



COVID-19 Safety Protocol for 2020-2021

GOVS Re-Pivot (the Sequel!)



Revised 9-14-20

All new information in Green

Contents

Getting Back to MMC.....	3
General.....	3
All About that Space	3
Classes.....	3
Applied Lessons.....	3
Chamber Ensembles	5
Large Ensembles	5
Juries and Junior Levels.....	6
Self-Reporting	7
Practice Rooms	8
Multi-use Classrooms and Rehearsal Spaces.....	8
Computer Lab (236)	9
MMC 226 Locker Room.....	9
MMC 155 Locker Room.....	9
Office Hours and Advising Appointments.....	9
MMC 134 Copy Room	9
Zoom Stations	9
Elevator	10
Signature	10

Getting Back to MMC

- This document serves as your guide to getting back and STAYING BACK. Your faculty members will contact you regarding specific protocol for your class, lesson, or ensemble as we pivot back to the campus.

General

- Masks must be worn at all times inside the Music/Mass Communication Building.
 - Exceptions are clarified below (for instance, if you are in a practice room, by yourself, with the door closed, you may remove your mask).
- Six foot minimum separation will be observed at all times.
 - Exceptions are clarified below. For instance, while singing or playing an aerosol or wind instrument, 12-foot distance is required.
- Brass players must bring a clean towel to every rehearsal, lesson, and practice session to empty condensation into in order to keep floors clean.
- Students must bring their own supplies, music, pencils, oils, etc. in order to maintain distancing and avoid passing items between people.
- Eating is not permitted in classrooms. Drinks are only permitted if you use a straw to drink without removing your mask.

All About that Space

There is a lot of information in this section and it is all about how far apart you need to stay for various scenarios. Your faculty will be in touch with you about specifics in their area.

Classes

For all classes, Music Faculty will follow the same mask and distancing guidelines that are in place across campus except where the class requires singing or playing an instrument. In these situations, faculty will follow the guidelines described under Applied Lessons below.

Applied Lessons

For all applied lessons:

- Students will bring all of their own materials to avoid sharing
- Brass: Bring your own towel to collect condensation
- Percussion: Bring all of your own mallets
- Woodwind: Bring your own reed carving tools
- If you will be teaching in a different space, let students know where

Lessons taught **indoors with aerosol-producing media** (instruments / voice)

- HEPA Air Purifier will be in the space and turned on during private instruction.
- Plexiglas dividers should not be used as it negatively impacts airflow in the room (creating pockets where the HVAC system cannot remove potentially contaminated air).
- Lessons should last no longer than 30 minutes. After that time, all persons will vacate the room long enough for 3 HVAC air exchanges (approximately 30 minutes)

- Spacing / Distancing (this may change pending new research from CBDNA)
 - Minimum of 12' spacing with a mask but with no bell cover.
 - 6 foot spacing is permissible with a mask and bell cover (brass players only).
- Well-fitting masks will be worn at all times. Specifications include:
 - Flute masks
 - Singer's masks or regular mask for vocalists
 - "Slit" mask for woodwind and brass
- Accompanists: Accompanists will be prioritized for students who are fulfilling a junior level or recital requirement. Accompanists for all other students will be used on a minimal bases and instruction with accompaniment will rely primarily on recorded accompaniment.
- Sanitizing:
 - Each person entering the teaching space will wipe down and disinfect upon entering
 - Each person leaving the room will disinfect before leaving
 - Accompanist will wipe down the piano keyboard

Lessons taught **indoors with a non-aerosol-producing media** (strings, percussion, keyboard, guitar)

- Lessons may be regular duration since there are no aerosol concerns.
- Plexiglas dividers should not be used as it negatively impacts airflow in the room (creating pockets where the HVAC system cannot remove potentially contaminated air).
- Six foot spacing with masks worn at all times.
- Accompanists will be prioritized for students who are fulfilling a junior level or recital requirement. Accompanists for all other students will be used on a minimal bases and instruction with accompaniment will rely primarily on recorded accompaniment.
- Sanitizing:
 - Each person entering the teaching space will wipe down and disinfect upon entering
 - Each person leaving the room will disinfect before leaving
 - Accompanist will wipe down the piano keyboard

Lessons taught **outdoors with an aerosol-producing media**

- Lessons should last no longer than 30 minutes. After 30 minutes, all persons should vacate the teaching space for 5 minutes.
- Six foot spacing with appropriate masks worn at all times (flute mask, singer's mask, slit mask).
- Accompanists: As there are no pianos outdoors, this is a non-issue.

Lessons taught **outdoors with a non-aerosol-producing media**

- Lessons may be regular duration since there are no aerosol concerns.
- Six foot spacing with masks worn at all times.
- Accompanists: As there are no pianos outdoors, this is a non-issue.

Chamber Ensembles

Chamber Ensembles that rehearse **indoors with aerosol-producing media** (instruments / voice)

- Plexiglas dividers should not be used as it negatively impacts airflow in the room (creating pockets where the HVAC system cannot remove potentially contaminated air).
- Rehearsals should last no longer than 30 minutes. After that time, all persons will vacate the room long enough for 3 HVAC air exchanges (approximately 30 minutes)
- Spacing / Distancing (this may change pending new research from CBDNA)
 - Minimum of 12' spacing with a mask but with no bell cover.
 - 6 foot spacing is permissible with a mask and bell cover (brass players only).
- Well-fitting masks will be worn at all times. Specifications include:
 - Flute masks
 - Singer's masks or regular mask for vocalists
 - "Slit" mask for woodwind and brass
- Sanitizing: participants should wipe down items they used during rehearsal (music stands, piano keyboards)

Chamber Ensembles that rehearse **indoors with a non-aerosol-producing media** (strings, percussion, keyboard, guitar)

- Rehearsals may be regular duration since there are no aerosol concerns.
- Six foot spacing with masks worn at all times.
- Accompanists will be prioritized for students who are fulfilling a junior level or recital requirement. Accompanists for all other students will be used on a minimal bases and instruction with accompaniment will rely primarily on recorded accompaniment.
- Sanitizing: participants should wipe down items they used during rehearsal (music stands, piano keyboards)

Chamber Ensembles that rehearse **outdoors with an aerosol-producing media**

- Rehearsals should last no longer than 30 minutes. After 30 minutes, all persons should vacate the teaching space for 5 minutes.
- Six foot spacing with appropriate masks worn at all times (flute mask, singer's mask, slit mask).

Chamber Ensembles that rehearse **outdoors with a non-aerosol-producing media**

- Lessons may be regular duration since there are no aerosol concerns.
- Six foot spacing with masks worn at all times.

Large Ensembles

Jazz Collegians (Jazz Band): Rehearsals are split among sections (rhythm, saxes, trumpets, trombones) with a break between sections. No more than 10 persons are in a room at a time and students will sit a minimum of 12-feet apart. Sections will also take place in tents.

Choral Ensembles: All choral ensembles will remain in a virtual format for a minimum of two weeks following the September 21 return to campus. At that time, we will reevaluate a possible return to campus, following the most current safety protocol for choral ensembles (rehearsal durations, distancing, and masks).

Opera: For the fall semester, the Opera production has transformed to a series of online opera professional development workshops. Because of that, opera is following the same safety protocol as other classes (not ensembles). Students sit six feet apart with masks at all times. Students do not individually or collectively sing.

GOMB: See revised marching band guidelines, submitted and distributed to GOMB members by Mr. John Schnettler (Revised GOMB 2020 Return to Campus Plan).

Concert Bands: Whenever possible, Wind Ensemble and Symphonic Band will rehearse outdoors under a tent with no walls. These rehearsals will have musicians spaced at 6 feet. Musicians will also wear fitted masks with a single slit to allow for mouthpiece/reed/etc. These rehearsals will allow for up to 30 minutes of uninterrupted playing to be followed by a 5-minute break. This break does not require musicians to leave their places but does necessitate the stopping of playing. The conductor should be mindful of this pacing as extensive discussion at appropriate intervals can eliminate the need to stop the rehearsal.

When rehearsing or recording indoors, groups face a much more significant challenge. At this point we believe scientific guidance to require either 6 feet of separate plus masks as in the outdoor scenario plus the addition of bell covers. Expanding the separation to 12 feet eliminates the need for bell covers (which seriously affect the sound), thus allowing for effective recording. In all cases, playing must end after 30 minutes. At this point, all personnel must exit the room for a minimum of one complete air exchange. MMC Building information indicates that this break must be for a minimum of 20 minutes (one air exchange in either room 152 or the Mabry Concert Hall). For this reason, indoor rehearsals will typically migrate between these two spaces.

Orchestra: When winds are involved with orchestra, the above protocol must be followed. The nature of string instruments generally makes outdoor activities impossible. Furthermore, their method of tone production does not require the same precautions for potential aerosol caused spread. As a result, strings will be distanced at 6 feet with masks still required. However, no accommodation to rehearsal or recording session length needs to be employed.

Juries and Junior Levels

- **Piano:** Will be live in the Concert Hall, before Thanksgiving Break
 - All faculty and students will be masked
 - The piano will be on stage and faculty will sit more than 6-feet apart
 - As piano is not an aerosol-generating instrument, the issue of time between persons on stage is not pertinent
 - Different stage doors will be used for entry / exit to minimize risk of exposure.
 - For online students, or in the event of a pivot to online instruction, students will submit video recordings to be reviewed by the piano faculty.

- If a faculty member is quarantined or ill, juries will be recorded and/or available to the faculty member via Zoom.
- **Winds / Strings / Percussion:**
 - **Juries** will be submitted on the last day of classes as videos (Dec. 2) with either recorded accompaniment or no accompaniment.
 - **Junior levels** are supposed to be in person the Tuesday before Thanksgiving at 12:45 (Nov. 24), spread apart or "live" via Zoom but with accompanists in the room as well. This could change and be the same as last semester.
 - **Masks will be worn by all persons (flute masks, singer's mask, etc...)**
- **Voice:**
 - **Juries** will be done completely online. Students may record their jury selection(s) either in person with a living accompanist (properly distanced) or with pre-recorded accompaniment. Students will upload video selections to OneDrive for adjudication that will be done virtually by voice faculty. Dr. Williams will provide OneDrive links to the students and will then forward all video folders on to Voice faculty for review. Completed feedback will be returned to the student's voice teacher and the music office
 - **Junior Levels** will be conducted on line

Self-Reporting

Anyone who meets any of the following conditions must contact their instructor/supervisor and not come to campus. If on campus, they will immediately be asked to leave the premises. Students will not return to campus until they have been symptom-free for seventy-two (72) hours.

- Known exposure to someone who is infected
- Fever (The CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4 °F.)
- Persistent cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Finally, the major requirement needed for us all to get through this difficult time is trust. We all have to be able to trust that we will as a community abide by the rules and procedures set forth

in this document. If someone comes to class infected, there is a probability that ALL of us may become infected. Everyone must take responsibility to protect themselves and each other in this situation. This is not something new, strictly due to this disease. Safe, successful operation of any organization is built on trust, and APSU is no exception.

Practice Rooms

COVID-19 Safety Protocols

- To maintain social distancing, no more than **one person** in a practice room at a time.
- A Sign-in sheet will be taped to each practice room door. You are required to sign-in when you arrive and sign-out when you leave. This is to help with content tracing and so the person who uses the room after you will know when it is safe to enter.
- Practice rooms should remain vacant for approx. 30 minutes between each use
- Brass players must provide a towel to collect condensation
- You may remove your mask during practice, but must keep the door closed. You must wear your mask whenever you leave the practice room.
- When you leave, wipe down everything you touched and throw the wipe away in a trashcan.
- **Cleaning supplies are provided on tables in the main hallway. These are for use in MMC practice rooms only. They are not to be taken for use around the building or personal use.**

Regular Policies Still in Effect

- Do not leave belongings unattended at any time.
- Priority for practice room use is given to APSU music majors, minors, ensemble members, and CSA instructors.
- Do not remove equipment from practice rooms. Each practice room contains one chair, one stand, piano, and piano bench.
- No private instruction in exchange of payment is permitted except lessons coordinated through the Community School of the Arts.
- Practice rooms should not be used as lounge or recreation areas, or as study rooms except for study that requires the use of a piano (theory, aural skills, arranging, composition, etc...).
- *New: Practice rooms may not be used as zoom rooms for online courses*
- Practice rooms 335, 336, and 368 are for piano majors only
- Practice rooms 334, 339, 340, and 341 are for percussion majors and minors only.

Multi-use Classrooms and Rehearsal Spaces

Each room has a default set-up. Please try not to alter the classroom arrangement. If you alter a room arrangement in any way, you are responsible to return all equipment to its default location.

The concert hall, MMC 152 and 147 have been equipped with a 6-foot pole for quick measurement of chairs, stands and other equipment if you need to re-set the room. In addition, 6-foot intervals are marked on the floor with spike tape. Brass players: at all times, use a towel to empty condensation (do not leave puddles on the floor). Failure to comply with these guidelines may result in revocation of the right to use this space.

Computer Lab (236)

In addition to the regular computer lab policies, the following guidelines are now in place:

- Computer stations are now 6 feet apart. Do not move the furniture.
- You must provide your own headphones or earbuds.
- Wipe down the computer after use.
- The printer has been removed from the lab. Computer labs equipped with the Pharos printers are available in the library.

MMC 226 Locker Room

No more than eight (8) persons may be in this room at a time. All persons must maintain 6-feet of social distance. Get in, get your equipment, and leave as efficiently as you can so that other students may come into the room. When needed, wait in the hallway until the space around your locker is cleared.

MMC 155 Locker Room

Only students enrolled in the current Group Instruction course(s) should be in this locker room. Only one person at a time should be in the room to maintain social distance.

Office Hours and Advising Appointments

The Music Office will remain open during regular business hours (8:30am to 4:30pm). However, the office doors will remain closed. For all questions and requests, call 931-221-7818. Faculty office hours are by appointment only. Call or email your advisor or faculty member to set up an appointment.

MMC 134 Copy Room

The copy room / workroom has temporarily been moved to MMC 134 (previously, the conference room). This move was to ensure maximum flexibility, efficient use of the space, and departmental function. The copier is for use by student workers and graduate students for departmental use only.

- 6 feet social distancing must be maintained at all times with a maximum of 4 in the work room at a time: 1 person in the copy area; 1 at the table area; 1 mailbox / office supply area; 1 at the sink area
- The refrigerator is for faculty / staff use only
- Clean-up any / all messes you make in any part of the room
- Any papers left in the copier or on the tables at the end of the day will be recycled.
- Be considerate of others when you are completing a large copying project.

Zoom Stations

Certain areas around MMC have been designated as Zoom Stations (marked with signs). Students are welcome to participate in online courses via zoom or other medium in these areas if you use ear buds at all times and that you are considerate of others when participating in course discussions.

Elevator

No more than 2 at a time in the elevator. Reserve the elevator for people who need it.

Signature

At or prior to the start of the semester, you electronically signed a statement that you have read and agreed to follow these guidelines. Although we are not going to ask for revised signatures, we expect all students to follow the revised guidelines.

By signing below, I am affirming that I have read the aforementioned procedures and that I will strictly adhere to the specific rules as stated above. I further understand that I am assuming all risks related to exposure of COVID-19 and will hold Austin Peay State University harmless should I contract the virus.

I am also affirming that I will abide by the COVID- Guidance and Information policies and procedures of Austin Peay State University available at <https://www.apsu.edu/coronavirus/>