

DFPA Plans/Protocols for Spring 2022

Loyola's Return to Campus and COVID-19 websites have now been merged to form the [Health, Safety, and Well-Being Update website](#). This site contains all up-to-date information on required health and safety practices for anyone on our campuses as well as resources for students, faculty, and staff. The DFPA has developed department-specific guidelines to assist with ensuring the health and safety of our community.

Mitigation Measures	
Masks	<p><u>General Policy:</u> Masks will continue to be required in all indoor public spaces (defined as anywhere where two or more people are gathered) in all buildings at all Loyola campuses (such as classrooms, labs, meeting rooms, lounges, shared office space, cubicles, hallways, elevators, etc). This applies to all students, faculty, staff, and campus visitors regardless of vaccination status.</p> <p>In single-occupancy rooms and offices masks are not required with the door closed. It is recommended that faculty and staff with private offices generally keep their doors closed for this reason. Faculty using shared office space are encouraged to discuss work schedules in the space with their office mates.</p> <p>If fully vaccinated, masks are not required outdoors but are encouraged when attending a large gathering or event. If not fully vaccinated, masks are required outdoors especially when social distancing cannot be maintained, like at a large gathering or event.</p> <p><u>Music PPE:</u> Many musicians will be able to wear standard cloth face masks (percussion, strings, guitar, piano, voice). However, specialty masks and bell covers will be necessary for wind and brass players. There are special masks for flute players, and special masks and bell covers for all other wind and brass players. The flute masks have a side opening to allow the mouthpiece to be inserted (flutes do not require a bell cover). The other specialty masks have an opening in the center to insert the mouthpiece and a magnetic seal</p>

	<p>so that the mask closes when the mouthpiece is removed. The bell covers should be equipped with a MERV 13 filter, and they come in various sizes to accommodate different instruments.</p> <p>Please note, wind and brass students who are enrolled in an ensemble class (Jazz Ensemble, Symphony Orchestra, Wind Ensemble) will be provided with one reusable specialty mask and a bell cover. Wind and brass students enrolled in the Applied Music program only (applied lessons, chamber ensemble, jazz combo) will need to provide their own specialty masks and bell covers. These items are available through several different retailers. Here are a few options...</p> <ul style="list-style-type: none"> • Amazon (flute masks) • Amazon (horn bell covers) • Amazon (special masks) • Amazon (bell covers) • Woodwind Brasswind (all items) • JW Pepper (all items) • Music & Arts (all items) • The Music Shop (all items) <p><u>Dance/Theatre PPE:</u> For performers that are cast in theatre productions, senior solos and dance comp, the department will be supplying a small supply of masks KN95 masks for the rehearsal period. Please reach out to the production office if you have questions, DFPAproduction@luc.edu.</p>
Vaccinations	<p>All students, faculty and staff are required to be vaccinated and receive a booster shot, or have an approved medical or religious exemption to access campus buildings; unvaccinated students without a medical or religious exemption will not be given campus access privileges.</p>

	<p>All students, faculty, and staff are required to receive a booster shot as soon as they are eligible. Confirmations of the booster shot can be uploaded here: LUC.edu/vaxupload.</p> <p><u>Visitor Vaccination Requirement:</u> Any non-Loyolan that is invited to campus will need to provide proof of vaccination. Loyola has partnered with the Clear Health pass to make this process more secure and efficient. All invited guests should enroll in the Clear Health Pass prior to their arrival on campus. To do so:</p> <ol style="list-style-type: none"> 1. Download the CLEAR app and tap the white Health Pass tile 2. Tap 'Events' and the Loyola Fine and Performing Arts tile 3. Easily enroll or verify your identity with a quick selfie 4. Follow the prompts to verify your proof of vaccination 5. Before you arrive, reopen the Health Pass tile and produce your pass. Green is good to go! <p>The hosting faculty or staff member will need to escort them into the building and supervise them during their time on campus.</p>
Reporting Positive Cases	<p>Report all positive cases at COVID-19report@luc.edu or 773-508-7707. Given the high transmission rate of the Omicron variant in Chicago, contact tracing is not pragmatic or effective at this time. Students, faculty, and staff who test positive for COVID-19 will be responsible for notifying their close contacts. Please visit Loyola's Positive Diagnosis Protocol website for more information.</p>
Surveillance Testing	<p>Vaccinated individuals are not required to test but are welcome to test at any time. Those not fully vaccinated (including those with approved religious or medical exemptions) must test twice per week if on campus two or more times for the week. If on campus fewer than two times for the week, then test when on campus. Surveillance testing is an important mitigation tool and</p>

	<p>is subject to change at any time. We encourage everyone to enroll in testing by visiting the On-Campus Testing website.</p> <p>For students cast in theatre or dance productions, surveillance testing will be required 2x weekly from Sunday to Saturday for each week of the rehearsal and performance period. See COVID Rehearsal Guidelines for more specific details.</p>
Building Access	<p><u>Building Access:</u> It is important to have your ID with you and displayed at all times. The DFPA will continue to control access to spaces our department manages. Here are the building hours and access guidelines.</p> <p><u>Mundelein Center Building Hours</u> 7:00am - 10:00pm: Monday - Friday 7:00am - 7:00pm (Campus Safety unlocks/locks the doors) 7:00pm - 10:00pm (UVID swipe access) 7:00am - 10:00pm: Saturday (UVID swipe access) 9:00am - 10:00pm: Sunday (UVID swipe access)</p> <p><u>Ralph Arnold Annex Building Hours</u> 7:00am - 10:00pm: Monday - Saturday (UVID swipe access) 9:00am - 10:00pm: Sunday (UVID swipe access)</p> <p><u>Information Desk:</u> DFPA will continue to operate the information desk with reduced hours (10am-4pm, M-F). The Information Desk will no longer accept deliveries; all deliveries are to go to the mailroom (6317 North Broadway, Chicago, IL 60660) to cut down on external agents in the building. No in-person ticket sales or cash handling; tickets can be purchased online at artsevents.luc.edu. Staff will continue to offer information and conduct in building transactions including distributing prox cards and addressing building issues.</p>

Main Office Access: (Suite 1200, Mundelein) Monday-Friday, 9am-5:30pm. The office door will be kept closed, but unlocked.

Shared Offices: All faculty using shared offices will be assigned a particular office space to use as their primary workspace (see listing of faculty and staff [2021-2022 office assignments](#)). When possible, try to use the same workstation and adhere to any of the guidelines that are posted in the room or station. If you are sharing a workstation, please sanitize before and after. It is recommended that you do not save any information directly to any campus computer's hard-drive, rather use your university [One Drive account](#). Shared computers may be regularly reimaged or updated and any files stored on the hard drive will be deleted.

Music Studio/Practice Room Access: Music majors, and piano and percussion applied students are eligible for access to the 1st floor music studios (via a white prox card); all other music students are eligible for access to the 10th floor practice rooms (via their UVID). Music majors and students enrolled in applied piano and percussion can request a prox card by submitting this [request form](#). Students can pick-up the card at the information desk after confirmation of access eligibility.

Capacity limited to one person in all music practice spaces except in MC 165B, 169 & 170. Disinfecting supplies will be provided and monitored. Students are expected to clean as they go.

Reserving DFPA Spaces: It should be assumed that in general DFPA spaces require reservation to use them so that DFPA can support the university's contact tracing efforts along with supporting a reduced density of activities in spaces.

- Conference Rooms: contact Patricia/Main Office - All official DFPA meetings should be offered with hybrid. Technology (meeting OWL PRO) will be provided in 1111/1212 to accommodate hybrid meetings (in person & Zoom).
- Music Studio Access: Jeff (including Music Hall)

	<ul style="list-style-type: none"> • <u>Classroom/Rehearsal Spaces:</u> (409/125/Dance Studio - April/Production Office) - continue to use Calendarwiz functions, see Faculty and Staff Resources: Department of Fine and Performing Arts: Loyola University Chicago (luc.edu) for more information.
Ventilation	<p>A mechanical engineering consultant studied all University buildings to verify that ventilation rates, filtration strength, and outside air levels comply with guidance set forth by the CDC, ASHRAE, and the Illinois Department of Public Health Environmental Toxicology section. Higher efficiency filters have been purchased and installed throughout campus, and Facilities is introducing additional outside air and increasing the turnover of air in the building above its standard levels to improve the indoor air environment. UV filtration fans have been installed in all high-rise elevators.</p>
Signage	<p>Signage is in place throughout campus, indicating required compliance with personal safety practices, traffic flows, social distancing, and capacity limits; to request additional signage, please submit a work ticket: LUC.edu/facilities</p> <p><u>Classroom signage:</u> Disinfecting stations, capacity / COVID safety policies for specific spaces. Standard room layouts and room inventories posted in most spaces.</p> <p><u>Directional signage:</u> Off the elevator, signage will be updated to reflect current occupancies.</p> <p><u>Info Desk signage:</u> Including Hours, Building Map, and information that lead to QR codes to purchase tickets, reserve lockers and other previous in-person transactions.</p>

	<u>QR Codes</u> : The DFPA is trying to eliminate distributing printed flyers as much as possible and have an increased use of QR codes to access important websites and information.
Cleaning & Disinfecting	To request sanitizing supplies, please submit a work ticket: LUC.edu/facilities .

Campus Scenarios	
Workspace	<p>DFPA has plans to enact operational changes to reduce unnecessary gathering or clustering of people in our shared workspaces.</p> <p>Modified Room Capacities to de-densify activities.</p> <ul style="list-style-type: none"> ● Private Offices: Recommended occupancy - 3 ● Conference Rooms <ul style="list-style-type: none"> ○ MUND 1111 (10) ○ MUND 1212 (10) ○ MUND 902 (6) ● Resource Rooms <ul style="list-style-type: none"> ○ Theatre Library (4) ○ Music Library (2) ● Shared Offices / Open Workspaces <ul style="list-style-type: none"> ○ Main Office Suite 1200 (5) ○ MUND Suite 900 (5) ○ MUND Suite 174 (3) ○ Dance Office RAA 206 (2) ● Audience Services <ul style="list-style-type: none"> ○ Box Office - MUND 913 (6) ○ House Management 222 (2)

	<ul style="list-style-type: none"> ○ Newhart Ticket Desk (2) ○ Info Desk (2) ● Production Office - MUND 1202 (4) ● Kitchen / Workspaces <ul style="list-style-type: none"> ○ Main Office Break Room (4) ○ Newhart Green Room (8) <p><u>Breakroom:</u> Food Storage / shared refrigerator - stored in separated labeled container, coffee service, no eating in the space, go to private offices or other designated spaces in the building. The faculty SKY LOUNGE will be available during all building hours, faculty and staff can swipe in using the access door on the east entrance.</p> <p>Students should use the 1st floor building lounge for meals.</p> <p>During high volume times, sign ups may be employed to use the photocopier and other shared spaces. Changes will be made to de-densify the mailbox activities; prepping food in the kitchenette will be allowed, but eating in offices or in the faculty and staff lounge on the first floor is requested. The main office will keep its door closed, and it's encouraged to call the office or email versus dropping by physically, making an appointment if one needs to.</p>
Meetings	<p>The seating capacities in Conference Rooms 1111 and 1212 have been reduced. To use this space, you must make a reservation with the main office (Patricia).</p> <p>Conference Rooms</p> <ul style="list-style-type: none"> ● MUND 1111 (10) ● MUND 1212 (10) ● MUND 902 (6)

	<p>Expectation that all official department meetings have a zoom / hybrid option for accessibility and to de-densify.</p> <p>1:1 office meetings permitted, but consider phone calls or zoom appointments if viable. DFPA has invested in webcams and headsets in shared workstations to accommodate increased “remote” meeting capabilities. (MUND 900, MUND 174, MUND 1302, RAA 206) An additional webcam and headset are available for check out from the main office.</p> <p>It is recommended that meetings in private offices be kept to a maximum of 3 people, if you need a larger space, contact Patricia to book a conference room or other space.</p> <p><i>It is also recommended that faculty and staff in private offices work with their doors closed so that they are able to work without wearing a mask alone.</i></p>
Visitors / Audience	<p><u>Public Programming:</u> DFPA programming will be open to fully-vaccinated patrons. There will be a live streaming option for most programming. For more information, please visit www.artsevents.LUC.edu.</p> <p>Masks will be required for audiences, and pending guidance may be required for performers and other members of the project team.</p> <p><u>Gallery Access:</u> For Gallery Activities, there will be a capacity for the Ralph Arnold Gallery space and scheduled hours when members of the Loyola community can visit the gallery.</p> <p><u>Visitor Access:</u> Any non-Loyolan that is invited to campus will need to provide proof of vaccination. Loyola has partnered with the Clear Health pass to make this process more secure and efficient. All invited guests</p>

	<p>should enroll in the Clear Health Pass prior to their arrival on campus. To do so:</p> <ol style="list-style-type: none"> 1. Download the CLEAR app and tap the white Health Pass tile 2. Tap 'Events' and the Loyola Fine and Performing Arts tile 3. Easily enroll or verify your identity with a quick selfie 4. Follow the prompts to verify your proof of vaccination 5. Before you arrive, reopen the Health Pass tile and produce your pass. Green is good to go! <p>The hosting faculty or staff member will need to escort them into the building and supervise them during their time on campus.</p> <p><u>Student Tours</u>: DFPA prospective student tours will remain virtual until the department reopens all spaces to non-Loyolans.</p> <p><u>Classroom Programming</u>: Any activities outside of classroom activities that would engage a population of students, faculty or visitors outside of those registered for the class needs to be approved by the DFPA. Once approved, there are specific guidelines including guest registration and seating charts that need to be assembled. Please reach out to April Browning [abrowni@luc.edu] if you have programming to discuss.</p>
Building Support	<p>Due to the limited duration of interaction, no limit on elevators, bathrooms, and support spaces.</p>
On-Campus Events - Indoor	<p>LUC space reservations will be on internal academic and student-centered events; other events (donor, alumni, etc.) are permitted but may need to be held off campus if space is not available at the time a decision is needed; reservation requests with external attendees will be put on a waitlist and approved as health/safety guidance allows.</p>

Catering	<p>DFPA has decided to not to engage in catered events for spring 2022. Please do not bring food to any meetings or events held on campus. For long technical rehearsals, schedules will be modified to accommodate additional time to go off-site for provisions.</p> <p>No food (water bottles acceptable) in any DFPA workspaces and classrooms (aside from private offices).</p>
University Sponsored Travel Policy	<p>If vaccinated, domestic travel is allowed; international travel is allowed (within State Department guidance and at discretion of department leadership); exercise caution when traveling to areas with substantial or high COVID-19 virus transmission; compliance with City of Chicago emergency travel order required upon return.</p>
Classrooms	<p>Room Layouts have been developed for most classrooms and are expected to be maintained. If a room layout is not working for a faculty member's instructional activities they should reach out to DFPAoperations@luc.edu with a specific request.</p> <ul style="list-style-type: none"> • The university requests faculty keep a seating or a room chart that has students staying in consistent workstations or areas of the room for contact tracing purposes. • No food/eating in classrooms / workshop spaces. • Clean as you go, expected that students and faculty clean the equipment in rooms when they arrive and when they leave, cleaning supplies provided (managed by DFPA operations team). • Shared supplies and equipment have been removed from some classroom spaces. • Students should be assigned individual stations and separate equipment and supplies when possible.

	<ul style="list-style-type: none"> See individual details for specific classroom policies.
Rehearsals	<p>Due to the increased risk of many performing arts education activities, we have developed specific policies for the rehearsal and performance practices of theatre, music and dance that will be consistent with university policies and industry guidance to provide the greatest level of safety for our participants and audiences.</p> <p><u>Theatre and Dance Rehearsals:</u> (Includes Mainstage, Second Stage, Dance Composition, Senior Solo and any other in-person rehearsal practices) COVID-19 Rehearsal and Performance Policies</p> <p><u>Music Rehearsals:</u> COVID-19 Music Rehearsal and Performance Policies</p>
Dining Halls	100 percent capacity
Campus Recreation	100 percent capacity (internal only)
Shuttles & 8-RIDE	Shuttle service and 8-RIDE back in operation at 100 percent capacity

If you have any questions related to this guidance, please feel free to reach out to Mark Lococo, (mlococo@luc.edu) April Browning (abrowni@luc.edu) or Jeffery Hart (jhart5@luc.edu) .