

**University of Memphis**  
**Department of Theatre & Dance**

**Production Sick Policy & Protocols**

Last Update: 03 September 2024

As a community that spends a lot of time together, often in close proximity to each other, we recommend that you always make thoughtful choices about exposing yourself or others to any contagious sickness. Please commit to preventive behavior both inside and outside production spaces, and do not take any unnecessary risks for the duration of the production process.

1. If you have to miss part of the production process due to illness, be sure to inform the appropriate people ASAP and follow up with assignments and responsibilities promptly once you can. (CAST /CREW - Please notify your Stage Manager ASAP.) Production team or company member assignments may be temporarily or permanently updated as needed to accommodate absence.
2. CANCELING REHEARSAL\* – These decisions will be made on a case-by-case basis, at the discretion of the Director, with possible input from the Production Manager and other Production Faculty/Staff Members.
3. CANCELING PERFORMANCE\* – These decisions will be made on a case-by-case basis, at the discretion of the Department Chair, with possible input from the Production Manager and other Production Faculty/Staff Members.

\*The department has instituted an understudy policy for cast members. If a primary cast member falls ill, plans to move forward with an understudy should commence. For performances, the Director, Artistic Director and Production Manager should be notified/consulted as soon as it is noted that a primary cast member cannot go on.

Theatre & Dance Departmentwide  
COVID-19 Policies

COVID-19 Symptoms or Positive Test =

1. Stay home at home and ISOLATE from others in your home. Wear a well-fitted mask if you must be around others in your home.
2. You can go back to your normal activities when, for at least 24 hours, both are true:
  - a. Your symptoms are getting better overall, and
  - b. You have not had a fever (and are not using fever-reducing medication).
3. When you go back to your normal activities, take added precaution over the next 5 days, by wearing a mask.

You can read more about CDC policies here -

<https://www.cdc.gov/covid/prevention/index.html>

These protocols are essential to ensuring that our productions  
can be seen through to completion.

If you have questions or concerns about these policies and protocols,  
please do not hesitate to reach out to the Production Manager.