



THE DEPARTMENT OF THEATRE DAILY PROTOCOLS FOR A SAFE RETURN TO WORK

In an effort to ensure we are adhering to the university's best safety practices to mitigate the spread of COVID-19 in our classrooms, offices and studios, this document will outline the Department of Theatre's response to the College of Arts and Sciences' requirement for daily protocols to which all faculty, staff, and graduate teaching associates must adhere.

If you have any questions, please reach out to the following people:

- For questions concerning general building cleaning services (floors, common areas):
Nathan Sims.417, Building Coordinator
- For questions concerning room scheduling:
Logan Kelly.472 , Scheduling Coordinator
- For questions concerning classroom cleaning supplies:
J Briggs Cormier.5
- For questions concerning daily protocol adherence:
Chris Zinkon.3 or Sheree Greco.73, Safety Coordinators
- For questions concerning production studios and venues cleaning supplies:
Sheree Greco.73



BEFORE COMING TO CAMPUS

- ⇒ Conduct daily health check and report your results through Ohio State mobile app or compass.osu.edu



UPON ARRIVING AT DRAKE

- ⇒ Ensure your mask is properly secured before entering building
- ⇒ Enter using the approved entry and follow the designated traffic flow within the building
- ⇒ Immediately wash your hands
- ⇒ Clean and disinfect your workstation

DAILY CLASSROOM CLEANING AND SAFETY PROTOCOLS

BEFORE CLASS

- ⇒ Using the disinfectant wipes, clean any and all surfaces and items to be used in the course of your class (don't forget door handles!)
- ⇒ Review the physical distancing indicators on the floor (where applicable) and make a note for the Safety Coordinators if any need to be replaced
- ⇒ Check that there is hand-sanitizer either inside your classroom or just outside
- ⇒ If your classroom has windows which can be opened, this is encouraged for better ventilation weather permitting. (please close at the end of your class)
- ⇒ Ensure you have your mask on 😊

AT THE START OF CLASS

- ⇒ Have students enter the classroom while maintaining 6ft of physical distance
- ⇒ Ensure students are wearing masks before entering your classroom
- ⇒ Instruct students to use hand-sanitizer as they enter the classroom
- ⇒ Instruct students to place belongings near their person or in the taped-out areas on the floor (*where applicable*)
- ⇒ Review the physical distancing guidelines either by seat locations or tape-marks on the floor
- ⇒ Walk students through the general “*schedule of events*” during the class (*i.e. We will have masks on for the first 30 minutes and then we will remove them for 20 minutes of this activity, afterwards, we will hand sanitize our hands and secure our masks, etc.*)

DURING CLASS

- ⇒ Stay mindful of continued physical distancing among students and yourself
- ⇒ Provide several points in class (*or maybe it's after the hour*) for either washing hands or using hand sanitizer and especially if a student feels they need to

AT THE END OF CLASS

- ⇒ Have students EXIT the classroom with their belongings while maintaining 6ft of physical distance

- ⇒ Ensure students are wearing masks before exiting your classroom
- ⇒ Instruct students to use hand-sanitizer as they exit the classroom

➔ **AFTER CLASS**

- ⇒ Using the disinfectant wipes, clean any and all surfaces and items that was used in the course of your class (don't forget door handles!)
- ⇒ Review the physical distancing indicators on the floor (where applicable) and make a note for the Safety Coordinators if any need to be replaced
- ⇒ Check that there is hand-sanitizer either inside your classroom or just outside
- ⇒ If your classroom has windows which can be opened, please make sure they are closed
- ⇒ **THANK YOU FOR YOUR SIGNIFICANT EFFORTS IN MAINTAINING SAFETY DURING YOUR CLASS!**

➔ **USING THE PHOTOCOPIER/PRINTER**

- ⇒ Schedule time to use the photocopier in advance
- ⇒ Clean and disinfect the photocopier following protocols posted on whiteboard
- ⇒ Make your photocopies
- ⇒ Clean and disinfect the photocopier following protocols posted on whiteboard

➔ **BEFORE LEAVING DRAKE**

- ⇒ Clean and disinfect your workstation
- ⇒ Ensure your mask is properly secured before leaving your office
- ⇒ Empty your office desk-side trash and recycling bins into centrally located containers
- ⇒ Wash your hands
- ⇒ Follow the designated traffic flow to leave the building

