

COVID-19 Safety Protocols & Procedures

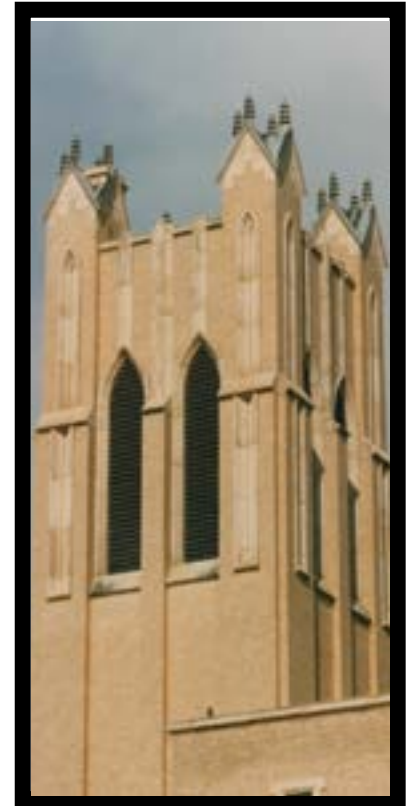


DEPARTMENT
of
Music



Contents

Faculty Commitment to Safety	3
Student Commitment to Safety	3
Face Coverings	5
Hand Hygiene	6
Stay Home	6
Music Buildings - General Safety	7
Bynum Band Hall	8
Ryan Fine Arts Building - Music Wing	11
Performances	13
Practice Rooms	14
Ensemble Rehearsals	15
Jazz Band	16
Trumpet Ensemble	16
Percussion Ensemble	17
Wind Ensemble	18
Marching War Hawks	19
Chanters	21



Music Faculty Commitment to Safety

The health and safety of the students and faculty of the McMurry University Department of Music is our primary concern. This document was developed by the Department of Music faculty during the summer of 2020. All procedures and protocols in this document are based on the recommendations of numerous musical organizations and the most up-to-date scientific evidence available, including the ongoing [International Coalition Performing Arts Aerosol Study](#). We believe a commitment to these procedures and protocols will significantly lower the risks associated with participation in music classes, ensembles, and events. This is a living document that can and will be amended as the scientific data and recommended guidelines change.

Music Student Commitment to Safety

The music faculty cannot police the buildings 24/7. It is up to all the students and faculty to follow these guidelines in order to keep everyone, who calls the McMurry Department of Music home, safe. While there is no foolproof way to keep us safe, following the protocols and procedures in this document can help stop the spread and keep us on campus making music together. Always ask yourself the following question: How do my actions affect others around me?

Students participating in any Department of Music classes, ensembles, or activities are required to sign the Commitment to Safety document on the next page.



Department of Music Student Commitment to Safety Contract

- I have read the McMurry Department of Music COVID-19 Protocols and Procedures document.
- I understand the Protocols and Procedures presented in this document.
- I understand these Protocols and Procedures were developed by the Department of Music Faculty based on research and recommendations from International Scientific Studies.
- I commit to following the Protocols and procedures presented in this document.
- I understand these Protocols and Procedures might change throughout the semester as data from scientific research is released. I understand I will be notified through email, syllabus, or postings on buildings of such changes. I commit to following any new Protocols and Procedures that change.
- I commit to doing my part to keep other students, faculty, and staff of McMurry University safe to the best of my ability.

(Name in Print)

(Signature)

(Date)

Face Coverings

- The Department of Music is requiring face coverings to be worn at all times when inside music buildings, unless you are in your own practice room with no other people present.
- Face coverings should cover your nose and mouth at all times.
- Face coverings should not be shared with other individuals and should be kept in a clean and safe place when not being worn.
- When removing or putting on a face covering, use ties and avoid putting your hands on the face cover.
- Use hand sanitizer, or wash your hands, before and after removal of your face covering.
- Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.
- More instrument and ensemble specific face covering requirements will be covered in your ensemble/class safety protocols and procedures.

Hand Hygiene

- All faculty and students are required to practice good hand hygiene.
- Use hand sanitizer as you enter a music building.
- Wash your hands or use hand sanitizer frequently while inside a music building.
- Use hand sanitizer as you exit a music building.
- Hand sanitizer stations will be located at the entrances and exits of music buildings.

Stay Home

- If you have tested positive for COVID-19, stay home and notify the Director of Student Health, Dean of Students and Campus Life, or Residence Life Staff.
- If you are experiencing symptoms of COVID-19, stay home and notify the Director of Student Health, Dean of Students and Campus Life, or Residence Life Staff.

Music Buildings - General Safety Protocols & Procedures

ALL STUDENTS AND FACULTY ARE REQUIRED TO FOLLOW POSTED SAFETY PROTOCOLS AND PROCEDURES THROUGHOUT MUSIC BUILDINGS.

- Maintain 6ft distance between you and others at all times.
- Faculty, Custodians, and Student Workers will be sanitizing several times throughout the day, with a focus on cleaning frequently touched surfaces.
- Students are expected to wipe down chairs, desks, and music stands with university-provided sanitizing wipes before and after use.
- Leave doors open when possible, unless instructed otherwise.
- Avoid congregating in groups when not necessary.
- Do not rearrange furniture in buildings.
- No emptying of spit valves directly on the floor. Students must provide their own towels or other means of cleanup.

Bynum Band Hall

Masks/Face Coverings

- Students must wear a mask/face covering properly (cover your nose and mouth) while in the building and in the presence of others -- this is a university wide policy.
- The only exception being if you are alone in a practice room.

Traffic Flow

- Students must enter the building from the north side (double glass doors) and exit from the east side single door (by the men's restroom). The percussion entrance/exit is off limits (your swipe access has been deactivated). The only time the east door should be used as an entrance is when the north doors have been locked for the evening.
- Rehearsal Space (fish bowl) -- students should enter the space from the north entrance (by the instrument storage room) and exit through the south entrance (by the women's restroom).

Practice Rooms/Rehearsal Space

- Students must sign up for a time to use practice rooms.
- Rooms should be left empty for 30 minutes after use to allow for air to recirculate.
- Rooms 209, 210, 212, and the percussion annex are reserved for percussionists only.
- The rehearsal space (fish bowl) is only to be used for classes, rehearsals, and lessons. No practicing in the rehearsal space or foyer. Percussionists are allowed to practice large percussion instruments in the rehearsal space.

Bynum Band Hall (continued)

University Equipment

- Students should wipe down chairs, music stands, and desks with university-provided wipes before and after use.
- Chairs and music stands in the rehearsal space should be returned to their stations after use. Do not return anything to the storage closet.
- Do not share university instruments unless a faculty member has deemed it absolutely necessary. Faculty will instruct the students using the instrument how to properly sanitize between uses.

Personal Protective Equipment (PPE)

- All wind instrument playing students in ensembles and method classes will receive a specialized face mask with a blow hole for playing and a cover for your instrument bell (flute players and students in the flute methods class will receive a flute shield). Percussionists will be responsible for your own mask/face covering.
- Specialized face masks are only to be worn when playing your instrument. When not playing your instrument a standard university-approved mask is to be worn.
- PPE items are to be used at all times during lessons, rehearsals, and classes. The only exception is if you are in a practice room by yourself.
- Students will be responsible for keeping your assigned PPE and will be charged for any replacements. (Wash items regularly!)
- Face shields -- If you wish to wear a face shield, you must wear a mask/face covering too.

Bynum Band Hall (continued)

Other Guidelines

- Students should not spend extended time in the foyer. The foyer furniture should only be in use when waiting for a lesson, rehearsal, or class. Please avoid using the furniture as much as possible to avoid the need for excessive sanitization.
- Only one person in the instrument storage room at a time. The room will be propped open from 9am - 6pm, Monday - Friday.
- All equipment (university and personal) should be put away after use. Any personal items left out anywhere in the band hall will be confiscated and held by faculty.
- Percussion equipment and instruments should only be handled by percussionists. Need something moved? Find a percussionist.
- Avoid touch points. If you touch it, sanitize it then use hand sanitizer.
- Wash your hands frequently. Use hand sanitizer. Avoid touching your face. If you feel sick, stay home.

Ryan Fine Arts Building - Music Wing

University & CDC Guidelines In Place

- Masks/Face coverings are to be worn while in the building and in the presence of others.
- The only exception will be when you are alone in a practice room.

Traffic Flow

- Hallways are for passage - please pass on the right-hand side of the hall based upon your direction (like driving), and give social distancing spaces around other people. Stopping in hallways for congregating and conversations is discouraged (particularly during high traffic times between classes); these conversations are best had outdoors, in private spaces or in designated lounge spaces.
- Choir Rehearsal Hall (N106) - please enter the room at the east double doors, and exit via the west single door.
- Recital Hall - please enter the Recital Hall (audience space) via the south door(s) from the East Foyer. Exit via the west single door leading to the Music Wing hallway. For lessons and performing on stage, please give adequate social distancing when using the back stage entrance/exit.

Practice Rooms

- Students must sign up for a time to use the practice rooms.
- Practice rooms must be left open a half hour after use to allow for clean air exchange.
- Blower units are to be left on at all times.
- No practicing in the Choir Rehearsal Hall or the Recital Hall; these are reserved for applied lessons and rehearsal/instructional spaces only.

Ryan Fine Arts Building - Music Wing (continued)

University Equipment

- Students should wipe down chairs, stands, and desks with university-provided wipes before and after use.
- Chairs and stands in the rehearsal space should be returned to their stations after use. Do not return anything to a storage closet.

Personal Protective Equipment (PPE)

- PPE items are to be used at all times during lessons, rehearsals, and classes. The only exception is if you are in a practice room by yourself.
- Students will be responsible for keeping your assigned PPE and will be charged for any replacements. Put your name on it, and wash items regularly.

Additional Guidelines

- Students should not spend extended time in the foyer. The foyer furniture should only be in use when waiting for a lesson, rehearsal, or class. Please avoid using the furniture as much as possible to avoid the need for excessive sanitation.
- All equipment (university and personal) should be put away after use. Any personal items left lying around in the Fine Arts Center will be confiscated and held by faculty.
- Avoid touch points. If you touch it, sanitize it, and then use hand sanitizer.
- Wash hands frequently. Use hand sanitizer. Avoid touching your face. If you feel sick, stay home.

Ryan Fine Arts Building - Music Wing (continued)

There are many people from many different disciplines who use the Fine Arts Center. It is not possible for the faculty to police the facility 24/7. Everyone must do their part to keep the Ryan Center safe and as COVID-19 free as possible. These protocols follow the very best practices for reducing the contact of the SARS virus, and give us the opportunity to keep making music for the McMurry Community.

Performances

- Music Faculty are planning various performing opportunities for this school year with performer/audience health and safety in mind.
- Ensemble directors will provide information for performing events planned at the start of the semester.

Practice Rooms

- For the purpose of contact tracing, practice room Sign Out sheets and Log sheets will be used. More detailed information on the sign out process will be made available once the school year begins.
- When showing up to a signed-out practice time, students will write their name and time of entry on the Log sheet which will be inside the practice room. When the practice session is over, students will write the time of their room departure on the Log sheet.
- Hand sanitize or wash your hands before you begin setting up for your practice session.
- Wipe down all surfaces you touch with university-provided sanitizing wipes (chairs, stands, desks, light switches, door handles).
- Doors must be left open when your practice session is over.
- Wash your hands or use hand sanitizer when your practice session is over.
- As a courtesy to others, please remember to put your mask/face covering on before leaving the practice room.
- Practice rooms must be left vacant for 30 minutes after use.
- You must end your practice session at the designated time if other students have a time signed out after you.
- If you see a practice room is empty, and would like to practice in the room even though you did not sign out the room previously, you must verify that the room has been vacated for at least 30 minutes. Then you must sign your name on both the Sign Out sheet and Log sheet.

Ensemble Rehearsals

- All vocal, brass, woodwind, and percussion students are required to wear face coverings during rehearsals at all times.
- Specially designed masks for singers, brass, and woodwinds will be provided by the university. Percussionists will wear and provide their own standard university-required face covering.
- Choir rehearsals (full or sectionals) will be no longer than 30 minutes if held in one location.
- Instrumental ensembles will have no more than 14 students meeting at a time when indoors.
- Ensemble rehearsals utilizing brass or woodwinds will be no longer than 30 minutes when indoors and held in one location.
- All chairs and stands must be wiped with university-provided sanitizing wipes before and after use.

Jazz Band

- All McMurry Department of Music Safety Protocols & Procedures will be followed.
- Members will be placed into smaller combo groupings that will each meet for 25 minutes during the scheduled rehearsal time (please check your email daily for information on when you are scheduled to report to each rehearsal).
- There will be a 30-minute window between sessions to allow for the room to recirculate air.
- Please warmup on your own time before rehearsal. Excess playing in the rehearsal room before rehearsal begins will reduce the rehearsal window and waste valuable time.

Trumpet Ensemble

- All McMurry Department of Music Safety Protocols & Procedures will be followed.
- Please warmup on your own time before rehearsal. Excess playing in the rehearsal room before rehearsal begins will reduce the rehearsal window and waste valuable time.

Percussion Ensemble

- All McMurry Department of Music Procedures & Protocols will be followed.
- Students must wash their hands or use hand sanitizer prior to setting up percussion equipment.
- Unlike previous semesters, to reduce the possible spread of COVID-19 through contact surfaces, students will set up and tear down their assigned equipment only. The only exception being large instruments.
- Students will wash their hands or use hand sanitizer after setting up equipment.
- The sharing of sticks and mallets during rehearsal is strongly discouraged. In the case of borrowing implements to experiment with sound choice, the item must be wiped with a university-provided sanitizing wipe before and after use.
- To allow for the air in the rehearsal space to recirculate and continue rehearsing multiple pieces without stopping, both the fish bowl and percussion annex will be used for rehearsals. Prior to setting up, please check the schedule to identify which room to set up in.
- Students will avoid touching instruments with their hands if not required to produce a sound.

Wind Ensemble

- The Wind Ensemble will be split into small chamber groups that will rehearse for periods of no more than 25 minutes.
- A schedule with rehearsal times and pieces to be worked on will be posted every week. It is the responsibility of every student to check the schedule for your rehearsal times and be prepared with the music for that day. Rehearsal times will generally be the same throughout the semester except for the week prior to the November performance.
- Students should be utilizing PPE at all times during the rehearsal (see Bynum Band Hall PPE guidelines).
- Enter the space through the north doors and exit through the south doors. Those that are positioned at the front of the room should enter first. Those positioned at the back of the room should exit first.
- There will be a period of time between groups to allow the air to change, reset the chairs and stands, and sanitize. Do not enter until you are instructed to do so.
- Arrive early. Remember, only one person is allowed in the storage room at a time (see above).
- Arrive to your rehearsal time already warmed up. With reduced rehearsal time for each group we do not have time for group warm-up. You can warm-up outside, but use your PPE and social distance.
- Do not move any equipment once it has been set up unless instructed to do so.

Marching War Hawks

- The Marching War Hawks will rehearse as a large group outside and as small chamber groups inside. Inside groups will rehearse for periods of no more than 25 minutes.
- A schedule with rehearsal times and the pieces to be worked on will be posted every week. It is the responsibility of every student to check the schedule for your rehearsal times and be prepared with the music for that day. Rehearsal times will generally be the same throughout the semester except for the week prior to the November performance. The large outdoor group will always be Monday and Wednesday 5:15pm - 6:00pm.
- Students should be utilizing PPE at all times during the rehearsal both indoor and outdoor (see Bynum Band Hall PPE guidelines).
- Students should provide their own flip folder and lyre for outdoor rehearsals and a music folder for indoor rehearsals.
- Arrive early. Remember, only one person is allowed in the storage room at a time (see above).

Indoor Rehearsals

- Enter the space through the north doors and exit through the south doors. Those that are positioned at the front of the room should enter first. Those positioned at the back of the room should exit first.
- There will be a period of time between groups to allow the air to change, reset the chairs and stands, and sanitize. Do not enter until you are instructed to do so.

Marching War Hawks (continued)

Indoor Rehearsals (Continued...)

- Arrive to your rehearsal time already warmed up outside, but use your PPE and social distance.
- Do not move any equipment once it has been set up unless instructed to do so.

Outdoor Rehearsals

- Maintain 6ft social distancing. Trombones and Contrabass will maintain 9ft of distance.
- While we are not outside for as long as we normally are, we will be in direct sunlight. Dress appropriately, wear sunscreen, bring your own already filled water bottle.
- Winds - make your way to the field by exiting the Band Hall by way of the east door.
- Drumline - you may exit through the Annex door.
- All - return to the Band Hall after rehearsal by way of the north door. Avoid crowding at the entrance.

Chanters

- All Department of Music COVID-19 protocols and University standard protocols will apply.
- Social distancing rules apply in the classroom and rehearsal hall. Chairs are spread out to a distance of 10 feet.
- Singer's Mask must be worn during the entire rehearsal.
- Traffic patterns - upon entering the Choir Rehearsal Hall, please use the east side double doors. As you exit, please use the west side single door.
- All singers will keep their own folders/scores with them. This way you will be able to keep your scores clean and out of public spaces by being placed in your own backpack.
- There will be a schedule of rehearsals each week that will consist of sectionals, some individual practice/recording time in the Practice Rooms, and a full ensemble rehearsal. Please check the bulletin board in the hallway for the schedule each week -- it is your responsibility to be prepared with your music for the day. The schedule will be fairly regular, but there will be variations.
- Rehearsals will be 30 minutes long, allowing for another half hour for the air to exchange to clear the room. Be prompt, come with your music prepared to make the most of our reduced rehearsal time.

Chanters (continued)

- Arrival to class - come to class early. Please pick up two disinfectant wipes as you enter, the first of which will be used to wipe down your chair and anything around you, and the second of which you will wipe everything down before you depart.
- Masks - each singer will receive a "Singer's Mask" (at no cost to you), which will be used while we are singing. The clarity of singing is vastly improved with the use of the "Singer's Mask," and it will help keep the aerosol levels lower by using them.
- Great attention has been given to the Air Exchange and Filtering of the HVAC system in the Ryan FAC. This is functioning at acceptable norms.