

AMDA The American Musical
and Dramatic Academy
NEW YORK CITY

AMDA NY Playbook: Return to Campus



Introduction:

The *AMDA 2020 Return to Campus Playbook* contains important information from relevant state and federal government agencies and the specific ways in which AMDA will be applying that information and guidance for the prevention of COVID-19 across all AMDA buildings and facilities. AMDA's primary objective is to ensure the safety of all students, faculty, and staff.

The information in this document may be adjusted, when appropriate, to comply with updated guidance from our nation's health experts. These adjustments may require us to edit or change information in this document in order to meet the required standards of preventative measures.

AMDA will take all steps necessary to provide each member of our community with a safe and healthy campus and learning environment. In order for our community to be as safe as possible, students, staff, faculty, and administrators all have a collective responsibility to help uphold these standards. We can all contribute to the safety of our community by ensuring that we take the following steps:

- Abide by the detailed health and safety policies and practice guidelines set forth by both AMDA and our government agencies; and
- Report any unsafe practices or situations on campus and report any illness or health concerns to **AMDA New York Emergency Response Team (ERT)** by emailing: NYERT@amda.edu.

For the most updated information regarding COVID-19, please always refer to the [Center for Disease Control](#) website as well as [New York State's Coronavirus](#) update webpages.

Dear AMDA Community,

We are so very excited to welcome you back to your campus! The resolve of our students, faculty, and staff during this unprecedented time has been nothing short of awe-inspiring.

Our priorities for reopening our New York campus are straightforward:

- Implement a robust plan for returning to campus, providing a safe and healthy learning environment;
- Monitor the health of all community members upon return, particularly as it relates to COVID-19 symptoms and illness;
- Implement a strong contingency plan of action for containment to prevent the spread of the virus if detected; and
- Develop a comprehensive plan for transition should a shutdown become necessary in the future.

We are, and will continue to be, hopeful yet pragmatic. The health, safety, and well-being of our community will be our guiding principles when establishing on-campus guidelines.

As we continue to adapt to the events surrounding COVID-19, AMDA remains resolute in ensuring the health and well-being of our entire community, while continuing to provide a world-class education and experience for our students. It is undeniable that things have changed since we were last on campus. This means that our procedures must also reflect these new lifestyle adjustments. As such, this guide will provide you with new safety protocols aimed at keeping you and each member of our AMDA community safe.

The AMDA Playbook is based on guidance provided by both the **World Health Organization (WHO)**, the **Centers for Disease Control and Prevention (CDC)**, and guidance from both the New York State and City government agencies. AMDA continues to closely monitor their guidance and implement appropriate changes as needed to ensure a safe environment for all members of the AMDA community.

Please don't hesitate to contact the AMDA New York Emergency Response Team at NYERT@amda.edu with comments, concerns, suggestions, or feedback. We are eager to hear from you as we carefully navigate our return to campus. Student, faculty, and staff input is essential for us to continue to be healthy and safe together. Lastly, thank you for doing your part to keep AMDA safe - we're all in this together!

Sincerely,

John Galgano
Chief of Staff

Return to AMDA

Continuous self-evaluation before returning to campus is essential. It is recommended that any student not feeling well, or at higher risk of having contracted COVID-19 (if identified by contact tracing, etc.), get tested before safely returning to AMDA.

AMDA has assembled an Emergency Response Team (ERT) on both our New York and Los Angeles campuses in order to create and direct responses and to ensure that safety and health are the top priority for our community. The Emergency Response Team is composed of staff members from every department to reflect the needs of our entire campus. The ERT's responsibility is to create processes and responses that are effective in mitigating the risk of contracting COVID-19. AMDA's response will continue to be cross-functional, including student, parent, faculty, and administrative input.

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of the entire AMDA New York campus. This guide provides you with safety protocols and steps to take to help keep yourself and the AMDA community safe. The following are some of the action steps being taken to ensure health and safety:

- **Increased cleaning** and disinfection in work areas, common areas, classrooms and theatre spaces.
- **Providing disinfectant** to use in work areas, classrooms and theatre spaces whenever possible.
- Enforcing **social distancing** and adding barriers, PPE or other precautions where needed.
- **Controlling access** to our facilities by adding an additional security

Expectations for AMDA Community Members to Help Prevent the Spread

- 1 If you feel sick or have COVID-19 symptoms, report to nystudentaffairs@amda.edu and return home (*faculty and staff, email your supervisor*).
- 2 Frequently wash hands for at least 20 seconds with soap and water and / or use hand sanitizer.
- 3 **Face coverings are required**, which will help prevent the spread of COVID-19.
- 4 Maintain a minimum of six-feet distance from one another.
- 5 Cover your sneeze or cough with a tissue or the inside of your elbow.
- 6 Do not shake hands or engage in any unnecessary physical contact.

Wash Your Hands Frequently!

requirement prior to entry at all locations.

- **Adjusting work shifts** in some areas to reduce the amount of people in common areas at one time.
- Implementing **school-wide procedures** for suspected or confirmed COVID-19 cases.
- Identifying key individuals who will participate in training for **COVID-19 contact tracing**.
- Providing **personal protective equipment (PPE)** including face coverings and gloves in some areas.
- Limiting **visitors and tours** in most locations until further notice.

If you have reason to believe there is a potential or known COVID-19 case on campus, you are required to contact the AMDA Emergency Response Team at NYERT@amda.edu.

Personal Protective Equipment

AMDA will be distributing the following Personal Protective Equipment to all community members upon arrival on campus:

- Masks
- Alcohol-based hand sanitizer
- Disinfectant wipes

When on AMDA's campus, students, faculty, and staff will be required to wear masks inside all campus buildings, at all times, unless specifically instructed (voice lesson, singing in a musical theatre class, etc.). When students, faculty, and staff do take off masks to sing, for example, other solutions for safety will be provided.

All AMDA Community Members will be required to abide by the following policies:

- **Wear your personal protective equipment:** AMDA has provided you with a face mask, you are required to wear it unless instructed otherwise. In this case, other accommodations will be provided.

COVID-19 Safety Guideline

As the events surrounding COVID-19 continue to evolve rapidly, we remain fully dedicated to the safety, health and well-being of the entire AMDA New York campus. This guide provides you with safety protocols and steps to take to help keep yourself and the AMDA community safe.



Increased cleaning and disinfection in work areas, common areas, classrooms and theatre spaces.



We will be **providing disinfectant** to use in work areas, classrooms and theatre spaces whenever possible.



Enforcing **social distancing** and adding barriers, PPE or other precautions where needed.



Controlling access to our facilities via at home self-symptoms check system.



Adjusting work shifts in some areas to reduce the amount of people in common areas at one time.



Implementing **school wide procedures** for suspected or confirmed COVID-19 cases.



Providing **Personal Protective Equipment (PPE)** including face coverings and gloves in some areas.



Possibly implement **touchless services** for those who have direct contact with others on campus.



Restrictions to **visitors and tours** in most locations until further notice.

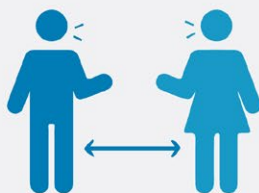
- **Complete a self-health check in:** If you are sick, have COVID-19-like symptoms, have been around someone with COVID-19 or have reason to believe you may have the virus, do not leave your room and do not come to any classroom buildings. Please contact the Emergency Response Team at NYERT@amda.edu and stay home. Please also email your faculty member or, in the case of staff, your direct manager.
- **Complete a daily self-screen and show Clearance Pass to Security at each building:** Prior to coming to campus each day, AMDA students, faculty, and staff will complete a self-symptom screen and temperature check via a mobile link. Upon entering any AMDA building, students, faculty and staff will be required to show the security officers their clearance pass for that day.
- **Practice social distancing - remain at least 6 feet from others:** this includes grocery stores, shopping centers, or any public spaces. Ensure you are also following all face covering guidelines, even if you aren't required to wear one. Always carry necessary supplies as businesses may require face coverings.
- **Avoid hosting or attending large gatherings or meetings:** Use video-conferencing and minimize large gatherings. If a meeting needs to be conducted in person, follow face covering and social distancing guidelines.

All AMDA Community members will be required to follow these habits:

Keep Yourself Safe On and Off Campus

- **Clean and/or wash your PPE everyday:** Reusable face coverings and/or face shields should be washed and sanitized each day. **Please click (or visit) on this link for a simple guide on how to clean your reusable mask:** <https://bit.ly/3e6oToy>
- **Practice social distancing - remain at least 6 feet from others:** This includes grocery stores, shopping centers, or any public spaces. Ensure you are also following all face covering guidelines, even if you aren't required to wear one. Always carry necessary supplies as some indoor facilities may require face coverings.
- **Avoid hosting or attending large gatherings:** Use video-conferencing to minimize attending large gatherings. If necessary, meet friends in an outdoor setting and encourage everyone to follow face covering and social distancing guidelines.
- **Avoid carpools and public transit when possible:** Avoid public transit or carpooling except with those you live with unless you have no other means of transportation. It is recommended that you practice social distancing, wash and/or sanitize your hands, and wear face coverings.
- **Avoid highly concentrated public areas and be aware of your surroundings:** Avoid areas that are highly congested which could potentially increase your risk of contracting COVID-19, i.e.: concerts, bars, clubs, crowded trains, indoor restaurants and activities, public gyms and group fitness classes, and group social gatherings.
- **Practice COVID-19-safe sex and dating habits:** Decisions about sex and dating need to be balanced with personal and public health. Consider using harm reduction strategies to reduce the risk to yourself, your partners, and our community. **Check the NYCHealth Strategies here:** <https://on.nyc.gov/3fC05VZ>

**Reopening
AMDA
Together**



Adhere to
Social Distancing



Wash Hands
Frequently



Masks Required



In-Class and On Campus Procedures

Course schedules will be created to allow for thorough cleaning in classroom studios between classes. Professional cleaning crews will disinfect each room after classes and label each room "Clean" so the next group to enter the space will know they are entering a sanitized room.

Health Check / Temperature Screening

Students, faculty and staff will be asked to conduct self-check temperature and general wellness screenings via a secure and HIPPA- compliant mobile phone/tablet application prior to coming to campus each day. In addition, AMDA reserves the right to conduct temperature checks or health screenings in-person prior to entering any building. It is our belief that the self check system will be most effective in minimizing the risk to our community. We will be providing more details on AMDA's self- check system prior to the start of the semester.

Contact Tracing

AMDA will identify key administrators to participate in training for COVID-19 contact tracing. This

means that if any AMDA community member tests positive for COVID-19, AMDA will have trained contact tracers on staff to conduct tracing and ensure that we know with whom the infected person had been in contact.

For ANY potential or known COVID-19 case, all members of the AMDA community are required to contact the AMDA New York Emergency Response Team (ERT) at NYERT@amda.edu.

Social Distancing

- When possible, AMDA will stagger student / faculty schedules to allow for the maximum amount of social distancing.
- New entry and exit paths will be designated to assist with pedestrian flow.
- Where possible, social distancing points will be displayed, showing six feet distancing on all campus gathering places.
- Room occupancy maximums have been reviewed and decreased.
- Plexiglass or other partitions have been installed at points of service to mitigate physical contact (reception areas, food service, security desks, etc.).
- Lobbies and lounges have been rearranged to promote social distancing
- Barriers will be put into place in or between spaces within common areas where risk assessment identifies social distancing is not possible.

Classes

- Class sizes have been reduced to ensure appropriate social distancing.
- Hybrid course structure: when classes resume in-person, students can expect a portion of their coursework to be completed online. This may include weekly assignments as well as one-on-one faculty feedback sessions.
- Students will be required to wipe down classroom furniture and equipment after each use, whether in class or rehearsal.
- All students and faculty will be required to wear masks and/or face shields in class and throughout campus. Exceptions will be made only when safe and appropriate at the discretion of the instructor. Classrooms will be equipped with plexiglass barriers in order for students who are performing to stand behind a protective shield without having to wear a mask.

Revised Attendance Policy

- Attendance and participation in class is of vital importance for many reasons and every effort should be made to attend all classes. However, missing a class for illness or because you are experiencing symptoms of an illness will no longer automatically result in an adverse grade action. If you are experiencing symptoms of an illness, we ask that you do not attend class and email your instructor and the Office of Student Affairs: NYstudentaffairs@amda.edu. Your grade will be based on the work you do and if you miss any class, you will be responsible for any missed classwork and/or assignments. Please make sure to read the full Attendance Policy on our website, as there are other policies detailed which are not included here in this document.

Gatherings and Events

- There will be no large in-person gatherings. Any portion of AMDA's coursework that previously required large gatherings will be moved online to a webinar format which students will access remotely.

Voice Lessons

- Voice sessions and recording/taping sessions will be held virtually with students in the voice rooms and faculty delivering the lesson via a Zoom video meeting. Students will have access to campus studio space to conduct their virtual voice lessons. Faculty will teach remotely and students will use an AMDA-provided tablet.

Preparing For Your Arrival

Entry Requirements Prior to Return to Campus for AMDA Community Members:

- Complete COVID-19 online training
- Turn in required health documents via secure student portal:
 - Authorization and Consent
 - COVID-19 Screening Questionnaire
 - Assumption of Risk and Liability
- Begin daily symptom screen and temperature checks prior to return to campus.
- Pack additional supplies necessary to ensure/monitor your health and safety

Expectations for AMDA Community Members to Help Prevent the Spread

- If you feel sick or have COVID-19 symptoms, report to NYERT@amda.edu and return home (faculty and staff, email your manager or supervisor).
- Frequently wash hands for at least 20 seconds with soap & water and/or use hand sanitizer.
- **Face coverings are required.**
- Maintain a minimum of six-feet distance from one another.
- Cover your sneeze or cough with a tissue or the inside of your elbow, and do not remove your face covering to cough or sneeze.
- Do not shake hands or engage in any unnecessary physical contact.

What to Bring with You to Campus

- ☐ Yoga Mat
- ☐ Foam Roller / Myofascial Release Tool
- ☐ Personal small towel to clean off sweat
- ☐ Additional (clean) dancewear

Additional Technology Needs

- ☐ Headphones
- ☐ Laptop Computer/Tablet
- ☐ Smart Phone
- ☐ Ring Light

Additional PPE to Bring to Campus

While AMDA will be providing personal protective equipment for on campus facilities and community spaces, we encourage you to bring additional supplies for personal use.

- ☐ Reusable or single use face masks
 - ☐ Gallon Size Zip-Lock Bags
 - ☐ Additional Pillowcase for Cleaning
- ☐ Personal Oral thermometer
- ☐ Disinfectant wipes
- ☐ Hand sanitizer
- ☐ Antibacterial Hand Soap

Student Support Services

All student services will continue without interruption. While some changes may occur to the way in which these services are provided (remotely, with consideration given to social distancing guidelines, etc.) our full support staff remains dedicated and available. For the immediate future, Mental Health Counseling, Student Success Advising, Student Affairs / Academic Progress Advising and Athletic Training sessions/meetings/appointments will primarily be conducted remotely.

Mental Health Counseling

- AMDA New York Mental Health Counselors (CounselorNY@amda.edu) will offer remote counseling services in the form of video or phone sessions
- Video sessions will be offered through a HIPAA-compliant platform. Limitations of video and phone sessions as well as the limits of confidentiality will be discussed with each student
- Mental Health Counselors will remain available by email to schedule sessions, answer questions, and assist with referrals
- Mental Health Counselors will also be available in case of emergency

Student Success Advisors

- NY Student Success Advisors (NYStudentSuccess@amda.edu) will primarily provide academic and personal support via email, phone and video conference
- Advisors will be available to assist with time management, and technical, hardware and technology concerns.
- Advisors will continue to offer personalized Success Action Plans for students that experience academic and interpersonal challenges.

Athletic Training Services: Physical Health and Wellness

- NY Athletic Training Services (NYHealth@amda.edu) will be available for injury prevention, new injury evaluation and management, strength and conditioning programming as well as general health and nutrition concern support via email, phone and video conference
- The Athletic Trainer will remain available by email and phone to schedule sessions, answer questions, and assist with referrals
- In person appointments will be scheduled with the health and safety of the student and clinician in mind

Housing and Residential Life

- When possible, all double rooms will be turned into single occupancy rooms with a private bathroom
- No more than two (2) people are permitted in the elevator at a time
- In-person group programming will be suspended until further notice
- Family guest passes have been suspended and no guests will be permitted into the building
- Students must wear masks whenever they leave their room
- Congregating will not be permitted in the hallways
- Where possible, physical dividers and signage / demarcations for social distancing will be placed
- Stratford Rehearsal Studios, Hideaway Lounge, Stratford Back Patio: students must observe institutional social distancing guidelines
- Stratford Kitchen / Lounge - maximum capacity of five (5) people
- Amsterdam Kitchen / Lounge maximum capacity of ten (10) people

Accessibility Services

- Accessibility Services will provide all services remotely and is available via email at NYAccessibility@amda.edu.
- Accessibility Services will conduct all meetings via telephone or videoconferencing.
- All documents should be scanned in .pdf form and sent via email. Please do not fax forms or drop them off in person.
- Please contact Accessibility Services as soon as possible if you believe a disability or medical condition prevents you from following the health directives outlined in this playbook.

Accessibility Services will evaluate your documentation and work with you to find a long-term solution. While this evaluation is in progress, you must wear an alternate face covering such as a clear face shield. Face shields will be available at all reception locations.

Food Services

- All food service areas will interface with as little physical contact as possible
- Direct-to-student room food delivery will begin for both residential halls
- Appropriate hand sanitizers and wipes will be at every food service location
- Vending machines will have hand sanitizer stations in immediate vicinity



AMDA Facilities Adjustments

Cleaning and General Hygiene

- Disinfectant wipes will be available in all classrooms and studios
- Frequent touch-points will be reduced and general cleaning / disinfecting will be increased
- AMDA has established a process for documenting studio/room-cleaning between class meetings
- Door-use hygiene will be optimized by having nearby hand sanitizer, disinfectant wipes and increased cleaning; doors will be propped when safe / appropriate
- Restrooms will be cleaned with increased frequency
- Cleanings of shared equipment including those found in residential kitchens, lounges and common areas will be scheduled with increased frequency; additionally, students will be expected to wipe down shared equipment before and after use
- Hand sanitizer will be placed at all entrances, reception desks and in high-trafficked areas
- CDC-approved signage on how to effectively wash hands will be posted throughout campus
- Restrooms will have an abundance of soap, water, hand sanitizer, paper towels, toilet paper and trash receptacle

Building HVAC

- All of AMDA's campus buildings will have their HVAC systems and window unit air conditioners professionally cleaned, disinfected, and retrofitted with advanced filtration options where possible
- All air filters will be changed with increased frequency for maximum protection and high efficiency and appropriately documented
- AMDA buildings (both interior and exterior areas where appropriate) will be regularly sanitized; ongoing maintenance will be scheduled and documented
- AMDA Facilities will introduce fresh, outdoor air where possible, and will consider opening windows and doors. Facilities will be mindful not to prop open fire doors or create security concerns by opening doors not authorized to be open.

PPE Supply Access

- PPE such as masks, hand sanitizer and / or hand wipes will be readily available at all AMDA building reception areas, throughout each floor and within each classroom and studio
- System will be in place to track PPE usage/communicate needs with ERT for replenishment.

Guests and Alumni

- To minimize on-campus congestion, only currently enrolled students, faculty and staff are permitted in any campus building
 - When necessary visitors need to be on campus, (including all vendors onsite for servicing), e.g., HVAC technicians, elevator mechanics, copy machine repair persons, etc., all visitors must be approved in advance by the AMDA Senior Management team, and will be asked to complete AMDA's health screening and follow all on-campus protocols.
- Residential students will have access only to the building in which they live (exceptions will be made for students attending classes at the Stratford only during those times)
- In an abundance of caution, on-campus alumni privileges have been suspended for the immediate future; AMDA's Director of Alumni Relations will be in touch with our alumni community with further information and online offerings.

AMDA
The American Musical
and Dramatic Academy
NEW YORK CITY

211 West 61st Street
New York City, NY 10023
212.787.5300
amda.edu