



UNION UNIVERSITY  
Department of Music

# 2020

COVID-19  
HEALTH  
AND  
SAFETY PLAN

AS OF AUGUST 2020 –  
Revision I



# Introduction

Message from Dr. John Kinchen, Chair:

Dear Department of Music,

2020 has certainly been an unusual year for all of us. The unexpected challenges arising from the COVID-19 virus outbreak have required our music faculty to rethink and re-envision our approaches to instruction, support, and guidance for students, while pressing forward as a department that truly strives to be Christ-centered and pursue excellence in music. Music is especially difficult to reconcile with COVID safety concerns. Whether private lessons, group rehearsals, spreading droplets through singing, sharing percussion equipment and pianos, traveling, performing, and most of all providing face-to-face instruction for you, our student body, none of the decisions that went into shaping the following protocols have been easy! Please know that everything we have done to prepare for this semester has been done through much prayer and consultation, seeking to balance health & safety concerns with our commitment to providing you the very best in music instruction.



It's encouraging to remember, however, that we serve a God who has not been surprised by any of this. He is completely in control and knows the things that we need to the smallest detail. There is so much to be thankful for this semester. What a blessing that we will be back together again and able to welcome those who are new to our music family. What a blessing that we are alive and healthy! Though the format and routine of the music program may look somewhat different, we still look with great enthusiasm to what the Lord will do through us this year!

I ask each one of you to carefully read over the following protocols and to email Mrs. Maust ([kmaust@uu.edu](mailto:kmaust@uu.edu)) if you need clarification on any point. Please show care for your fellow students, staff, and faculty members by taking these protocols seriously and doing your absolute best to follow them at all times! We need to look out for one another, encourage, and lovingly remind each other to follow these protocols this semester. Please do not take offense if you are corrected by faculty or staff regarding observance of these protocols. It is not to hurt or embarrass you, but to encourage support of each other and keep everyone safe during these unusual times!

I also encourage each of you to have patience and understanding with our faculty and staff this

## Introduction

year as we are trying to operate under such difficult circumstances. We remember being your age and feeling invincible—but it's important to remember that COVID is a serious risk for our older faculty or those who are more immunocompromised. Caring for each other by following the social distancing protocols will be an excellent way to develop your character and demonstrate Christian love as both a musician and a believer in Jesus Christ. In this way, we observe Jesus' words when He said,


“A new commandment I give to you, that you love **one another**, even as I have loved you, that you also love **one another**. By this all men will know that you are My disciples, if you have love for **one another**.” (John 13:34-35)

May we endeavor to fulfill this commandment of Christ in our dealings with one another in the days and weeks ahead. We certainly all look forward to a return to normalcy as soon as possible.

I also want all of you to know that both Mrs. Maust and I have given very careful consideration to how we will best interact on a daily basis, communicate, and provide clear information to each of you once you arrive on campus, while still following the social distancing requirements set in place by the University and the City of Jackson. It is one of our core University values that our music students develop a sense of community and feel connected to this amazing Union music family. The last thing we want is for any of you to feel lost, confused, or unheard—especially our incoming Fall 2020 class, who have so many things to figure out! Please know that we are committed to helping you get all the information you need—even if we cannot safely have the free-flowing, open office structure we've relied on in the past. Email will be your friend this year! Please email Mrs. Maust ([kmaust@uu.edu](mailto:kmaust@uu.edu)) or call her at 731-661-5345 if you have any questions or need any help.

May the Lord bless each of you in this year ahead and may we all grow in the grace and knowledge of our Lord and Savior, Jesus Christ as we develop our skills and talents in service to Him!

In Christ,

A handwritten signature in black ink that reads "John D. Kinchen, III". The signature is written in a cursive, flowing style.

**John D. Kinchen, III, D.M.A.**  
Chair, Department of Music

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# Use of Jennings Hall Spaces

## **General Protocols**

As the university leadership has determined that Union University will provide education to our students in as close to a “normal” capacity as possible, the Department of Music will endeavor to offer face-to-face instruction during the 2020-2021 academic year. The following document outlines the protocols by which we will operate our department safely and in accordance with the recommended protocols for COVID-19.

In accordance with the University Health & Safety Plan, students, faculty, staff, and visitors to Jennings Hall are expected to wear a face covering (that covers the nose and mouth) at all times when in the classrooms, hallways, bathrooms, and other spaces. Face coverings may be removed during specific portions of private lessons or ensemble rehearsals according to the specific directives outlined in the Private Lesson Protocols and Ensemble Protocols sections of this document. Students, faculty, and staff are expected to bring their own face coverings each day. A limited supply of disposable masks will be available upon request at the Department of Music office, but only as a last resort.

We ask that Jennings Hall access be limited, as much as possible, to faculty, staff, and students who have classes in the building. Due to the COVID-19 concerns, Jennings Hall should not be used as a “hangout” space. When it is necessary to be in the building, protocols for social distancing should be observed at all times. When students are waiting in the building for classes, lessons, or meetings, they may use the chairs provided in the hallway. We encourage students to socialize in our many beautiful outdoor spaces on campus including the Union trails.

Stations with hand sanitizer and cleaning wipes have been set up in strategic locations throughout the department. Signage has been placed in the first-floor hallway reminding everyone of these protocols.

## **Common Areas of Jennings Hall**

### **1) Music Lounge**

The Music Lounge has been closed for the Fall semester. Students may use the outside green spaces to the front and rear of Jennings Hall to gather and socialize. The Music Lounge will be used this semester by Music faculty for private applied lessons. The room will remain locked when not in use. The Keurig coffee maker has been moved from the Music Office to the Music Lounge for use by faculty to avoid congestion in the workroom. The snack machines have been temporarily relocated to the hallway outside the Music Lounge.

### **2) First-Floor Hallways**

Chairs and sofas have placed along the side of the hallway six feet or more apart. These chairs and sofas are intended for use by students and guests waiting for classes, lessons, or meetings. Students should gather in these areas only when necessary, for short periods of time, and in

# Use of Jennings Hall Spaces

groups of no more than two or three. Students should plan to eat food or snacks outside of the building to avoid higher risk of contamination. Though there are multi-seat sofas in the lobby and the hallway, social distancing guidelines should be observed when sitting on the furniture.

The water fountains have been turned off by the university for the duration of the fall semester.

## 3) First-Floor Bathrooms

The middle sink of each bathroom has been taped off and should not be used. Signage has been placed outside each bathroom limiting occupancy to three people at a time. Signage has been placed on the bathroom mirrors with instructions for proper handwashing.

## 4) Green Room

Normally, the Green Room is used as a waiting area for our accompanists between lessons or ensembles. Due to distancing measures, our accompanists will have a more limited presence on campus this year. However, when they are on campus, they may use the Green Room when needed. Signage has been posted limiting the space to accompanists only and limiting occupancy to two people at a time.

## 5) Organ/Harp Room

The Organ/Harp Room has been designated for use by organ and harp students only. Signage has been placed limiting the space to one student at a time.

## 6) Music Production Lab (JEN 222)

The Music Production Lab in JEN 222 will be used for classes this Fall, but should be limited to 6 students at any given time. There are 11 computer stations spaced in three rows: Row One, 4 computers; Row Two, 4 computers; and Row Three, 3 computers. In order to maintain proper social distancing, there should be no more than 2 students per row, leaving at least one computer station between them unoccupied. Faculty may assign student seating to minimize movement and interaction at the beginning of class sessions.

Faculty who teach courses of more than 6 students in this space should plan to rotate students between online attendance on Zoom and in-person classroom attendance so that no more than 6 students are present in the lab at any given time. This will ensure that students can attend each class session (whether in-person or online) and have time in the lab (at least once per week) to work on the computers and learn the required software.

Bottles of Lens Cleaner, microfiber towels, bottles of all-purpose cleaning solution, and paper towels will be provided in the Music Production Lab. At the conclusion of the class session, students should clean their area using the following steps:

- 1) Spray some Lens Cleaner on a microfiber towel and gently wipe down the computer screen with it. DO NOT use the all-purpose solution or the paper towels on the computer

## Use of Jennings Hall Spaces

screen.

- 2) Place the microfiber towels in the bin provided so they can be cleaned and returned.
- 3) Spray some all-purpose solution on a paper towel and wipe down the keyboard, desk surface, and any other surfaces touched in the classroom.
- 4) Throw away the paper towels in the trash can provided.
- 5) Immediately wash your hands as the CDC recommends.

### 7) Piano Lab (JEN 120)

The Piano Lab will be used for Class Piano courses and Applied Lessons during the Fall semester. During Class Piano courses, students should proceed into the room wearing a mask and take their place at the assigned piano. Students will be facing the same direction per university classroom guidelines. This means that no more than 6 students will be allowed in the Piano Lab at one time.

All-purpose cleaning solution and paper towels will be provided in the Piano Lab. At the conclusion of each piano class or lesson, students should wipe down their piano using the follow steps:

- 1) Spray some all-purpose cleaning solution onto a paper towel and wipe the piano keys down. In order to catch germs lying further back on the white keys – and on the side of the black keys – spread the paper towel over several keys, starting at the very top of the keys. Gently press down, making sure the wipe catches every part of the keys. Continue this up the keyboard.
- 2) After use, immediately put the towel or disinfectant hand wipe in the trash and wash your hands as the CDC recommends.

When the Piano Lab is used for Applied Lessons, students and teachers should use the same protocols outlined in the Applied Lessons section of this document.

### 8) Music Office

The office door will be propped open by Mrs. Maust each morning at 8am and closed at 4:30pm. It will remain open during office hours so that touching of the door handle is not necessary. Signage has been placed on the office door limiting the office waiting area to two guests or students at a time. Plexiglass barriers have been placed around Mrs. Maust's desk and the student worker desk for added protection of those visiting the office. Office staff will wear a face covering when guests or students are in the waiting area. Students interacting with office staff should use the tape markings on the floor as a guide for maintaining a six-foot distance from staff.

Faculty should endeavor to teach private lessons and hold student meetings in their offices promptly and punctually in order to minimize contact in the office waiting area. Faculty will

## Use of Jennings Hall Spaces

schedule 10-minute intervals between lessons in order to further minimize contact between students and to clean their office space according to the Private Lesson Protocol section of this document.

In order to minimize unnecessary risk from physical contact, students are asked to limit their time spent in the music office area. If a student has a scheduled meeting with a faculty member outside of regularly scheduled classes and lessons, the student should wait in the hallway seating area rather than in the main office or teaching hallway (across the hall from the main office). When the student arrives for their meeting, they should call or text the faculty member to confirm that they are ready to meet, and should wait in the hallway area until the faculty member is ready. If the student is unable to reach the faculty member, they can also call Mrs. Maust's phone at 731-661-5345.

During these unusual times, faculty and staff remain committed to helping, encouraging, and supporting the student body. However, students should limit physical visits to the office as much as possible in the interest of all of our safety. Students should communicate with Mrs. Maust, their faculty advisor, or any of their class instructors using their official Union email (my.uu.edu). We understand that for freshmen especially it will not be an easy task to "learn the ropes" of our department while practicing safe social distancing, but we are committed to helping our students as much as we can while also maintaining safe standards in our workplace.

The Choral Library will be accessed only by Mrs. Maust and the student worker(s). If anyone needs resources from the library, they can ask the office staff for assistance.

To encourage a safer work environment, we ask that that no more than one person be in the office workroom at any given time when making copies or gathering materials.

## Practice Rooms

During this period of heightened social distancing, the practice rooms will be available only to music majors, music minors, and those non-music students participating in department ensembles or applied lessons. Signage has been posted accordingly.

To limit potential exposure between students and allow more accurate contact tracing in the event of a student testing positive for COVID-19, practice rooms will be assigned to specific blocks of students for the 2020-2021 academic year. These block assignments will be communicated via email the first week of classes. Mrs. Maust has created scheduling documents on OneDrive that she will share with each of the student blocks. The students will use these documents to schedule their practice times within the assigned room blocks; Mrs. Maust will retain access to these documents in order to facilitate the scheduling process and make any necessary adjustments. Instruction for using these scheduling documents will be provided during the Music Orientation meeting at the start of classes as well as in email communication.

The outer two doors to the practice room hallway will be propped open at the beginning and closed at the end of the day by the student worker to increase the air-exchange rate, allow better air-flow to the hallway, and eliminate contact with the door handles. However, in accordance with the safety goals stated above, each practice room will be locked and will be accessed only by the assigned blocks of students using a key check-out system. A locked key box has been placed in the Music Department Office and will contain ten marked keys, one for each practice room. When Mrs. Maust and/or the student workers are in the main office (8:00am-4:30pm M-F), they will open the key box so that students can pick up the keys. Students will bring their own pen or pencil and sign the key in and out on the provided sheet. When returning the key, they will use the all-purpose solution and paper towels provided to clean the key before placing it back in the key box. Outside of office hours, a student worker will take the key box and sign-in/out sheet to the hallway desk and facilitate this process there.

Students should use the OneDrive scheduling documents from Mrs. Maust to book their time in the practice room. As much as possible, students should not plan to be in their practice rooms outside of their scheduled time. Under no circumstances should a student use a practice room they are not assigned to. If there is a last-minute emergency, students should check with Mrs. Maust and see if a larger rehearsal space, such as the Piano Lab, is available. Using practice rooms outside of these guidelines could result in loss of practice room privileges.

During certain events such as recitals, the practice rooms will not be available. Regular practice room availability times will be announced in the near future.

### *Daily Procedure for Use of Practice Rooms:*

- 1) Students will reserve a practice time using the OneDrive documents created by Mrs. Maust.
- 2) Students can reserve practice time in 30-minute blocks. Up to four successive 30-minute blocks may be reserved (total of 2 hours at one time).

## Practice Rooms

- 3) Immediately prior to the scheduled practice time, students will check out the practice room key from the student worker on duty or the Department of Music Office.
- 4) Students will proceed to the practice room hallway wearing their mask until they enter the practice room and close the door.
- 5) Once the door is closed, the student can remove the mask for the duration of their practice time. If the student leaves
- 6) the practice room for any reason, they should put their mask on and observe social distancing protocols in the hallways.
- 7) At the conclusion of the student's practice time and exiting the practice room, the student should make sure to have their mask on covering their nose and mouth observing social distancing guidelines as they move through the hallways.
- 8) Students will clean the practice room after each use (see Cleaning Procedures for Practice Rooms below).
- 9) The student will return the practice room key to the student worker on duty and check-out. The student worker will use the provided wipes to clean the key.
- 10) Student workers will monitor the practice rooms and inform Mrs. Maust of any unused reservations or unauthorized usage.

### *Cleaning Procedure for Practice Rooms:*

Upon completing practice time in the assigned practice room, students will clean the room and prepare it for use by the next student.

The following supplies will be provided in the practice room hallway:

- 1) Spray bottles of all-purpose cleaning solution
- 2) Paper towels

The student will clean the room in the following manner:

- 3) Spray some all-purpose cleaning solution onto a paper towel and wipe the piano keys down. In order to catch germs lying further back on the white keys – and on the side of the black keys – spread the paper towel over several keys, starting at the very top of the keys. Gently press down, making sure the wipe catches every part of the keys. Continue this up the keyboard.
- 4) Do NOT use any type of cleaning solution on the wooden part of the piano.
- 5) Spray some all-purpose cleaning solution onto a paper towel and wipe down all other surfaces (door, door handle, window, music stand, etc).
- 6) Return spray bottle to the hallway
- 7) After use, immediately put the towel or disinfectant hand wipe in the trash and wash your hands as the CDC recommends.

## Practice Rooms

Note:

It is very important to clean the room after each practice time so that we can keep each other safe and prevent the potential spread of COVID-19. Please schedule time into your practice session to complete these cleaning procedures. Failure to follow these protocols could result in loss of practice room privileges.

These Daily Procedures and Cleaning Procedures will be posted in each practice room.

## Community Music Center

Private lessons for the Community Music Center will take place online during the Fall semester. Those who are teaching applied lessons through the CMC should conduct their lessons using Zoom. Any questions regarding the use of technology for lessons should be directed to Dr. Bedsole or Dr. Kinchen.

Registration for CMC lessons will take place online rather than using paper documents. Children's Choirs will not meet during the Fall 2020 semester.

## Outside Groups

In order to minimize exposure of Union students and faculty to members of the Jackson community and vice versa, outside groups will not meet in Jennings Hall for the 2020-2021 academic year. This includes Jackson Area Community Bands and Jackson Youth Symphony. Private studios and other smaller local groups wanting to use Hartley Hall or other spaces in Jennings Hall should submit a Building Use Request to Mrs. Maust using the form on the Music Department website rather than physically visiting the office to fill out a paper form.

Permission may be granted on a case-by-case basis based on the stipulations below:

- 1) Social distancing guidelines are followed at all times during the scheduled event.
- 2) Cleaning protocols for the space used are followed at the conclusion of the event, and
- 3) The proposed meeting time occurs during hours when students, staff, and faculty are not present.

Subject to approval to by the department chair, events for WTMTEA and other like groups “sponsored” by faculty will be permitted to use the building provided the procedures listed above are observed.

During the 2020-2021 academic year, guest speakers or clinicians will be invited to interact with our students through virtual meetings using Zoom or other online technologies.

# Performances

## **Ticketing Protocols**

All Concerts and Recitals for the 2020-2021 academic year will be ticketed in order to meet the guidelines for social distancing in each of our concert venues. An appropriate number of free tickets will be available on our music website for each event. Concert attendees will show the ticket (printed from the website) at the door but will be asked not to hand in the ticket in order to minimize exposure. Ticket takers (student workers) will be given a list of ticket purchasers by Mrs. Maust and will check off each attendee as they arrive. For students enrolled in MUS 000, these student workers will also “check them out” of the performance to ensure they remain present for the entire event.

## **McAfee Organ Concert**

The McAfee Organ Concert will take place on Thursday, March 18, 2021 rather than during the fall semester. Planning is already in place by Campus Ministries to insure safe distancing for events scheduled in the Chapel. Attendance for the McAfee Organ Concert typically falls well within the prescribed guidelines for social distancing safety.

## **Ensemble Performances in Savage Chapel**

All large ensemble concerts (Fall Choral Concert, University Orchestra and Symphonic Band Concert, and A Thankful Christmas) will be scheduled in Savage Chapel. Student performers will be spaced to accommodate social distancing requirements within the ensemble and the entire ensemble will be placed 15 feet from the audience as recommended in recent performance studies related to the potential spread of COVID-19.

Audience attendance at these ensemble performances will be subject to the distancing protocols for Savage Chapel mentioned above.

## **Smaller Performances in Hartley Hall**

Performances will be limited this academic year; however, all Junior and Senior Recitals will proceed as scheduled, and we will also conduct our regular Departmental Recital Hours.

Several protocols will be followed for these smaller performances:

### **1) Restricting Audience Size**

For recitals and departmental recital hours taking place in Hartley Hall, the ticket system discussed above will be used to limit audience attendance to the recommended 25 seats.

# Performances

For student recitals and performances, students will be encouraged to prioritize their friends and family members as recipients of the tickets. Methods of taking attendance for MUS 000 students who are not able to obtain one of the 25 tickets is discussed in the “Recital Attendance Course” section of this document.

## 2) Attendance Protocols

At each Hartley Hall recital or recital hour, doors will be propped open with a door stop (by a student worker with gloves) so that attendees do not need to touch the door. Attendance will be noted in the manner discussed above. Attendees should wear masks for their entire time in Jennings Hall. Those not wearing a mask will not be permitted to enter the performance venue. Attendees will be seated in designated rows, observing distancing guidelines; family members may choose to sit together. At the conclusion of the performance, attendees should exit observing social distancing guidelines in an effort to minimize contact in the hallways and doorways.

## 3) Performance Protocols

Performers will wear masks until the beginning of their actual performance. Performers will be placed 15 feet away from the audience and behind a Plexiglass shield. Receiving lines and post-concert receptions will not take place this year.

## 4) Cleaning Protocols

After each recital, student workers will clean and reset Hartley Hall in the following manner:

- 1) Return the doors to normal.
- 2) Spray some all-purpose solution onto paper towels and wipe down piano keys, chairs, doors, door handles, and any other used equipment or surfaces (such as the projector remotes, mics, or sound system) OTHER THAN the acrylic shield and wooden part of the piano. DO NOT use any cleaning materials on the wooden part of the piano.
- 3) Place paper towels in the trash can provided.
- 4) Spray some hydrogen peroxide on a microfiber cloth and wipe down the acrylic shield.
- 5) Place microfiber cloth in the bin provided.
- 6) Wash hands immediately as recommended by the CDC.

# Recital Attendance Course (MUS 000)

## **Savage Chapel Performances**

Students should physically attend all concerts presented in Savage Chapel as it contains adequate seating for social distancing. Music students must obtain a ticket for the performance and check in with the ticket taker in order to receive credit for attendance.

## **Hartley Hall Performances**

Music students may attend Hartley Hall concerts and Recital Hours in person if they are given one of the 25 tickets. If not, they should watch the concert through the Zoom Livestream. Attendance will be taken through Zoom during the event. Procedures for watching the livestream are being developed and will be presented to the students at the Orientation Meeting.

## **Outside Concerts**

For the Category 3 (outside concerts) attendance requirement, students will watch a recorded performance selected from a list curated by Dr. McRoberts. These performances will be available either online or through the LOGOS. Student will write a one-page summary of the performance and submit it on Canvas using the submission link.

## **Student/Faculty Orientation Meeting**

This important meeting will take place on the usual date of the first Thursday of our semester. In order to limit attendance to the recommended 25 seats in Hartley Hall, only first-time freshmen and faculty members will attend this meeting in person. Sophomores and upper classmen will attend the meeting via Zoom. Email communication regarding this meeting will be sent out to all students in advance.

## Travel

Due to COVID-19 concerns, travel has been restricted during the 2020-2021 academic year. Vocal ensembles may be participating in a very limited number of travel opportunities. More details and protocols for these trips will be communicated shortly. Spring tour for Union University Singers, Proclamation, and Exaltation has been cancelled.

Travel for student competitions is currently suspended. Decisions regarding faculty travel to conferences (such as NASM and TnMEA) will be determined as plans continue to unfold through the academic year.

## Taking/Making Payments

Hand-to-hand transfers of cash in the Department of Music should be avoided. Payments can be made by turning in a check or cash in an envelope to office staff, who will receive the payment using latex gloves.

## Protocol for Applied Lessons

The Department of Music will endeavor to provide face-to-face applied lessons for the Fall 2020 semester in accordance with the following protocols. We recognize also that some faculty and students may have particular health concerns that will require additional steps beyond those listed. Also, adjunct faculty traveling from out of town have been given the option to teach their applied lessons online.

Regarding the COVID-19 virus, some publications encourage 15 feet between one singer and the next singer (or teacher), while other studies seem to suggest that the transmission of droplets does not exceed the recommended 6-foot social distancing norm.<sup>1</sup> The use of acrylic shields is generally recognized as a barrier of protection against the spread of germs and can help mitigate the distancing issues. Accordingly, the department, with the help of the University, has purchased and set up acrylic shields for each of the faculty teaching studios to help provide this separation. Additionally, the Music Lounge has been converted into a larger faculty teaching space, and other larger rooms within the department will be made available for applied lesson instruction whenever possible. Details regarding the scheduling of these spaces will be forthcoming.

The following protocols should be observed during every applied lesson:

- 1) Students should wear masks upon entering Jennings Hall or while in transition from class-to-class.<sup>2</sup>
- 2) Students should wear masks when entering the music office or the hallway where teacher studios are located.
- 3) Students should wear masks upon entering teacher studios for their lessons (or for any meetings with teachers).
- 4) Upon entering the studio, the student should take position on their side of the acrylic shield in preparation for the applied lesson. Students may remove their mask with agreement from the applied teacher. If either the teacher or student feels uncomfortable with removing the mask, they may continue to wear it during the lesson. Dr. Warren is currently looking into a professional “Singer’s Mask” designed specifically for voice students. We will be in communication with vocal students as we learn more about this option; however, vocal students should plan to use a regular mask until we know more.
- 5) At the conclusion of the lesson, the student should put on their mask (if it was removed for the lesson), then clean the acrylic shield according to the following steps:

## Applied Lessons

- 1) Spray some hydrogen peroxide on a microfiber towel.
- 2) Wipe down both sides of the shield with the towel.
- 3) Place the towel in the bin provided and wash hands immediately.
- 4) DO NOT use any other type of solutions or products on the acrylic shields.
- 5) The student will then exit the teacher's studio observing the 6-foot social distancing guidelines.

In this way, we serve one another by preparing a clean environment for those who follow us in lessons. This is required to help mitigate the potential spread of COVID-19 based on droplets that may have affixed to the shield during singing (see the study from the World Health Organization – WHO – posted July 9, 2020; <https://www.who.int/publications/i/item/modes-of-transmission-of-virus-causing-covid-19-implications-for-ipc-precaution-recommendations>)<sup>3</sup>

### **Accompanists**

In the interest of safety for our students, teachers, and accompanists, it is recommended that all accompaniment for lessons be pre-recorded. Live accompaniment may be used during final preparation for departmental recital hour performances, studio performances, or recital performances, provided the following additional safeguards are observed:

- 1) Accompanists should remain 15 feet (or a minimum of 6-feet) from the student performer. To accommodate this distance of separation, it may be necessary to schedule rehearsals in larger classrooms, if available.
- 2) Accompanists should wear a face covering at all times, including during rehearsals, when in Jennings Hall in accordance with University policy.

### **Other Applied Lesson Considerations**

If faculty or students are concerned about the potential risks of COVID-19 transmission, they may request applied lessons be conducted online. The preferred technology provided by Union University for online instruction is Zoom. Students will be responsible for securing a stable, high-speed internet connection, a good quality USB microphone, and good quality speakers to connect to their computer.<sup>4</sup> Students should also plan to be in a quiet, suitable space during lesson time to avoid distraction or extraneous noise.

## Applied Lessons

<sup>1</sup>See the study by the Vienna Philharmonic (<https://www.thestrad.com/news/study-shows-no-increased-risk-to-orchestral-musicians-from-concerts/10687.article>).

<sup>2</sup>If a student forgets their mask, a disposable mask may be obtained from the Department of Music office.

<sup>3</sup>The following is an excerpt from that study:

Respiratory droplets from infected individuals can also land on objects, creating fomites (contaminated surfaces). As environmental contamination has been documented by many reports, it is likely that people can also be infected by touching these surfaces and touching their eyes, nose or mouth before cleaning their hands. (Excerpt from “Main Findings”, Transmission of SARS-CoV-2 – Implications for infection prevention precautions: Scientific brief, p. 5, July 9, 2020)

<sup>4</sup>Upon request, the Department of Music will provide a list of some good quality microphones and speakers with a range of prices.

# Ensemble Rehearsals

## Choir Rehearsals

With the current sizes of our choirs (University Singers, Jubilate, and Gospel Choir), rehearsal space (Hartley Hall) should be adequate to meet current social distancing guidelines. However, with ever-increasing spikes in the number of COVID-19 cases, choir directors may choose to hold rehearsals by section. Directors will communicate with their ensemble members regarding specific details of the rehearsal method they choose to employ.

If a choral ensemble uses music folders, these will be distributed at the beginning of the semester into the care of choir members. The choir music folder rack in the hallway outside Hartley Hall will not be used this semester. Students will, instead, keep the folders in their possession for the duration of the semester. Folders will be collected at the conclusion of the semester. This method will allow students to effectively social distance at each rehearsal rather than congregating around the folder rack.

Choir directors will determine and communicate seating assignments at the beginning of the semester to avoid unnecessary interactions prior to rehearsals. Students should follow the protocol below:

- 1) Students should come to rehearsal prepared with their music folder and a pencil (for marking the music as directed). Pencils will not be passed out in class.
- 2) When entering the rehearsal room, students should have their masks on (over their nose and mouth) and proceed to their assigned seat. Students should enter the room observing the social distancing guidelines of 6-foot separation.
- 3) Once the student arrives at their designated seat, the mask can be removed in preparation for rehearsal respecting the 6-foot social distancing guidelines throughout the rehearsal. Chairs will be spaced throughout the room to accommodate distancing guidelines as much as possible observing the 6-foot minimum distancing recommendation. Depending on the size of the ensemble, it is possible that choir members may be distanced as much as 12 feet in some instances.
- 4) At the conclusion of rehearsal, students will place their masks over their nose and mouth and wipe down the hard surfaces of the chairs immediately around them using paper towels and all-purpose cleaning solution provided by the director. Students will proceed by sections or rows to the areas where the cleaning materials are kept, observing the 6-foot rule, return to their designated seat to wipe down the hard surfaces, and throw away the paper towels in the trash cans provided.

## Ensemble Rehearsals

- 5) Students will exit the room observing the 6-foot social distancing guideline and wash hands immediately according to CDC guidelines.

### **Instrumental Rehearsals**

With the size of instrumental ensembles, it will be important to be particularly aware of social distancing protocols. We have determined that a safe capacity for our Instrumental Rehearsal Room (JEN 158) is approximately 25 musicians including percussion battery. Recent studies have been conducted to determine the impact of larger numbers of individuals in an enclosed space, particularly for rehearsals. Though the results of these studies are currently inconclusive, some cautions are provided that are helpful in guiding our decisions for large ensemble rehearsals. As a result, we have determined that for the fall semester, our large instrumental ensembles will rehearse in sectionals during the semester in order to heed the cautions of these studies and look to the welfare and safety of our students and directors. The director will communicate to ensemble members the details of the sectional rehearsal schedule. These sectional rehearsals will be the norm until our final and dress rehearsals for the three major fall concerts (Band/Orchestra, Choral, and A Thankful Christmas), which will take place as a full group in the Savage Chapel.

In addition, to better limit the spread of droplets due to aerosol, groups of wind and brass instruments will be partitioned using acrylic panels. For instruments such as flute, trumpet, trombone, and tuba, this separation is particularly important as it has been noted that these classes of instruments have potentially greater aerosol dispersion than other reed and string instruments.

The instrument music folder rack in the Rehearsal Hall will not be used this semester. Students will, instead, keep the folders in their possession for the duration of the semester. Folders will be collected at the conclusion of the semester. This method will allow students to effectively social distance at each rehearsal rather than congregating around the folder rack.

The following protocol will be observed for regular rehearsals of these larger ensembles:

- 1) Students will enter the Rehearsal Hall (JEN 158) wearing a mask that covers their nose and mouth.
- 2) Students should proceed to their assigned seat with their instrument, music, and a pencil (for marking the music as directed). Students will need to take care of their instrument cases observing social distancing guidelines while getting setup for rehearsal. The following may be considered for case storage during rehearsal:

## Ensemble Rehearsals

- a) Students with smaller instruments (clarinet, flute, oboe, trumpet, violin, viola, etc...) may bring their cases into the Rehearsal Hall, but place their instrument cases under their chairs.
  - b) Students with larger instruments (trombone, tuba, cello, etc...) will work with Mr. Mann to determine the best place for keeping these cases during rehearsal in order to avoid social distancing violations in the room. This may mean keeping the larger cases near the instrumentalist or leaving the cases in the first-floor hallway of Jennings Hall.
- 3) Once arriving at the assigned seat, students who play wind and brass instruments may remove their mask in preparation for rehearsal. Percussion, string and other instrumentalists should wear their mask for the duration of the rehearsal. Chairs have been placed 6 feet apart in observance of the social distancing guidelines provided by the CDC. Students will observe the 6-foot social distancing requirement for the duration of the rehearsal.
  - 4) Trumpets, trombones, tuba, French horns, and flutes have been prioritized for separation from other instrumental sections using acrylic shields. Please sit in your designated section for the duration of the rehearsal.
  - 5) Brass instrumentalists should bring a towel with them to rehearsals and concerts to place on the floor for the purpose of catching any residue produced by playing their instruments. Brass instrumentalists should not dispose of spittle on the carpet or floor of any space used for rehearsals or concerts. If a student uses a disposable cloth, the cloth should be removed and placed in the trash at the conclusion of the rehearsal or concert. If a student uses a non-disposable cloth, it is expected that the student will wash the cloth periodically to maintain healthy and sanitary conditions for him/her-self and those around them.
  - 6) Percussionists should bring their own mallets or drumsticks to rehearsal. Students should avoid sharing percussion instruments, drumsticks, or mallets as much as possible during rehearsals or concerts. If sharing of percussion instruments is necessary, students should use paper towels and all-purpose cleaning solution (provided by the director) to wipe the instruments down prior to the use of other students.
  - 7) At the conclusion of the rehearsal, students should place their masks back over their nose and mouth, pack away their instruments and music, and clean their space according to point 8) below.

## Ensemble Rehearsals

- 8) Prior to leaving the room, the following cleaning protocols should be observed to prepare the room for the next ensemble who will use the space:
  - a) All instrumentalists should use paper towels and all-purpose cleaning solution (provided by the director) to wipe down their chair and music stand used during rehearsal. Students will proceed by sections or rows to the areas where the supplies are kept, observing the 6-foot rule, return to their designated seat to wipe down their chair and stand, and throw the paper towels away in the trash cans provided.
  - b) All brass and woodwind instrumentalists should use the provided hydrogen peroxide solution and microfiber towels to clean the acrylic shields. DO NOT use any other cleaning solution or materials on the acrylic shields. These instrumentalists will also dispose of the towels used to catch their spittle during rehearsal.
  - c) All percussionists should use all-purpose cleaning solution and paper towels to clean the percussion instruments and any mallets that will be stored for use by others.
- 9) Students should leave the Rehearsal Hall observing the 6-foot social distancing guidelines.