



## Department of Music



# Building Protocols - Fall 2021

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If you have any questions, notifications, comments or concerns about COVID at the university, please email [EOC@tamuc.edu](mailto:EOC@tamuc.edu) or visit the “Stay Healthy” page on the university website

The purpose of this document is to establish criteria for Music Building Protocols to keep students, faculty and staff safe

## Overall, follow the “RULE OF 3”

- 1. Wear a mask (strongly recommended)**
- 2. Practice physical distancing**
- 3. Wash your hands/Use hand sanitizer**

### PRACTICE ROOMS

Protocols include scheduling, room assignments, signup sheets and cleaning procedures

#### **Assignments and Sign-up**

- Sign-up sheets will be used to help students plan ahead and mitigate large crowds waiting for practice room availability.
- Specific practice rooms are assigned to specific Areas. Fulltime faculty of each area will be responsible to help enforce all protocols.
- All students **MUST** sign-up for a practice room time slot.
  - Aerosol-producing (Voice, Wind Instruments)
    - 40-minute time limit then 20-minute room vacancy
  - Non-aerosol-producing (Percussion, Piano, Strings)
    - Up to 1 hour & 40 minutes then 20-minute room vacancy

#### **Cleaning**

- The person entering the room **MUST** use hand sanitizer before entering any practice room.
- The door must be left open by the person exiting the room.
- The person exiting the room **MUST** spray the chair or bench when done.
- The person exiting the room **MUST** use hand sanitizer after exiting any practice room.
- Do not spray any kind of cleaner directly on pianos
- Percussion students should use anti-bacterial spray on cloth to wipe-down contact areas.

### **Masks and Bell Covers**

- Piano students should wear a mask the entire time.
- Woodwind and Brass students must use the bell cover the entire time.
- Flutists should wear protective gear (face shield and Win-D-Fender) and sock cover on end of flute the entire time.

### **Additional Information**

- All cases should be left in a students' locker
- Percussion students should use anti-bacterial spray on cloth to wipe down contact areas (except wood instruments)

## **CLASSROOMS (in classes that do not require instruments or singing)**

The information in this section pertains to classrooms with desks: 158, 213, 214 and the Music Technology Lab

### **Protocol for these spaces:**

- Classroom computer stations and pianos are for faculty use only. The computers in the technology lab are for student use.
- Students **entering** the room must wipe down their desk space and then throw away the wipe in the trash can
- Maintain social distancing (3-feet) when choosing a seat, if possible. Take your time and choose a personal space you enjoy.
- Faculty can choose to utilize assigned seating to assist with attendance-taking
- All students, faculty and staff are encouraged to wear a mask at all times
- Wash your hands or use hand sanitizer before entering the room
- Do not handle, move or alter the Plexiglas partition(s) in the room.
- Respect personal space of yourself and others, including your belongings, at all times.
- These rooms will receive three deep-cleaning sessions per day, during the week
- Cleaning supplies will be provided for these rooms

## **CLASSES (that require instruments or singing)**

The information in this section pertains to classes in these rooms: Ellison, Band Hall, Concert Hall, Choir Room, Elementary Music Education Room (211)

### **Protocol for these spaces:**

- When possible leave empty seat(s) between yourself and other students
- Faculty can choose their own methods for taking attendance.
- Students, faculty and staff are encouraged to wear a mask at all times.
- Wash your hands or use hand sanitizer before entering the room
- These rooms will receive three deep-cleaning sessions per day, during the week

## REHEARSALS

Ensemble directors will communicate with you about the protocol for each ensemble. This varies based on the size of the room, size of the ensemble, length of rehearsal and whether the ensemble includes aerosol-generating instruments/voice. Ensemble Protocol may change throughout the semester to reflect best practice.

## HALLWAYS, MEETING AREAS and BATHROOMS

All hallways, meeting areas (PIE Lounge, Percussion Area, Lobby, Sitting areas, Administration offices) and bathrooms

### Protocol for these Areas

- All students, faculty and staff are encouraged to wear a mask at all times
- Maintain social distancing (3-feet) when possible and respect the personal space of others.
- Avoid congregating for an extended period of time
- Only two people in the bathroom at a time

## INSTRUMENT STORAGE ROOMS

All instrument storage rooms accessed by students and faculty

### Protocol for Individual Areas

- Percussion:
  - Use hand sanitizer before and after moving equipment.
  - Upon returning instruments to the storage room, use anti-bacterial spray on a cloth to wipe down the instrument/stand.
  - Adhere to social distancing guidelines when entering and exiting the percussion storage room.
  - There will be a “shared implement” box to put Bass Drum and Tam Tam mallets in after use in a rehearsal. Students should wipe down BD and Tam Tam mallet shafts with antibacterial spray on a cloth after use and then put the mallets into the box. These mallets should only be used once a day.
- Concert and Marching Instrument Storage Rooms
  - No more than six people in these rooms at one time
  - Be patient and practice social distancing
  - Use hand sanitizer or wash hands before and after entering the room
- Methods Instrument Storage Rooms
  - No more than four people in this room at one time
  - Be patient and practice social distancing
  - Use hand sanitizer or wash hands before and after entering the room

## DOUBLE REED ROOM

Protocols specific to all double-reed majors using the Double-Reed Room

### Protocol for this Area

- For the Fall 2021 semester, the Double Reed will NOT be used as a practice room.
- This room will only be used for virtual lessons and reed making.
- All students MUST sign-up for a lesson/reed-making time slot.
- The person entering the room MUST use hand sanitizer before entering the room.
- The person exiting the room MUST spray the chair or bench when done.
- The person exiting the room MUST clean all school-owned tools and countertops.
- The person exiting the room MUST use hand sanitizer after exiting the room.
- Masks, bell covers usage while in the room:
  - Students must use the bell cover the entire time.
- The reed room is not to be used for instrument storage.
- Contrabassoon does not stay in the reed room
- The students should turn in their reed room keys for now. They will need to check one out before their lesson/reed making time to help monitor who goes in and out.
- No sharing reeds, even if they have been sanitized. Recent findings have shown that solvents do not completely kill the virus on reeds, since the material is porous.