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STANDARD OPERATING PROCEDURE (SOP)

Effective Date: 9/3/21

Title: MUSIC DEPARTMENT Standard Operating Procedures and Safety Protocols

Revised: 9/3/21

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I. Overview

Singing, brass and woodwind playing, and other behaviors associated with these activities are believed to generate aerosol particles – sometimes at exceedingly high rates compared to regular talking and breathing. Taking the studies done thus far in music-making and Covid-19 very seriously, the Music Department has worked with the UWO implementation team and the COLS Dean's office to develop music-specific policies based on current pandemic and covid-19 science and the recommendations by health experts and institutions studying music-making. Music students, faculty and staff must follow state and local health department guidelines, University-wide policies, as well as the Music-specific SOP that add protocols related to singing and playing music. Availability of new research may cause leadership in the Music Department to revise SOP with the approval of the university's *Implementation Team*.

Larger droplets of respiratory secretions may fall to the ground over distance and time and are the impetus for social distancing recommendations. However, musicians also need to be concerned about smaller, invisible aerosols, which may be infectious and are the reason for additional precautions taken by those who might produce aerosols during their performance activities. For the purpose of these policies, aerosol-producing activities include singing and brass and woodwind playing. Covid-19 can also live on surfaces, and the department will continue to recommend physical distancing, hand-washing, surface disinfecting and other precautions.

There is sufficient reason to believe that the exchange of clean air in our teaching and learning spaces, especially where aerosols are produced, is critical to our safety. Dispersion of aerosols has been discussed in multiple studies, but dispersion is dependent on external factors like room airflow and mixing dynamics. Even with minimal airflow from playing, if aerosols are produced in the context of

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deep breathing, there is a risk of spreading the aerosols around the indoor environment. This risk is not quantifiable at the moment, but there is growing evidence that wind and brass playing and singing create a greater risk for covid spread than a non-music, individual baseline risk. And the associated behaviors of these activities (instrument swabbing, emptying of condensation and saliva, mouthpiece buzzing, blowing out tone holes, etc.) have not yet been studied.

UWO capacities for 2021-2022 instructional spaces are based on the general agreement existing in the medical community that if properly masked and/or vaccinated, non-aerosol producing activities (such as sitting in a lecture) can occur at proximities closer than 6 feet. However, UWO capacities for classrooms do not reflect best practice recommendations for wind/brass instrument playing and singing during a pandemic. In general, these room capacities are much larger than those recommended by studies on music-making during the covid 19 pandemic such as the current study at [The University of Colorado Boulder](#), the protocols established through the partnership with the [Peabody Institute for Music and Johns Hopkins University](#) and the [National Association of Teachers of Singing/American Choral Directors Association](#). For that reason, some of the procedures outlined in this document will require consideration of room availability and spaces that are appropriate for music department safety protocols, which may limit room occupancies.

II. **Applicability:**

These procedures apply to all faculty, students and staff in the Music Department. These procedures are for the Music area/facilities of the Arts and Communications building and the Foundation Hall at the Campus Center for Equity and Diversity.

III. **Procedure: Moderate Alert Protections in Place**

A. BASIC OPERATING PROCEDURES FOR ALL MUSIC ACTIVITY

All instruction in the Music Department, regardless of type (applied, ensemble, classroom, chamber music, lab/techniques classes) must be crafted around these baseline principles:

1. Masking: The university requires all students, faculty, and staff to be masked (covering the nose and mouth) at all times while inside any university building and recommends that masks be worn when outside when on campus in the presence of others.
 - a. University guidelines call for a face mask of at least two layers of cloth to limit virus spread. Current students in need of a mask can pick up a UWO-branded mask at the Student Involvement Desk in Reeve Union (Algoma entrance). Other styles of masks are also available for purchase at the bookstore in Reeve.
 - b. Gaiters and bandanas do not provide the level of protection as a face mask and are *not recommended* for use on our campuses. In music, due to the higher level of aerosol production

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during wind/brass instrument playing and singing, gaiters will not be permitted in any music course.

- c. There is not enough evidence to indicate that face shields are an effective source of control of COVID-19. Face shields are not recommended as a substitute for masks by the CDC, the WHO, or Johns Hopkins. Faculty and staff needing an accommodation in this area should work with their supervisors. Students needing an accommodation in this area should contact the Accessibility Center in the Dean of Students office.
- d. **MASKING FOR WIND AND BRASS PLAYERS:** All ensembles rehearsals and performances will require the use of masks modified to accommodate a mouthpiece. All woodwind and brass instruments must also use appropriate bell covers, as directed by the instructor.
- e. **MASKING FOR VOCALISTS:** Masks covering the nose and mouth are required during all singing activities in the A/C and the Foundation Hall at the Campus Center for Equity and Diversity.
- f. [Safety studies](#) about singing during Covid 19 by The University of Colorado Boulder, upon which these protocols are based, have indicated significant mitigation when wearing a 3-ply, disposable medical grade mask with a nose clip such as the one seen [here](#). There have been no conclusive studies on singing while wearing cloth masks. *For this reason, the department recommends the use of a 3-ply, disposable medical grade mask with a nose clip or a mask of equal or greater protection while engaged in any singing activity.* Some instructors may require these masks, as communicated in course syllabi and on Canvas. Helpful links regarding commercial masking solutions are also included in the Addendum to this document.

2. Physical Distancing

- a. Piano, string, and percussion activity should take place at a minimum of 3 feet apart.
- b. For all wind/brass ensemble rehearsals/concerts (bands, jazz, orchestra, chamber)
 - 3-feet spacing with required bell covers
 - OR**
 - 5 (or 6) feet spacing with bell covers optional

c. Singing should take place at a minimum of 3 feet apart, at the discretion of the instructor.

3. Hand Washing

Students and faculty are to thoroughly wash hands or use sanitizer prior to instruction.

4. Cleaning

All classrooms, practice rooms, rehearsal spaces and studios will be cleaned by faculty and students at the beginning and/or end of the class/rehearsal/lesson according to the signage in each room or area.

- a. If piano is used, keys are to be wiped with the alcohol swabs provided.
- b. All surfaces should be wiped with the wipes provided.

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- c. Any singing that occurs as part of instruction should follow the protocols outlined in the *Choirs* portion of the Ensemble section. (Section D-2)
- d. Any wind/brass instrument playing that occurs as part of instruction should follow the protocols outlined in the *Bands* portion of the Ensemble section. (Section D-1)

B. CLASS PIANO-Specific requirements

All class piano instruction will use the modified tutorial format to accommodate the minimum distance of 6 feet between masked players. Students will be responsible for cleaning their keys with alcohol or hydrogen peroxide solution prior to and after use.

C. APPLIED (PRIVATE) LESSONS-Specific Requirements

Any lessons held outdoors must adhere to all established lesson protocols. Outdoor lessons are for the purpose of increasing safety, and not to eliminate any protocols described in this document.

1. Non-Aerosol Producing Lessons (strings, guitar, harp, percussion, piano, composition)

Time Limits:

2 & 4 credit lessons may be 1 hour in length if the schedule will accommodate 10 minutes of air exchange prior to the next room use. If a lesson is scheduled in the instructor's studio, please allow a 10-minute room vacancy between each lesson to allow for adequate air exchange.

Masking:

All participants wear masks.

Distancing:

Teaching spaces must accommodate social distancing of at least 3 feet between the teacher and student. If this cannot be accommodated in the instructor's studio, instructors should work with the music office to make sure appropriate spaces are reserved.

Cleaning:

Anyone who used a music stand should wipe it with disinfectant following the lesson. To avoid transfer of contaminants on metal music stand surfaces, it is suggested that students supply their personally owned, portable music stands. If piano is used, the player should clean the keys at the end of the lesson with alcohol wipes provided.

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2. Wind and Brass Lessons

Time Limits:

2 & 4 credit lessons may last 1 hour if the schedule will accommodate 10 minutes of air exchange prior to the next room use. If a lesson is scheduled in a space other than the instructor's studio, please allow a 10-minute room vacancy before the next event to allow for adequate air exchange.

Space Limitations:

Lessons may be held in studios if the distance protocols can be achieved. Otherwise, instructors work with the music office to schedule alternative spaces. The instructor must communicate air exchange time to Julie Nelson in the music office when the lesson is scheduled.

Masking:

Masking is required for the student while playing. Bell covers, instrument skirts, etc. may be used by both student and instructor, at the instructors' discretion, particularly in the case of undisclosed vaccination status.

Distancing:

Teacher and student must be spaced at least 3 feet apart. Instrument bell should not be directed towards others. Instructor and student should sit/stand in a straight line (side by side) observing the appropriate distance if possible. No blowing of tone holes, blowing through an instrument to release excess water, instrument swabbing, etc. within 50 feet of another person.

Cleaning:

Anyone who used a music stand should wipe it with disinfectant following the lesson. To avoid the transfer of contaminants on metal music stand surfaces, it is suggested that students supply their personally owned, portable music stands. If piano is used, the player should clean keys at the end of the lesson with alcohol wipes provided. Practice water key etiquette. Drape water valve and collect condensate in towel or WindSorb Disinfect towel/WindSorb after use.

Specifics for Online Wind Lessons:

For students needing to take a virtual lesson on campus, instructors will work with the music office in advance to ensure all appropriate space and equipment needs are met.

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3. Voice Lessons

Time Limits:

2 & 4 credit lessons a time limit of 40 minutes in the space and need to allow 10 minutes for air exchange. If a lesson is scheduled in a space other than the instructor's studio, please allow a 10-minute room vacancy before the next event to allow for adequate air exchange.

Masking:

Students must wear masks while singing, even if alone.

Distancing:

Teacher and student must be spaced at least 3 feet apart including a pianist if present in the lesson.

Cleaning:

If piano is used, the player should clean keys at the end of the lesson with alcohol wipes provided. Students will clean and disinfect stands at the end of each lesson.

D. ENSEMBLES – Specific Requirements

All performances produced in the Music Hall by the department will be live streamed. At the discretion of the instructor, concerts may be recorded, performed live outdoors, or played in the music hall with audience. *Please see the addendum on page 10 of this document for important requirements when planning to work with a live audience or performing outdoors.*

Any rehearsals/concerts held outdoors must adhere to all established rehearsal protocols. Outdoor rehearsals are for the purpose of increasing safety--not to eliminate any protocols as established by the department.

Whenever possible, directors of wind and singing groups are encouraged to avoid setups that require performers to face one another. If performers do face one another, they must be the requisite distance apart (as outlined in section III. 2. c.).

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1. Aerosol-Producing Instrumental Ensembles (bands, jazz bands/combos, wind/brass chamber groups)

Time Limits:

Aerosol-producing activity (playing instruments) can take place for only 50 minutes during a one-hour rehearsal. Students and faculty must vacate the rehearsal space *immediately* following the rehearsal so as to allow the minimum 10 minutes of air exchange before the next use of the room. Students are asked not to play after rehearsal is over and not to “warm down” in the space. Instructors must plan rehearsals to allow a 10 minute room vacancy following aerosol producing activity for adequate air exchange. Instructors are also asked to avoid aerosol production in the space until the scheduled beginning of class time.

Masking:

All wind and brass players are required to wear modified masks that cover the nose and mouth during rehearsals or performances. These masks are designed to accommodate various mouthpieces with small openings so that the player can remain masked at all times. Please see the links in the Addendum for more information about the various masks approved by music faculty.

Distancing:

Students must follow standard social distancing guidelines before and after rehearsals, and avoid congregating. If waiting to enter rehearsal space, students must line up and stand 3 feet apart. During rehearsals involving wind and brass instrumentalists, participants must be spaced at least 3 feet apart with bell covers and 6 feet apart without. (Entrance into the locker area to retrieve instruments should be staggered.)

Hygiene and Cleaning:

No wind or brass instruments or mouthpieces will be shared. No mouthpiece buzzing allowed in rehearsal spaces. Brass players will practice water key etiquette by draping water valves and collecting condensate in a towel, WindSorb, or disposable absorption method. Absorption methods will be disinfected or discarded after use. All brass instrument bells will be covered, and saxophones, bassoons, oboes, flutes, and clarinets will be covered with appropriate aerosol mitigation devices at the discretion of the instructor. Applied instructors and ensemble directors are to assist students in knowing about and finding this equipment. All surfaces used, including music stands, will be disinfected by students at the end of each rehearsal with the wipes provided.

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2. Choirs and Vocal Groups

Time Limits:

Aerosol-producing activity (singing) can take place for only 50 minutes during a one-hour rehearsal. Students and faculty must vacate the rehearsal space *immediately* following the rehearsal so as to allow the minimum 10 minutes of air exchange before the next use of the room. Students are asked not to vocalize before or after rehearsal is in the space. Instructors must plan rehearsals to allow a 10 minute room vacancy following aerosol producing activity for adequate air exchange. Instructors are also asked to avoid aerosol production in the space until the scheduled beginning of class time.

Students and faculty must vacate the rehearsal space immediately following the rehearsal so as to allow the minimum 10 minutes of air exchange before the next use of the room.

Masking:

All participants in rehearsals will wear masks at all times.

Distancing:

Students must follow standard social distancing guidelines before and after rehearsals. If waiting to enter rehearsal space, students must line up and stand 3 feet apart. During rehearsals and concerts, a minimum distancing of 3 feet apart will be strictly observed. The number of students in the room at any time may be limited to adhere to these guidelines.

Cleaning:

All surfaces used, including music stands, will be disinfected by students at the end of each rehearsal with the wipes provided. If piano was used, the player should clean keys with the alcohol wipes provided.

3. Non-aerosol Producing Ensembles

All procedures and protocols for strings, piano, percussion, harp, and guitar as defined in Section A must be strictly adhered to.

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E. PRACTICE ROOMS - Specific Requirements for temporary practice facilities at Polk Library and the A/C.

1. Use of practice rooms

Documentation for Occupancy:

Each practice room in Polk will have a time sheet on the door. Students are to sign in with date and time, and sign out each time they use a room. Students must not use a room for 30 minutes after the previous user, so as to allow for proper air exchange.

Masking:

Students must be masked at all times in practice rooms. Wind and Brass players must use modified masks that accommodate mouthpieces.

Cleaning:

Upon arrival and before leaving the practice spaces, students should clean all music stands, piano keyboards, flat surfaces, etc. Cleaning supplies will be available in practice rooms and hallways.

2. Practicing in Other Spaces on Campus

In the A/C:

Students may reserve other spaces for practice such as N14, and classrooms using the [online form](#).

Outdoors:

Students may practice outside when weather permits. Students must provide their own portable music stand. No UWO stands are to be taken outside for practice. All established safety protocols must be adhered to, including masking and distancing. Outdoor practicing is for the purpose of increasing safety, and not to eliminate any protocols as established by the department. Brass players do not need to use bell covers for outdoor practice, but instruments must be muted.

F. RECORDING STUDIO – Specific Requirements

Scheduling:

Unless part of a class, all studio use must be officially on the Outlook calendar, as added by Professor Edwards.

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Occupancy Limits:

No more than *4 individuals* may be in any single recording studio room at any given time. Only one performer can play and record at a time unless there is space for two performers to follow proper distancing guidelines for their instrument type.

Masking:

A mask must be worn *at all times*. Students performing on aerosol-producing instruments should remove their mask to play only when they are the only occupant of the room, (See above-referenced exceptions for wind instruments.)

Hygiene and Cleaning:

Hands must be thoroughly washed before entering the recording studio. Before leaving, students will use the provided disinfection wipes to thoroughly clean all surfaces. Students will clean the desk and keyboard/mouse space, as well as any equipment and microphones used. It is highly recommended that students wash hands after leaving the classroom.

G. MUSIC COMPUTER LAB – Specific Requirements

Scheduling:

The lab will be closed for 30 minutes 4 times daily to allow for clean air exchange.

Masking:

Masks must be worn at all times.

Hygiene and Cleaning:

Hands must be washed in the restroom across the hall before entering the lab. Before leaving, users will clean with the provided wipes all items comprising the station: Mouse, keyboard, MIDI piano/controller, desk surface.

H. MUSIC HALL – Specific Requirements

- Only curricular performances and faculty recitals central to department and student academic success, are currently permitted in the music hall. Until further notice, guest artist recitals or non-curricular events in the music hall will require the approval of the chair. All music hall performances that are not part of the large ensemble concert schedule will be scheduled through the music office, following previously established protocols as found in the Music Student Handbook. Students may not use the hall unless

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under the supervision of an instructor, who will guarantee that all safety protocols, including distancing, masking, and cleaning after use are met. Supervising faculty for all hall performances will be required to facilitate post-event cleaning (Music stands, piano keys, etc.)

- All performances will last a maximum of two hours. Intermissions or programming pauses must be taken every 50 minutes for air exchange, for a period of 15 minutes.
- All performers, including guest artists must provide proof of negative test within 72 hours prior to the performance. Any performer testing positive within 72 hours of the planned performance will not be allowed to perform. Applied teachers, guest artist hosts and ensemble directors are responsible for obtaining testing information from relevant performers.
- Wind and choral performers will be masked if the university is under a mask mandate at the time of performance. Special consideration can be requested from the department chairs.

1. **Performance with Live Audience:**

Live audiences are permitted in the hall. Masks are required for all participants until further notice.

- a. All music hall performances will strictly adhere to directives as established by safety and risk management and university officials. Planned events are subject to cancellation by University safety and risk management officials, who will use up-to-date pandemic data to limit virus spread
- b. All performances will last a maximum of two hours. Intermissions or programming pauses must be taken every 50 minutes for air exchange, for a period of 15 minutes.
- c. There will be no audience seating in the 1st 6 rows closest to the stage.
- d. Programs will be available/stored digitally and posted on the live stream. The music office will not print paper programs.
- e. Performances will return to pre-covid ticketing and pricing policies.
- f. No receptions, food/drink, or gathering in the lobby or backstage is permitted. Music student attendees are encouraged to share congratulations on email, social media, and online bulletin boards.
- g. During all rehearsals and performances in the music hall, the procedures outlined in Section A of this document must be strictly adhered to.

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I. OUTDOOR INSTRUCTION AND PERFORMANCE – Specific Requirements

Live Streaming:

If an instructor chooses to hold a concert outdoors, live-streaming cannot be guaranteed by the department.

Approval Needed:

All outdoor instruction that includes *singing and/or playing of instruments*, (classes, lessons, rehearsals and especially performances) must be scheduled and approved by the department, with approval by the dean, UWO police and the city of Oshkosh. *No ad hoc* outdoor instruction involving playing or singing will be permitted.

IV. Procedure Modifications: Very High Alert

The department will work with the EOC and Implementation Team to modify these procedures.

V. Procedure Modifications: High Alert

The department will work with the EOC and Implementation Team to modify these procedures.

VI. Procedure Modifications: Low Alert

The department will work with the EOC and Implementation Team to modify these procedures.

Addendum

Links: **COMMERCIALLY AVAILABLE MASKS AND ACCESSORIES FOR MUSIC-MAKING DURING COVID**

<https://www.bandshoppe.com/shop/health-safety/overlapping-music-mask-701051/black/default.html>

<https://www.facebook.com/Madisonelli-Gardens-Boutiques-112475430530458>

<https://www.mccormicksnet.com/Instrument-Bell-Cover-p/3070010.htm>

<https://www.mccormicksnet.com/Singers-Mask-p/3070012.html>

VII. Revision History:

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Revised by the Department 8/25/21 - Final Version 9/3/2021