

FMS PRODUCTION POLICY ON COVID-19

Effective immediately, FMS has made the following changes to its policy on production-related equipment and space usage to protect the health and welfare of all students, staff, and faculty due to the COVID-19 pandemic. These policies will remain in place until the University resumes in-person classes. Because of these changes, adjustments will also be made to production course content (outcomes, assignments, assessments, etc.) for the remainder of the semester. Course syllabi will be adjusted in order to compensate for any production work that cannot be completed as planned this semester. All FMS faculty are committed to working with students in order to help them complete their course work on time. If you have questions regarding how these changes may impact specific classes, please contact your instructor directly.

Equipment Check-out:

- The Equipment room will remain closed until in-person classes resume. There will be no further check-out of production equipment for the duration of the Spring 2020 semester.
- Students with equipment currently checked-out will be contacted by John McCluskey to schedule a return time on Monday, March 23.

Facilities Use:

- All FMS facilities (production spaces, editing rooms, classrooms, computer lab, service centers, etc.) will remain closed until in-person classes resume.

Production Guidelines:

- All production and post-production for class projects should avoid in-person contact and must comply with University guidelines. This includes, but is not limited to, strict avoidance of the following:
 - Any productions with more than one participant on-set
 - Any in-person casting sessions
 - Any in-person shared-space editorial sessions
 - Any in-person production meetings
 - Any in-person screenings
 - Any form of production work that potentially puts students or others at risk
- FMS strongly discourages all productions that require direct contact between crews and casts even when using your own equipment, as these violate University guidelines and potentially put students or others at risk.
- FMS strongly discourages the sharing of personal production gear as this also potentially put students or others at risk.

Remote Access:

- IT is currently preparing windows-based applications of Toon Boom, Final Draft 11, Blender, Adobe Suite, and Pro Tools for student use via Virtual Lab. Once the software is available, IT will send out further instructions.