Covid-19 Changes:

- Public hours will no longer be hosted. All props is by appointment only.
  - The prop storage spaces are too small to allow more than one person at a time
  - In Person Browsing of props is discouraged
  - Browsing of the collection should happen on the website.
    - If there is something that a team is looking for that they cannot find on the website, inquiry and requests can be made to the props storage manager.
  - Props are to be requested via email to the props storage manager using the website and catalog numbering system
  - The Props storage manager will pull the requested items and prepare the props for pick up
  - An appointment is to be made to transfer the props to the team

- The return of props will be similar
  - The team must make an appointment with the props manager to return the props
  - All shelving of the props will be handled by the props manager

- Tracking
  - Any props checked out to a show will have paperwork listing those items.
  - A copy of that list will be emailed to the stage manager and the team leader
  - All props out must come back
  - Any props bought with show funds for the production become property of the props department and must be returned upon show completion.
  - Any props broken during rehearsal or run should be replaced from your show budget.

- Warehouse runs
  - Only the props manager is allowed in the truck (only one person in the truck)
  - Everyone else must arrange their own transportation to the warehouse
  - As before, the props manager does not lift, teams must provide minimum 2 people for labor

- On-Site Production Props
  - Make arrangement with Katie McClellan to secure a props cabinet for the production
  - Request props before they are needed to give time for the prop storage manager to gather the props
  - Make an appointment to receive the props
  - No Props should be taken off campus without department permission

- Off-Site Production Props
  - Permission must be given to transport props off campus. (Departmental permission)
  - Request props before they are needed to give time for the prop storage manager to gather the props
  - Make an appointment to receive the props
  - It is the responsibility of the team for safe and proper transportation of the props

- Disinfecting
  - There will be a disinfecting regimen for returns
  - Hard surfaces will be wiped down with a disinfecting cleaner
  - Soft goods will be laundered by the prop storage manager
  - Upholstered surfaces will be sprayed with a disinfecting spray