

SCHOOL OF DRAMA COVID-19 PREVENTION PLAN – PHASE 2

ADDENDUM A – SITE SPECIFIC GUIDELINES

Date Submitted: August 26, 2020 Date Revised: October 19, 2020	Completed By: Ryan Gastelum, Tina Swenson
Name of COVID-19 Site-Supervisor: Ryan Gastelum, Tina Swenson	
Unit Name: School of Drama	Worksite Location(s): Hutchinson Hall (1302 – HUT) Glenn Hughes Penthouse Theatre (1209 – HPT) Floyd and Delores Jones Playhouse (1159 – PHT) Scene Shop (1019 – DSC)
If you see someone in a shared/common area not wearing a mask, ask them to put their mask on. If they do not comply, email Ryan Gastelum and Tina Swenson immediately.	
Change Log: <i>October 19, 2020</i> <ul style="list-style-type: none"> • Adds rooms in Hutchinson Hall that will regularly be occupied by students. Added rooms include: 172, 166, 174, 155, 150, 139. • Increases capacity of Jones Playhouse Mainstage. 	

Hutchinson Hall	
Main Office (101)	Email Martiza M. Ogarro or Tina M. Swenson for Admin Office business.

Stockroom (108)	Email Martiza M. Ogarro if you need supplies from the stockroom. She will set your supplies, labeled with your name on a table in the reception area.
Copy Room (123)	1-person limit. Wait in the hallway. Sanitize surfaces touched after use.
Conference Room (102)	Temporary break room: 1-person limit, 30 minutes max.
BA Lounge (116)	Closed for now.
Grad Lounge (157)	Closed for now.
Design Studio (172)	1-person limit, in use by grad student.
Office 174	1-person limit, in use by grad student.
Office 166	1-person limit, in use by grad student.
Room 155	1-person limit, in use by grad student.
Room 154	1-person limit, in use by grad student.
Costume Shop Dye Room (127)	1-person limit, sanitize surfaces touched after use.
Costume Shop Laundry Room (135B)	1-person limit, sanitize surfaces touched after use.
Costume Shop Fitting Room (137)	1-person limit, sanitize surfaces touched after use.

Costume Shop Fitting Room (139)	1-person limit, in use by grad student.
Restrooms	<p>Alternate stalls to maintain 6-foot distance. Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open. Best practices are still being developed by EH&S and may change.</p> <p>Restrooms with 2-stalls or less will be single occupant for now.</p>
Showers	All showers in Hutchinson hall is CLOSED until further notice.
Scene Shop	
Metal Work Room (110)	1-person limit, sanitize surfaces touched after use.
Rigging Storage (111B)	1-person limit, sanitize surfaces touched after use.
Tool Room (112)	1-person limit, sanitize surfaces touched after use.
Prop Work Area (217)	1-person limit, sanitize surfaces touched after use.
Open Work Area (111)	1-person limit, sanitize surfaces touched after use.
Prop Storage (201A)	1-person limit, sanitize surfaces touched after use.
Break Room (202)	1-person limit, 20 minute max. Sanitize surfaces touched after use.
Paint Shop (111)	1-person limit, sanitize surfaces touched after use.

Electrics Shop (115)	1-person limit, sanitize surfaces touched after use.
Scenic Paint Storage (121)	1-person limit, sanitize surfaces touched after use.
Lighting Lamp & Gel Storage (M101)	1-person limit, sanitize surfaces touched after use.
Penthouse	
Mainstage (102)	2-person limit, sanitize surfaces touched after use. This number includes work on the catwalks above the stage.
Lobbies (100J, 100K, 100N, 100P)	2-person limit, sanitize surfaces touched after use.
Booth (112)	1-person limit, sanitize surfaces touched after use.
Dressing Rooms (110 & 116)	2-person limit, sanitize surfaces touched after use.
Office (105B)	1-person limit, sanitize surfaces touched after use.
Prop Storage (109)	1-person limit, sanitize surfaces touched after use.
Lighting Equipment Storage (115)	1-person limit, sanitize surfaces touched after use.
Lighting Workroom (115B)	1-person limit, sanitize surfaces touched after use.
Concessions (105D)	Closed for now.

Ticket Booth (105A)	Closed for now.
Show Prop Storage (118)	1-person limit, sanitize surfaces touched after use.
Trap Room (020E)	2-person limit, sanitize surfaces touched after use.
Rehearsal Room (020K)	2-person limit, sanitize surfaces touched after use.
Prop Storage (020A)	1-person limit, sanitize surfaces touched after use.
Lamp Storage (020C)	1-person limit, sanitize surfaces touched after use.
Dimmer Room (020L)	1-person limit, sanitize surfaces touched after use.
Softgood Storage (020D)	1-person limit, sanitize surfaces touched after use.
Video Equipment Storage (020N)	1-person limit, sanitize surfaces touched after use.
Restrooms	<p>Alternate stalls to maintain 6-foot distance. Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open. Best practices are still being developed by EH&S and may change.</p> <p>Restrooms with 2-stalls or less will be single occupant for now.</p>
Showers	All showers in the Penthouse are CLOSED until further notice.
Playhouse	

Mainstage (150)	10-person limit, sanitize surfaces touched after use. This number includes work on the catwalks above the stage.
Loading Dock (118)	2-person limit, sanitize surfaces touched after use.
Lobby (100)	2-person limit, sanitize surfaces touched after use.
Greenroom (112)	2-person limit, sanitize surfaces touched after use.
Stage Manager Booth (M114)	1-person limit, sanitize surfaces touched after use.
Dressing Room (M110)	2-person limit, sanitize surfaces touched after use.
Mechanical Room (282)	1-person limit, sanitize surfaces touched after use.
Dimmer Room (281)	1-person limit, sanitize surfaces touched after use.
Lighting Storage Room (280)	1-person limit, sanitize surfaces touched after use.
Trap Room (010)	1-person limit, sanitize surfaces touched after use.
Restrooms	<p>Alternate stalls to maintain 6-foot distance. Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open. Best practices are still being developed by EH&S and may change.</p> <p>Restrooms with 2-stalls or less will be single occupant for now.</p>

Showers	All showers in the Playhouse are CLOSED until further notice.
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