



WPI Lens and Lights COVID-19 Operational & Safety Guidelines

The purpose of these guidelines is to define clear procedures for WPI Lens and Lights (LNL) to operate safely during the COVID-19 pandemic. These guidelines should clarify Centers for Disease Control (CDC), Commonwealth of Massachusetts, and Worcester Polytechnic Institute (WPI) guidelines and their application to LNL activities. If these guidelines conflict with changing State and/or WPI guidelines, then the State and WPI guidelines will prevail.

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1 Definitions

- **Client Event:** An event where LNL is acting as a service provider
- **LNL Sponsored Event:** An event LNL is hosting (i.e. training, workshops, social events)

2 General

2.1 Local, State, and Federal Guidelines

1. In addition to the policies and procedures outlined in this guide, LNL members and event guests will be expected to adhere to all applicable guidelines put in place by the university and local, state, and federal entities at all times.
 - (a) You can learn more about WPI's Guidelines by visiting <https://wpi.edu/we-are-wpi>
 - (b) Guidelines for the Commonwealth of Massachusetts can be found at <https://www.mass.gov/info-details/covid-19-updates-and-information>
 - (c) Guidelines from the Centers for Disease Control (CDC) are available at <https://cdc.gov>
2. During any Client or LNL Sponsored event, all participants will be expected to wear a face covering (mask). Masks must remain on (whether inside or outside), unless one of the following exceptions are met:
 - (a) Participants are eating (additional safety precautions apply - i.e. maintaining proper social distancing)
 - (b) The participant has a valid medical reason exempting them from wearing a face covering

For additional guidelines on when and where face coverings should be used, be sure to check out WPI's Guidelines.

3. Our members, as well as any event guests attending an LNL sponsored event, must adhere to strict social distancing guidelines. When possible, avoid working in close proximity to one another. In instances that, for safety reasons, require working closely with another person (i.e. setting up a large speaker), a best effort should be made to pair up individuals who are already living with one another.
4. Any individual who fails to comply with WPI's safety standards will be prohibited from attending or assisting with client events or LNL sponsored events.
5. Individuals who feel sick or appear symptomatic are not permitted to attend any further LNL events, should report to Health Services and should quarantine and/or isolate as directed. Return to LNL activities should only occur following a negative test result or after receiving clearance from a university or public health official.
6. As new guidelines are made available at the local (university or city), state, and/or federal level, those guidelines will go into effect immediately and supersede any existing guidelines found herein. If there is a conflict between our guidelines and local, state, or federal guidelines, the local, state, and federal guidelines shall prevail.

2.2 Member Guidelines

2.2.1 Events

- a Before setup and/or strike, crew members are encouraged to plan ahead and speak to the crew chief(s) well in advance to determine how many spots are still available. Crew Chiefs should be sure to update the event record in the LNLDB accordingly. Keep in mind that all crew member assignments are tentative and in no way guarantee that you will be permitted to work the event.
- b Per the LNL bylaws, if a Crew Chief becomes ill, members of the Executive Board will step in to take their place if no other Active Member can be found to serve as Crew Chief.
- c All LNL sponsored events will require prior registration. While spots will be limited by the capacity of the space, waiting lists may be available for some events.
- d Event attendees at LNL sponsored events who fail to adhere to LNL or WPI guidelines may be asked to leave the event without a refund (if applicable).

2.2.2 Setup / Strike

- a During setup and strike, members will be given a task which they will gather the materials for and carry out by themselves, if possible. (i.e. When running cables from FOH to equipment, a singular person should get the cables and run the cables to minimize contact between members.)
- b Members are expected to sanitize relevant surfaces and equipment as specified in [Sanitization](#).

2.2.3 Front of House

- a Front of house (FOH) should be set up in a way that there is enough space to allow for social distancing between all board operators. For example, two tables might be required for each sound and lighting operators.
- b Social distancing signs, and where possible, and safe, physical barriers, shall be set up around FOH.
- c When at all possible, the lighting and/or sound crew at FOH should not exceed one person per service.

2.2.4 Projection

- a For events that take place in the Fuller Projection Booth, each projectionist will be assigned to operate their own projector for the duration of a given movie. Furthermore, each projectionist will oversee their own respective area of the Booth (i.e. the projectionist closest to the lights will manage the lights for the movie, while the closest projectionist to the sound system will manage the sound).

2.2.5 Contact Tracing

- a All LNL members who choose to participate in an on-campus event in which LNL provides services or serves as host, will be required to cooperate with all contact tracing efforts.
- b When arriving at an LNL client event, members will be required to check-in. Furthermore, when leaving an event for any amount of time, members will be required to check-out. To check-in / check-out, you will need one or more of the following:
 - A mobile device with a web-browser and an internet connection
 - Your student ID

2.2.6 Equipment and Sanitization

a Shared Equipment

- 1 During an event, all efforts will be made to avoid sharing equipment. Where this is not possible or practical, each piece of equipment shall be sanitized before it is given to someone else.
- 2 When working with LNL equipment, members are strongly encouraged to wear gloves. While work gloves are recommended, disposable gloves may also be worn. Work gloves will be issued to all members, and members may request additional gloves from the Technical Director at no cost. Times where gloves should not be worn include:
 - i. When working with film or projection equipment
 - ii. When operating a sound/lighting console (some may require capacitive touch to operate)
- 3 For events where multiple people will require the use of a microphone, each individual will receive their own to avoid sharing.
- 4 Micing and De-Micing should only be performed by the presenter(s) themselves. If the presenter is not comfortable with this, they should be provided with a handheld microphone instead, when possible.
- 5 Damaged equipment shall not be used, handled, or worked on without first consulting with the Technical Director. The Technical Director shall be responsible for keeping track of who is working on which equipment and ensuring there is no overlap. After working to repair any piece of equipment, it shall be sanitized, regardless of whether the work is completed or not.
- 6 Larger repair operations ("fixing projects") where the work of multiple members is required shall be planned in advance, in accordance with SAO guidelines and space capacities. Prior to the start of a fixing project, the Technical Director or the Technical Director's designee shall designate certain equipment and tools for each person so that they will not be shared or used by multiple members where possible.

b Lifts

- 1 Aerial lifts (Skyjacks 3219/3226, Genie Boom Lift, Genie Mast Lift AWP-30S) may be required to perform work in some situations. The capacity of all personnel lifts shall be capped at one individual. Extra planning will be required, and last-minute requests that require multiple to work in a lift will be denied.

- 2 Touchpoints (railings, controls, etc.) on the lift shall be disinfected before lift use and when there is an exchange of operator.

c Sanitization

- 1 At the conclusion of an event, before any equipment is stowed away, it may need to be sanitized. This includes anything that may have been removed from storage but was not explicitly used. Members are expected to sanitize commonly touched surfaces, including but not limited to: faders, microphones, road case handles, speaker cabinets, switches, knobs, sliders. Any additional surfaces or areas that may have been touched during setup or strike should also be sanitized (i.e. railings, tables, chairs, etc.).
- 2 Only appropriate cleaning products are to be used. Acceptable cleaning products include any EPA-registered household disinfectant with at least 60% alcohol. Avoid using bleach if possible. While cleaning wipes may be used to clean keyboards and other control surfaces, check manufacturer guidelines before using them on touchscreens. As a general rule, alcohol or ammonia-based cleaning solutions should never be used on LCD screens. Instead it is recommend to use a microfiber cloth with a 50/50 solution of vinegar and water.
 - LNL will provide cleaning supplies for sanitizing equipment. The LNL Technical Director and/or Facilities Liaison is responsible for keeping cleaning kits stocked, including 60%+ hand sanitizer, disinfecting spray and/or wipes, paper towels, cleaning cloths, and quarantine labels.
- 3 Some items such as cables, speakers, rigging equipment, and lights may be difficult or impractical to sanitize. Because scientific evidence has shown that COVID-19 cannot survive on surfaces for more than 24-72 hours, this equipment may be “quarantined” instead of being sanitized if it will not be used again for at least 72 hours. Any quarantined equipment must be packed into its case and the case marked with a conspicuous “QUARANTINE” label. This label will be marked with a date 4 (four) calendar days after the current date as the first date that the equipment may be used again. The sticker can be removed on the date specified. If a piece of equipment that is still actively quarantined must be used unexpectedly, it shall be thoroughly disinfected before use.
- 4 The Crew Chiefs shall be responsible for ensuring that sanitization and/or quarantine labelling is completed prior to returning the equipment to its prescribed storage location. If it is not known whether a piece of equipment has been sanitized, it shall be sanitized again or tagged for quarantine.

2.2.7 Compliance

- a LNL Officers, as well as Crew Chiefs, reserve the right to send members home if they appear to be symptomatic or fail to comply with these guidelines. Furthermore, if the Executive Board feels that an individual poses a significant health risk to organization members, they may impose further restrictions on that individual as necessary and in accordance with applicable laws and regulations.
- b At the Executive Board’s discretion, members who consistently fail to adhere to the guidelines specified in this document could face disciplinary action, including but not limited to prohibition from participating in club-sponsored events, deactivation, or loss of membership in the organization.

2.3 Client Guidelines

2.3.1 Events

- a Until further notice, LNL will not be providing services for events off-campus. Additionally, interactions with third-party vendors will be severely limited.
- b When submitting an event, the client may be required to provide details about their COVID-19 safety plans to LNL for informational purposes. While LNL is not responsible for enforcing client safety plans, LNL will need to know how the client plans to safely operate the event and handle any issues that may arise.
- c Any event submitted less than two weeks in advance of the event date will be refused. There will be no exceptions. LNL requires at least two weeks' notice so that crew availability can be determined and a plan for safely running the event can be developed.
- d The \$10 charge per wireless microphone will be waived to encourage presenters to use individual microphones, and wired microphones will continue to be provided at no cost.
- e If the event Crew Chief(s) observe dangerous or unsafe behavior in regard to health practices, at any time, including but not limited to: during setup, strike, or the event itself - it is the responsibility of said Crew Chiefs to notify the LNL Vice President, or the Vice President's Designee, of their concerns. The LNL Vice President, or their Designee, shall be responsible for assessing the situation and determining an appropriate course of action to ensure the health and safety of LNL members and equipment. The LNL Vice President shall be responsible for designating another Executive Board member to serve in this evaluation capacity if they are otherwise unavailable. In the instance there presents an immediate danger or hazard which a Crew Chief finds egregious, they maintain the right to remove themselves from the event and relocate to a safe location before notifying the Vice President. Crew Chiefs are encouraged to hold open communication with the client to resolve minor issues of this regard without Executive Board intervention.
- f Crew Chiefs should discourage event attendees from approaching FOH for song requests, lighting adjustments, etc.

2.3.2 Rentals

- a Any client renting equipment from LNL will be expected to follow all LNL procedures for equipment use and sanitization outlined in this document. Clients are expected to provide any procedures they have created for situations not covered by the LNL guidelines. Rental requests will be given additional consideration by the Vice President regarding COVID-19 policies and will only be granted when LNL can be confident the equipment will be used responsibly.
- b All equipment that is rented will be thoroughly sanitized before being used by LNL or returned to LNL storage locations.

2.3.3 Compliance

- a Clients may be refused discounts and/or refunds for services cancelled or suspended due to unsafe operating conditions.

- b Future events submitted by clients who have failed to adhere to WPI or LNL safety protocols may also be cancelled or refused at the discretion of the Vice President.

3 Offices and Storage Locations

3.1 What LNL will do

1. **Limit capacity** to 2 people in the CC office and Alden sub-basement or 1 person in all other storage spaces.
2. **The Fuller Projection Booth capacity is limited to 2 people*** which are the Head Projectionist (HP), or their designee, and up to 1 Projection Assistant. (Fresh air is fully circulated from outside every 3 minutes and the space allows for adequate distancing while people are working). (*Please note the capacity of this room is tentatively under discussion, and currently limited to 2 people total)
 - The Booth Bathroom is off limits and the storage “Graveyard” may only be accessed by the HP.
3. **Provide cleaning supplies** for sanitizing the space and equipment. The Technical Director and/or Facilities Liaison is responsible for keeping cleaning kits stocked, including 60%+ alcohol hand sanitizer, disinfecting spray and/or wipes, paper towels, cleaning cloths, and quarantine labels.
4. **Provide proper informational signage** for each storage location on campus. (informational sheets on how to properly disinfect items, listed rules for each storage location with maximum capacity in large bold font, etc.)
5. **Set up a plexiglass barrier** around the CC office desk for additional protection.
6. **Supply only two (2) chairs in each space** - all others will be removed.
7. **6 feet of distance** will be marked on the floor of spaces with capacity 2 or more.
8. **No food or drink** Fridges and beverages will be off-limits
9. **LNL branded merchandise is off limits** and should only be handled by the Treasurer or Secretary.
10. **The Exec board will hold virtual office hours** over Zoom, rather than of in-person. Office Hours will be listed on [our website](#). Signage will be posted in the space and on doors to encourage everyone to attend virtual office hours.

3.2 What LNL members must do

1. **Book the space before use**, allowing at least 15 minutes between bookings for cleaning. Spaces may be accessed without a booking (i.e. to retrieve urgent equipment) only if unoccupied.

2. **Sign in** prior to entering any space and list everyone who is present, as well as the purpose for your visit.
3. **Official use only** - Members may only enter a space when it is necessary to be there.
4. **Wear a face covering & remain 6ft apart** whenever more than 1 person is present in the space.
5. **Sanitize all equipment and tools before AND after use** such as printer, keyboard, desk, chair, etc. using the provided cleaning supplies.
6. **Spread out during load in/out** to avoid congestion. Load in/out configurations may include:
 - Having 1 person in the space (CC office or Alden sub-basement), 1 person in the foyer, and 1 person in the elevator.
 - Having 2 people in the space (CC office or Alden sub-basement) while equipment is being unloaded from opposite sides of the office and members can push road cases without the need to walk near one another, 1 person in the foyer, and 1 person in the elevator.
7. **The Crew Chief and the Executive Board are responsible** for ensuring all members of the crew are safe and adhere to all the relevant guidelines. They also have the right to remove anyone from the space at any time for failing to meet these expectations.

4 Thank You!

Together we can all do great things! Help us keep the WPI community healthy and safe by following these guidelines. We know things won't be the same, but we are doing our best to make it work. Let us know if you have any questions, comments, or concerns about anything mentioned above and check back periodically for any updates as our situation continues to evolve. Thank you!

Contact us via email at lnl@wpi.edu.