

Adelphi University
Guide for
Returning to Performing Arts

ADELPHI
UNIVERSITY

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Introduction and Guiding Principles

This **Guide for Returning to Performing Arts** has been developed in accordance with **Adelphi University's Master Restart Plan in Response to COVID-19**, which can be found on the University's [Restart Website](#).

This document serves to guide our community's Fall 2020 safe return to Performing Arts following the disruptions caused by COVID-19.

Guiding Principles for Restarting

As stated in the University's Master Restart Plan, Adelphi's policies and protocols for responding to the COVID-19 pandemic and restarting in-person instruction, research and residence life are rooted in two critical concepts:

- Protecting our community's health, safety and well-being
- Preserving our mission to deliver academic excellence, with modifications required for health and safety

Our restart plans apply to all employees, including our leadership and those identified as essential; all our students, including local, domestic and international; and every member of the community who utilizes services provided by the University. These plans are focused on our community's safety and health and are fully guided by our mission to provide a world-class academic experience that is dedicated to student success. They are also flexible in acknowledgment of:

- An evolving public health situation and related expert guidance
- New state and public health mandates, as they become available
- Individual needs of community members, especially those who are vulnerable or cannot travel

Reopening Timeline

Adelphi University will abide by New York state's reopening plan, [New York Forward](#). Informed by this, the University is returning to our performing arts classroom according to [Phase Four Guidance](#) which **began on Long Island on July 8** and will extend into the Fall 2020 semester, until further notice.

In accordance with the University’s Master Plan, students, faculty and staff are expected to follow policies and guidance for:

- Daily health and symptom screening
- Hygiene and handwashing
- Social distancing
- Restrictions on gathering in large groups
- Required masks, face coverings and essential PPE; bandanas, buffs and gaiters are not acceptable face coverings, and masks with exhalation valves or vents do not offer adequate protection and should not be used while on campus.
- Staying home when sick
- Respecting the health, well-being and personal experiences of other community members

As the knowledge and understanding of the COVID-19 virus continues to evolve, the University remains prepared to adjust our policies and plans as needed as more information becomes available. In the event that New York state or local health authorities amend statewide or regional orders and guidance, the University will update the guidance and protocols in this plan in accordance with said updated regulations.

Course Modalities

Adelphi University is committed to providing access to high-quality education across a variety of modalities. Classes will be offered in face-to-face, hybrid, and online modalities. In all cases, students will be able to access and continue coursework remotely in the event they are ill or otherwise unable to participate in a face-to-face class. In this way, no member of our community will be put in a position of choosing between educational progression and the health and safety of self and our community.

[Please see our Guide for Returning to the Classroom on the Adelphi Restart Website.](#)

Our three academic departments housed in the Performing Arts Center—Dance, Music, and Theatre—have worked diligently and creatively to design and offer a robust mixture of face-to-face, hybrid, and online courses in the fall. Classes taking place on campus will ensure compliance with all distancing, density, and hygienic requirements.

Face coverings/masks will be required in class. Students are encouraged to get accustomed to wearing masks ahead of beginning classes. Suggested: Try wearing your mask around the house for a while and during exercise, so you learn what to expect and develop the stamina to use it for long periods of time.

Nontraditional instructional spaces (e.g., Concert Hall, Olmsted Theatre, Black Box Theatre, Recital Hall, practice room, and consideration of overflow spaces) have all been incorporated in the planning for the fall.

Faculty of these departments have been instructed to notify their students of class modalities. The contact persons for additional questions for each area of performing arts are as follows:

Dance

- Professor Orion Duckstein, oduckstein@adelphi.edu

Music

- **Music Education:**
Professor Heather Waters, PhD, hwaters@adelphi.edu
- **Music major and other general questions unrelated to the major (or minor):**
Professor Sidney Boquiren, PhD, boquiren@adelphi.edu

Theatre

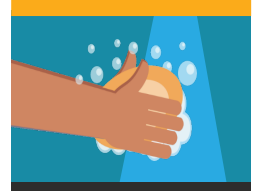
- **Design and Technology:**
Professor Sean Sullivan, sullivan3@adelphi.edu
- **Acting:**
Professor Nicholas Petron, petron@adelphi.edu
or Administrative Assistant Barbara Sullivan, sullivan2@adelphi.edu

Protocol and Adjustments

Handwashing

In an effort to reduce the transmission of COVID-19, students must frequently wash their hands with soap and water for at least 20 seconds, especially after being in a public place, coughing, sneezing, blowing their nose, or touching their face.

If soap and water are not readily available, use a [hand sanitizer that contains at least 60 percent alcohol](#).



Classrooms, Rehearsal and Lab Spaces

We will adhere to all policies for reduced density and six feet social distance, and hygiene requirements for instructional and practice spaces. [Please see relevant sections in our Guide for Returning to the Classroom on the Adelphi Restart Website](#).

Dance

Until further notice, the plan is to have in-person classes, with adjustments for safety.

- All studios are fitted with the ability to accommodate remote teachers *and* students.
- No more than 16 people (teacher, musician and students) will be in each studio at a time.
- Each dancer will have a 10' x 10' square for warm-up in modern and ballet centers, and an assigned spot at the barre for ballet.
- Pilates will be in-person in 6' x 6' squares.
- Different teachers will use different plans for center work, but the following protocols will be consistent:
 - Masks must stay on at all times.
 - Students with a health issue affected by mask-wearing must inform all of their teachers. Students may be advised to take class remotely as a result of not wearing a mask in order to protect themselves and others.
 - Students who cannot come to class should notify their professor AND students so that we can maximize students receiving the in-person experience on a given day. Professors will advise students on how to communicate this information.
 - Students may leave class and return, but must wash or sanitize their hands before returning.

- There will be no partnering, minimal floor work and at least six feet of separation between dancers.

Entering a Dance Class

- Enter dressed for class/come to the PAC dressed for class.
- Leave your water bottle outside the studio at the 'Water Station.' This is also where hand sanitizer will be stationed.
- Use [hand sanitizer with greater than 60 percent alcohol](#) before *and* after class.
- Enter and go to 'your' spot—fill the room like a water glass, or the way an airplane should be loaded.

Between Classes

- Students will stay in place; musicians and teachers will change rooms.

After Class/Before Rehearsals

- Studios must be left for one hour. They will be mopped with an alcohol mop, then closed for another 30 minutes to dry.
- As added protection, in between full cleaning and disinfection protocols completed daily by housekeeping, students and teachers will sanitize their own areas with provided disinfectant wipes before switching studios.
- Classes will be shortened slightly to accommodate cleaning between classes.
- Students should check in with the PAC student monitor before use of rooms for rehearsals.
- The PAC student monitor will manage authorized use of all PAC rooms and enforce the wearing of masks by all users.

Dance History and Dance Composition courses will run in the hyflex modality. [For detailed information about modalities, please see our Guide for Returning to the Classroom on the Adelphi Restart Website.](#)

Dress Code

- Dress code requirements have been sent to students via their Adelphi email account.
- Students may use their French blue leotards in addition to the new black. Please be aware that colors must match—ballet slippers must match the tights, whether by skin tone or pink.
- For more information, email Jennifer Kreichman, kreichman@adelphi.edu.

Locker Rooms

- Use will be restricted. Many students will be asked to dress ahead of time.
- Showers will be closed for the health and safety of all students.

Music

Through careful planning and discussions with the faculty, the Department of Music has been able to maintain the original schedule for fall semester classes.

Music Theory (0195)

All courses are being offered either fully online or hybrid, with one section of Basic Keyboard Skills following the hyflex modality. There are no fully traditional/in-person courses in this area.

Music History (0196)

All courses are being offered fully online, except for one course which is being offered as a hybrid course. There are no fully traditional/in-person courses in this area.

Music Performance Groups/Ensembles (0197)

Due to concerns regarding the potential of certain activities to become 'super spreader' events, the Department of Music has made the difficult decision to move almost all ensembles online. In particular, ensembles that regularly involve intense breathing (e.g., singing and playing of wind or brass instruments) are being offered fully online with performance events being scheduled accordingly.

We are making exceptions for small ensembles with few members and ensembles that do not involve intense breathing (Guitar Ensemble and Percussion Ensemble). These ensemble rehearsals will be scheduled for larger spaces (e.g., Recital Hall or Concert Hall) instead of where they are usually held (one of the practice rooms). Several ensembles will meet following a hybrid format in small groups.

Music Private Instruction (0198)

Due to concerns regarding the potential of certain activities to become 'super spreader' events, the Department of Music has made the difficult decision to move almost all Private Instruction involving intense breathing (e.g., singing and playing of wind or brass instruments) online/remote.

We are making exceptions for guitar, percussion, and piano which will follow a hybrid format and will be taught in larger spaces (e.g., Recital Hall or Concert Hall).

Music Education (0199)

All courses are being offered either fully online or hybrid. There are no fully traditional/in-person courses.

Performances/Recitals

All senior and junior recitals are being scheduled for the spring semester. Student recitals will either be livestreamed (for guitar, piano, and percussion) or broadcast online (via Zoom or social media). Departmental colloquia will be grouped in cohorts by areas and similarly livestreamed or broadcast online. Ensemble performances at the end of the semester will either be livestreamed (e.g., Guitar Ensemble) or broadcast online (all other ensembles). **Note: Percussion Ensemble offers only a spring recital.**

Theatre

Classes will be a blend of in-person, hybrid and hyflex modalities for the Fall 2020 semester. For all classes that are hybrid or hyflex, in-person portions will work in assigned rooms at the Performing Arts Center (PAC). [For detailed information about modalities, please see our Guide for Returning to the Classroom on the Adelphi Restart Website.](#)

- All in-person classes will abide by six feet social distancing. Rooms will be modified to support this, and will have at least six-foot distancing markers on the floor.
- Masks will be worn by all students and professors at all times.
- Mobile health barriers/shields will be used by professors to create separation from students.
- After each class, students and professors will disinfect their individual spaces with materials provided.
- Entering and exiting classrooms will be controlled through the use of two doors (one for entering, one for exiting) when available. When not available, a staggered entry and exit will be employed.
- Food or drink will not be allowed in the spaces unless the individual has received an approved accommodation through the Student Access Office.
- Students will only bring to class any items for that class. All other items must be stored in PAC lockers or the student's car or residence.
- Classes with registered students who are not able to attend class will either record the class or use Zoom to include the absent student. That modality will be based on what best serves the individual student in their specific situation.
- Unless noted by the instructor, all tests and 'paperwork' will be completed virtually.

Acting Class Adjustments

There will be no physical contact between actors.

For All Classes

Students and instructors will wear masks.

Stage Combat: 003–Singlesword

All students must wear their own stage combat gloves. Each student will be responsible for cleaning the weapons (oiled) after each class. Fencing protocols are in place for social distancing (fence/fight measure).

Stage Combat: 004–Broadsword

All students must wear their own stage combat gloves. Weapons will be polyurethaned and can be cleaned with wipes. Steel weapons will be oiled. Each student will be responsible for cleaning the weapons after each class. Fencing protocols are in place for social distancing (fence/fight measure).

Both Classes

Instructor will lay out weapons for the class, and will store the weapons after students have cleaned them.

In-Person Voice Class Adjustments

- Clear masks will be used for all in-person and hybrid voice classes. These will be provided to students by the department.
- If clear masks cannot be used, that class will be held online.
- There will be a bottle of approved hand sanitizer stationed at the classroom door. Students should sanitize their hands before entering class.

Design and Technology Class Adjustments

Design Technology classes will follow University and departmental protocols and take these additional considerations for these classes.

History and Application of Theatre Technology

No materials will be shared. For all hands-on activities, every student will have their own work space and the professor will prepare materials days in advance. The professor will disinfect any tools and materials used in advance of classes. All testing materials, reading materials and handouts will be virtual.

Mechanical Drafting

All materials for instruction and lesson assignments are supplied by the students and not shared with other students. Student paper assignments will be held for a 72-hour period after grading before being returned.

Property Construction

There will be no communal activities that require the whole class to touch shared materials. Students are responsible for acquiring the materials for the class. Some material provided by the instructor will be prepared in advance of class by at least one week, disinfected and labeled with each student's name. There will be no intermingling of student materials.

Research, Rehearsal and Production

There are no group activities. All 'paperwork' will be virtual.

Stage Makeup

Class will be held in the green room for the first three weeks and then move online in the fourth week. This shift is to accommodate the need for students to remove a mask prior to applying makeup.

Introduction to Costumes

Class will be held in the green room and will practice social distancing. Students will only use chairs with desks and not any fabric covered furniture.

Scenic Painting

Class will be held in the paint shop. Students will work in a taped-off six-foot square that is separated by six feet. Supplies provided by the department will be gathered and set aside the week before the class and placed in plastic bags, untouched for a week. Students will store class projects on canvas racks covered in plastic. Students will have their own paint tools.

Disinfecting and Distancing

In addition to Adelphi's institution-wide cleaning and disinfecting protocols, taking into account the special needs of our instructional and rehearsal spaces, we will implement the following additional safeguards.

Black Box Theatre

- All nonessential equipment has been cleared to maximize space for social distancing.
- Floors will be marked to encourage social distancing.
- Sets for shows will be designed to use minimal space or be able to be moved to allow for classes to continue during productions and pre-production.
- Disinfectant will be provided to wipe down rehearsal cubes and props before and after each use.
- Separate entrance and exit doors will be used to avoid crowding.

Computer Drafting Lab

- Workstations will be staggered and separated for social distancing.
- Disinfectants will be used to wipe down stations before use.
- Students will sign up for use of the room outside of classes to ensure distancing based on reduced capacity.

Concert Hall

- Rows of seating will be blocked for social distancing.
- Temporary additional power has been added to seating to support remote instruction.
- Separate entrance and exit doors will be used to avoid crowding.

Concert Hall Dressing Rooms

- Capacity will be limited to avoid sharing space and workstations.

Costume Shop

- Presence of workers and students will be staggered to support reduced density and social distancing.
- Sewing machines and related items will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- Laundry facilities will only be used for costumes. All costumes will be laundered after each use.

Dance Locker Rooms

- There will be no shared lockers.
- The schedule for locker room access will be based on class schedules to avoid crowding. Entrance and exit will be staggered based on capacity.

Dance Studios

- Barres and pianos will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- Floors will be marked to encourage social distancing.
- Use of the Dance Studios by students other than the dance department will be monitored by the PAC.
- All users of the studios must abide by policies for wearing masks, disinfecting materials and supplies, and refraining from bringing food. Violations will result in being barred from further access to PAC studios.

Drafting/Tech Lab

- Students will be assigned a work area to avoid sharing materials and space.
- Supplies and surfaces will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- Students must sign up to use the room outside of classes to ensure reduced capacity and social distancing.

Electronic Music Lab

- Workstations will be staggered to support social distancing.
- Supplies and surfaces will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- Students must sign up to use the room outside of classes to ensure reduced capacity and social distancing.

Keyboard Lab

- Seating will be staggered to support social distancing and certain keyboards will be blocked off.
- All keyboards will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- The keyboard lab will only be used for teaching (not practice) to allow for the room to be disinfected before and after each class.

Music Library

- Access will be by appointment only to support reduced density and social distancing.
- Gloves will be provided for single use while browsing materials.

Olmsted Dressing Room

- Areas will be designated for each student to support social distancing.
- All workstations will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- Additional barricades will be in place between workstations.

Olmsted Theatre

- All nonessential equipment will be cleared to maximize space for social distancing.
- Floors will be marked to encourage social distancing.
- Sets for shows will be designed to use minimal space or be able to be moved to allow for classes to continue during production and pre-production.
- Rehearsal cubes and props will be wiped down regularly before, during, and after each use with disinfectant that is provided.
- Rows of seating will be blocked to support social distancing.
- Separate entrance and exit doors will be used to avoid crowding.

Practice Rooms

- A sign-up process with the Department of Music will be used for practice rooms to ensure adequate time between uses.
- Work areas and pianos will be wiped down regularly before, during, and after each use with disinfectant that is provided.

Recital Hall

- Stored instruments should not be disturbed by other uses of the room.
- Seats, stands, and other surfaces will be wiped down regularly before and after each use of the room with disinfectant that is provided.
- Instruments will be included in disinfecting protocols.

Scenic and Paint Shop

- Shop work and crew times will be staggered to avoid crowding.
- Alternative spaces will be used when available to spread out crew and support social distancing.
- Disinfectant and single-use gloves will be provided to wipe down tools before and after each use.
- Work areas will be marked and closed off to support social distancing.
- Separate entrance and exit doors will be used to avoid crowding.

Theatre Rehearsal Room

- All nonessential equipment will be cleared to maximize space for social distancing.
- Floors will be marked to encourage social distancing.
- Furniture and props for productions will be designed to use minimal space or be able to be moved to allow for classes to continue during productions.
- Props and furniture used in rehearsal and class will be wiped down regularly before and after each use with disinfectant that is provided.
- Separate entrance and exit doors will be used to avoid crowding.

Rehearsal and Performance

As rehearsal and performance are integral to an education in performing arts and students' professional development, we aim to reopen Adelphi's performing arts facilities for students to rehearse and perform while adhering to all CDC and New York state health, safety, and hygiene requirements, as well as best practices currently available and shared among performing arts experts.

There will not be traditional in-person performances with large live audiences in Fall 2020. Instead, streaming technology will be used. Current production plans explore the use of smaller alternating ensembles, livestreaming technology, recorded virtual performances, and shortened plays and showcases with minimal audiences.

The following are the current performance plans for Fall 2020:

Dance

General Performance Information

- Dance Adelphi is scheduled to occur November 18–22. This may change to November 19–22 or November 18–21 with a single one-hour (approximate) show livestreamed per day.
- All dances will most likely be double cast to allow each cast to serve as crew and audience for the opposite cast.

Casting/Auditions

- If auditions cannot safely be held, we will cast by committee or via video submission. Therefore, student classwork will count as an audition.
- Auditions and casting will happen early in the semester so rehearsals can be scheduled and appropriate space booked. This ensures that if campus is mandated by government officials to close due to the evolving public health situation, Adelphi can plan to hold a work-in-progress show before departure.

Technical: Costumes, Lights, Crew

- As mentioned under General Performance Information, the light board operator, sound operator, assistant stage manager, and wardrobe crew will rotate from the opposite cast.
- Costumes will be simple, with little being built. They will likely involve masks. No costumes may be shared and must be washed and dried between uses.
- Any necessary fittings will be executed with masks and hygiene as a priority.

Dressing Rooms

- Dressing rooms will not be available to all cast members. Use will be staggered and some students may use the studios or locker rooms.
- Communication to dancers will occur with 'cast reps' who connect with the stage manager by cellphone.

Music

- All senior and junior recitals are being scheduled for the spring semester. Student recitals will either be livestreamed (for Guitar, Piano, and Percussion) or broadcast online (via Zoom or social media).
- Departmental colloquia will be grouped in cohorts by areas and similarly livestreamed or broadcast online.
- Ensemble performances at the end of the semester will either be livestreamed (e.g., Guitar Ensemble) or broadcast online (all other ensembles). **Note: Percussion Ensemble offers only a spring recital.**

Theatre

The theatre season will explore the following modalities of performance which will be based upon the needs of the script, the recommendation of the director, and what the current public health and government guidelines are at the time of the production.

- **Fully Virtual (live)**
The rehearsals and performances will use video conferencing software such as Zoom or similar software. The performances will be streamed to audience members at home.
- **In-Person with No Audience**
The production will include a small cast and crew which would follow appropriate safety protocols and the performance would be on campus. The rehearsals would be in person and via Zoom. The performances will be streamed to audience members at home.
- **In-Person with Limited Audience**
The production would follow similar parameters as in person with no audience, but this modality would be open to a small invited audience that would be there primarily for the actors. The performances will be streamed to audience members at home.

All participants of in-person rehearsals and performances will have temperature checks using forehead thermometers.

Costumes

- The costume department will follow the [safety protocols established by the Screen Actors Guild](#) (SAG).
- When possible and appropriate the costume designer will choose knit garments to limit the length and number of fittings.
- Garments will be stored in plastic bags when not in use.

- Alterations and sewing of the garments will occur early so the costume can be stored in a plastic bag before the performer wears it.
- Garments will be cleaned between each performance.
- Fittings will be spread throughout the day and in multiple locations. Scheduling will allow for at least one-hour vacancy between the fittings in that space. The shop laundry room will no longer be used for fittings.
- Persons participating in costume fittings will use PPE including masks, face shields and gloves.
- Only two people will be in the fitting with the performer. One person will pin the garment the other taking notes and photos if necessary. The roles will not shift during the day.
- When dressing, performers will follow social distancing and will have plexiglass dividers between them. Multiple dressing rooms may be needed to accommodate the number of performers.
- The costume department will work with both the dance and theatre department to develop universal protocols for performances.

Lights and Sound

- There will be a rep light and sound plot in theatrical spaces.
- All students working in lighting and sound will be required to wear masks and gloves.
- Once lighting equipment is hung the C-clamp, tilt knob, safety cable and yolk will be disinfected with wipes.
- If speakers are hung, the handles of the speaker, safety cables and C-clamp will be disinfected with wipes after touching.
- Students will use wipes to disinfect gloves with alcohol wipes during the course of the hang.
- People working in the catwalks will be limited to support social distancing and reduced density.
- Workers in the light loft during calls will be limited to support social distancing and reduced density.
- Workers in the booth will be limited during shows to support social distancing. This may include having stage managers outside the booth between board operators, and/or having one board operator control lighting and sound through a MIDI connection from a computer.
- Faculty can mentor student designers and operators using the CAD Room:
 - The instructor's computer and large-scale monitor will support both light and sound learning, using Pro Tools and Qlab on those computers.
 - Zoom meetings will be used to allow students to collaborate and share screens.
 - Light board students will be mentored from opposite ends of the table, with the student at the board.
 - Board operator students will be mentored in the booth during tech with the designer talking from the communications room.
 - Remote monitors will run for sound and lights so designers can see what is happening.

Paint Shop

- Students will work in a taped-off six-foot square that is separated by six feet.
- Supplies provided by the department will be gathered and set aside the week before the class and placed in plastic bags, untouched prior to work call.
- Students will have their own paint tools.

Scene Shop

- For all work calls, including strikes and load-ins, capacity will be limited and students will maintain social distancing and abide by PPE requirements.
- Work spaces and surfaces are already appropriately distanced.
- All hand tools and power tools will be brought to work spaces and students will disinfect them with provided wipes between uses.
- At the end of every workday, all tools used will be collected and disinfected before being put back into storage.

Performing Arts Center (PAC)

For the Fall 2020 semester, Adelphi's Performing Arts Center will focus its resources on producing and promoting student productions.

A limited number of guest artists will be brought in virtually for workshops, master classes and performances.

The PAC will continue the weekly show "Live from the Adelphi PAC Living Room" all semester to showcase students, faculty, staff, alumni and other guests. This weekly event will also be used to promote other upcoming virtual events.

Audiences

Current state and public health guidelines do not allow for in-person audiences for performances. Since this is one of the last things expected to be approved by health officials, we are planning for all performances in Fall 2020 to be broadcast virtually for all audiences.

Most events will be ticketed (to control and monitor access) but all student performances (and many guest artists) will be free of charge to view.

Adelphi University and the Performing Arts Center will monitor guidance from state and public health officials to determine when we can begin to allow small, socially distanced audiences at certain performances, and who will be invited to attend those performances.

Even if a small audience is allowed in person at some time, events will still be streamed online since capacity will be extremely limited.

These policies will be updated throughout the semester based on current health guidelines and will be communicated regularly to performers and patrons on an event by event basis.