, 202C, 205, 206, 218 and Studio Theatre may be reserved for student rehearsals based on availability. Any student organization wanting to do a project must get permission from their faculty sponsor. Reminder: Any student organizational meeting must be held virtually.
  ○ Preferential scheduling of 115 and 218 will be for musical theatre majors.
  ○ Preferential scheduling of 114, 116 and Studio Theatre will be for dance majors.
  ○ Preferential scheduling of 202C, 205 and 206 will be for BA, and BFA, Professional Acting Theatre for Youth, and BFA, Theatre Education.
  ○ To reserve a space, email a request to Jeni Parker at parkerje@ecu.edu. The request should include the student name, the desired space, rehearsal time, and brief description of why you need the space. All students must reserve a space before using it. If the space is not reserved, students cannot be in it.

• Students are responsible for cleaning spaces before and after they use them. Please see the Facilities Cleaning section in this document for more details.

• All common/gathering areas (hallways, Greenroom, dressing rooms/changing areas, etc.) must be kept clear at all times. There can be no loitering in these areas.

• There is to be no food or eating in rehearsal spaces, classrooms, or common areas.

• All beverages brought into the building must be able to close and seal. (A Starbucks cup with a straw would not be allowed but a water bottle with a lid would be.)

• Only water fountains equipped with the hands-free bottle filling feature will be usable. This includes the water fountain outside the Studio Theatre and the water fountain in the electric shop. All others will be covered in plastic to prevent use which could promote the spread of the virus.

• All personal items should be kept to a minimum. Please only bring those items that are essential for classwork. Items must all be able to fit in your bag and remain there when not being used in class. There will be designated areas in each space for you to put your bag. Please only put it down in those areas. Any items left in a space will be discarded immediately.

Anyone not adhering to the guidelines will result in spaces not being available to any students outside of class. Let’s work together to keep everyone safe and healthy.
FACILITIES CLEANING:

Please refer to this link for further information from the CDC regarding cleaning of public spaces in schools.

From the Center for Disease Controls Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes:

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open…

Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.

Disinfection can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.

List of personal supplies for students:

- Face Masks (washable) - enough for every day of the week (class and rehearsal)
- Hand Sanitizer
- Plastic grocery bags to put street shoes/umbrellas in (dance spaces)
- 7 pairs of socks for modern and jazz dance classes - if applicable (no holes)
- Long sleeve shirts for class (dance classes)
- Long tight-fitting pants/leggings (dance classes)

General guidelines for all spaces:

- Students provide their own PPE as listed previously in this document.
- Cleaning supplies for classroom spaces are provided.
- All frequently touched surfaces should be cleaned after each class. This includes light switches, door knobs, furniture, countertops, smart equipment, etc.
- Seats and/or locations will be assigned and should be maintained through the semester. Do not switch places with anyone else for any reason.
- Students must adhere to posted traffic patterns and entrances/exits as assigned based on “seating” chart
- Students may not hang-out or congregate outside of classrooms/buildings unless in a designated area with social distancing maintained.
- While waiting for class, students should have on a mask and appropriate class attire (including socks for dance) before entering. The only thing that should come off once inside is shoes and coat as applicable.
- Students will be assigned cleaning duties for each class- supervised by Faculty.
• Lecture, design, acting, and dance classes may all need to be cleaned differently. Follow posted instructions and Faculty guidance on cleaning as it pertains to each space.
• Immediately put the used paper towel or disinfectant hand wipe in the trash and wash your hands as the CDC recommends. Do not use reusable towels or cloths which could spread germs to you or the next student and do not reuse disposable wipes.
• Bookbag/personal item storage will be marked in each classroom space. Use only the area you are assigned to and clean it after class.
• Clean your personal items regularly - computer keyboard, cell phone, etc. are frequently used personal items that require consistent cleaning to help stop the spread of germs.
• Students should wash their hands before and after class.
• Other cleaning tasks may become necessary and will be assigned as deemed necessary.

Classes in McGinnis/114/115/116/Studio Theatre and Christenbury Gym:
At the beginning AND end of class:
• Door handles/knobs will be cleaned/sprayed with cleaning supplies (alcohol or lysol).
• Smart equipment (button panel, pull down shelf, remotes, etc.) will be wiped down.
• Ballet barres will be wiped down with provided cleaning supplies - each student will clean their own assigned area based on the “seating” chart

At the end of class:
• The floor will be mopped with alcohol.

Classes in Messick 110, 201, 202C, 205, 206, 211, 215 and 218:
At the beginning AND end of class:
• Students will wipe down their area - based on the “seating” chart - this includes desks, chairs, blocks, tables, music stands, and any other items used. Each student will clean the items they used during class.
• Door handles/knobs will be cleaned/sprayed with cleaning supplies (alcohol or lysol).
• Smart equipment (podium, button panel, pull down shelf, remotes, etc.) will be wiped down.

Voice lessons in 211 and 215:
At the beginning AND end of lesson:
• Students will clean the music stand and any other items belonging to the classroom that they used.
• Door handles/knobs will be cleaned/sprayed with cleaning supplies (alcohol or lysol).
• Voice lessons last 30 minutes and there will be a 30-minute cleaning time following each lesson to allow the student to clean the area and for the air to settle prior to the next class or lesson in the space.

Studio theatre dressing rooms
• Students should be mindful of these spaces and use common sense when utilizing them. If you use the space to change, clean up after yourself.
• It is more important than ever that personal items are not left in these spaces. Take your items with you.
• Use cleaning supplies to clean door knobs, light switches, furniture, etc. after each use.
Messick 104 - computer lab:
- Students are not permitted to gather in the computer lab between classes unless actively completing homework or using a computer in the lab.
- No eating or drinking is permitted in the computer lab for any reason. This includes at the desks as well as each lab computer.
- Prior to leaving the lab, use the provided cleaning supplies to clean your area, computer keyboard, desk, chair, etc.

McGinnis green room:
- No eating or drinking is permitted in the green room.
- Social distancing is required. Furniture will be blocked off accordingly.
- If the soda machine is used, please wipe off the buttons/panel after use.
- The microwave is off limits in the Fall 2020 semester and will be removed from the green room prior to the semester.

Piano cleaning:
- Use alcohol-based disinfectants as provided in a spray bottle.
- Put the disinfectant on the paper towel and not the piano.
- Always follow up with a dry paper towel and never leave any liquids on the piano or keys.
- Keys - The keys are the most important part. Generally speaking, most disinfecting wipes or sprays should be safe to use on the keys.
- Under no circumstances should the piano keys be sprayed directly with cleaning liquid - this will damage the felt beneath the keys and render the instrument useless.
- Be Gentle - Cleaning pianos is a gentle process not a scrubbing process. Pressing hard or vigorous scrubbing may lead to scratching or removing the finish. Always proceed with caution and use common sense. Remember to wash your hands after you have thrown away the towels or wipes.

LIMITATIONS ON GATHERINGS:

1. Definition:
A Large Gathering is a group of more than 10 people. Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available online collaboration tools (e.g., Zoom, WebEx, Microsoft Teams, telephone). During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology to minimize face-to-face interactions.
On the rare occasion a face-to-face meeting is deemed essential among students called to be held on the premises of the Messick Theatre Arts Center (including front/side parking lots, breezeways, shops, studios and mainstage house/stage/lobby) such meetings must be called by or approved by a faculty member and Jayme Host, Director of the School of Theatre and Dance. Additionally, the meeting must be documented with Amanda Hudson and all in attendance must be recorded to assist tracing efforts.
2. **State Guidelines:**
In Phase 2, gatherings of more than 10 people in a single indoor space remain prohibited. In outdoor spaces, gatherings of more than 25 people are prohibited.

These mass gathering limits include parades, fairs, festivals, auditoriums, stadiums, arenas, conference rooms and meeting halls. The mass gathering limit does not apply to retail businesses, restaurants, personal care and grooming businesses, pools, child care, day camps and overnight camps.

3. **ECU Guidelines:**
Room capacity is being revised based on social distancing guidance. Classroom capacity is determined by a minimum of 3–6 feet of physical distancing where possible. Dance classroom capacity is determined by 6 - 10 feet of physical distancing where possible. Signs will be posted with the new occupancy limitations.

4. **School of Theatre and Dance Guidelines:**

A) **Classrooms:**
- Buildings will have clearly marked Entrances and Exits. Each floor of Messick and McGinnis will be one way, please look at the signs and walk in the right directions.
- All attendees *must* properly wear a mask before entering the building. If you are not wearing a mask you will not be allowed to enter the classroom.
- Classrooms will list the occupancy on the outside, which is less than 50% of the rooms total capacity.
- If Classrooms have two doors, one will be the entrance the other will be the exit.
- Classrooms will have assigned seating for contact tracking.
- Students will not be allowed to gather outside the classroom in the hallway before class. An area outside with appropriate social distancing will be marked off.
- Students are encouraged to come to class fully prepared for class, so that they will not leave class until it is over.
- Students and Professors will abide by the six foot social distancing rule.
- Violations of protocols will result in disciplinary action in accordance with ECU Return of Pirate Nation Guidelines.

B) **Rehearsals:**
- Rehearsals will be planned accordingly to limit the number of participants as possible.
- If not called for a rehearsal, do not attend rehearsal.
- Many rehearsals will have staggered times for the inclusion of performers, please arrive on time, and practice social distancing while waiting to enter the rehearsal space.
- All student rehearsals require a faculty supervisor and must follow all of the above guidelines, if found not following guidelines, student rehearsals/performances will be cancelled.
C) Other (i.e., Parties / Family Gatherings)
   - If students must attend a large gathering, practice social distancing, wear a mask, and wash your hands.
   - Students are encouraged to avoid large gatherings if at all possible.

IN CLASS/REHEARSAL EXPECTATIONS AND ETIQUETTE:

Students will be expected to adhere to all of the following while in SoTD classes and rehearsals:

1. **Face Masks** (refer to PPE section for information about acceptable face masks)
   - Face Masks should be worn at all times during class and must be worn correctly (it is unacceptable to have your nose protrude from the mask or to have it around your chin.) Students should also avoid touching their faces.
   - Students who show up to class without a face mask will not be able to participate. (There will be a limited number of disposable masks available in the office for emergencies, but please be responsible and bring your own.)
   - Face masks should not be shared with other individuals.
   - When removing or putting on a face mask, use the ties and avoid putting your hands on the face cover.
   - Wash your hands before and after removal.
   - Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week’s supply of cloth face coverings is recommended.
   - It is recommended that students opt for water bottles/containers that have straws to hydrate without removing their mask.

2. **Social Distancing**
   - Students should maintain a social distance of 6 feet (unless otherwise specified) and follow all spatial markings and guidelines for entering and exiting the classroom and building.
   - Follow all the distancing guidelines given by your instructor for each particular classroom.
   - All office hours this semester will be conducted virtually. Please request an appointment time with your instructor and they will send you a link to the virtual meeting space.
   - All student organization meetings (ECDA, ECTA, D&P Club, etc.) must be conducted virtually.

3. **Cleaning**
   - Students should use the provided cleaning supplies to clean their desk, yoga mat, ballet barre, chair, and any other learning space before and after class.
• It is recommended that students carry their own hand sanitizer (at least 70% alcohol) and use it often.
• Students should wash their hands with soap for 20 seconds before and after class.

4. **Personal Responsibility**
   • Do not come to class if you feel sick. Please refer to the Testing/Tracking/reporting section of this document for reporting and testing.

5. **Off campus classes for Education Interns**
   • All Theatre and Dance Education students should check with their University Supervisor regarding current placement information. Interns are required to follow SoTD, College of Education, and their placement school safety guidelines and procedures.

**TESTING/TRACKING/REPORTING:**

Please note that SoTD students must be diligent in maintaining their own health and safety by wearing masks on and off campus and refraining from activities that would put them at risk for contracting COVID-19. Please follow these steps for testing, tracing and reporting to prevent the spread of the virus.

• School of Theatre and Dance students are highly encouraged to have a COVID-19 test for active virus before arriving on campus.
• Regular daily health screening is required. Complete the daily health screening [here](#), using the CDC's COVID-19 symptoms list available on the ECU app.
• If you are experiencing symptoms, you should not report to class, rehearsal or work and should contact a health care provider. Your healthcare provider will determine if testing is necessary.
• If you experience symptoms and/or test positive you should contact your Instructors so contact tracking can occur.
• If self-quarantining is necessary please follow [these](#) guidelines.
• If you have been told to self-quarantine, have been exposed to COVID-19 or test positive for the virus complete the ECU self-reporting notification form found in PiratePort>COVID-19 Self-Reporting Form. Follow this [link](#) for further information about self-reporting.

**SoTD ATTENDANCE POLICY DURING COVID-19:**

• Students are expected to complete the daily health screening, using the CDC’s COVID-19 symptoms list available on the ECU app. If you are experiencing symptoms, you should not report to work or class and should contact your health care provider and your faculty.
• If you test positive for COVID-19, or if a health care provider tells you that you are
presumed positive, you should notify the university by completing the self-reporting form and NOT attend class.

- Despite the current pandemic, students are expected to assume responsibility for their education. Students are expected to complete all projects, assignments, tests, quizzes, and studio work. Students are expected to remain fully engaged in all class work and activities.
- There is a clear correlation between attendance/participation and your grades.
- Unless ill, symptomatic, or if a student has knowingly been exposed to a positively tested COVID-19 case, students should make every attempt to attend all scheduled meetings (online or face-to-face).
- Asymptomatic students at home in quarantine are expected to participate in asynchronous coursework, on-line coursework, or hybridized participation if such tools and formats are available.
- Students are expected to communicate promptly and clearly with faculty about any situation that would prevent attendance and participation in regularly scheduled class meetings (face-to-face or online).
- Students are expected to proactively work with their faculty to plan make-up work (faculty may not be able to accommodate all make-up work for missed assignment/deadlines—alternative make-up work may be provided at the discretion of the instructor).
- Missing class does not automatically result in extensions on assignments or exam due dates.
- If assignments, tests, or projects are missed due to reasons described above, it is the student’s responsibility to complete assigned makeup assignments outside of scheduled class time.
- You may at any time consult with your advisor or the instructor about whether to request an Incomplete (ECU Faculty Manual IV.VIII.E. Grade of Incomplete) or a Withdrawal (ECU’s Withdrawals Policies).
red arrows = exits

Messick - First Floor

blue arrows = entrances
red arrows = exits
Messick - Second Floor
blue arrows = entrances

Messick
Voice & Artic 218
History 215
Musical Thea 211
TV Studio 210
Theatre Class 205
Large Classroom 206
Meisner Room 201
Theatre for Youth 202C

McGinnis
Auditorium 205