

Resuming Limited use of UNT Communication Studies Blackbox Theater (GAB 321)

Safeguard/Protection Procedures

1. Communication Studies staff will be required to complete training regarding safety and sanitation procedures for the black box space.
2. People requesting to use the space will be required to complete training regarding safety and sanitation procedures before they are allowed to use the space.
3. All people wanting to use the black box space will schedule times in the space with the black box manager to ensure proper social distancing is maintained. The department will maintain a record of utilization in the event there is a need for contact tracing of students who have used the space. The black box manager will not be in the BBT during the duration of its use but will confirm the number of students allows for social distancing.
4. In order to facilitate proper social distancing, no more than five people will be allowed to be in the space at one time.
5. All persons in the black box space will maintain a minimum of a 6-foot distance between themselves and others
6. Each individual should thoroughly wash hands upon entering and exiting the black box space (UNT signage – USBS).
7. Individuals will use a disinfectant (i.e., spray and wipes) to clean the lightboard, stage cubes, stage flats, stage chairs, remote control for the projector, table, doorknob, light switch, and other surfaces before and after the use of any room or workspace area (Please refer to cleaning checklist at the end of this document to ensure no items are overlooked). Dr. Holley Vaughn, the Black Box director, will ensure a proper supply of cleaning materials is maintained.
8. Reservation times in the space will be scheduled in two -hour blocks (coordinated with the black box manager) and there must be one-hour spaces between reservations to ensure the space was properly cleaned and to ventilate the space.

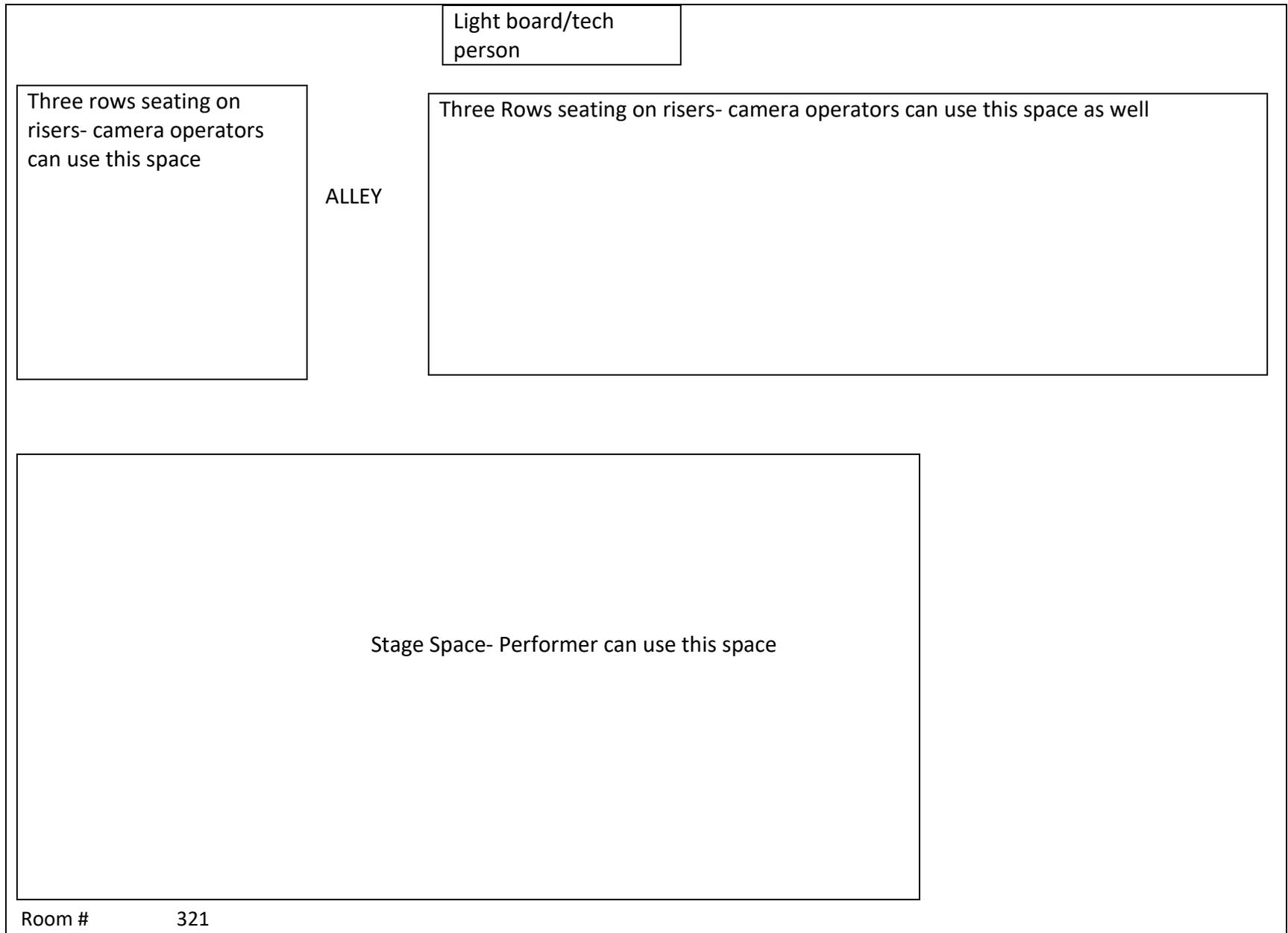
9. Prior to entering the black box space, people will check in with the Communication Studies main office in GAB 301. University (UBSC) assigned signage will be put on the floor to visually direct people where to stand while waiting for the front desk staff to check them in and unlock the space.
 - a. A hand-gel dispenser will be placed prominently near office entrance with clear signage (USBC) asking individuals to disinfect hands prior to checking in.
 - b. Staff will use a tissue to grab student/faculty/staff ID from client, they will wipe down id with disinfectant wipe, scan the id, and return ID to the person
 - c. Staff will wash hands thoroughly after handling IDs.
10. All individuals will wear face masks while they are in the black box space. Individuals will be told about this expectation and other safety protocols outlined in this document (e.g., check in procedure, hand-gel sanitizer, availability of latex gloves) during scheduling contact (phone call or email).
 - a. An individual may need to briefly remove face covering at times to allow for filming a performance. A mask can only be removed when that person is on camera. Masks must be worn between takes and be worn at all times for anyone behind the camera or in the space.
11. Individuals requesting to use the space will be screened for symptoms of COVID-19 both during scheduling calls and at check in (e.g., any temperature during preceding 24-hr. time period, known exposure to a person who is positive for COVID-19). Individuals will be rescheduled if they report symptoms or recent contact with a person who is COVID-19 positive. This information can be verified orally upon arrival or scheduling.
 - d. Medical Screening Questions (using UNT Common Symptom Screening Tool - PENDING UNIVERSITY MANDATED QUESTIONS):
 - 1.) Do you have a fever above 100.3?
 - 2.) Are you experiencing a persistent cough?
 - 3.) Are you experiencing shortness of breath?
 - 4.) Are you experiencing muscle aches or chills?
 - 5.) Do you have a sore throat?
 - 6.) Are you experiencing diarrhea or vomiting?
 - 7.) Are you experiencing loss of taste or smell?

- e. Note - Some questions may require follow-up to obtain important contextual information.

Specialized Cleaning Protocols

1. All stage cubes, stage flats, stage chairs, remote control for the projector, light board, doorknobs and light switches will be handled, disinfected, in a manner that allows for the utmost safety
 - a. Individuals using the space will be given cleaning kits that contain disinfectant wipes which will be disposed of in adjacent trash cans.
 - b. Individuals using the space will be required to wipe down all stage cubes, stage flats, stage chairs, remote control for the projector, the light board, the doorknob and light switch utilizing Clorox wipes or other cleaning supplies provided by the UNT black box. The used disinfectant wipes will be disposed of in the trashcan outside of the black box.

Layout of Blackbox



Building Name	General Academic Bldg
Group Name	Communication Studies
Group ID	121300
Area	888 square feet
Assignable Area	888 square feet
Student Capacity	50
Room Type	220
Description	Special Class Laboratory