



Safe Instruction: Performance/Studio Courses

Performance and studio classes provide important experiential learning opportunities. The varied teaching spaces and activities in these classes require careful planning to ensure proper social distancing and to minimize the risks of virus transmission. For this reason, all studio and performance classes must develop a plan for safe instruction. This memo describes the requirements for the safe-instruction plan and provides guidelines to aid in planning studio and performance courses.

Teaching in-person performance and studio courses will be carried out in full compliance with the Brown University [Health Protocols](#) and any other University policies that govern the return to campus. Safety within instructional spaces must be carefully maintained, with adequate access to personal protective equipment (PPE) and safety-related supplies such as disinfectants, hand sanitizer, and accessibility to soap and water for hand washing. These and other supplies may be requested through the [COVID-19 Essential Health & Safety Supply Request Form](#).

While the focus of these guidelines is the safety of in-person instruction, instructors must also plan to allow remote participation for students who can't attend in person. Digital Learning & Design and Media Services provide guidance, equipment, and support for various class scenarios, including pre-recorded demonstrations, live-streamed instructor classes, and hybrids. If you have questions, need media support or would like to schedule a media consultation, contact dld@brown.edu. For a list of instructor resources, please see <https://healthy.brown.edu/academics/teaching-and-learning>.

A university-approved plan is required for all performance, lab and studio classes before in-person instruction can begin. Chairs, instructors and/or lab/studio managers must submit a 1-2 page narrative describing plans for safe instruction, including:

- Plans for maintaining social distancing
- Procedures for disinfecting workspaces and shared equipment
- Personal hygiene and use of PPE

For spaces shared by multiple instructors, a single plan can be submitted. Individual course leaders will be required to confirm that they will follow the approved plans.

Plans should adhere to the following guidelines, and should be submitted through the [Return to Campus Portal](#). Plans will be reviewed as soon as they are received. For questions about the approval process, contact Tom Roberts (thomas_roberts@brown.edu), Associate Provost for Academic Space, or Janet Blume (janet_blume@brown.edu), Deputy Dean of the Faculty .

GUIDELINES

Social distancing and space planning

- Chairs, instructors and/or lab/studio managers should review the space layout and work with Facilities Management (FM) (sinead_gallivan@brown.edu) and Environmental Health and Safety (EHS) (stephanie_santucci@brown.edu) to determine the maximum capacity of each instructional space.
- Plan activities that limit student movement through the space.
- If students must regularly move through the space during class, you will need to allocate at least 150 square feet per person. Aerobic activities, such as dance, may require more space per person (see below).
- Assess the flow of traffic. Where possible, designate one-way paths for students to move through the space. Re-evaluate and modify pathways if needed without impeding emergency egress.
- Instructors may establish location markings on the floors and/or tables to indicate social distancing expectations.
- Shared equipment and fixtures should be used only if essential and must be used in a controlled manner to avoid congestion. Areas with shared equipment or fixtures should be set up for single-person use, and must be disinfected before and after each use.
- Designate workstations and when possible, assign students to a given station for the entire semester.
- Arrange for all materials and supplies to be set up at each student's workstation before students arrive (preferable) or have the materials delivered by an instructor or TA. Students should bring their own tools when possible.
- Standardized COVID-related signage must be in place. FM will post the signs. Post signs to indicate areas and seating that will be off limits during class.
- If instructors, TAs, and/or students must come within 6 feet of one another, barriers or face shields (in addition to face coverings) may be used. Even with additional barriers or face shields, people may only come within 6 feet for the briefest encounters. Physical contact is not permitted.
- Barriers may be used to separate work areas, but they do not replace the requirement to maintain 6 feet of separation between individuals.

Guidelines specific to performance instruction

- If some of the instructional space is to be used for a performance component of a class meeting, the performance area must be clearly marked. Only those performing may occupy the space.

- For aerobic activities such as dance, outdoor classes are encouraged. Participants must remain 14 feet apart, and face coverings are required.
- Whenever possible, dancers and other performers should face the same direction.
- For activities that require class-specific attire, students should arrive dressed.
- Students should bring their own yoga mats or towels if floor work is required.
- Musical Instruments: only instruments that can be played while wearing face coverings are permitted (piano, strings, drums, guitar, etc.).
- Instruments that require the removal of face coverings are not permitted, i.e., no collective wind instrument playing, either indoors or outdoors.
- Singing: Collective singing is only permitted outdoors. Participants must wear face coverings and maintain a social distance of at least 6 feet. Microphones cannot be shared.

Protective Equipment

- Face coverings are required at all times.
- Students and instructors must wash their hands with soap and water or use hand sanitizer upon entering and before exiting the classroom/studio and as needed.
- Before each class, be sure that there is an adequate supply of the necessary protective equipment. Students must wear their own face coverings but it is the responsibility of the instructor to ensure that any other required PPE (e.g., gloves) are available as needed.
- If additional protective equipment, such as goggles/safety glasses, are needed, students should be given their own equipment for use throughout the semester.
- Dispose of face coverings as regulated waste if contaminated with hazardous substances. A supply of face coverings must be available to replace contaminated masks.
- As noted above, TAs and instructors who must briefly come within 6 feet of students may wear face shields in addition to face coverings.
- Physical barriers can be requested if deemed essential. Please consult with FM/EHS.
 - To request a fixed plexiglass installation, submit a Facilities Management work order via a [service request](#).
 - To request a portable/movable physical barrier, submit a request through the [COVID-19 Essential Health & Safety Supply Request Form](#).
- Physical barriers and face shields do not offer full protection from COVID-19. The primary form of protection should always be face coverings and social distancing.

Disinfection

- Disinfection protocols must be posted and available for the instructors, TAs, and students to follow as a standard procedure. EHS will approve these plans.

- If applicable, students will be given disinfecting supplies at their designated workstations for use at the start and end of the class.
- Disinfecting supplies must be accessible at all shared equipment stations. All shared equipment must be disinfected before and after use by individual users.
- All common high-touch surfaces must be disinfected as often as possible during the class periods and must be cleaned after each class by an instructor or TA.
- Shared equipment stations must be disinfected before and after each use.
- Delicate equipment (musical instruments, electronics) may require special disinfection procedures, which should be described in the written protocols.
- Cleaning supplies should be kept in a designated area.
- Custodial services has increased disinfection frequency on campus. Refer to the [Custodial Disinfection Matrix - Campus Wide w/ Task and Frequency](#) regarding classrooms.
- Instructors should include time for cleaning when planning class meetings.

Training

- Employees are required to complete the employee Workplace Safety Training module in Workday before their return to campus. Teaching Assistants will receive the student version of the employee Workplace Safety Training module.
- Instructors are encouraged to post safety procedures on Canvas or other course websites. Students will be required to review the procedures before the first class.