



**COVID-19 PROTOCOLS**  
**(January 12, 2020)**

**Baldwin Wallace Conservatory Guidance for Musicians**

This document contains recommended health and safety protocols for implementation when Baldwin Wallace University begins its resumption of on-campus activities. The goal of this document is to minimize risks. This document applies to all members of our Conservatory community—Conservatory affiliates (faculty, staff, students and Community Arts School), as well as contractors, vendors, and admissions visitors—while in Conservatory facilities or grounds. The information detailed is in coordination with published research, guidance from healthcare professionals, and numerous conversations between campus and Conservatory leaders. Like state, local and campus guidelines, we anticipate that our Conservatory protocols will evolve in response to the severity of the pandemic. Please regularly check <https://staging-www.bw.edu/advisory/fall-2020/> for updates.

Please remember that these protocols are sacrifices that are necessary in our collective commitment to return to in-person music-making.

**Community commitment**

While extensive safety adaptations have been made to mitigate risks of infections, these safety adaptations should not portray a false sense of security. We must remain vigilant and recognize the potential we have to be an asymptomatic carrier or super spreader. Every member of our community must share responsibility for taking all necessary steps to minimize the risk of COVID-19 infection. We currently have Conservatory faculty, staff and students with pre-existing conditions that require everyone to be intentional about personal safety and hygiene. This means adhering to national, state, and local health guidelines, and following BW requirements and practices in the University’s safety plan. If in doubt, err on the side of caution.

Since colds, flu, allergies, and COVID-19 all have shared symptoms, it is wisest to stay home when you are not feeling well or showing symptoms. The beauty of blended instruction is that you can still participate in classes, even if you are not in-person. Please use your daily RAVE Guardian APP for symptom checking. If you do not know how to access the APP, contact the campus Information Technology Help Desk at 440-826-7000.

Individual responsibility is the single most important aspect of these protocols. A COVID Protocols and signage will not minimize our risk; only our actions will. All community members are responsible for each others’ wellbeing, and every member of the BW Community should feel obligated to offer respectful corrections to others who are not complying with the safety strategies, regardless of others’ roles or positions at the University. And, when receiving corrective feedback, one should accept it with genuine appreciation. **These protocols must still be followed after a COVID vaccination and/or recovery from a positive COVID case.**

## **Special Considerations For Spring Term 2021**

What was successful this past Fall may not be successful in the Spring. The weather and level of contagion in the community requires us to be more vigilant than ever before. Please remember the following:

- Until further notice, generously open windows during practice room or classroom use, but otherwise keep them closed when not in use to preserve heating.
- Now that we are all indoors more, there is increased emphasis on physical distancing and mask wearing. This Spring, BW community members are expected to be masked anytime they are indoors on campus property and encouraged to mask outdoors. The only exceptions to this policy are: 1) being in a room alone, and 2) driving on campus.
- Multiple layers of protection are essential. No single layer alone provides enough security. Just because you have one layer of protection doesn't mean you get to skip other layers of protection.
- For wind instruments, bell covers and masks work to limit aerosol and exposure. Mask quality and bell cover quality are important. A single layer of stretch nylon is ineffective. A two-ply bell cover can decrease aerosol from the instrument by 80%. The insertion of a MERV filter/fabric/material between the two layers of bell cover is even better. HOWEVER, after a few washes the MERV material loses its efficacy, because it is electrically charged, which is how it collects particulates. For smaller bells - woodwinds - a surgical mask placed over the bell is most effective.
- For dance - moving across floor and crossing through - it is hard to detect the airflow fluctuations created by the movement. If engaging in dance and movement, there should be no vocalizing and all participants should be wearing masks. Also be aware that larger particles collect on the floor, and contact with the floor should be a consideration as well.
- If contacted by COVID contact tracers, please reply immediately to them to reduce spread.

## **Spring Term 2021 Academic Calendar changes**

- Classes will begin on January 19<sup>th</sup> in person.
- There will be no week-long Spring break. Spring break is distributed to intermittent weekdays per the BW academic calendar: <https://www.bw.edu/Assets/registration-records/2020-21-academic-calendar.pdf>
- These decisions are made to eliminate 3 day weekends and discourage non-essential travel to and from campus.
- Everyone needs to be prepared to go to completely remote instruction at any time.

## **Testing, Quarantine, and Contact Tracing**

The Conservatory plan works within the overall health and safety plan of Baldwin Wallace University which mandates personal protective equipment, testing for symptomatic individuals, contact tracing by local health officials, isolation for infected individuals, and quarantine for exposed individuals (when exposed to infected individuals less than 6 feet away for a total of 15 minutes or longer within a 24 hour period).

## **Response to confirmed cases of COVID-19 on campus**

Employees who become symptomatic while at work should immediately isolate and seek medical care. Contact BW Health Services at 440-826-2178 and your BW supervisor so they can coordinate with the Health Department on any necessary response.

Supervisors must call Steve Crone at Aramark offices at 440-826-2917 to arrange thorough cleaning of the symptomatic employee's office and workspace.

In the case of positive COVID-19 diagnosis, you and your health care provider should contact the local health department for proper protocols. The Cuyahoga County Board of Health can be reached at 216-201-2000.

### **Access to Facilities**

The Boesel Musical Arts Center (BMAC) building hours are from 6:30am until 12:30am, 7 days per week. The Conservatory doors will remain locked at all times. Only individuals with BW ID cards will be permitted in any Conservatory building. All students must use swipe access at the Main door of BMAC. The Kulas side door will not be accessible via card swipe. Conservatory Admissions visitors will obtain access through Conservatory Admissions staff. Please do not prop building doors open.

St. Adalbert's Elementary School (66 Adelbert St., Berea, OH) is a tremendous resource during COVID-19, because of the large rooms and ample windows. This facility is locked 24 hours a day, 7 days per week from the general public. However, for students with access cards, building hours are from 7:30am-10:00pm, 7 days per week. Access cards are assigned and collected each semester by Craig Reynolds ([creynold@bw.edu](mailto:creynold@bw.edu) or 440-826-8078). Students will swipe their access card on the East Side door (BW entrance) to the building (directly across from the playground). Parking is provided in the East end parking lot, but priority is given to church patrons during Holy Days and church events. Please follow these guidelines for the use of St. Adalbert's Elementary School.

- People should call Campus Safety and Security (440) 826-2000 for safety escorts if they feel uncomfortable or unsafe in any campus location, including St. Adalbert's. A safety and security patrol unit can be requested to be on standby in the St. Adalbert's parking lot for those who feel uncomfortable entering or exiting the building during the early morning or evening hours. The newly formed 'Jacket Safe Escort' service is also available Sun – Thur evenings from 7 pm – 10 pm; this service is performed by BW student athletes.
- BW students are asked to remain only in the Elementary school part of the complex and avoid disturbing the church and sanctuary. Please **DO NOT USE** the west set of doors (marked "**emergency exit only**") to exit the building. Please EXIT only through the same doors you use to ENTER (those on the east end of the building facing the parking lot and Front Street).
- Don't lock classroom doors in St. Adalbert's. You will lock out the next person behind you.
- Unlike the beginning of Fall term, St. Adalbert's now has wireless access. However, it does not have ethernet plugs.
- Doors must be closed during all music-making (windows can always be open).
- Rooms must be returned to how they were found.

Community Arts School Whistle Stop (611 W. Bagley Road, Berea, OH) access hours for University students are from 8:00am until 3:00pm, Monday through Friday. Street shoes must be removed upon entering dance studios. Since we are guests at this facility, please return all spaces to how they were upon your arrival. These spaces must be reserved. Please schedule a time to use this space with Dawn Hyde ([dhyde@bw.edu](mailto:dhyde@bw.edu)).

Conservatory Tent (between BMAC and Kohler Hall) which was available in the Fall term will not be available until March 1 at the soonest. The tent is open from 8:30am (once tent sides are rolled

up) until dusk (once when tent sides are rolled down). Tent sides should never be rolled down regardless of weather and, if tent sides are rolled down during the time that they should be up, the tent should not be used. If the tent sides need to be rolled up, please alert the Conservatory office at 440-826-2369.

Use of the Lindsay-Crossman Chapel is reserved exclusively for individuals who have an academic reason to use the space (keyboardists, instrumental recitals, etc.). There should be no singing in the Lindsay-Crossman Chapel at any time by anyone.

Wireless or network access for remote learning can be found in the Computer Music Lab (Kulas 12) in the basement corner of the Kulas building. Additional technology resources are available in the Jones library in the basement of BMAC. For additional access points for remote learning, contact Ellen Hansen-Ellis ([ehansene@bw.edu](mailto:ehansene@bw.edu) or 440-826-2372)

### **Masks**

- The State of Ohio, Cuyahoga County and Baldwin Wallace University require mask wearing in public spaces on campus and in university buildings and in and around leased spaces. Additionally, *Responsible Restart Ohio: Higher Education Minimum Operating Standards and Recommended Best Practices* requires all campus employees and students to wear a facial covering.
- **There will be no campus exceptions to the facemask policy.** Students seeking an exemption should consider studying remotely for the semester.
- Face masks must be worn by everyone (including all faculty, staff, students, guests, accompanists, vendors, admissions visitors and Community Arts School students and families) at all times when indoors on campus, unless alone inside a closed practice room or office with the door closed.
- Masks must be worn by all participants (students, faculty, accompanists, etc.) throughout all indoor and outdoor instruction (lessons, classes, coaching sessions, etc.)
- A mask is never removed during in-person instruction for any reason (including drinking from a water bottle).
- Masks should be well-fitted and cover both the nose and mouth. The mask should be tight around the edges and not leave gaps on the sides.
- Students must not enter the building without a mask on (including lobbies). Masks must be placed over nose and mouth at least 20 feet away from any outside door.
- MERV 13 filtering materials in masks become ineffective when they are washed in a washing machine. Please use masks where the filter can be removed prior to washing. If this is not possible, plan to purchase replacement masks.
- Students, faculty, and staff returning from Fall semester were already issued reusable cloth masks:
  - All vocal primaries were issued a washable mask with a see-through mouth shield to aid in diction courses
  - All wind players were issued a custom and washable instrumental facemask. Instrumentalists can also make their own performing facemasks by placing a small slit in a surgical style mask. Do not use these performance masks for any other purpose.
  - Wind players must also mask their instruments using a bell cover, both indoors and outdoors. Students can make their own bell covers using MERV 13 or surgical mask materials.
- Students and faculty who are new to campus can obtain masks or MERV 13 materials from Lisa or Kris in the Conservatory Administrative suite.
- Signage reminders of best practices (social distancing, face masks, hand hygiene) are placed throughout the Conservatory.

- Any other unmasked playing or singing must be approved in writing by the consent of the appropriate Department Chair and Conservatory Dean.
- Gaiters must have at least two layers of filtration or should not be used.

### **Conservatory De-Densification**

- 30-35% of academic course work has been moved online to prioritize facilities for music-making and reduce in-person class sizes.
- Performance facilities have been expanded to include the Conservatory Tent, St. Adalbert's Elementary school, and Community Arts School Whistle Stop locations.
- Class and ensemble sizes are smaller to reduce congestion near the beginnings and endings of rehearsals and classes.
- One-way staircases are designated in BMAC to reduce congestion.
- Professors teaching in-person may hold online office hours.
- Professors teaching online should hold in-person office hours (perhaps outdoors).
- Students should access online or blended courses from outside the building when not physically in class.
- Prioritize practicing and studying in the Conservatory buildings. Please socialize elsewhere and refrain for gathering in practice room hallways.
- Everyone should stay to the right when walking through Conservatory hallways.
- The BW Community Arts School (CAS) has increased online offerings to reduce indoor congestion. Access to BMAC for CAS students and families will begin after the first few weeks of the collegiate semester.

### **Physical Distancing**

- Everyone in the Conservatory must leave 6 foot linear spacing between all other individuals at all times, both indoors and outdoors.
- Be aware that in extended conversation, people often unknowingly compress their physical distancing, increasing the risk for all involved.
- Maximum physical distancing should be employed by positioning people in opposite corners of a room when possible. Physical distancing requirements vary based on the performing medium to meet or exceed CDC guidelines:

#### **All participants placed a minimum of 6 linear feet apart (indoors & outdoors)**

Academic instruction  
 Individual keyboard and string lessons  
 Percussion  
 Dance  
 All social interactions

#### **All participants placed a minimum of 9 linear feet apart**

All wind instruments outdoors only (both player and instrument are masked)  
 Keyboard and strings in ensembles indoors

#### **All participants placed a minimum of 12 linear feet apart (indoors)**

All wind instruments (both player and instrument are masked)

#### **All participants placed a minimum of 15 linear feet apart (indoors & outdoors)**

All singing (masked)

- All class and ensemble rooms will be designated with signs indicating maximum capacity for specific instructional use following occupancy guidance. Floors will also be marked in rehearsal spaces as follows:

Green X on the floor=center of a wind player chair or feet  
Blue X on the floor=center of a string player chair or feet  
Pink X on the floor=center of a singer chair or feet  
Yellow X on the floor=piano and bench placement

- To maintain proper physical distances, do not move classroom desks or hallway/lobby furniture.

### **Hand Hygiene**

- Wash your hands often with soap and warm water for at least 20 seconds, especially after touching surfaces, blowing your nose, coughing, sneezing, or touching your face and/or facemask. Wash your hands as you enter and exit various on-campus public spaces and before eating. Avoid touching your eyes, nose, and mouth.
- If soap and water are not readily available, use a hand sanitizing station placed near elevators, in lobbies, near each major entrance and each hall, and in other high-traffic areas. Cover all surfaces of your hands and rub them together until they feel dry.

### **Cleaning and Sanitizing**

- Cleaning protocols are based on CDC Guidance for Cleaning and Disinfecting Public Spaces and require the use of USEPA-approved Disinfectants for Use Against SARS-CoV-2.
- The overall disinfection and cleaning of surfaces will be completed by BW custodial teams on a scheduled basis, with frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls) cleaned at least daily or between use as much as possible.
- Custodial staff has increased frequency of restroom cleaning to twice daily in all residence halls and academic buildings, and three times daily in the student union and recreation center.
- Classrooms and some common areas will be provided CDC-approved disinfectant and roll towels by Aramark.
- Everyone is responsible for wiping down keyboards and classroom desk/chairs before and after use, following posted instructions. Keyboards and electronics (computers, mice, keyboards, etc.) are not cleaned by Aramark, and also must be cleaned by each user before and after each use. Conservatory Keyboard cleaning protocols can be found here: <https://www.bw.edu/advisory/fall-2020/conservatory-students/>
- Private teachers are expected to wipe down their teaching studios and other high-touch surfaces before and after use.
- Students are responsible for cleaning practice rooms, lockers, desks, chairs and other high-touch surfaces before and after use.
- Students are also responsible for cleaning instruments in their possession. Information on instrument cleaning can be found here: <https://www.namm.org/covid-19/articles/covid-19-and-instrument-cleaning>
- Always discard cleaning wipes and towels into trash cans immediately after use.

### **Mechanical Systems**

- All Conservatory spaces have been reviewed for HVAC functionality to ensure adequate air exchange and filtration. Supplemental mechanical solutions such as HEPA air purifiers are provided in rooms reliant on window ventilation.

- All HVAC systems within the BMAC will be receiving Bipolar ionizers for air cleaning and protection against mold, bacteria and viruses during January and February.

### **Air Flow, Ventilation and Room Rest**

Intensive studies are underway worldwide to gather more data about the dynamics of bio-aerosols during performance activities.

- Playing or singing outdoors in the open air or in a sideless tent is 20 times safer than indoors.
- 5 minutes of aerosol dispersment is required after each 30 minute playing or singing segment outdoors.
- Playing in shared indoor spaces requires a minimum of one complete air exchange by the room HVAC system between participants.
  - **15 minutes** for practice rooms off the BMAC lobby and basement. Doors must be closed.
  - **20 minutes** for Gamble Auditorium, Fynette Kulas Hall and Kadel classrooms. Doors must be closed.
  - **40 minutes** for all BMAC studios, and specially designated vocal or instrumental practice spaces in BMAC. Doors and windows must be closed and fans turned off.
  - **30 minutes** for all other spaces, including St. Adalbert's, Whistle Stop and Kulas Musical Arts Building.

Suggested best practice for aerosol-producing musicians:

- During instruction, open all exterior windows and direct fans only to discharge expelled air from the room (not circulate it within the room). Fans should only be used to circulate air within a room when windows on opposing sides of the spaces are simultaneously open to the outdoors.
- During instruction, use a plexiglass shield (for large droplet protection only) between participants and activate the HEPA air purifiers. The HEPA purifiers work best when placed next to the source of the aerosol.
- After instruction or practice, turn off fans, close all windows and doors. This will allow the HVAC system to most efficiently ventilate the space before the next student. Keep the HEPA air purifier on during all room ventilation. An individual faculty member may silently remain in an indoor teaching studio during the ventilation period, but all students must leave.
- In the Kulas and St. Adalbert's buildings, run the HEPA air purifier continuously at all times.
- In the Kulas and St. Adalbert's building, even in cold weather or rain, an inch or two of open air entering through a window can significantly improve the ventilation. To preserve heat, please close the windows when you are done using the space. In the Kulas building only use the windows that have screens installed behind them.

### **Scheduling**

- To avoid congestion of practice spaces, hallways, and studios, everyone is invited to schedule lessons, rehearsals, studio classes and practice times on weekend and/or evening times when there are typically less people in the building.
- To prioritize facilities for music-making, group meetings (faculty meetings, student organizations, department meetings, etc.) are expected to continue virtually via ZOOM, Microsoft Teams or other online meeting software throughout the Fall term.
- Scheduling of spaces must conform to revised room capacities during COVID-19. Craig Reynolds has these room capacities and will consider them when scheduling.

- All practice, rehearsal and meeting space MUST be reserved weekly; no space is available on a drop-in basis.
- The Campus event committee must approve any gatherings larger than 11 people that are not part of a scheduled academic course meeting. Contact Jon Burk to make an event request: [jmburk@bw.edu](mailto:jmburk@bw.edu). If in doubt, contact Associate Dean Charles Young ([cyoung@bw.edu](mailto:cyoung@bw.edu) or 440-826-2373).
- For safety reasons during COVID-19, Craig Reynolds cannot schedule unofficial student groups in Conservatory spaces. Groups must make sure that they maintain official university organization status to schedule rehearsals. Student ensembles and groups must have faculty advisors. Contact Jaime Yager ([stuclubs@bw.edu](mailto:stuclubs@bw.edu)) in Student Affairs to confirm or update your group's status.

### Practice Room Access

- Practice room access has been expanded with 12 new practice spaces in BMAC and St. Adalbert's this Spring term 2021. This includes music education practice rooms and secondary keyboard class (and private lesson) practice rooms and dedicated student teacher practice rooms.
- Some practice room locations have changed from Fall term to promote better wireless access and create more access for others. Thank you in advance for your flexibility.
- Everyone should have instruments to practice on and facilities to practice in; however, not all students will have access to all practice rooms. For the current practice room policy (from January 2021) visit: <https://www.bw.edu/advisory/fall-2020/conservatory-students/>
- During COVID-19, students cannot drop-in for unscheduled practice in empty practice rooms or classrooms. Practice rooms will be assigned by teaching studio to reduce the potential for widespread infection. This is an extension of previous policies where organists, pianists, percussionists, harpists and double basses were assigned special practice spaces. Students should only use designated practice spaces (voice practice rooms must be used for voice students only, etc.).
- Students have the right to use their practice rooms during their scheduled times. This means that students have the right to ask others who may be unauthorized to leave their practice spaces at the scheduled time (allowing for ventilation time in advance of the scheduled time).
- Do not bring others into your practice room. Rooms are designed for solo practice only.
- To assist in sound-proofing and ventilation, always keep practice room doors closed.
- Some practice rooms will have better wireless access than others during remote instruction. Students are advised to download pre-recorded accompaniments or assignments onto their electronic devices to minimize the need for wireless access.
- Students living in off-campus housing are advised to practice and take remote lessons from their residence when possible. This opens campus facilities for other students.
- Since many practice rooms are small, students will need to rehearse with accompanists in one of the following spaces: BMAC faculty studios (with permission of instructor), any designated voice or instrumental practice room in BMAC or Kulas, K318, K115, Gamble Auditorium, Fynette Kulas Hall, Kadel Hall, BMAC 211, and any second or third floor classroom at St. Adalbert's, including the Office, Clinic and Lower Level room (Kitchen), but **not** the student teacher practice room.
- Everyone is responsible for wiping down keyboards, music stands and chairs before and after use, following posted instructions. Keyboards and electronics (computers, mice, keyboards, etc.) are not cleaned by Aramark, and also must be cleaned by each user before

and after each use. Conservatory Keyboard cleaning protocols can be found here:

<https://www.bw.edu/advisory/fall-2020/conservatory-students/>

- **Students can sing in private residence hall rooms if they follow noise guidelines and have the permission of their roommate(s).**

### **Food and Beverage**

- Since it requires the removal of masks, no eating in public or academic spaces within the Conservatory is permitted, including the faculty work room. You are encouraged to dine outside as your first option. After all, we have a beautiful campus and nearby park district to enjoy. You can also eat or drink alone indoors with the door closed in a Conservatory room if you prefer.
- All food eaten in the Conservatory should be for individual use only. Food and water bottles must not be shared.
- Traditional water fountains are no longer available, but have been replaced by three touchless water bottle filling stations around the BMAC and Kulas buildings.
- Drinking from water bottles must be done outside of classes. This must be done privately and with great care and discretion, turning away from other individuals.
- Vending machines will be available in the Student Lounge (lower level of BMAC). Cleaning supplies will be available next to the vending machines. Students should wipe down keypads and any other touched surfaces before and after use. Students may eat and drink in the Student Lounge only if they are alone with door closed.

### **Reducing Exposure**

- Playing or singing music in an enclosed space for extended time periods with many other people is risky.
- To minimize exposure to COVID-19 positive individuals, in-person rehearsals and class segments are limited to 30 minutes each, particularly when making music. This is critical in teaching spaces that have no exterior windows or whose room schedules do not allow sufficient ventilation time between classes. Online materials and/or private instruction can supplement in-person group instruction.
- Remote or online lessons and classes have no time restrictions.
- In keeping with directives from the Ohio Governor's office and Cuyahoga County in-person gatherings of more than 6 people (including all performers and faculty) should be minimized.

### **Community Arts School shared use of Conservatory facilities:**

The Community Arts School (CAS) has been involved continuously in all facilities planning and protocol discussions regarding COVID-19 alongside Conservatory collegiate administrative staff. Community Arts School (CAS) private lessons have been virtual thus far, providing time at the beginning of the semester for collegiate Conservatory students to settle into new safety protocols. While the majority of CAS private lessons will remain virtual for this entire academic year, some limited private lessons will return to in-person instruction during the Spring term.

Adam Sheldon, Meredith Kurtz, and Cory Isler are working with Craig Reynolds on scheduling spaces – prioritizing classrooms that are currently not reserved during late afternoon/evening times and CAS studios first (BMAC 029/030). When shared studio spaces are needed, CAS staff will be contacting faculty one-on-one regarding those arrangements. All CAS usage of Conservatory facilities will align with the protocols for the collegiate program.

A few additional protocols for CAS lessons are listed below:

- All CAS lessons will take place in areas designated for those specific lessons to occur per the Conservatory guidelines and scheduling with proper distancing, ventilation times, etc.
- 1 parent may stay and wait for their student, but must do so right outside the studio.
- A family will be provided a BW ID with specific, limited hours to access the building
- As in the past, CAS faculty continue to have an ARA 1 key to access the building
- CAS faculty have been through the COVID-19 training and are required to take the daily health assessment
- CAS students also take their own version of BW's daily health assessment on days in which they have a lesson
- CAS faculty will clean their space at the beginning and end of their teaching

All CAS ensembles remain virtual. There are some in-person classes in Dance, Theatre and Visual Art, but those are all occurring at the WhistleStop location.

## **CLASSROOM EXPERIENCES**

### **General Academic Guidance**

- Open as many exterior windows as possible during all classes, rehearsals, practicing and lessons. Close them when you leave, particularly during cold or rainy weather.
- All in-person classes, rehearsals, coachings, and performances involving more than one person require participants to be masked at all times.
- Everyone should be responsible for bringing and preparing their own equipment (books, music stands, music, and instruments) for classes and rehearsals. Reduce borrowing and sharing.
- Ingress, egress must be managed by faculty before and after all rehearsals, lessons and classes. Faculty should direct participants to arrive and depart spaces from different places when possible and maintain physical distancing.
- Students with computer insecurity should contact the Financial Aid office to learn about BW and bookstore assistance programs.
- Microphones must be sanitized before and after each use, whether in the classroom, teaching studio, or performance hall.
- Questions about field work, internship, and clinical practice in Music Education, Music Therapy and Arts Management students should be directed to Professors Pope, Kay, or Bowser respectively.
- Questions about specific courses should be directed to the professor of the course.
- Because the access to BMAC requires students to enter through the front doors facing Seminary Street, no classes or ensembles may use the front amphitheater steps of the Conservatory as a classroom or performance space, unless approved in advance by the Conservatory Dean.

### **Special Guidance About Classroom Use of Singing**

- Singing is an essential part of music instruction in a wide variety of courses (private lessons, music therapy, music education, solfege, songwriting, guitar and other performance courses, etc..). **However, medical professionals recommend that group singing not be allowed at this time, especially indoors.**
- Singing in a classroom environment must be done online or through recorded means. **No in-person singing is to be done in a classroom setting, unless written permission is given by the appropriate Department Chair and Conservatory Dean.**
- For everyone's safety, singing will only be allowed outside or in designated indoor spaces on campus (Fynette Kulas, Kadel Hall, Gamble Auditorium, Fynes Hall—recitals only, voice studios and designated voice practice rooms).

- For everyone’s safety, singing in the hallways or public spaces (including dining halls) will not be permitted. Students can sing in private residence hall rooms if they follow noise guidelines and have the permission of their roommate(s).

### Special Guidance About Classroom Use of Instruments

- **Other than keyboards, students should not share instruments. Mouthpieces and printed music must not be shared with one another.**
- Everyone in all classes must exhibit great care when handling reeds and instrument condensation (saliva).
- Practice water key etiquette. Gently evacuate instrument condensation (saliva) from brass and low woodwind instruments (baritone sax, contrabassoon, etc.) into a covered container or portable absorbent material (WindSorb towel, puppy pad, etc.). This should be done away from other people. This container or material remains with the player to be disposed of immediately after the class or practice is concluded. No condensation should be expelled on any surface in the rehearsal or practice room, whether there is carpet, wood, or tile flooring in the room.
- For guidance about the Music Education Instrument room protocols, speak with Dr. Pope ([dpope@bw.edu](mailto:dpope@bw.edu))
- Questions about the cleaning and sanitation of Percussion instruments should be directed to Professor Ryan ([jryan@bw.edu](mailto:jryan@bw.edu))
- Questions about the cleaning and sanitation of Music Therapy instruments should be directed to Professor Kay ([lkay@bw.edu](mailto:lkay@bw.edu))
- Questions about the cleaning and sanitation of school-owned guitars should be directed to Professor Reichert ([breicher@bw.edu](mailto:breicher@bw.edu))

### Group Keyboard Classes

- Keyboard labs will be provided CDC-approved disinfectant and roll towels by Aramark.
- Everyone is responsible for wiping down keyboards and classroom desk/chairs before and after use, following posted instructions.
- Conservatory Keyboard cleaning protocols can be found here: <https://www.bw.edu/advisory/fall-2020/conservatory-students/>
- Do not share headphones with others. Keyboard faculty recommend purchasing the following: [https://www.schooloutfitters.com/catalog/product\\_info/pfam\\_id/PFAM36725/products\\_id/PRO47806](https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM36725/products_id/PRO47806)

## PRIVATE LESSONS

### General Guidance For All Private Instruction (all instruments and voices)

#### Masks

- In-person lessons require everyone to wear a mask at all times.

#### Outdoor lessons

- In-person outdoor lessons are 20 times safer than in-person indoor lessons.
- Create a five-minute ventilation break to clear bio-aerosol every 30 minutes of playing.

- Try not to disturb local business or academic classroom buildings across Seminary Street.

### **Recommended Studio Configuration for In-Person Indoor Private Lessons**

- Maximum physical distancing is recommended. Position the student in the opposite corner of the room from the teacher and/or accompanist. Adjust or remove studio furniture as needed.
- Student should be placed near an open window, using a fan only to evacuate expelled air from the room (and never to recirculate it). Ceiling fans should not be used.
- The accompanist and teacher must maintain 15 foot distance from any masked singer, whether indoors or outdoors. The teacher and accompanist must remain 6 feet from one another if all 3 are to be in the room together.
- If the room has a plexiglass shield, place the shield between the student and everyone else in the room without disturbing the sound.
- If the room has a HEPA air purifier (all voice and wind instrument studios), place it next to the student, towards the center of the room and away from the window.

### **Recommendations for Remote or Online Lessons**

- Remote lessons can be without a mask if all parties are in separate rooms and alone.
- Remote lessons have no time restrictions.
- At this time, pre-recorded accompaniment will be the best solution to latency issues, rather than using a live accompanist.
- The best sound quality is obtained by using a USB microphone (already recommended for student purchase) connected to a laptop or tablet that is hard-wired to a network plug using an ethernet CAT 5 cable.
- Depending on students' personal devices, they might require an additional adaptor to plug the ethernet cable into their personal electronic device. The Conservatory has been approved for wiring all BMAC practice rooms with ethernet plugs, so we are hopeful that these rooms will have increased network capability by the end of the Spring term.
- Currently, voice practice rooms in BMAC and Kulas with ethernet plugs are BMAC 247, 235, BMAC 233, BMAC 232, BMAC 228, BMAC 134, BMAC 032, Kulas 227, Kulas 322, and Kulas 310.
- Currently, instrumental practice rooms in BMAC with ethernet plugs are BMAC 030, BMAC 029, BMAC 006, BMAC 127, and BMAC 131.

#### **Additional tips:**

- If recording is part of the lesson, try using Garage Band (free) or Audacity (free).
- Use Chrome browser with Cleanfeed and Jitsi Meet.
- Close all unneeded browser windows and all unneeded applications before the lesson.

### **Private Lessons By Area**

#### **Private Lessons for Strings, Guitar, Harp, Percussion, Keyboard and Composition**

- Masking required for all participants (including accompanists), both indoors and outdoors at all times during instruction.
- Maximum physical distancing should be employed by positioning people in opposite corners of a room when possible. Physical distancing of at least 6 feet required (see **Physical Distancing** earlier).

- In-person lessons of no more than 30 consecutive minutes followed by ventilation time/room rest prior to next lesson (see **Air Flow, Ventilation and Room Rest** and **Reducing Exposure** earlier).
- 5 minutes of aerosol dispersement required after each 30 minute lesson outdoors.
- Remote or online lessons can be 60 minutes.
- Everyone is responsible for wiping down keyboards, music stands and other surfaces before and after use. Keyboards and electronics (computers, mice, keyboards, etc.) are not cleaned by Aramark, and also must be cleaned by each user before and after each use. Conservatory Keyboard cleaning protocols can be found here: <https://www.bw.edu/advisory/fall-2020/conservatory-students/>
- **Other than keyboards, no one should share instruments. Printed music must not be shared with one another.**
- Percussionists should minimize instrument and/or mallet sharing whenever possible.
- Questions about the cleaning and sanitation of Percussion instruments should be directed to Professor Ryan ([jryan@bw.edu](mailto:jryan@bw.edu)).

#### Private lessons for Woodwind and Brass

- Teaching in-person outdoors is the preferred instructional method, whenever possible. However, we ask you to be sensitive about disturbing local businesses and campus academic buildings across Seminary street.
- Masking is required for all participants (including accompanists), both indoors and outdoors at all times during instruction.
- All wind players will be issued a custom and washable instrumental facemask. Instrumentalists can also make their own performing facemasks by placing a small slit in a surgical style mask. Do not use these performance masks for any other purpose.
- Scientists recommend that wind players mask their instruments using a bell cover, both indoors and outdoors. Bell covers have been ordered but may not arrive before the beginning of the semester. Students can make their own bell covers using MERV 13 or surgical mask materials.
- In-person lessons of no more than 30 consecutive minutes followed by ventilation time/room rest prior to next lesson (see **Air Flow, Ventilation and Room Rest** and **Reducing Exposure** earlier).
- 5 minutes of aerosol dispersement required after each 30 minute lesson outdoors.
- Remote or online lessons can be 60 minutes.
- Everyone in all lessons must exhibit great care when handling reeds and instrument condensation (saliva).
- **Maximum physical distancing should be employed by positioning people in opposite corners of a room when possible.** Physical distancing of at least 12 feet required (see **Physical Distancing** earlier).
- Everyone is responsible for wiping down keyboards, music stands and other surfaces before and after use. Keyboards and electronics (computers, mice, keyboards, etc.) are not cleaned by Aramark, and also must be cleaned by each user before and after each use. Conservatory Keyboard cleaning protocols can be found here: <https://www.bw.edu/advisory/fall-2020/conservatory-students/>
- Wind instrument bells should never be directed towards others.
- Practice water key etiquette. Gently evacuate instrument condensation (saliva) from brass and low woodwind instruments (baritone sax, contrabassoon, etc.) into a covered container or portable absorbent material (WindSorb towel, puppy pads, etc.). This should be done away from other people. This container or material remains with the player to be disposed

of immediately after the practice is concluded. No condensation should be expelled on any surface in the rehearsal or practice room, whether there is carpet, wood, or tile flooring in the room.

- Instrument swabs should be handled with care and avoid discharging instrument condensate towards others.
- No air should be forced through the instrument or its parts to expel water.
- No air should be used to clean waterlogged keys (e.g., blowing out tone holes).
- Use Plexiglass multi-use shields when possible to create barrier between student performer and others in the room.
- **Other than keyboards, no one should share instruments. Mouthpieces and printed music must not be shared with one another.**
- For guidance about the Reed Room protocols, speak with Professor Rathbun ([jeffrathbu@gmail.com](mailto:jeffrathbu@gmail.com)) and Professor Esposito.
- For guidance about Fine Instrument room instruments, speak with Craig Reynolds ([creynold@bw.edu](mailto:creynold@bw.edu))

#### Private lessons for Singers

- Teaching in-person outdoors is the preferred instructional method, whenever possible. However, we ask you to be sensitive about disturbing local businesses and campus academic buildings across Seminary street.
- Masking required for all participants (including accompanists), both indoors and outdoors at all times during instruction.
- **Maximum physical distancing should be employed by positioning people in opposite corners of a room when possible.** Physical distancing of at least 15 feet required from masked singers to all other people, both indoors and outdoors (see **Physical Distancing** earlier).
- In-person lessons of no more than 30 consecutive minutes followed by ventilation time/room rest prior to next lesson (see **Air Flow, Ventilation and Room Rest** and **Reducing Exposure** earlier).
- 5 minutes of aerosol dispersment required after each 30 minute lesson outdoors.
- Remote or online lessons can be 60 minutes.
- Everyone is responsible for wiping down keyboards, music stands and other surfaces before and after use. Keyboards and electronics (computers, mice, keyboards, etc.) are not cleaned by Aramark, and also must be cleaned by each user before and after each use. Conservatory Keyboard cleaning protocols can be found here: <https://www.bw.edu/advisory/fall-2020/conservatory-students/>
- Use Plexiglass multi-use shields when possible to create barrier between student performer and others in the room.

## ENSEMBLES AND WORKSHOPS

#### String Ensembles, Repertoire and Studio Classes

- Masking is required for all participants (including accompanists), both indoors and outdoors at all times during instruction.
- All members of the ensemble should be seated to face in the same direction (no semi-circular or curved formations are to be used).
- String Orchestra will use 9 foot spacing on the Gamble Auditorium stage, utilizing Blue tape markings on the floor. Each Blue X on the stage floor indicates the center of a string player chair (see **Physical Distancing** earlier).

- Maximum of 16 individuals (conductor/coach plus 15 students) on Gamble Auditorium stage.
- Indoor in-person rehearsal segments of no more than 30 consecutive minutes followed by ventilation time/room rest (see **Air Flow, Ventilation and Room Rest** above) prior to next rehearsal segment.
- **Other than keyboards, no one should share instruments. Mouthpieces and printed music must not be shared with one another.**
- Students are responsible for cleaning of music stands, chairs, instruments, piano keyboards and other surfaces via disinfectant wipes before and after each rehearsal.
- Students should make a sincere effort to leave extra belongings elsewhere when going to rehearsals. Reduce the number of backpacks, coats, etc. that are brought into the rehearsal space.

#### Wind Bands, Jazz Band, Brass and Woodwind Chamber Ensembles, and Studio Classes

- All wind players will be issued a custom and washable instrumental facemask. Instrumentalists can also make their own performing facemasks by placing a small slit in a surgical style mask. Do not use these performance masks for any other purpose.
- Scientists recommend that wind players mask their instruments using a bell cover, both indoors and outdoors. Bell covers have been ordered but may not arrive before the beginning of the semester. Students can make their own bell covers using MERV 13 or surgical mask materials.
- All members of the ensemble should be seated to face in the same direction (no semi-circular or curved formations are to be used). Players should be seated or positioned to avoid sending direct sound and aerosols towards other players. Wind instrument bells should not be directed towards others.
- Wind groups are 9 feet spacing when outside and 12 feet spacing when indoors. Each Green X marking on the floor indicates the center of a wind player chair (see **Physical Distancing** earlier).
- Maximum of 13 individuals (conductor/coach plus 12 students) indoors on Gamble Auditorium stage or in outdoor Conservatory Tent.
- In-person rehearsal segments of no more than 30 consecutive minutes followed by ventilation time/room rest (see **Air Flow, Ventilation and Room Rest** above) prior to next rehearsal segment.
- 5 minutes of aerosol dispersment required after each 30 minute playing or singing segment outdoors.
- **Other than keyboards, no one should share instruments. Mouthpieces and printed music must not be shared with one another.**
- Practice water key etiquette. Gently evacuate condensation (saliva) from brass and low woodwind instruments (baritone sax, contrabassoon, etc.) into a covered container or portable absorbent material (WindSorb towel, puppy pad, etc.). This should be done away from other people. This container or material remains with the player to be disposed of immediately after the class or practice is concluded. No condensation should be expelled on any surface in the rehearsal or practice room, whether there is carpet, wood, or tile flooring in the room.
- Percussionists should minimize instrument and/or mallet sharing whenever possible.
- Questions about the cleaning and sanitation of Percussion instruments should be directed to Professor Ryan ([jryan@bw.edu](mailto:jryan@bw.edu)).
- Use plexiglass shields for flutes, oboes, and trumpets when possible.
- Instrument swabs should be handled with care and avoid discharging instrument condensate towards others.
- No air should be forced through the instrument or its parts to expel water.

- No air should be used to clean waterlogged keys (e.g., blowing out tone holes).
- Students are responsible for cleaning of music stands, chairs, instruments, piano keyboards and other surfaces via disinfectant wipes before and after each rehearsal.
- For guidance about the reed room protocols, speak with Professor Rathbun ([jeffrathbu@gmail.com](mailto:jeffrathbu@gmail.com)) and Professor Esposito.
- For guidance about Fine Instrument room instruments, speak with Craig Reynolds ([creynold@bw.edu](mailto:creynold@bw.edu)).
- Students should make a sincere effort to leave extra belongings elsewhere when going to rehearsals. Reduce the number of backpacks, coats, etc. that are brought into the rehearsal space.

### Choral Ensembles

- Our Conservatory choirs will be offered in fulfillment of large ensemble degree requirements.
- **Medical professionals specify that group singing should not be allowed at this time, especially indoors.** To preserve safety, students will focus on online sung recording projects and/or other meaningful learning experiences in lieu of in-person indoor group singing.
- **4 masked singers at maximum spacing in opposite corners of a well-ventilated outdoor space is allowed if they remain at least 15 feet apart.**

### Voice Performance and Music Theatre Workshops

- Cloth masks required for everyone both indoors and outdoors, including while singing.
- Maximum physical distancing should be employed by positioning people in opposite corners of a room when possible. Physical distancing of at least 15 feet required from masked singers to all other people, both indoors and outdoors (see **Physical Distancing** earlier).
- **Medical professionals specify that group singing should not be allowed at this time, especially indoors.** To preserve safety, students will focus on online sung recording projects and/or other meaningful learning experiences in lieu of in-person indoor group singing.
- **4 masked singers at maximum spacing in opposite corners of a well-ventilated outdoor space is allowed if they remain at least 15 feet apart.**
- No more than 13 individuals per room when indoors (conductor/coach plus 12 students)
- Outdoor rehearsals of 30 minutes followed by 5 minutes of aerosol ventilation.
- Indoor in-person rehearsal segments of no more than 30 consecutive minutes followed by ventilation time/room rest (see **Air Flow, Ventilation and Room Rest** above) prior to next rehearsal segment.
- Students are responsible for cleaning of music stands, chairs, instruments, piano keyboards and other surfaces via disinfectant wipes before and after each rehearsal.
- Students should make a sincere effort to leave extra belongings elsewhere when going to rehearsals or classes. Reduce the number of backpacks, coats, etc. that are brought into the rehearsal space.

## **PERFORMANCES**

### **In-Person Performances**

- Convocations, Departmental recitals, and student recitals will be offered.
- In-person faculty and student performers are expected to wear a mask even while performing.

- For safety reasons, academic and cultural events on campus will be limited to BW students, faculty, and staff only.
- In keeping with directives from the Ohio Governor's office, we will limit recital attendance to 10 people (including all performers and faculty).
- In-person audience must practice physical distancing by sitting only in designated seats.
- In-person Convocations and Departmental recitals will be livestreamed.
- For those who are unable to attend in-person student recitals, they can be recorded or shared live through Facebook live or another live-streaming video platform of the student's choosing.
- 60 minutes is the suggested maximum in-person performance duration and should have no intermission.
- Off-campus recital requests during COVID-19 must be approved by studio teacher and appropriate department chair.

### **Recorded Performances**

- Recorded performances or auditions can be unmasked if alone in the room with the door closed and no in-person accompanist or audience.
- Student petitions to perform pre-recorded recitals will be reviewed by each individual performance area faculty on a case-by-case basis.

### **Accompanists**

- Masks must be worn by every participant at all times when rehearsing with an accompanist.
- Accompanists can work either remotely (providing recorded accompaniments) or in-person when there is sufficient room for appropriate physical distancing.
- Maximum physical distancing places musicians in opposite corners of the room. In all indoor rehearsals, accompanists should have a 6 foot minimum distance (linear feet) from a string player, a 12 foot minimum distance (linear feet) from a wind player, and a 15 foot minimum distance (linear feet) from a singer.
- Room capacities must not be exceeded. Room capacities are posted on every room in the Conservatory, Whistle Stop and St. Adalbert's. At this time, keyboards at the Whistle Stop and St. Adalbert's are electronic and not full-range.
- Reduce all in-person rehearsals to 30 minutes or less.
- Appropriate ventilation time must be accounted for when scheduling rehearsals.
- Rehearsal rooms are not available on a drop-in basis and **MUST** be reserved. Staff accompanists currently have exclusive access to BMAC 007, BMAC 010, Kulas 221 and BMAC 127 (shared with piano primaries) for their personal practice.

### **Shared Faculty Offices**

- Colleagues in shared offices should regularly clean the chair, music stands, doorknobs, music stands, and telephone (or rely exclusively on personal cell phones), before and after each use.

### **Conservatory Tent**

- Maintain physical distancing by limiting maximum ensemble sizes to 13 players or less (including conductor).
- The Conservatory Tent must be removed during the winter months. A tent will be reconstructed when weather allows (perhaps as soon as early March).
- The tent must not be used when the sides are down. Using the tent with the sides rolled down is extremely dangerous during COVID-19. The sides of the tent will be rolled up at beginning of the day by a campus Building and Grounds crew. The sides of the tent will then be rolled down in the evening by a similar crew.
- Check the weather before your classes or rehearsals each day. Any indication of thunder and lightning means you must vacate the tent and go online or (when possible) indoors.

- No electric cables can be used in the tent at any time. Electric cords can cause electrocution and/or fire and are a city code violation. A code violation could shut down our use of the tent and all meal tents on campus. Solar or battery power are the only options.
- Ensemble students can bring their own wire music stands for use in the tent.
- There is no security other than a video surveillance camera, so nothing other than the tent and the chairs should remain after each rehearsal or class. All instruments, music and music stands must be removed after each rehearsal.
- There must be a 5 minute ventilation break every 30 minutes, during which playing ceases.
- Craig Reynolds can schedule the tent for rehearsals and/or lessons.

### **Coe Lake Gazebo and Pavilion**

- Thanks to our friends with the City of Berea, we have been allowed access to the Coe Lake Gazebo and Pavilion (two blocks from campus down Seminary street) for Choral ensembles only.
- This access is limited to Monday through Fridays from 4-6pm during Spring term 2021.
- Choral singers should use the 5 pink taped markings (one for each singer and a conductor) on the floor to achieve the proper spacing.
- We are not allowed the use the spaces during weddings or previously authorized events by the City of Berea.

### **OFF-CAMPUS EXPECTATIONS**

Most positive COVID-19 cases this winter are resulting from people eating in restaurants or drinking in bars (enclosed spaces without wearing masks). Strongly consider having to-go or grab-and-go meals instead. Parties and social gatherings are another major source of infection. Strongly consider minimizing non-essential travel to and from campus.

### **ENFORCEMENT OF POLICIES AND PROTOCOLS**

Enforcement of University and Conservatory protocols is an ongoing process. The Conservatory and University administration all realize that enforcement of protocols provides greater safety for everyone within our community. Rest assured that every anonymous submission of an infraction through the Guardian Rave App is acted on by a human being on this campus, provided that actionable information is provided. Students and staff are all held accountable and punishment is based upon the severity of the infraction. Because of higher risk factors, the penalties will be more severe this Spring term than in the Fall term.

### **PERSPECTIVE**

We cannot always choose *what* we must face, but we can choose *how* we face it. We are all working towards the same goals and want to keep the Conservatory open, safe, and true to our educational and artistic mission. We ask everyone for your goodwill and patience with one another as we navigate these uncharted waters ahead. The BW Conservatory is a remarkable community. Let each of us bring our very best to the year ahead. Together we can enjoy an academically and artistically rich season of learning and personal growth. Please remember that these guidelines are likely to be updated regularly based on new research and experience; check the web page often for updates and clarifications.