

Department of Theatre and Dance

Studio and Theatre-as-studio guidelines

- Do not exceed posted max capacity for each space
- Masks must be worn at all times. Everyone must remain masked at all times, both indoors and outside, unless they are alone in their dorm room/living space. Yes - even if you are alone in a studio - YOU MUST WEAR A MASK.
- Social distancing (of at least 6') must be maintained at all times.
- When dancing, moving a great deal or breathing heavily, everyone should remain at least 10 feet apart.
- No food or drink in the studios or classrooms. No one may bring food into or eat in, the building.
- You may not drink from your water bottle in the studio spaces. Please leave the studio to use your water bottle.
- Wipe down any furniture or equipment (with wipes provided in each space) after personal use
- Please vacate the studio immediately after your class has ended to allow for cleaning.
- When using space outside of a class, please vacate when your reserved time has expired.
- Do not crowd the restrooms - wait outside in the hallways if there are several people in line. Capacity limits are posted on each restroom door - please observe those limits.
- In anticipation of students needing to use their own devices for classes in studio spaces, extension cords with extra plugs will be provided in each dance studio to allow for more devices to be plugged in while maintaining social distance policies.
- Everyone should wear a clean mask and bring an extra mask in case the first mask gets sweaty or damp. If you need a clean mask, they are available with the box office staff.
- If taking more than one in-person class a day, particularly for dance courses, students should change their mask for a clean one between classes.
- EVERYONE should use hand sanitizer (provided in each space) upon entering the studios, shops or theatres.
- Students should arrive at the building dressed to dance. They should not be changing clothing in the lobby or studio.
- Partnering is ONLY allowed between students that live together (roommates or housemates).

- Barres and any equipment (including the sound system controls) that has been touched during class or rehearsal should be wiped down with the provided wipes.
- Water fountains may only be used as bottle filling stations - water fountain faucets have been taped off to prevent use.
- Please do not wear street shoes in the dance studios/theatres-as-dance-studios. If you need to wear sneakers for a class, bring shoes you do not wear outside.
- Barre
 - Dancers need to stand at least 10 feet apart. Tape marks are on the barres.
 - Wipe down the barre before and after each use. Dynamic exercises with larger movement should be avoided to minimize air turbulence in the room
- Center Work
 - For stationary center work, dancers should be able to maintain 8-10 feet distance. Normal breathing should be encouraged over forced breath cues, as forced exhalation spreads larger droplets farther distances.
- Across the Floor
 - Dancers should avoid following right behind each other; it is safer to work next to each other. If dancers travel directly behind each other, they are in the slipstream where droplets remain suspended. To avoid contact, dancers need to allow even further distance.
 - Dancers should maintain 6 feet distance apart standing side by side in one line and allow each group to complete the combination to the end of the room before the next group starts.
 - Dancers should be reminded to maintain a distance of at least 6 feet when waiting to go across the floor and after completing the combination.

Covid-19 Space Capacities

TREXLER PAVILION (not including instructor)

Dance Studio Theatre	14
First Floor Rehearsal Hall (FFRH)	8
Upper Level Studio	8
Costume Shop	~8
Scene Shop	~8
Studio Theatre "stage"	16
Baker Theatre "stage"	14

CENTER FOR THE ARTS (not including instructor)

CA 149	12
CA 155	13
CA 226	4 if dancing, 6 if not

BROWN (not including instructor)

Dance Studio	14
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REHEARSAL HOUSE (not including instructor)

201	9
208	2

STUDIO 22 (not including instructor)

estimated at 14, but not confirmed yet

Access to Campus Buildings

All students currently have swipe access to academic buildings Monday through Friday from 8am - 9pm.

For at least the first week, all spaces will be locked no later than 5pm (except for Brown for access to the night Tap class).

Trexler Pavilion for Theatre and Dance

The doors at the circle/box office entrance will be unlocked from 7:45am - 5:00pm Monday through Friday. If you need to access the building after those hours or on the weekends, you will need to use your ID to swipe into the Chew Street entrance to the Center for the Arts building.

Studio specific entrances and exits and bags

Traffic patterns and “stuff storage” will be really important in the Spring! We ask that you follow these guidelines to access, enter and exit the studio and theatre spaces.

Please do not wear street shoes in the dance studios! If you need to wear sneakers for a class, please wear shoes that you do not wear outside!

Dance Studio Theatre -

Only students working in that space may use the lockers in the Box Office Lobby. You must empty the locker immediately following your class. There are wipes available in the lobby to wipe down the locker before use.

How to use the lockers can be found [here](#).

Students should ENTER the space from the box office lobby entrance near the front doors to the building. Students should EXIT the space from the rear entrance through the back stairwell, behind the box office and to the lockers.

Studio Theatre -

Students should ENTER the space from the Box Office Lobby and place their belongings around the edges of the studio.

Students should EXIT the studio into the courtyard – not through the box office lobby.

Baker Theatre -

Students should ENTER and EXIT the space from the Center for the Arts, across the bridge and down to the lobby, through the house left orchestra doors. They should place their belongings in the audience seats and access the stage from the stairs.

First Floor Rehearsal Hall -

Students should ENTER the space from the Box Office Lobby. They should place their belongings around the edges of the space.

Students should EXIT the space by the far door through the sound lock and to the left down the ramp and back to the box office lobby.

Upper Level Studio -

Students should ENTER the space from the Center for the Arts. Walk across the upper level lobby and to the studio. Please use the wall hooks (for your belongings) that are closest to the Upper Level Studio entrance.

Students should EXIT the space through the upper level lobby and across the walkway to the Center for the Arts.

Brown -

Classes are NOT scheduled back to back to allow time for one class to leave the building before the other class arrives. Please do NOT arrive to class earlier than ten minutes before the start time. Once you arrive, please pay attention to the number of people in the lobby area and distance yourself on the stairs. Please place your belongings in a cubby and move quickly into the studio so others can continue.

When accessing the restroom on the second level of the studio, please do not crowd the walkway or stairwell while waiting for your turn.

When EXITING the studio, please exit one or two at a time and pick up your belongings, wipe down the cubby and move quickly up the stairs and out of the building.

DO NOT USE THE FANS IN THE SPACE!

Rehearsal House 201 -

Students should ENTER the studio from the second floor lobby and bring their belongings into the studio with them - do not leave them in the lobby.

Students should EXIT the studio through the door in the far wall of the studio and proceed outside.

CA 226

Students should ENTER the studio and bring their belongings into the space. When a class is EXITING the studio, they should prop both the studio door AND the foyer door to the studio to indicate to the next class that they may enter. Students waiting to enter the studio should wait in the hallway - not the small foyer space. Remember that capacity in this studio is very small.

Studio 22 - new space!

This new structure is located on the corner of 22nd Street and Turner Street. To get there, walk east on Chew Street (towards the farmer's market) until you reach 22nd Street. Make a right onto 22nd Street and walk down the street until you reach Turner (fire department on your left). The entrance to the studio is on your right.

Students will ENTER the new sprung structure from the east entrance - the one farthest from campus and closest to 22nd Street. There is a space in the lobby or in the studio to leave your belongings.

Students can EXIT the building from either the East or West doors.

Signing out Studio space - (estimated) starting the week of February 14

Theatre and Dance studio spaces will be available to sign out through [IM Leagues](#) beginning the week of February 14 (date may change). Spaces will "open" for registration each Friday for the following week.

Students currently enrolled in Theatre or Dance classes and approved production rehearsals will be able to sign out spaces Monday through Friday from 5pm - 9pm and Saturday and Sunday from 9am - 9pm. Everyone must be out of the buildings by 11pm.

Students in a **Theatre course** may only sign out two hours of Theatre studio space per class project per week, regardless of different spaces you may be using to rehearse in. Example: If you and your partner are working on a scene for one class, the SCENE gets the two hours per week, not the individuals. So you may have 2 hours per week to reserve for that scene. Students in theatre courses should only sign out theatre studios - NOT dance studios.

Students in a **Dance course** may only sign out two hours of Dance studio space per week total, regardless of different spaces you may be using to rehearse in.

Student clubs and organizations will not be able to sign out studio space for meetings or rehearsals.

To access IMLeagues:

Simply go to the application portal or iMuhlenberg app and click on the icon:



If you have not registered previously, you will need to complete a short registration page. Once complete, you will then enter the IMLeagues website to make reservations for the Life Sports Center or Spring Academic Classroom Space. You will need to use the down arrow in the upper left corner to make this selection.

For additional directions to book academic classroom space, please click here:

<https://docs.google.com/document/d/1UI92tSLuZyFETHj53LBgKYXYIEzzbGWk8tlgcDe9nmo/edit?usp=sharing>

Studio space for production rehearsals

Choreographers and directors of productions will have the ability to reserve studio space in advance of the spaces being released to the campus community. To reserve space for a production rehearsal, choreographers and directors should email boxoffice@muhlenberg.edu at least one week prior to the requested rehearsal date.

Information and Assistance Office

Student staff will be available in the box office and walking through the buildings to offer support, answer questions and check supplies Monday through Friday from 8:30am - 5:30pm. They will be identifiable by their Red and Gray vests!

If there is an issue with the technology, a space or the cleaning supplies, please check in with the student staff in the box office or floating around and they will assist you.

If you are reminded of any policies by the student staff, we ask that you comply as directed.

Symptom Checker and Temperature Screens

Students MAY be asked to show their Muhlenberg App Symptom Checker by any faculty, staff or student worker when in the building. Please comply.

There will be periodic no-touch Temperature Screens implemented throughout the Trexler Pavilion or Center for the Arts. Please comply when requested.

Studio Cleaning

All of the studios, public spaces and offices will be cleaned each night throughout the semester.

Studio spaces that have in person classes will be electrostatically sprayed with vital oxide between classes. This solution dries quickly and is not harmful to materials or individuals.

When using a studio space to attend a virtual class or for a rehearsal, please follow the Studio Guidelines and wipe down the surfaces that you touch before leaving the space.

The restrooms throughout the buildings will be cleaned several times throughout the day.

If you notice any cleaning needs during the day, please report them to the student staff in the box office or to the student staff building monitors.

Prop and Costume Rentals

Classwork or production work that requires materials from the department's costume and prop stock will be handled as follows:

Please DO NOT come to the Costume Shop or Props Storage without first making an appointment in advance. Please make sure to leave plenty of time in advance of needing the items to allow for discussions and the items to be pulled for your use. Do not wait until the last minute!

Costume Stock including newly organized Dance Stock

Please email [Megan Evans Gartley](mailto:MeganEvansGartley) at meganevansgartley@muhlenberg.edu to discuss your needs (full stock/dance costume stock), timeframe and to make arrangements for seeing items in stock or to pick up items pulled for your use. Items must be returned by the date chosen at check out.

Props Stock

Please email Katrina Miller at props@muhlenberg.edu to discuss your needs and timeframe, timeframe and to make arrangements for seeing items in stock or to pick up items pulled for your use. Items must be returned by the date chosen at check out.

Theatre and Dance Office Suite

In general, students should make appointments with faculty or staff directly if they need to meet in person. Many faculty and staff will continue working from home, following the College's 50%

in person ratio and request for meetings to remain virtual and will not be available to meet in person.

Please do not come to the department office suite seeking in person assistance. Please go to the box office and a student staff member will assist you.