Arts + Cultural Programming (ACP): The Alexander Kasser Theater’s COVID-19 Preparedness Strategy

In response to the Covid-19 pandemic, the ACP staff responsible for The Alexander Kasser Theater are reassessing the manner in which its mission, especially that of the PEAK Performances program, can continue to be carried out safely and effectively despite limitations imposed by the pandemic. ACP defines these limitations not only as those that will be imposed by state and local governments, but those it will self-impose through careful consideration of the safety and well-being of The Kasser Theater staff and guest artists, University staff, faculty, and students and guests, and patrons. As New Jersey’s staged reopening of various businesses begins to take shape, we acknowledge that procedures and practices and their appropriate timings will by necessity be “subject to change”.

Below, we have outlined the specific measures that will be taken to ensure the safety and well-being of everyone who enters The Kasser, a set of procedures that has been developed through research of the latest information available from experts in various fields. These procedures and codes of behavior will remain a working document and subject to change as information changes and research on the Coronavirus continues to expand.

The mission of the Office of Arts + Cultural Programming (ACP) and its PEAK Performances program is to present new and important work to the public. While historically, The Kasser has filled its intended function as a live theatre venue, the facility has the capability to fulfill that mission through its state-of-the-art robotic camera installation, and partnerships with the School of Communication and Media and with WNET ALL ARTS; two relationships that support both high-quality production and wide-spread distribution of the content that PEAK Performances supports.

Estimates from epidemiologists for when theater venues can and will reopen vary widely, but many agree that it may be a full year or more before public venues are able to function at full capacity. As such, PEAK Performances and The Kasser Theater are uniquely poised to effectively produce and distribute video productions of live theatre, dance, opera, circus and music events. Until The Kasser is able embrace full capacity again, we will be augmenting its focus to video capture, a form that can be safely and effectively implemented using the procedures outlined below.
This approach is not meant to replace the intimate purpose of live performance but offer a solution that might very well be an innovative bridge to a new normal in the performing arts that outlasts the restrictions of the pandemic.

ACP takes seriously The Kasser’s critical role as a venue for learning through its hosting of the College of the Arts’ Theater and Dance Department and Cali School of Music throughout the academic year and welcomes insight and perspective from those partners as we develop this reopening strategy.

While many questions remain about how the University as a whole will be moving forward in response to pandemic containment, ACP is committed to leading the field and guiding the use of The Kasser for the health and safety of all.

Jedediah Wheeler, Executive Director, Arts + Cultural Programming
Alexander Kasser Theater
Reopening Safety Policies and Procedures

Live Document

November 11, 2020
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HOW TO USE THIS GUIDE

This manual serves as a guide for all employees, technicians, student employees, vendors, artists and performers of the Alexander Kasser Theater and outlines the safety procedures and protocols put in place to reopen the facility and alleviate any potential spread of the Coronavirus, COVID-19. These measures keep in mind the health and safety of all those concerned as they enter, work, and patronize the Alexander Kasser Theater at Montclair State University.

The University has set specific guidelines for reopening and can be found on the Red Hawk Restart website. Strict adherence to those procedures as well as additional procedures established by Arts + Cultural Programming are required to gain access to the theater. **Any individual or group as defined above, with scheduled activities in the Alexander Kasser Theater is required to follow the procedures and guidelines outlined in this manual. This includes visiting artists, performing arts companies and any professionals associated with performance engagements such as photographers, set designers, camera crew, etc.** Please note this is a living document and updates are made periodically to reflect current changes in regulations or procedures.

- Gray text boxes are used throughout this manual to highlight or denote anything of particular significance or importance.

### STAGES OF REOPENING

With each stage of reopening, measures and restrictions will ease in accordance with NJ State and University safety protocols as they relate to COVID-19 safety regulations. Keep in mind that as time goes on, restrictions may lift but may also revert back to stricter limitations depending on state/federal statistics that track the spread of disease. The below safety precautions will apply across all stages regardless of any lifted restrictions:

- Accommodate working from home or remotely when and if possible
- Clinically high-risk individuals should stay home
- All residents and businesses should follow the below State and Federal safeguarding guidelines:
  - Wash or sanitize hands regularly for at least 20 seconds
  - Wear masks in public
  - Respect social/physical distancing
  - Limits on # of people gathering
  - Disinfect workplace
  - Cover coughs and sneezes

- **This manual references those stages of reopening which allow for varied levels of physical distancing and group gatherings for essential work to be done. These safety measures apply to individuals entering any area of the Alexander Kasser Theater and encompass all work to be done inside the building. All health precautions advised across all stages of reopening establish a code of behavior to be followed at all times, regardless of the current stage or phase.**

- **At present time the Alexander Kasser Theater is closed to the general public.** Final guidelines for audiences and patron services are a work in progress and will take effect when the theater reopen for public performances.

For a one-page summary of Governor Murphy’s multi-stage approach to restart New Jersey’s economy, click here or see the next page.
# The Road Back: Restoring Economic Health through Public Health

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**WHAT DRIVES STAGES?**

- Health indicators: New cases, hospitalizations, use of ICU, use of ventilators
- Availability of testing and contact tracing capacity per 100,000 residents
- Healthcare system resiliency (beds, health workers, PPE)
- Ability to effectively safeguard workplaces
- Safeguarded child care, education, transit availability
- Compliance of individuals and employers
COMMUNICATION OF SAFETY MEASURES

The University has deployed extensive and consistent signage across the campus to educate students, faculty, staff and individuals and encourage compliance with social distancing practices. Please visit the Signage page of the Red Hawk Restart website for more information.

- All ACP staff and scheduled individuals/groups working in the Alexander Kasser Theater will receive an electronic copy of this manual as well as any other materials necessary to communicate the procedures for coming to campus.

PROCEDURES FOR ACP STAFF AND SCHEDULED GROUPS/INDIVIDUALS¹

Building Access Policies²

1. Scheduled Groups/Individuals (Staff, Visiting Artists, Technicians)

   - Staff schedules will be staggered and established to provide departmental coverage for Arts + Cultural Programming while also following social/physical distancing guidelines.

   - **Artists, performers, performing arts companies, technicians, camera crews and student workers will only be permitted in the building after they have strictly followed all University protocols for entry on to campus.** As with staff, these individuals will be scheduled well in advance of arrival and then assigned an entry time and a Work Group. Procedures are outlined in the next few sections of this manual.

   - **Any person (staff, artist, performer, technician, student worker) coming into the Alexander Kasser Theater must have a specific and approved reason to do so. The coordination and management for anyone entering the theater rests solely on the Arts + Cultural Programming Staff and ACP Administration. Express approval of the Dean of the College of the Arts (CART) will be required after 11/09/2020 (as per the Adjustments to University’s Protocol statement dated 11/3/2020.)**

   - In an effort to manage Alexander Kasser Theater foot traffic and safety regulations, only scheduled individuals and groups as mentioned above, will be permitted to enter the building. Entry into the building will be coordinated with Kasser staff and all individuals prior to their arrival must follow all University procedures as outlined in the Red Hawk Restart plan.

   - All individuals and groups must be approved by the Director of Production, Production Coordinator, or another authorized staff member before being admitted to the Alexander Kasser Theater and must adhere to all appropriate protocols and check-in procedures unless otherwise specified by Director of Production or Production Coordinator.

¹ Scheduled groups and individuals include but are not limited to: ACP staff, University staff, artists, performers, technicians, and student workers. Other provisions may be made for Housekeeping, Facilities and Mail Services staff.

² Much of the information found in these sections are referenced in the recommendations outlined in the entitled document, “Industry-Wide Labor-Management Safety Committee Task Force”: Proposed Health and Safety Guidelines for Motion Picture, Television, and Streaming Productions during the COVID-19 Pandemic, 2020.06.01
2. Academic Units

❖ **It is recommended that any Academic Units using the Kasser Theater adhere to safety guidelines and policies outlined in this document. ACP Production Coordinator will work directly with Academic Units operating under a state waiver to customize protocols that would otherwise inhibit an efficient and effective learning environment, including but not limited to increasing maximum capacities within zones, altering check-in procedures etc.**

❖ Prior to an engagement, the designated contact for the academic unit will create and present a COVID-19 Mitigation Strategy in writing to Andy Dickerson, dickersona@montclair.edu*, the Kasser's COVID-19 Site Coordinator. This plan will include detailed information on the following:

➢ Names and contact information of all students, faculty, staff, freelancers, and any other people scheduled to be on site. If possible, please include the dates and times they are scheduled.

➢ Work Group designations for all scheduled individuals (Please see the four Work Groups and their Zone designations on page 10 of this document)

➢ The names and contact information of a daily "door monitor" and two alternates who will be responsible for signing in every person who is admitted onto the site. This responsibility will include checking and tracking Hawk Check status, and providing assigned work group wristbands.

❖ During engagements, Academic Units will be responsible for scanning and emailing daily sign-in sheets to the Kasser COVID-19 Site Coordinator, and providing updates to any changes in the planned daily schedule. Sign-in sheets must include all names, with their Hawk Check responses, Work Group designations, body temperatures, and time of entry. A template for sign-in sheets and a touchless thermometer can be provided upon request.

❖ **ACP/Kasser staff members can also be reached at email address kasserrestart@montclair.edu.**
3. Red Hawk Restart - Screening, Testing and Contact Tracing Protocols

All ACP staff and scheduled individuals/groups coming to the Alexander Kasser Theater are subject to training, screening and testing protocols as outlined in the University’s Red Hawk Restart plan. Please refer to this page for all campus reopening procedures, including Hawk Check, the online self-assessment tool required by students, employees, visitors/guests, vendors and contractors to complete 6 to 12 hours prior to arriving on campus as well as Screening, Testing and Contract Tracing Protocols. This process is discussed in further detail in the next section.

4. Requirements for Entry

a. All scheduled groups/individuals and staff working with high contact groups and for any groups not subject to the state waiver and subsequent testing protocols, the following steps are required prior to coming to the Theater:

   ■ Get a COVID-19 test **72 hours prior to the first date of initial arrival. Once the results of that test are received and they are negative, continue to the next steps.** Please note that if an individual tests positive for COVID-19 they should stay home and contact a healthcare professional.

   ■ Complete the online Restart Training to learn about and acknowledge all Montclair State University reopening protocols.

   ■ Complete the Hawk Check daily screening assessment 6-12 hours prior to arriving on campus as per university policy. This screening must be done on a daily basis prior to arriving at the Alexander Kasser Theater and completed before arrival. Send the email confirmation to the ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu or kasserrestart@montclair.edu.³

   ❖ **Any person (staff member, technician, visiting artist, technician, vendor, etc.) who responds yes to any of the questions on the Hawk Check survey will not be permitted on site and should remain off campus until they contact a healthcare provider and receive a clean bill of health. Moreover, anyone with a positive COVID-19 test result will not be permitted on campus and it is strongly recommended that they visit a healthcare provider. They will also be contacted by the University with further instructions.**

   ■ After completing the Hawk Check online screening assessment, individuals will receive an email stating whether they are permitted on campus. Please maintain a copy of the emailed confirmation and forward to the ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu or kasserrestart@montclair.edu.

   ■ **If permitted to come to campus, they will receive further instructions.** If not permitted, the individual(s) must remain off campus until further notice.

³ The Arts + Cultural Programming (ACP) Production Coordinator, will serve as the ACP COVID-19 Site Coordinator.
b. Once permitted, all staff and scheduled individuals will **enter through the Box Office Door**. When leaving the theater for breaks or the end of the day they will **exit through the East Lobby Exit**.

◆ **In any case of emergency where individuals must leave the building quickly, all exits can be used to vacate the building.**

c. All scheduling will originate from the **ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu**. Scheduling will be managed by the ACP COVID-19 Site Coordinator and ACP Administration. All schedules are subject to change to allow for social distancing and adhere to health and safety protocols.

d. Upon pre-scheduled arrival time at the Box Office door if no one is present, individuals should contact the **ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu** or **kasserrestart@montclair.edu** or call the phone # posted on the door. Only one guest at a time will be permitted in the vestibule (excluding door monitor). If multiple people are waiting to be let in, all will wait outside the door no less than 6 feet apart and wearing a mask, social distancing will be marked outside the entry door. individuals will be called for entry screening in the order of their arrival.

e. Only individuals wearing a mask and on the door monitor’s list will be permitted into the vestibule for screening.

f. In cases where a project falls outside of the scope of a presented company engagement, academic use, or is otherwise not explicitly covered within the Kasser Restart Manual, the following guidelines shall be followed during any activities requiring a performer, speaker, or “talent” of any kind, particularly if unmasked, as in the case of live or recorded video shoots:

- In any case where a staff or crew member must be within 12 feet of an unmasked talent, both talent and crew will be tested for Covid-19 with results reported within 72 hours of the event.
- In a case where testing is impractical or impossible, all masked crew and staff will maintain a distance of 12 feet or more from unmasked talent for the health and safety of all parties. Furthermore, masked crew and staff will maintain a 6-foot distance from all other masked crew and staff whenever possible, and exposure at less than 6 feet will not exceed 6 minutes continuously and 15 minutes collectively.

**Temperature Taking**

- At the Box Office entrance, the door monitor will take each person’s temperature via touchless forehead thermometer.
  - Any individual with a temperature reading above 100 degrees fahrenheit will be brought to the atrium for further screening.
  - Those with a temperature reading under 100 degrees fahrenheit will be given a colored wristband in accordance with their pre-assigned Work Group.
  - Individuals are required to sanitize hands upon entry and will be granted access to their Work Group’s zone (see Section 4a. Wristband System on the following page).
For those who have been brought to the atrium due to a high or borderline temperature reading, temperature will be taken again via touchless thermometer after 10 minutes to confirm an accurate reading.

Any individual whose temperature has been determined to be under 100 degrees after this waiting period will be permitted to enter the building as described above.

Those individuals with a temperature of 100.4 degrees or higher after this waiting period will be sent home when practical, or quarantined in the atrium to wait for transportation. Staff members will be sent to the University Occupational Health Department. Anyone exhibiting symptoms upon arrival will follow this same protocol. They must also enter their symptoms in the Hawk Check Health Screening Assessment tool.

The discovery of a confirmed or presumed case of COVID-19 among any of the Work Groups will result in the immediate cessation of work, and possible shutdown of any and all affected areas of the Alexander Kasser Theater. Consultation of University Policy including Contact Tracing and safe return to work procedures will be followed before the individual(s) can be cleared to return to campus and the theater.

5. Work Groups and Zone Access

a. Wristbands
   Each day, upon entry, every person will receive a wristband which must be worn at all times within the building. Each wristband will be a specific color that coordinates with your Work Group and Zone access.

b. Work Groups
   Each Work Group will have Zones assigned to which they have access. Work Group access will be clearly marked on site.

c. Zone Access
   Each engagement with an artist or company will require specific zoning as per the production’s needs. Any exceptions to the zoning below must be approved by the Director of Production and only on an as-needed basis. Signage will be posted throughout the building that denotes Zones and Work Groups. Base zoning by Work Groups is detailed in the next section.

   There are a few Zones which may necessitate overlapping Work Groups. In each case of overlapping Work Groups in a Zone, all individuals should pay extra attention to behaviors, including PPE, social distancing and cleaning/wipe down procedures.

   Work Groups shall not occupy the same space at the same time. Please see section titled “Shared Zones and Workgroup Overlap” for procedures when sharing space may occur.
d. **Leaving the Premises**
   - Any individual who has successfully passed through the entry checkpoint can access the outdoor areas *not to exceed 20 feet from the door (or marked area if applicable)* in the locations listed below (signage will be posted.):
     - Office Staff - East Lobby Entrance
     - Production Staff - Stage Left Door
     - Company Performers - Green Room Door
     - Company Technicians - East Lobby Entrance
   - When leaving the building for any reason including lunch breaks, please re-enter the building through the Box Office doors where check in procedures will repeat. This is the main point of entry for the Kasser Theater.
   - Individuals are advised to remember their Work Group and Zone (as indicated by wristband color) upon re-entry. Please contact the COVID-19 Site Coordinator with any questions.

6. **Zones**
   a. Zone 1a: Lobby, upper
   b. Zone 1b: Lobby, lower (shared)*
   c. Zone 2: Balcony (House)
   d. Zone 3: Shop
   e. Zone 4: Stage (including SL and SL Wings) (shared)*
   f. Zone 5: Dressing room hallway, Green room, Kitchen
   g. Zone 6: Dock
   h. Zone 7: Orchestra (house) (shared)*
   i. Zone 8: Room 104
   j. Zone 9: ACP Office
   k. Zone 10: 2nd Floor
   l. Zone 11: Medical Holding

II. **Restrooms**
   a. Restroom A (m): Backstage Hallway
   b. Restroom A (f): Backstage Hallway
   c. Restroom B (m): Lower Lobby
   d. Restroom B (f): Lower Lobby
   e. Restroom C (f): Upper Lobby
   f. Restroom C (unisex): Upper Lobby
   g. Restroom D (m): 2nd Floor
   h. Restroom D (f): 2nd Floor
   i. Restroom G (unisex): Guest Suite
7. Work Groups Defined
   
a. **ACP Office Staff - Maximum 10**
   - Zone 1 A+B
   - Zone 2
   - Zone 9
   - Restroom C (f+unisex)

b. **Kasser Production Staff - Maximum 10**
   - Zone 1b
   - Zone 3
   - Zone 4 (all) - STAGE
   - Zone 6
   - Zone 7 (some)
   - Zone 10
   - Restroom D (m+f)

c. **Performers - Maximum 19**
   - Zone 1b
   - Zone 4 (all) - STAGE
   - Zone 5
   - Zone 8
   - Restroom A (m+f)

❖ Please note that as per a state-approved waiver, performing arts Academic Units may use the space with an increased capacity limit.

d. **Designers/Camera Operators - Maximum 20**
   - Zone 1b
   - Zone 7
   - Restroom B (m+f)

e. **ALL OTHERS (if applicable)**
   - Zone 1b
f. **Undesignated Spaces**: Any space or room that is not designated as a Zone will be considered a personal work space and should NOT be accessed by anyone other than the person assigned to that work space. **These workspaces include but are not limited to the:**

- **Tech booth (video and lights, individually)**
- **FOH sound position**
- **Production office**
- **Individual cubicles within the ACP Office**
- **Permanent and temporary dressing rooms**
- **Director of Production office**
- **Box Office**

Temporary work spaces such as tech tables in the theater will also be considered individual work spaces and all individuals not assigned to these spaces should leave a minimum of 6 feet distance from that work space.

g. **Tracking Movement**: At no time should any individual be outside of their designated Zones. **All ACP Staff will help to enforce zoning and record any breaches of zoning to the ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu, who will record date time and Work Group information for contact tracing in the event of a case of COVID-19.** It will otherwise be assumed that all Work Group members present on a given day will have been present in all available Zones. Appropriate notification for positive or presumed COVID-19 cases will be made with these assumptions.

8. **Shared Zones and Work Group Overlap**

a. **Stage and Wings**: The stage and wings are considered a shared zone in that both the Performer and ACP Tech Staff Work Groups will need access to this area at various times. **At no time should the stage be occupied by both Work Groups at the same time.**

- **During rehearsals or load ins** when the stage is occupied by one Work Group or the other, and needs to be handed off, the entire stage will be fully cleared of all people, and any necessary sanitizing will be done. When the stage is confirmed as ready for a Work Group switch, the ACP Technical Director or Director of Production will be the only people authorized to call the other Work Group onto stage.

- **During performances, captures, and run-throughs** the stage will be occupied by the Performer Work Group and the Zone will be considered the stage with an additional 15 feet (approx) into the wing. The remainder of the wing, with an appropriate 6 foot buffer zone will be reserved for ACP Technical Staff Work Group. These Zones and buffer areas will be clearly marked with tape on the floor.

b. **Lower Lobby**: While the lower Lobby is shared between all Work Groups, all individuals should refrain from using the lower lobby for anything other than a pass-through to their designated
Zones. The only exception is for those in the Company Tech Work Group who may use the area near concessions for lunch as needed.

c. **Tech staff crossover positions:** In some cases, one or two Technical Staff may need to come in contact with the Performer Work Group. These positions include A2 and Wardrobe. **In the case of A2 or similar positions, any work that needs to be done will be done in the shared zone - a wing or on stage - fully masked, with rubber gloves and any performer that they come in contact with will also be fully masked and wearing gloves.** The A2 (or similar position) should minimize time with any single performer and should under no circumstances spend more than 10 minutes with any individual. Wardrobe personnel will be considered a part of the Performer Work Group. In any case where wardrobe personnel needs to interface with any other Work Group, including the ACP Tech Staff, they will follow the guidelines for the A2 and maintain a distance of 6 feet whenever possible.

9. **General Hygiene Practices**

a. **Hand Washing and Sanitizing:** All individuals who have gained access to the Kasser Theater will wash or sanitize hands **hourly** when in the building. To minimize contact in restrooms, individuals should work within their own timing for washing hands, and neither ACP Staff nor Company should set a schedule.

b. **Coughing/Sneezing:** If the situation arises, individuals should cough or sneeze into a tissue or handkerchief, away from any other people and should immediately cease their task and wash or sanitize hands, forearms and elbow, and discard the tissue in appropriate trash receptacle. If a tissue or handkerchief is not available, individuals should cough into their elbow, even when wearing a mask. Where it is possible or practical, if an individual needs to cough or sneeze, that individual should try to be either in a large, open space or within their own enclosed **private** work space.

c. **Surfaces:** All communal surfaces and objects touched outside of an individual's workspace should be wiped down with proper disinfectant (provided) directly after use. Examples include bathroom faucets, door handles, coffee machine/carafe, and lighting and sound consoles. It is recommended that individuals also wipe down these surfaces prior to use if it cannot be confirmed that a surface was disinfected after the prior use.

d. **Masks** must be worn at all times when in the building except when eating or via the following guidelines below:

- Performers/artists may remove masks at the discretion of the director/choreographer etc under the following conditions:
  - Rehearsal or video capture without masks must be scheduled with a specific start and end time to be approved by the Director of Production.
  - Rehearsals or captures without masks may only take place on the stage. Unmasked performers may only be on stage or back stage. When removed, masks must be put in the designated area, and must be put back on before leaving the stage or backstage area. To reduce the risk of cross-contamination when putting masks on or taking them off, all masks must be clearly marked with performer’s names in a location that does not require touching the mask to read.
Performers must not remove masks on stage prior to the go-ahead from Alexander Kasser Theater Technical Director (Colin Van Horn) who will ensure that all other Work Groups sharing the stage are clear of the area, and Work Groups present in the theater have moved to a safe distance from stage.

10. Reentry Procedures
   a. When leaving the building for any reason including lunch breaks, please re-enter the building through the Box Office doors where check in procedures will repeat. This is the main point of entry for the Kasser Theater.

   b. Individuals are advised to remember their Work Group and Zone (as indicated by wristband color) upon re-entry. Please contact the COVID-19 Site Coordinator with any questions.

11. Food and Drink
   a. All food and drink will be stored and consumed within the zones defined for each Work Group. Refrigeration will be provided to each Work Group in an accessible zone so that every Work Group has a refrigerator accessible. Anyone retrieving food from a refrigerator will wash/sanitize hands thoroughly both before and after using the refrigerator and will maintain strict social distancing protocols while consuming food and drink.

Discovery of Potential COVID-19 Cases

   b. Any non-staff member on site who experiences any symptoms of COVID-19 should notify the ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu or kasserrestart@montclair.edu immediately, and go home if able. They should also report their symptoms in the Hawk Check Screening Assessment Tool online.

   c. If a person experiencing symptoms is unable to go home, that individual should quarantine in the Guest Suite until travel arrangements can be made to go home.

   d. Staff members exhibiting symptoms should go directly home and visit a healthcare professional as soon as possible for evaluation and/or testing. If unable to go home, go to the Campus Health Center.

   e. After leaving campus, it is strongly recommended that anyone feeling symptomatic should contact a healthcare provider as soon as possible.

   f. Staff members must report symptoms to the University Occupational Health Department. Next steps will be communicated to the individual by the Occupational Health Department including when it is safe to return to campus. See section Procedures for Individuals who Report Symptoms of COVID-19.

   g. All members of the affected Work Group will be notified of potential exposure by the ACP COVID-19 Site Coordinator. To prevent the possible spread of infection the entire Work Group may be sent home.

   In the event of a confirmed or presumed case of COVID-19 within any Work Group, ACP staff will take appropriate action, up to and/or including the possible discontinuation of all activities, the closing of any and all exposed areas of the Alexander Kasser Theater and the termination of the current engagement.
Building Preparations

1. Wayfinding
   a. Upon entry, paths will be clearly marked and signage will be posted to guide scheduled individuals to their correct zones by their Work Group. Signage for assigned Work Group will be prominently displayed at the entrance and throughout the building. Work Group colors will be prominently displayed along with text to accommodate color deficiencies.
   
   b. Signage will be prominently displayed in the following locations (See also MAPS/VISUAL AIDS):
      - All doors, indicating Work Group access for each door. In a case where a Zone transitions where no door is present, a sign of the SAME DESIGN will be displayed on a music stand or other prominent location.
      - Directional signs clearly indicating paths to various rooms and zones will be displayed in the following locations:
        - In the lower lobby, inside of the entry doors
        - Midpoint of lower lobby (indicating entrance to the theater)
        - Near Concessions
        - Backstage Left, in front of stairwell door
        - Near Stage Right doors at stairwell (indicating paths through stairwell, toward backstage by Guest Suite)
        - Within stage right stairwell on each level’s landing
        - Within stage Left Stairwell on each level’s landing
        - Outside shop door and stage door (blast doors)
        - At SL doors to back hallway (stage side and Hallway side)
        - On Level 3 at Stairway to level 4

2. Cleaning Procedures
   a. Each room will receive a deep clean once per day or more frequently if needed. MSU Housekeeping staff will disinfect high-touch surfaces, clean common areas, and ensure that hand sanitizer stations, restrooms and hand washing stations are operable, well maintained, and well-stocked. For the time being, house-keeping will not be cleaning individual workspaces or office spaces.
   
   b. Non-housekeeping employees will be provided with the necessary materials to sanitize their personal work spaces, including instructions for the safe and proper use of these products.

3. Physical Spaces and Amenities
   a. Expanded individual dressing rooms will be implemented as per (link to dressing room setup)
   b. Rep plot will be implemented in the theater to minimize pre- and post-show staffing and proximity
   c. Lunch Prep/Kitchenette areas will be set up in each of the four Work Group areas that will include refrigeration and water.
   d. Review of HVAC system and filter capability
   e. Additional provisions may be added
PROCEDURES FOR INDIVIDUALS WHO REPORT SYMPTOMS OF COVID-19

Employees

When an employee reports symptoms compatible with COVID-19 or answers affirmatively to any question on the Hawk Check Health Screening Assessment, the application will provide these instructions:

- Return to or remain at home (or your residence hall room for those who live in the residence halls) self-isolate, inform your supervisor, contact your primary health care provider, and notify the Occupational Health Department.

If an employee becomes sick while at work on campus, he or she must:

- Notify their supervisor;
- Report symptoms via the Hawk Check Health Screening Assessment tool so that their symptoms are recorded.
- Contact the Occupational Health Department and if they answer yes to any of the screening questions;
- Must return home immediately, staying isolated as best as possible from other people while on campus and in transit, isolate at home, and contact their primary care provider or go to the Emergency Room.

Occupational Health Department Procedures When an Employee Reports Symptoms of COVID-19 or a Positive Test

When an employee reports symptoms of COVID-19 or a positive test, the Occupational Health Department will:

1. Assign a registered nurse or physician to conduct an initial assessment, either remotely or in person, or refer the employee for hospital evaluation if symptoms are severe.

2. Develop a plan of care based on the initial evaluation:
   - If the employee will receive care from an external primary care provider, they will be instructed to self-isolate and follow-up as instructed by the primary care provider.
   - If the employee will receive care from the Occupational Health Department, an appointment will be scheduled with a physician.

3. Provide COVID-19 patient education

Procedures for Management of an Employee with Confirmed or Suspected COVID-19

The Occupational Health Department will be notified of any employee who has tested positive for COVID-19 or who has been placed in isolation because of symptoms of, or contact with a person with symptoms or a diagnosis of, COVID-19. Notification to the Occupational Health Department will come from the online screening application, from Human Resources, from the individual’s supervisor, or from the individual directly.

4 University Restart Plan Version 4.3-10-2-20.pdf - pages 25 - 27
Occupational Health will:

- Activate the Contact Tracing protocol.
- Advise the employee to remain in isolation according to the established guidelines and to remain off campus until medically cleared to return to campus activity. If an employee resides on campus, the employee will be relocated to housing designated for isolation if necessary.
- If the employee is on campus at the time of the report, advise the employee to return home immediately, and, if waiting for a pick up, to do so in a room isolated from others, and to wear a face covering.
- If emergency attention is needed, call University Police, 973-655-5222

**Artists, Performers, Temporary Employees/Technicians**

Artists, performers and temporary employees/technicians of the Alexander Kasser Theater should report symptoms consistent with COVID-19 to the ACP COVID-19 Site Coordinator, Andy Dickerson, dickersona@montclair.edu or kasserrestart@montclair.edu.

- The COVID-19 Site Coordinator will then notify the MSU Occupational Health Department.
- The Occupational Health Department will have a health care professional assess the health status of the individual, and if necessary, will activate tracing of the infected person’s contacts within the Montclair State community.
- Any individual experiencing symptoms should report them via the [Hawk Check Health Screening Assessment](#) tool so that their symptoms are recorded.

**Students**

When a student reports symptoms compatible with COVID-19 or answers affirmatively to any question on the [Hawk Check Health Screening Assessment](#), the application will provide these instructions:

- Return to and remain at home or in your residence hall room, self-isolate, contact your primary health care provider, and notify the University Health Center.

Upon notification, the University Health Center will assign a registered nurse or an advanced practice nurse to:

1. Conduct an initial evaluation, either remotely or in person, or refer the student for hospital evaluation if symptoms are severe.

2. Develop a plan of care based on the initial evaluation:
   - If the student will receive care from an external primary care provider, the student will be instructed to self-isolate and follow-up as instructed by the primary care provider.
   - If the student will receive care from the University Health Center, an appointment will be scheduled with an advanced practice nurse.

Procedures for Management of a Student with Confirmed or Suspected COVID-19

The University Health Center must be notified of any student who is tested or placed in isolation. The student will remain in isolation according to the established guidelines and until medically cleared to return to campus activity.

1. The University Health Center will:
   ○ Activate the contact tracing protocol.
   ○ Assure that the student is placed in an appropriate isolation area (residential room or at home).
   ○ Provide residential students with follow-up assessment by phone during regular business hours daily, or more frequently based on individual needs.

Transportation of Ill Students

- In the event a residential student experiences increased severity of signs or symptoms indicating the need for escalation of care, the student will be transported by MSU EMS or other mutual aid provider to St. Joseph's Regional Medical Center in Paterson or Hackensack Meridian Health Mountainside Medical Center in Montclair.
- MSU EMS personnel will receive appropriate PPE and training.
- Students without means of transportation to routine COVID-19 related appointments should contact the Office of the Dean of Students for assistance.
ACADEMIC USE OF THE ALEXANDER KASSER THEATER

All Academic Units using the Alexander Kasser Theater must follow all health and safety protocols outlined in the Red Hawk Restart guidelines. For each engagement, the unit will designate and provide a dedicated Production Manager(s) or Stage Manager(s). This person(s) will have decision-making authority, will be responsible for the user's event, and for liaising with ACP Production; Facility Manager and Technical Director. This person(s) will be present at all times during the user's event. They will also receive a copy of the ACP Kasser Theater Reopening Safety Policies and Procedures. This person(s) may not be an undergraduate student.

Academic Units will be required to designate all persons involved in the production into one of the three designated Work Groups as follows: Production Staff, Performer, or Designer/Camera Operator, and each Work Group will be strictly limited to the Zone access as outlined in the safety protocols. Please note that it will be the responsibility of the academic unit to designate these Work Groups based on job requirements, and once a designation has been made it may not be changed throughout the engagement.

As is routine when using the Alexander Kasser Theater it is required to coordinate timelines and space reservations with Andy Dickerson, Production Coordinator dickersona@montclair.edu, and Ryan Graves, Director of Production, prior to the engagement.

ARTIST/PERFORMER INTERACTION

Performance and Rehearsal-Specific Guidelines

1. **Performance Activities:** Certain performance activities are known to expose those involved and those nearby to a greater risk of transmission of coronavirus, including singing, projecting while reciting text, playing wind instruments, or any other activity that is likely to produce a greater amount of saliva droplets or aerosol. Performers engaging in activities that may present this risk must strictly adhere to social distancing protocols within their zone if a mask is not able to be worn, and must stay a minimum of 20 feet away from any person in the audience or backstage.

2. **Zone Adherence:** At no time will a performer be permitted to leave the stage and enter the audience, including during technical rehearsals, tapings, or performance without the express permission and requisite pre-planning of the Director of Production. (See Shared)

3. **Mask wearing and the performance/rehearsal process:** (See Masks section under General Hygiene heading)

4. **COVID-19 Testing:** Any scheduled groups/individuals that are considered “high-contact” and are not subject to the state waiver and subsequent testing protocols are required to get a COVID-19 test 72 hours prior to the first day of initial arrival. Once they receive the results and they are negative, continue to the next steps outlined in the section on pg. 7 Red Hawk Restart: Screening, Testing... Please note that if an individual tests positive for COVID-19 they should stay home and contact a healthcare professional.
BOX OFFICE/FRONT OF HOUSE/PARON SERVICES - TEMPORARILY CLOSED

*At present time the Alexander Kasser Theater is closed to the general public. Final guidelines for patron services are a work in progress and will take effect when the theater reopens for audience performances. Preliminary parameters are listed below:

**Box Office/Ticketing**

- Staff required to follow all health and safety protocols for entering Alexander Kasser Theater
- Open windows 1 & 4 with Box Office Manager at their desk (triangle)
- Small Box Office lobby is for ticket purchases and will call pick up only, limited to two patrons, masked, at a time (one per party) and controlled by staff. Ticket holder entry is through the lobby atrium entrance
- Credit cards payments only, credit card swipers on ledge outside window for patrons to use, ticket seller can slide ticket to patron
- Establish floor markings to illustrate appropriate social distancing (B.O and Lobby areas)
- Keep lines open outside (invest in heaters), open theater earlier, open additional lobby space (porch w/ heaters)
- Use seating algorithm when selling tickets to allow for social distancing
- Researching the best ticketing method. Suggestions include: electronic tickets only, free standing kiosk to print tickets, “touchless” tickets

**Front of House**

- Patrons will complete a health questionnaire provided by the University prior to entry into the Alexander Kasser Theater
- Temperature checks at the door for all patrons entering the theater (reviewing procedure for entry into the building when temp is normal or non-entry when temp registers above 100.4)
- Masks are required for entry into the theater and must be worn at all times.
- Social distancing protocol allows for the following lobby capacity (floor markings will indicate as well; see Lobby Spacing diagram in Maps section):
  - Main (3rd flr): 84 people
  - Upper (4th): 42 people
  - Totals 126 people
- Scheduled entry times to control audience flow of traffic
- Floor markings to indicate social distancing and foot traffic direction in lobby and theater
- Scanning of electronic “touchless” tickets
- Digital programs sent prior to performance
- Cover lobby benches, remove table in the atrium (eliminate any opportunities for crowds to gather)
- Monitor bathrooms & elevator; limit occupancy to allow for social distancing
- Ushers to not handle tickets and maintain proper social distancing while directing patrons to their seats.
- Researching the best scanning method so that staff does not handle patron tickets in whatever form we decide to implement. Suggestions include patrons holding up their tickets for staff to scan and making/purchasing scanning stations for patrons to self-scan.
- Control post show egress

◆ **Individuals repeatedly failing to follow social distancing and health/safety regulations will be asked to leave the Alexander Kasser Theater.**
Patron Services

- Move post show audience services table to Box Office lobby window
- Concessions - add plexi barrier/window OR offer limited Concessions OR eliminate Concessions until further notice
- Parking Services - add plexi barrier/window
- Other parameters to be determined

BUSINESS/ADMINISTRATION OFFICES

- Staff required to follow all University health and safety protocols for entering Alexander Kasser Theater
- Work remotely when possible
- Devise A, B teams and stagger work schedules to allow for acceptable social distancing protocols
- Establish one-way only entrance and exit office traffic
- Staff follow all general hygiene guidelines: wash or sanitize hands frequently, wear a mask at all times, keep social distance
- Common areas are closed (green room, kitchen, conference table etc)
- Routine cleaning/sanitizing of all areas
- Clean any and all shared equipment before and after each use i.e copy machine
- Additional guidelines to be determined

Any procedures set forth by Montclair State University regarding access to campus and campus buildings are required in addition to the policies described in this document.

ARTS + CULTURAL PROGRAMMING - KASSER REOPEN CONTACT INFORMATION

- For questions relating to safety guidelines or Kasser Theater protocols, please contact us as kasserrestart@montclair.edu.

J. Ryan Graves - Director of Production - gravesj@montclair.edu

Andrew Dickerson - Production Coordinator, ACP COVID Site Coordinator- dickersona@montclair.edu

Regina Vorria - Associate Producer - vorriar@montclair.edu

Laurel Brolly - Business Administrator - brollyl@montclair.edu

Stephanie Haggerstone - Managing Director - haggerstones@montclair.edu

Camille Spaccavento - Marketing & Media Director - spaccaventoc@montclair.edu

Robert Hermida - Audience Services Director - hermidar@montclair.edu

Jeff Lambert Wingfield - Box Office Manager - wingfieldj@montclair.edu
GLOSSARY OF TERMS

Antibody Test: a test that tells if a person has had a previous infection; an antibody test may not be able to show if you have a current infection, because it can take 1-3 weeks after infection to make antibodies. We do not know yet if having antibodies to the virus can protect someone from getting infected with the virus again, or how long that protection might last.⁵

Artists/Performers: any individual(s) who has been designated to perform within the Alexander Kasser Theater at a specific date and time; this includes student performers as well as outside/contracted performers

Asymptomatic: where a person infected with COVID-19 does not develop symptoms. Asymptomatic transmission refers to transmission of the virus from a person, who does not develop symptoms.⁶

Code of Behavior or Code of Conduct: a set of conventional principles and expectations that are considered binding on any person who is a member of a particular group⁷

Contact Tracing: is part of the process of supporting patients and warning contacts of exposure in order to stop chains of transmission.⁸

COVID-19: a mild to severe respiratory illness that is caused by a coronavirus (Severe acute respiratory syndrome coronavirus 2 [SARS-CoV-2] of the genus Betacoronavirus), is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.⁹

High-Contact Category: category that describes individuals who engage in University-related activities that bring them into close contact with others on a regular basis and who are, therefore, at increased risk for transmission of the virus. These individuals are required to be tested before arriving on campus

Individuals: any person entering the Alexander Kasser Theater who is not an ACP staff member or a staff member of Montclair State University specifically assigned to the Alexander Kasser Theater such as Housekeeping or Mail Carriers

Positive COVID-19 test: a viral test that tells if a person has a current infection.¹⁰

Pre-symptomatic Transmission: the incubation period for COVID-19, which is the time between exposure to the virus (becoming infected) and symptom onset, is on average 5-6 days, however can be up to 14 days. During this period, also known as the “presymptomatic” period, some infected persons can be contagious. Therefore, transmission from a pre-symptomatic case can occur before symptom onset.¹¹

Questionnaire (or Screening Questionnaire): a series of questions given to any visitor of the Alexander Kasser Theater prior to admittance to assess and reduce the potential risk of exposure and prevent the spread of disease

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⁵ Centers for Disease Control and Prevention; Coronavirus Disease 2019 (COVID-19); “Testing for COVID-19”
⁶ World Health Organization; Coronavirus Disease 2019 (COVID-19); “Situation Report – 73”; pg. 2
⁷ Webster-Dictionary.org
⁸ Centers for Disease Control and Prevention; Coronavirus Disease 2019 (COVID-19); “Case Investigation and Contact Tracing: Part of a Multipronged Approach to Fight the COVID-19 Pandemic”
⁹ Merriam-Webster Dictionary Definition
¹⁰ Centers for Disease Control and Prevention; Coronavirus Disease 2019 (COVID-19); “Testing for COVID-19”
¹¹ World Health Organization; Coronavirus Disease 2019 (COVID-19); “Situation Report – 73”; pg. 2
**Stages of Reopening:** the systematic easing of COVID-19 restrictions set by the State of NJ as the curve of reported infections and deaths decrease.

**Wayfinding:** the process or activity of ascertaining one's position and planning and following a route

**Symptomatic:** showing symptoms of disease; in particular those of COVID-19 which can include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea\(^2\)

**MAPS/VISUAL AIDS**

See maps and any other visual aids beginning in the next section.
Based on the suggested 6’ spacing, the lobby capacity will be:

Main (3rd) Floor - 84
Upper (4th) - 42
Total - 126