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
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. For this reason, in an abundance of caution, the department recommends no blowing of tone holes, blowing through an instrument to release excess water, instrument swabbing, etc. within 50 feet of another person.

UWO “covid capacities” for instructional spaces are based on the general agreement existing in the medical community that if properly masked, non-aerosol producing activities (such as sitting in a lecture) can occur at proximities closer than 6 feet. However, UWO “covid capacities” for classrooms do not reflect best practice recommendations for wind/brass instrument playing and singing. In general, the university’s “covid 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 or the partnership with the Peabody Institute for Music and Johns Hopkins University. 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 more than a room’s “covid capacity.”

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.

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 same 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 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. 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 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 6 feet apart.
   b. Wind and brass playing should take part place at a minimum of 8 feet apart.
   c. Singing should take place at a minimum of 10 feet apart.

3. Personal Cleaning and Responsibility
   a. Students and faculty are to thoroughly wash hands or use sanitizer prior to instruction.
   b. No blowing of tone holes, blowing through an instrument to release excess water, instrument swabbing, etc. within 50 feet of another person.
   c. Practice water key etiquette. Drape water valve and collect condensate in towel or WindSorb. This towel/WindSorb should be disinfected after use or placed in a plastic bag once damp and should no longer be used until it has been appropriately washed.
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 wipes provided.
   b. All surfaces should be wiped with the wipes provided.
   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 the alcohol wipes provided prior to and after use.

C. APPLIED (PRIVATE) LESSONS-Specific Requirements

Preference for in-person applied lessons (and scheduling lesson spaces) will be given to seniors, students preparing recitals, performance majors, and Karrels students. The goal is to accommodate as many live lessons as possible given facility logistics, the distance, air exchange factors and other safety protocols as agreed upon by the faculty.

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 6 ft (7.5 ft on-center) between the teacher and student. If this cannot be accommodated in the instructor’s studio, classrooms,
rehearsal rooms and the music hall may be reserved for lessons. Instructors should work with the music office to make sure appropriate spaces are reserved. Use of an accompanist can only be in N14, N28 or the Music Hall. All social distancing measures must be followed.

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 the keys at the end of the lesson with alcohol wipes provided.

2. Wind and Brass Lessons

Time Limits:
2 & 4 credit lessons may last 1 hour. However, blowing into the instrument, which produces excess aerosols, must only happen in the final 30 minutes in the room. Instructors may opt for 1 hour lessons to be split between two spaces if more actual playing time is needed for the lesson.

Space Limitations:
All lessons must be held in classrooms, rehearsal rooms (N14 & N28) or the Music Hall. Wind/brass lessons are not permitted in studios. Use of an accompanist can only be in N14, N28 or the Music Hall. All social distancing measures must be followed.

Masking:
Masking is required for the student and only to be removed when playing their instrument. Bell covers, instrument skirts, etc. may be used by both student and instructor, at the instructors’ discretion.

Distancing:
Teacher and student must be spaced at least 8 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.

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.
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 an appropriate space. A computer cart with all necessary items will remain in the room for students to use. Students will clean and disinfect cart items at the end of each lesson. It is suggested that students supply their personally owned, portable music stands. There will be a mandatory ½ hour vacancy to allow for adequate air exchange following every wind instrument lesson. The instructor must communicate this exchange time to Julie Nelson in the music office when the lesson is scheduled.

3. Online Voice Lessons

Time Limits:
All voice lessons will happen virtually and will be 30 minutes maximum. There will be a mandatory ½ hour vacancy to allow for adequate air exchange in between all lessons. Rooms in the A/C with computer cart can be reserved for students who are on campus for the online lesson.

Masking:
Students must wear masks while singing, even if alone.

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 cart items and music stands at the end of each lesson. To avoid the transfer of contaminants on metal music stand surfaces, it is suggested that students supply their personally owned, portable music stands.

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 a maximum of 50 persons (including performers and audience). Please see the addendum on page 10 of this document for important requirements when working 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 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 (8 feet for winds/brass, 10 feet for choral).

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 30 minutes. If rehearsal is scheduled for longer than 30 minutes, (up to one hour) aerosol producing activity must occur only during the final 30 minutes of the rehearsal. Students and faculty must vacate the rehearsal space immediately following the rehearsal so as to allow the minimum 30 minutes of air exchange before the next use of the room. Instructors must plan rehearsals to allow a 30 minute room vacancy following aerosol producing activity for adequate air exchange.

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. If 5 waiting to enter rehearsal space, students must line up and stand 6 feet apart. During rehearsals involving wind and brass instrumentalists, participants must be spaced at least 8 feet apart. Entrance into the locker area to retrieve instruments should be staggered. Only one student at a time will be allowed into storage rooms (low brass, large strings, percussion, etc.).

Hygiene and Cleaning:
No wind or brass instruments or mouthpieces will be shared. No mouthpiece buzzing allowed in rehearsal spaces. All brass instrument bells will be covered, and saxophones, bassoons, oboes, and clarinets will have bells covered with appropriate aerosol mitigation devices. The ends of flutes will be covered. 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.
2. Choirs and Vocal Groups

Time Limits:
Aerosol Producing Activity of no more than 30 minutes. If rehearsal is scheduled for one hour, aerosol producing activity such as singing must occur only during the final 30 minutes of the rehearsal. Instructors must schedule and plan class so as to allow a 30 minute room vacancy following aerosol producing activity for adequate air exchange. Students and faculty must vacate the rehearsal space immediately following the rehearsal so as to allow the minimum 30 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 6 feet apart. During rehearsals, distancing of 10 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

Time Limits: These ensembles may occupy a rehearsal space for a period of up to one hour for rehearsals. After 1 hour, the room must be vacated for a minimum of 10 minutes for air exchange.

All procedures and protocols for strings, piano, percussion, harp, and guitar as defined in Section A must be strictly adhere
E. PRACTICE ROOMS - Specific Requirements

1. Use of practice rooms

Documentation for Occupancy:
All general practice rooms are available to students on a first come, first served basis. When entering a practice room, students must sign their name on the sign-in sheet on the door. Students must also sign out when vacating the room. All students must strictly observe the 30-minute air exchange time required for all rooms. *Students may not enter a practice room if 30 minutes has not passed since the last user signed out.* Following this practice will keep everyone safer and allow for at least two clean air exchanges in between users.

Masking:
Students must be masked at all times in practice rooms. Wind and Brass players must use modified masks that accommodate mouthpieces. Brass players must use bell covers and woodwind instruments must be capped or skirted as directed by the applied instructor.

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, N28, and classrooms through the music office. The applied teacher or supervising instructor must reserve the room for the student.

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 or Professor Kuborn.

Occupancy Limits:
No more than 2 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. Wind instrument performers in the studio will wear masks modified to accommodate a mouthpiece. All woodwind and brass instruments must also use appropriate bell covers

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

Occupancy Limits:
No more than 10 individuals plus 1 instructor may use the lab at any given time.

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.

Distancing:
Users will be distanced according to taped off stations.

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

Availability and Scheduling: Only curricular performances and faculty recitals central to department and student academic success, are currently permitted in the music hall. Until further notice, there will be no guest artist recitals or non-curricular events in the music hall. 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 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.).

1. Live-Streaming:
   All concerts and student and faculty recitals taking place in the Music Hall will be live streamed from the Music Hall.

2. Performance with Live Audience:
   A student, in collaboration with their instructor, may elect to play a recital with a predetermined and invited audience. Directors of other ensembles may also elect to perform with audience.
   a. All music hall performances will strictly adhere to the “Event Safety and Planning Checklist” as found on the Titans Return Website.
   b. Limited audiences are allowed only during moderate alert protections and low alert protections for covid 19 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.
   c. All performances must last a maximum of 1 hour. All dress rehearsals must end 90 minutes before the performance (1 hour in between the end of the dress rehearsal and the opening of lobby doors for clean air exchange).
   d. The maximum number of persons in the music hall will be 50, including performers and conductors. For any music hall performance with an invited audience, the audience will consist primarily of faculty/instructional staff for assessment, and music majors whose live music listening experiences are directly related to their specific music degree curriculum.
e. In special cases, with permission from the department, non-university guests may be allowed to attend music hall performances by invitation only. All audience members, including faculty and UWO students, must be on an invitation list. This list will be submitted by the conductor or instructor in charge of any student performance to the music office at the same time programs are submitted (no later than two weeks in advance). Changes to the submitted list must be made prior to this two-week advance deadline. All invited non-university guests will have access to the personal questionnaire developed by the Titans Return implementation team to determine if they may put someone at risk by coming to campus, and will have access via the department website to all up-to-date covid related information and safety precautions. All non-student/faculty guests will adhere to protocols for campus visitors as established by the university.

f. Doors to the hall will be open 30 minutes prior to each performance so as to eliminate crowding in the music lobby. Ushers will document invited participants as they enter the music hall and will turn the list back in to the music office.

g. All invited audience participants will be masked and seated a minimum of 6 feet apart. There will be no audience seating in the 1st 6 rows closest to the stage.

h. Programs will be available/stored digitally and posted on the live stream. The music office will not print paper programs.

i. Performances will be free of charge and information for donations to the department scholarship fund will be included in the printed and digital program.

j. 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.

k. All performers will be encouraged to take the covid health assessment or use the health assessment app prior to performances, to determine if they should perform with others.

l. During all rehearsals and performances in the music hall, the procedures outlined in Section A of this document must be strictly adhered to.

I. OUTDOOR INSTRUCTION AND PERFORMANCE – Specific Requirements

All outdoor performances will strictly adhere to the “Event Safety and Planning Checklist” as found on the Titans Return Website: https://uwosh.edu/titans-return/wp-content/uploads/sites/197/2020/08/Branded-Event-Safety-and-Planning-Checklist-08.04.2020.pdf All departmental covid-related protocols as stated above for all instruction and music hall performances apply.
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.

If an instructor wishes to hold outdoor rehearsals or classes that involve playing and singing the department must receive permission from the University Police and the City of Oshkosh. The city has noise ordinances in place and all outdoor events must occur within certain windows of time so as not to disturb surrounding residential areas. Any type of outdoor concert would require a special event review with UW Oshkosh Police. If the request for an outdoor class, rehearsal or performance is central to department and student academic success, that would be considered in the request review. The review would also require an evaluation of distance between performers/audience, hygiene, disinfecting and other safety precautionary measures as required by the university. All requests for outdoor activities must be compiled by the music office and shared with the UWO Police Department for review. If the outdoor space requested is not typically "managed" by a specific Univ Department, UW Oshkosh Police would review the use of the requested space.

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.

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


[https://www.facebook.com/Madisonelli-Gardens-Boutiques-112475430530458](https://www.facebook.com/Madisonelli-Gardens-Boutiques-112475430530458)


VII. Revision History:
Created: 8/18/2020
Revised/Reviewed: 1/28/2021