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COLLEGE OF THE ARTS  
Moores School of Music

# MSM Health and Safety Reference For Students, Faculty, Staff

Fall 2020  
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## New Normal Expectations

Within this document, you will find references to UH policies and procedures, as well as practical guidelines for activities specific to the Moores School of Music. For official policies related to health and safety, see the UH webpage here: <https://uh.edu/covid-19/>.

As you plan trips to campus and how you will spend time in Moores, Winston, and Dudley, please ensure you are following UH policies and guidelines on topics such as:

Health requirements for coming to campus and when to self-isolate;

Hand washing;

Wearing a face covering;  
Physical distancing;  
Respiratory and cough etiquette; and  
Reporting and tracing known or suspected infection cases.

For questions you may have, please email [covid19coordinator@uh.edu](mailto:covid19coordinator@uh.edu).

### Visitors and Vendors

At this time, visitors are not encouraged on campus; however, the policies for non-campus members can be found here: <https://uh.edu/covid-19/information/covid-19-diagnosis-symptoms-protocols/#visitor>

### Studies

As new information comes out, we will incorporate information from the various studies.

<https://www.nfhs.org/articles/unprecedented-international-coalition-led-by-performing-arts-organizations-to-commission-covid-19-study/>

<https://www.medrxiv.org/content/10.1101/2020.08.03.20167833v2>

<https://www.youtube.com/watch?v=UDtV1x95KEU&feature=youtu.be>

## MSM Building

The goal of this document is to provide for the health and safety of students, faculty, staff, and visitors to the Moores School. Providing adequate cleaning and physical space are two of top concerns, especially for “high touch” surfaces and congestion points in the building.

Everyone is asked to use the doors facing the Grove for entrance to the MSM. All other doors will be reserved for exiting the building. The ADA-compliant door facing the Grove will also serve as an exit door. Students going to and coming from Winston may use the loading dock door.

### Cleaning

The University will provide the following resources as needed within each College/School:

Wipes, including Sanitation Stations in each classroom; make a FIX-IT request if a dispenser is running low;  
Plexi-Glass (to be installed in high contact areas where it is not possible to maintain appropriate distancing);  
Increased staff custodians to disinfect classroom spaces frequently, including overnight fogging; and  
Increased hand sanitizing dispensers throughout the MSM.

Front Desk Staff will provide cleaning supplies (wipes, disinfectant sprays, etc.) to faculty and staff who use the copier, binding machine, and other general office equipment housed in the front office suite. Faculty and Staff should clean machines before each individual use.

### **Elevators**

All elevators are now marked with occupancy notices to allow for physical distancing in elevators. When in the elevator please stand on the markers on the floor. If the elevator is at full occupancy, please wait for the next car.

### **Faculty Offices**

Faculty members should keep their doors closed unless a second person is in the office. Office furniture should be arranged to accommodate additional occupants with physical distancing. After knocking on an office door, please step back to allow 6 feet of distance once the faculty member answers the door.

### **Flow through the Building**

One of the most important ways we can collectively maintain physical distancing is to establish patterns for navigating the building. The main hallways on the first floor are marked for one-way flow. The flow will proceed from the Grove entrance in a counterclockwise direction beginning at the front office (120), then passing by the main bathrooms, and continuing down the hallway to the rehearsal halls. If you need to return to the main lobby, you will need to complete the entire loop. Do not attempt to go against the traffic flow.

Classrooms with more than one door will have clearly marked entrance and exit doors that correspond with the flow of the hallway they service.

See Appendix for the map.

### **Food and Drinks**

We will start the semester making microwaves available for students in the vending area. They must be disinfected before and after use. If the microwaves are not maintained by the student body, they will be removed. Maintain physical distancing while heating food and eating in areas outside MSM, including The Grove and benches/stairs by building entrances. You are responsible for discarding your empty containers in trash or recycling bins after consuming.

### **Restrooms**

There are two restroom locations on the first floor. The first is near the lobby area, and the second is past MSM 129 across from the west entrance to MSM 185. There are Men's and Women's restrooms on both the second floor and third floors. On each floor, the Men's restrooms are to the right as you ascend the stairs and the Women's are to the left. Please avoid stalls, urinals and sinks that are marked off to provide safer COVID spacing.

### **Stairwells**

Keep the flow moving in all stairwells by walking on the right. Do not stop or congregate in any stairwell area.

## **Water Fountains / Bottles**

Water fountains are disabled and may not be used for drinking. The water bottle filling function will remain operational. You are encouraged to bring and use your own water bottle, but if it is left on campus, it will be thrown away.

There are currently two bottle filling stations in the Moores School of Music. One is located on the first floor between the restrooms closest to the vending area behind the lobby. The second station is located on the second floor in the Music Library (MSM 220).

## **MSM Front Office**

While you are welcomed to visit the front office in MSM 120 during business hours, many of the functions are available remotely. For general questions, the MSM Virtual Desk is now open. You are already a member of the Team.

### **120 Flow**

For the Main Office: enter through the main doors facing the Grove and take the first hallway to the right; enter through the main glass door. Stand on the “wait here” decals to speak to the front desk. Turn left to go to the mailroom (see below) and exit the solid door to the hallway. Turn right to go to the conference room (see below) and exit the back door to the MSM lobby. To access the administrative offices, enter through the closed glass door and exit through the mailroom. The closed glass door is enter only and the solid door behind the desk is exit only.

### **120 Conference room**

No meetings may be held in this space. Please fill out the room reservation form for an alternate meeting space. The recycling bin, shredder, binder, 3-hole punch, large packages, and faculty/staff microwave are now in the conference room. The maximum occupancy of the conference room is five people. Exit carefully through the back door to the lobby.

### **120 Mailroom**

The mailroom may only be used by faculty, staff, approved TAs, and student organization leadership who need to use the mailboxes, copy machine, sink and coffee/teapots. Small staplers and fasteners will remain available on the counter. The maximum occupancy of the mailroom is three people. Exit through the solid door to the hallway.

### **120 Spacing**

Please stand on the decals on the floor to maintain physical distancing. If maximum occupancy is reached, please wait in the lobby or hallway.

## 120 Teams chat

MSM Front Desk will be available during business hours via Microsoft Teams (MSM Virtual Front Desk) for typed-chat or to video-chat.

## Key Requests

Please submit this form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF\\_CikEytSw6PDwxCWQWs0TqX8HdMoNa1FomdaTVURERTSiHLRFpDQ0NMREhHU1o1QlhZTKdKNi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWQWs0TqX8HdMoNa1FomdaTVURERTSiHLRFpDQ0NMREhHU1o1QlhZTKdKNi4u)

## Lockers

Locker reservations will be first come first serve. Please submit this form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF\\_CikEytSw6PDwxCWQWs0TqX8HdMoNa1FomdaTVUNVNOVDBCMzIFWkdNSEVVRIU5OVdVUVIwTC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWQWs0TqX8HdMoNa1FomdaTVUNVNOVDBCMzIFWkdNSEVVRIU5OVdVUVIwTC4u)

Only one student at a time may enter a locker bay. Those waiting to access lockers shall form a single file line and maintain six foot spacing. Please plan your locker trips carefully, considering your room schedule and the traffic flow.

## MSM Classrooms

### Cleaning by Facility Management

Each night at approximately 10:00pm, classrooms will be cleaned using Buckeye E23 neutral disinfectant. This product will be applied with a combination of fogging and spray bottles depending on the proximity of instruments, artwork, and sensitive technology. There will be special cleaning crews throughout the day dedicated to wiping down “high touch” areas of the building such as doorknobs and stair rails.

### Cleaning by MSM community members

Students, faculty and staff should use the provided wipes upon entering a classroom to clean anything they will encounter before class/rehearsal commences. Before departing a room, ensure that all trash is removed. Classroom exit door should be propped open at the ending of class to reduce the “touch point” at the doorknob.

### Entrances/Exits

To assist with flow, and safer COVID spacing, MSM108 and MSM118 will utilize entrance only and exit only doors. Each will be marked clearly on the inside and outside and coincide with the flow of the hallway where applicable. Faculty may include additional instructions for entering/exiting classes and rehearsals so long as they do not go against the flow of the hallways.

See Appendix for the map.

## Music Stands

Use your own stand whenever possible. Only one person may read from a stand at a time. Please use the provided wipes before using a school-owned stand.

## Technology

Use a 70-percent isopropyl alcohol wipe or disinfecting wipe, and gently wipe the hard, nonporous surfaces, such as the display, keyboard, or other exterior surfaces. Do not use sanitation wipes on computer/tablet screens. Use a microfiber cloth or monitor wipe. Any other material will damage the computer screen. Don't spray anything directly onto an electronic component. Don't use bleach. Avoid getting moisture in any opening, and don't submerge products in cleaning agents.

## Daily Schedules and Routines

### Common areas

The areas that have traditionally been used for congregating will be used for spacing during flow and movement around the building. Do not stop or congregate in any common area. Use outdoor covered areas while maintaining physical distancing. Please do not congregate near building entrances and exits to allow safe passage for others.

### Ensembles - General

Most ensembles will be held face to face (there is also an online section if that is appropriate for you with complementary and equivalent work). Each ensemble director has a detailed plan for small group rehearsals designed for the health and safety of faculty and students. Live performances are planned for most groups. Physical distancing must be maintained by each ensemble member at all rehearsals and performances. Allow sufficient time to arrive/depart safely. Do not congregate near doors or stand/chair racks.

### Laptop loans

The university has laptops to loan to students who have limited access to technology. See the following for help and resources:

<https://uh.edu/infotech/about/planning/off-campus/index.php#do-you-need-a-laptop>

<https://uh.edu/infotech/help/tech-commons/laptop-checkout/>

<https://libraries.uh.edu/services/equipment/>

### Lessons

Lessons will be face to face, remote, or a mix of the two by agreement of the applied faculty and student. Each faculty member/division will have policies for lesson safety. Some lessons will be held in classrooms to allow for additional distancing and some lessons may be spaced out to allow the room to "air out" following aerosol



dispersion. AV equipment will be made available for loan by the library. Several spaces (MSM 145, 147A, and 229) will be set up for the purpose of livestreaming or recording a lesson and may be reserved by faculty or students.

### Practice rooms

Practice rooms may only be used for practicing; they may not be used to do homework or be in synchronous online classes except for private lessons and practicing piano, voice, or method instruments. Small practice rooms are limited to one person per practice room. Larger chamber rooms will have additional occupancy for accompanied lessons or chamber ensembles. Each door is marked with the allowable occupancy.

Wind players will be required to have a disposable moisture pad (puppy pad) for all indoor rehearsals and practice sessions.

Handwashing or sanitizing of hands should be done before practicing on any instrument and window blinds should always be left open to allow for natural UV cleaning of piano keys. Concerns regarding instrument cleanliness or any issues with the pianos or practice rooms should be immediately reported to the Piano Technicians: [uhpiano@uh.edu](mailto:uhpiano@uh.edu).

### Protective gear while playing and singing

Face coverings are required with the following provisions: when playing a wind or brass instrument, use a specifically designed face covering that has a small opening at the mouth which accommodates the mouthpiece, reed or headjoint. This mask may not be worn at other times or when not explicitly playing an instrument.

All instruments with a bell must use a “bell cover” - these can be purchased from a company or can be homemade using a lightweight fabric such as cotton, a shower curtain cap, or nylon stockings. Flutes should have a “sock”-type cap. Multiple layers are suggested.

Brass players may not buzz without a face covering and a covering for the end of the mouthpiece.

Singers may use a regular face covering or a specially designed singing mask. Singers must remain masked when singing on campus; this includes studio classes, ensembles, lessons, and performances.

These policies apply even when a student is alone in a classroom, practice room, faculty office, or recital space.

### Recital attendance credit

Most Moores undergraduate students are required to attend performances as part of their degree requirement. While we hope to have some live performances with limited audiences, we expect that most credits will be obtained by watching an online performance. The KGMCA calendar will have links to faculty recitals, student ensembles and other events. The Recital page will list all student recitals and performers are encouraged to include the livestream link or upload URL. The MD Anderson ROAR archive will have the audio recordings from all student recitals. Following your attendance of a concert, submit this form for credit (please note that you need to upload the program via the QR code:

[https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF\\_CikEytSw6PDwxCWU86Sh534nFGvvEao2i9YKJUQkZFSEIUQkpBM1NZWko0SkxNVFU4RzU1SS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWU86Sh534nFGvvEao2i9YKJUQkZFSEIUQkpBM1NZWko0SkxNVFU4RzU1SS4u)

## Recital performance

Students may perform Junior, Senior, Music Education/Elective Studies, Certificate, and Graduate recitals with the following options as agreed upon by the student and committee: schedule an MSM recital space and perform live (limited to no audience); livestream from a location not scheduled by MSM; upload a pre-recorded performance; complete a capstone project.

## Remote learning stations

Areas of the building will be designated as “remote learning stations” (RLS) that may be reserved explicitly for students participating in a remote class or studying. Headphones must be worn, there is no guarantee that an electrical outlet will be nearby, and you must clean your area before and after use. Desks will be provided.

## Room Reservations

Any student or faculty member who needs to reserve an MSM room (excluding performing your recital in Dudley or Choral Recital Hall) should submit this form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF\\_CikEytSw6PDwxCWU86Sh534nFGvvEao2i9YKJUND E1VTFESU04UUxYOU1INTFVRFQ4WjJERi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWU86Sh534nFGvvEao2i9YKJUND E1VTFESU04UUxYOU1INTFVRFQ4WjJERi4u)

## Student Groups

The student groups (both organized and informal) are asked to conduct their activities only online this fall. This will be re-evaluated for the spring. The MSM administration will not use the fraternities and sororities to contribute service in person as part of their contribution to the life of the School.

## Tuesday Recitals

Traditionally, the Moores student body comes together on Tuesdays at 1pm to perform for each other in Dudley Hall. For the fall semester, we are planning an online experience through Teams Live. More information will be available at the start of the semester.

## Piano Accompanying

For the Fall Semester, accompanying assignments will be made, as usual, through the Rehearsalnet system (<http://www.rehearsalnet.com>), and the accompanying policy can be found on the school’s main website at: <https://uh.edu/kgmca/music/divisions/piano/policy.php>. In some cases, pianists will be fulfilling their accompanying requirement by making recordings for their assigned vocalist(s) or instrumentalist(s) and in other cases they may be rehearsing and attending lessons face to face, depending upon the individual arrangements made by all three parties involved (pianist, soloist and soloist’s teacher); or there may be situations where a combination of both scenarios is agreed upon. Since practice rooms are only limited to one person at a time, any face to face rehearsals would need to be scheduled in a larger space, such as 242, 252 (open access, doors remain unlocked) or other potential classrooms that might be available. The form to schedule rooms can be found at:

[https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF\\_CikEytSw6PDwxCWU86Sh534nFGvvEao2i9YKJUND E1VTFESU04UUxYOU1INTFVRFQ4WjJERi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=vboLF_CikEytSw6PDwxCWU86Sh534nFGvvEao2i9YKJUND E1VTFESU04UUxYOU1INTFVRFQ4WjJERi4u)

Should all three parties be interested, they might explore software that enables online real-time collaboration by downloading the soundjack app, found at: <https://soundjack.eu>. This software can drastically decrease the latency that usually occurs when communicating online. It requires a computer that contains at least 4 cores in its specifications.

Concerning streaming lessons and performances, MSM 145, 147a and 229 are among the locations that may be used for online communication for lessons and/or other performance requirements as well; the above form can be used to schedule them. In many locations, room air purifiers will be placed to reduce the possibility of aerosol particles floating around and therefore help alleviate the face to face safety concerns.

Any specific concerns or question about the accompanying system should be directed to the Director of Keyboard Collaborative Arts, Timothy Hester at [thester@uh.edu](mailto:thester@uh.edu) or (713) 743-3309.

## Winston

Students attending classes in Winston may not enter through the front glass doors of the building.

Classes meeting in E133 (medium rehearsal hall) will enter and exit through the door behind the bicycle racks.

Classes meeting in E137 (large rehearsal hall) will enter through the exterior door by the loading bay and exit through the Stadium door.

Students will use the restrooms and water fountains in the Stadium.

## Dudley

### Advising offices

All academic advising appointments will be conducted virtually until further notice.

### Stage/Backstage

The backstage of Dudley is limited to three people with no pianos backstage; with pianos backstage two are permitted. When on stage, use the brass floor plates, which are spaced at 7 ft apart (additional space at performer's discretion). Performers are asked to wash their hands before playing any of the pianos (note that there isn't an easily accessible sink in DRH so use the MSM or FA restrooms). Technicians will clean the instruments after each concert day, but not between concerts, so please remember to wash your hands. Practicing in Dudley is not permitted without prior scheduling, and no pianist may practice on the pianos without notifying the Piano Technicians. Stage and House lights must always be turned off upon leaving the building, if lights are left on or have burnt out please notify the Front Desk Staff.

## Lobby

This area may not be used for unorganized activities such as studying or lounging. Please wait in the courtyard for the previous class to exit the building before entering Dudley lobby. After your class, please exit quickly into the courtyard.

## Music Library

The Music Library will ensure continued access to services and library collections, both physical and virtual, with consideration for the safety of library users and staff. The Music Library will employ sanitation, use of PPE, and quarantine of spaces and materials as appropriate. The UH Library Covid response can be found here: <https://libraries.uh.edu/covid-19/>.

### Services Provided:

- Access to physical spaces will be available only to faculty, staff, and students (exceptions by appointment will be made for vendors or essential visitors).
- Occupancy will be limited.
- Library hours will be limited. See website for current hours.
- Computers will be available with limited seating.
- Research support, consultations, instruction and course reserves will be offered digitally and physically.
- Staff may page print collection materials, CDs, DVDs and reserve items for users to limit stacks access.
- Lockers will be available.
- Quiet space will be available with limited seating.
- Scanning services will be available by request.
- Mail delivery of Music Library general print materials, CDs and DVDs (subject to change) will be available by arrangement.
- Contactless curbside delivery (subject to change) will be available by arrangement.

For more information and details, please see <https://libraries.uh.edu/locations/music/>.

## Instrument Hygiene

The vast majority of instrumentalists practice good instrumental hygiene as a matter of course. The guidelines below are intended to build on that practice with a mind toward the unique prevalence of SARS-CoV-2 and COVID-19 transmission.

Per CDC Guidance, the virus is thought to remain on the following instruments surfaces for the following lengths of time:

Surface	Approx. Survival Length
Brass	5 days
Wood	4 days
Plastic	4 days
Strings	3 days
Cork	2 days

[Proper hand hygiene](#) and appropriate [social distancing](#) are recommended. Additionally, while specific types of disinfectants are mentioned below, a general rule of thumb is that several organizations recommend the general use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect instrument surfaces. An alcohol-based disinfectant may be less likely to damage an instrument, but care should be taken to check with the instrument manufacturer or a repair specialist.

### General Disinfectant Guidelines for Musical Instruments

1. [Sterisol Germicide Solution](#) can be safely used on plastics, hard rubbers, and metals.
2. [Mi-T-Mist Mouthpiece Cleanser](#) can be used on most materials. It is **NOT** recommended for use on hard rubber mouthpieces.
3. Isopropyl alcohol wipes are safe for most materials. They are **NOT** recommended for use on hard rubber mouthpieces.
4. A solution of 1-part water and 1-part white vinegar (or hydrogen peroxide) can be safely used on the vast majority of plastics, hard rubbers, and metals.
5. Consult with an experienced instrument repair specialist before attempting to clean antique or custom instruments with consumer-grade disinfectants.

## Piano Hygiene

**Cleaning Keys** – Keys can be cleaned and sanitized by using Lysol or Clorox-style antibacterial wipes with 70% isopropyl alcohol or more. Additionally, straight rubbing alcohol on a soft cloth can be used. This works on all keys, including ivory/bone. Those worried about their keys can also use a mix of antibacterial soap and warm water to clean keys, but make sure your rag is properly rung out as not to be too wet – the joy of the alcohol is that it evaporates after use and does not soak or deform wood.

**Cleaning the Case** – Cleaning the case of a piano can be a bit tricky if you do not know what type of finish your piano has – and even what seems straight forward may not always be! The best method for cleaning your case is hot water mixed with antibacterial soap on a soft cloth. Make sure your cloth is properly rung out as not to soak the case parts. Avoid using furniture polish on your pianos as even wood-looking pianos are not bare wood!

**Additional Cleaning that can be done** – Outside of sanitizing the case and keys, you can take a vacuum and a CLEAN and UNUSED paintbrush (large size with strong bristles) and vacuum any dust or debris from the pin field of the piano. Do not use any product in this area! The goal is just to push the dirt/dust/objects out of the pins and into the larger open area for the vacuum to pick up.

For a video demonstration on how to do this click [HERE](#).

Here are a few additional notes to remember when performing the above tasks:

1. Think about where you put your hands, go through any process of open or closing the piano, even behind or on top of the music desk, lid/lid prop area or bench – don't neglect to clean these areas!
2. AVOID GETTING ANY SUBSTANCE NEAR THE STRINGS OR TUNING PINS
3. Be gentle, the point is not to dig in and scrub hard. It is okay to be a bit rougher on the keys, but don't dig in when cleaning case parts.
4. On satin or wood-like finishes, always wipe and work in the direction of the grain. For an explanation on understanding grain direction click [HERE](#).
5. Products like CORY Key Brite or Piano Polish do not sanitize or disinfect your pianos, they are great for day to day cosmetic cleaning, but have no value otherwise.
6. DO NOT USE PRODUCTS THAT CONTAIN AMMONIA OR BLEACH.
7. Use gloves while you clean, cleaning products dry out your skin.
8. When using sprays, always spray directly onto the cloth, not on the piano.

## Strings Hygiene

Most transmission reduction on string instruments can be accomplished through the following safety measures:

1. All performers should have adequate social distancing during rehearsals and performance (1.5 meters between performers)
2. All performers should wear a CDC-compliant face covering during playing activities
3. All performers should wipe down the body of their instruments with a soft cloth, and any other surfaces touched (e.g., bow, music stand, chair)
4. Where needed, >70% solution of isopropyl alcohol can be used on the strings and unfinished finger and fret boards.

## Woodwinds Hygiene

All woodwind instruments should be swabbed and cleaned after each use as normal and should be sent in for repair and deep cleaning annually. The below guidelines are designed to augment existing practice and should be implemented by all performers.

Additionally, social distancing recommendations for wind performers are two meters between individuals.

### Flute

1. Head Joint: Using a cotton swab saturated with denatured, isopropyl alcohol, carefully clean around the embouchure hole. Alcohol wipes can be used on the flute's lip plate to disinfect as well. Using a soft, lint-free silk cloth and cleaning rod, clean the inside of the headjoint. Do not run the headjoint under water as it may saturate and eventually shrink the headjoint cork.

### Single-Reed Instruments

1. General Mouthpiece Hygiene: Mouthpieces should be *swabbed as normal* after each use and deep-cleaned weekly. Select a small container that will vertically accommodate the mouthpiece. Place the mouthpiece, tip down, into the container. Fill the container just past the window of the mouthpiece with a 50/50 solution water and white vinegar or hydrogen peroxide. *During this process, take care to protect clarinet mouthpiece cork from moisture.* After soaking the mouthpiece for fifteen minutes, use an appropriate mouthpiece brush to remove any residue from the inside and outside surfaces. Rinse the mouthpiece thoroughly and then saturate with disinfectant solution. Place on paper towel and wait one minute. Wipe dry.
2. Metal saxophone mouthpieces respond well to hot water, *mild* dish soap (not dishwasher detergent), and a mouthpiece brush. General-purpose disinfectant solution is also safe for metal mouthpieces.
3. Saxophone Neck Hygiene: The saxophone neck should be *swabbed as normal* after each use and deep-cleaned weekly. Use the bottlebrush with mild, soapy water to clean the inside of the neck. Rinse carefully under running water. General disinfectant solution may be used on the inside of the neck if desired. Place on paper towel for one minute. Rinse again under running water and wipe dry.

### Double-Reed Instruments

1. Bocal Hygiene: Bocals and instruments should be *swabbed as normal* after each use and deep-cleaned monthly. Bocals specifically should be cleaned with a bocal brush, mild soap solution, and running water. *English Horn bocals* can be cleaned with a pipe cleaner, mild soap solution, and running water. Take care to not scratch the inside of the bocal with the wire ends of the pipe cleaner.

## Brass Hygiene

**Instrument Hygiene:** Brass instruments should be *cleaned and disinfected as normal* after each use. Specifically, mouthpieces should be *disinfected daily* and *deep cleaned monthly* using warm, soapy water, a soft cloth, and a mouthpiece brush. Rinse the mouthpiece and dry thoroughly.

**Performance Modifications:** To reduce virus transmission through droplet formation via the removal of internal condensation (i.e., emptying the water key), it is recommended that performers use disposable wipes or a reusable wipe that is washed and disinfected daily.

Additionally, social distancing recommendations for wind performers are 2 meters between individuals. For directional brass instruments (e.g., trumpet, trombone) additional plexiglass barriers are recommended as well.

### Percussion Hygiene

The vast majority of transmission reduction on percussion instruments can be accomplished through the following safety measures:

1. All performers should have adequate social distancing during rehearsals and performance (1.5 meters between performers)
2. All performers should wear a CDC-compliant face covering during playing activities
3. All performers should wipe down the body of their instruments with a soft cloth, and any other surfaces touched (e.g., mallet, accessories, music stand, chair)

**Where needed**, >70% solution of isopropyl alcohol can be used on most instrument surfaces. Care should be taken to avoid acetone-based disinfectants on coated or skin-based heads (e.g. timpani, bass drum, tambourine).

### Shared Instruments Hygiene

Music education includes the use of communal instruments in methods and techniques classes. While every effort will be made to match students on a 1:1 basis with an individual instrument, inventory demands may exceed available equipment. In those cases, please follow the recommendations below.

### Winds

The direct, person-to-person sharing of wind instruments for any reason is strongly discouraged during the COVID-19 crisis. This is especially salient due to the function of wind performance and the unique opportunities for interpersonal transmission through droplet transfer in the body of a wind instrument.

Recorders: Plastic recorders can be washed with warm, soapy water and should be swabbed after each use with a plastic cleaning rod and soft thin cloth. Disinfectant solution and alcohol wipes may also be used.

### Strings

1. The direct, person-to-person sharing of instruments for any reason is strongly discouraged during the COVID-19 crisis.
2. Latent sharing (e.g. one class to the next) is permissible so long as each student follows the appropriate cleaning procedures at both the beginning and end of the class in question.

### Percussion

1. To the extent possible, individuals should not share instruments during rehearsal or performance, even if extra equipment is necessitated.



2. The direct, person-to-person sharing of instruments for any reason is strongly discouraged during the COVID-19 crisis.
3. Latent sharing (e.g. one rehearsal to the next) is permissible so long as each student follows the appropriate cleaning procedures at both the beginning and end of the class in question.

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## Band Area Rehearsal Guidelines

### Winston Facilities

Large Rehearsal Room: Access Points: Student Entrance- Exterior Door, Student Exit- Stadium Door, (Stadium Exit) Uses include Spirit Groups Rehearsal (Evenings), Instrument Storage (Mellophone, Baritone, Tuba), Mellophone, Baritone, and Tuba daily check-in, Concert Ensembles

Small Rehearsal Room: Access Points: Student Entrance- Exterior Room Door, Student Exit- Exterior Room Door Uses include Spirit Week Instrument Distribution, Spirit Group Rehearsal overflow (Evenings), Possible Meal Pickup, Concert Ensembles

Percussion Storage: Access Points: Student Entrance/Exit- Exterior Bay Doors, no access to inner hallway through doors Uses include drumline storage, percussion daily check-in, concert percussion rehearsals, concert ensembles

Instrument Storage Room: Access Points: Staff Only- Hallway Door Uses include non-daily usage storage

Faculty Office: Access Point: Staff Only- Hallway Door Uses include faculty-only meetings and office work

Library: Access Point: Staff Only- Hallway Door Uses include faculty-only meetings and library work

TDECU Stadium and Football Field: Access Point: Student/Faculty/Staff Entrance- ICON Gate 2, Gate 1 Uses include all band rehearsals, select Spirit Group rehearsals, all student restrooms, any on-site meals.

## Safety Procedures

1. Face coverings will be worn in accordance with UH Policy with appropriate safety measures established for winds/brass (see "Protective gear while playing").
2. Shared instruments/uniforms/equipment/water bottles will not be used, but any times there is a sharing of physical objects (instrument distribution, pre-packaged meal handouts, etc.) gloves will be worn in addition to masks by staff/student workers.
3. The only instruments stored in Winston will be over-sized marching instruments (drumline, tubas, baritones, mellophones). Personal lockers will not be distributed to any woodwinds, trumpets, or trombones.
4. All music and communications for bands will be done paperless to limit contact between members and staff. Paper music will be limited for concert ensembles and distributed in contact free pick-up locations.
5. Students will be scheduled for arrival/exit and will not be allowed to arrive early or stay late and congregate. Arrival and exit will be built into all schedules, and plans will allow for students to maintain social distancing at all times throughout the process.
6. Students will not leave assigned rehearsal spaces both indoors and outdoors. Student restrooms will be in the stadium with assigned pathways from each space, and the College of the Arts Offices, restrooms, water fountains, and uniform room will be off limits to all students.
7. All athletic band rehearsals will be conducted without chairs. Please bring your own stand. Chairs or stands used in concert band rehearsals will be wiped prior to and after usage before being stored.
8. Students will also be required to sanitize any other materials used, such as plexiglass shields for concert ensembles, with hand wipes at the beginning and end of rehearsals.
9. Wind players will be required to have an individual moisture pad (disposable) for all indoor rehearsals.
10. Health checks will be conducted with the consent of participants.

## Athletic Band Rehearsal Schedule

### Marching Band

Monday: Brass and Percussion, 6:00 to 9:00 PM, TDECU Stadium

Wednesday: Woodwinds, 6:00 to 9:00 PM, TDECU Stadium

Friday: Full Band, 6:00 to 9:00 PM, TDECU Stadium

### Cheer and Dance

Monday: 6:00 to 9:00 PM, Winston Large Rehearsal Room/TDECU Stadium

Wednesday: 6:00 to 9:00 PM, Winston Large Rehearsal Room/TDECU Stadium

Friday: 6:00 to 9:00 PM, Winston Large Rehearsal Room/TDECU Stadium

## Concert Bands Rehearsal Schedule

### Wind Ensemble

Tuesday/Thursday: 2:30-5:30 PM, Large and Small Rehearsal Room

#### Symphonic Winds

Monday/Wednesday/Friday: 2:00 PM-4:00 PM, Large Rehearsal Room

#### Symphonic Band

Monday/Wednesday/Friday: 3:00 PM-5:00 PM, Small Rehearsal Room

Students will follow entrance and exit procedures established using the entrance/exit previously established for their rehearsal space.

Ensembles and rehearsal groups will be based on number of students possible in each space, and will rehearse with the same students to assist with tracing.

Students may have specific times of rehearsals for their individual groups within the large frame of the rehearsal.

## Choral Area Rehearsal Guidelines

The Choral Area will meet remotely (online) through September 21. If we do move to F2F rehearsals for the remainder of the semester, please see the following protocols.

### PPE

- All personnel will be required to wear a mask in accordance with UH policies, including while singing.
- Signage will be placed at the entrances of Room 160 to remind all personnel to wear masks and maintain distance.
- A sanitizing station (installed by UH) will be placed at the entrance to Room 160 for singers to use as they enter the hall.
- Singers may use sanitizing wipes provided by UH for chairs before sitting in them.

### Social Distancing

1. Choral rehearsals will take place in Room 160 and will consist of a maximum of 16 singers with one conductor, and no pianist.
2. When singers enter Room 160, they should go immediately to their assigned seating. No pre-rehearsal mingling or socializing will be allowed this semester.
3. Singers should enter the north door (closest to MOH) and exit the south door.
4. Inessential physical contact will not be allowed– no embracing, handshakes, touching.
5. All singers will be spaced at a 12-foot distance from each other and will be required to wear a mask in accordance with UH policy.
6. Rehearsals will be open to ensemble members only. • Generally, visitors are not allowed. It may be possible for observers such as prospective students to observe rehearsals with advance permission from the ensemble director.
7. Singers may not use music stands during rehearsals this semester.

8. Singers may not share music, pencils, etc.
9. Handouts, new music, etc., will be placed on the singers' chairs, not on a music stand, ledge, etc.

### Sanitation and Hygiene

1. Hand sanitizer will be available in all rehearsal spaces, and participants will be reminded to use it regularly.
2. Food and drink, aside from water in closed containers, are not allowed.
3. Students who have a temperature of over 100.4, have a persistent cough, and/or have any symptoms associated with COVID 19 must notify the director in advance and stay at home.

## Jazz Rehearsal Guidelines

### Schedule

Jazz Orchestra will meet on MWF from 12-2pm in Room 175

Saxes will meet on Mondays

Brass will meet on Wednesdays

Rhythm Section will meet on Fridays

Jazz Ensemble will meet on T-Th from 11:30-1pm in Room 175

All Winds on Tuesday

All Rhythm Section on Thursday

One week prior to a performance we will meet in either 175 or in MOH and set up in socially distant positions in preparation for the performance.

### Safety Procedures

1. Face coverings will be worn in accordance with UH Policy with appropriate safety measures established for winds/brass/rhythm section.
2. No instruments will be shared, with the exception for piano and drum set. Gloves will need to be used in those cases.
3. All music will be in PDF format and will be sent via email. Paper music will be provided for concerts and distributed in contact-free pick-up zones.
4. Students will be scheduled for arrival/exit and will not be allowed to arrive early or stay late and congregate. Arrival and exit will be the doors (north and south) sides of Room 175. Social distancing will be adhered to throughout class time with a minimum of 6 x 6 feet except for trombones which will space at a minimum of 6 x 9 feet.
5. All rehearsals will be standing unless the students bring their own chairs. Please bring your own stands as well and do not leave them behind.

6. Wind players are required to have an individual moisture pad (disposable) and a bell cover for all rehearsals.
7. Health checks will be conducted with the consent of participants.

## Opera Rehearsal Guidelines

### PPE

1. All personnel will be required to wear a mask during rehearsal and backstage including while singing.
2. Signage will be placed in rehearsal areas to remind all personnel to wear masks and maintain distance.

### Social Distancing

1. Inessential physical contact will be forbidden – no embracing, handshakes, touching.
2. Musical rehearsals – All participants will be spaced at a 7-foot distance from each other and will be required to wear a mask at all times.
3. Staging rehearsals – To the extent possible, staging for the operas will incorporate social distancing. While there may be some dramatic moments in which contact cannot be avoided, every effort will be made to keep the actors distanced from each other.
4. Rehearsals will only be open to cast members and staff who are called. Observers who are not involved in the rehearsal will not be allowed to enter.
5. As often as possible, double casts will be rehearsed separately to reduce the number of bodies in the room. If it becomes necessary, video of rehearsals can be made available to those who feel they need extra rehearsal time.
6. Rehearsal room (108, 118, 129, 175) doors will be designated as entrance or exit only during opera rehearsals to prevent excessive contact in changeover between rehearsals.
7. Stage managers will text called cast members/staff five minutes before their rehearsal to alert them that it is safe to enter the rehearsal space. This will prevent people from unnecessarily congregating in or outside the rehearsal room.
8. Dressing Rooms
  - a. Small dressing rooms will be assigned to one person each. Alternate dressing spaces will be made available for overflow.
  - b. Large dressing rooms will be scheduled for one to two people to change at a time. Each person will be required to wipe down all surfaces used with sanitizer following their changing time.
  - c. Personal items may not be left in dressing rooms between rehearsals.
  - d. Dressing rooms will be sanitized between each rehearsal.
  - e. Entrance to and exit from dressing room area will be designated to cut down on social interaction.
9. Designated waiting areas will be enforced in the backstage area to ensure that those waiting to make their entrance are adequately socially distanced from fellow cast members.

### Sanitation and Hygiene

1. Stage managers will wipe down rehearsal tables and props with sanitizers between uses and before storing away.

2. Hand sanitizer will be available in all rehearsal/backstage spaces and cast/staff will be reminded to use it regularly.
3. Food and drink, aside from water in closed containers, are forbidden in all rehearsal and backstage areas.
4. Gloves will be made available for any cast members that desire to wear them in rehearsal.
5. Costumes/Wigs
  - a. There will be no shared costumes or wigs.
  - b. Costumes will be sprayed with sanitizer by wardrobe staff between each use.
6. Makeup
  - a. Each cast member will be required to purchase and use his or her own personal makeup supplies.
  - b. Disposable applicators and sanitation solutions will be provided to keep makeup supplies and areas clean.
  - c. A makeup artist will be available to assist with application for principals, but (s)he will wear a mask or face shield and will sanitize his/her hands between each person.
  - d. Cast members will be asked to apply their makeup at home before coming to the theatre as much as possible to reduce the number of people backstage. Dressing space will be provided, but only for changing.

#### Tracing:

Body temperatures will be taken and wellness questionnaires completed with the consent of the cast member/staff at the beginning of each day's rehearsal period. Any temperature above 100.4 degrees, the current guideline set forth by the CDC, will result in the cast member/staff being sent away for testing and self-quarantine following UH policy.

## Orchestra Rehearsal Guidelines

### MSM 185 Access Points

Center Middle Hallway Door (Entrance for everyone, except percussionists), Corner Middle Hallway Double-Door (Entrance & Exit for percussionists only), Center Back Hallway Door (Exit for everyone except percussionists). Entrances and exits into and out of Room 185 should be orderly, and social distancing should be adhered to with a minimum six (6) foot distance between all musicians. Orchestra staff will have Entrance and Exit doors open so that traffic flow coming in or going out is not interrupted. An orchestra staff table will be set up in Room 185 for orchestra information access and for the monitoring of Room 185 safety protocols. Table should be approached only with distancing between students.

Professor Krager's Office, Room 178: Access Point: Orchestra Staff Only. All students with questions should email Prof. Krager at [fak@uh.edu](mailto:fak@uh.edu)

Music Library & Orchestra Staff: Access Point: Room 185 Orchestra Staff Table, or by email.

## Safety Procedures

1. Face coverings will be worn in accordance with UH Policy with appropriate safety measures established for winds/brass. All string players, conductors, and percussionists will wear masks for the duration of each/every rehearsal.
2. Signage will be placed at the entrances to Room 185 to remind all orchestra personnel to wear masks and maintain distance.
3. Sanitizing stations (installed by UH) will be placed at entrances to Room 185 for musicians to use as they enter the rehearsal space. Health checks in the form of body temperatures should be taken and wellness questionnaires completed, with the consent of the orchestra/staff member, at the beginning of each day's rehearsal period. Any temperature above 100.4 degrees (the current guideline set by the CDC) will result in the orchestra/staff member being sent away for testing and self-quarantine, following UH policy.
4. Musicians will use sanitizing wipes provided by UH for chairs and stands before using them.
5. Rehearsals will be open to assigned orchestra students and staff only.
6. The sharing of music, instruments, auxiliary/peripheral equipment, pencils, rosin, or water bottles will not be allowed.
7. All orchestra communications will be accomplished paperless in order to limit contact between members and orchestra staff. Paper music will be limited to only what is absolutely essential, and will be distributed in contact free pick-up zones.
8. Students will be scheduled for arrival/exit and will not be allowed to arrive early, stay late, or to congregate. Arrivals and departures will be built into all rehearsal schedules, and plans will allow for students to maintain social distancing at all times throughout the process.
9. Students will not leave the rehearsal space except when excused by the instructor. Normal rehearsal periods will be shortened so that a mid-rehearsal break will not be utilized. Instead, all rehearsals will be limited to approximately two hours and fifteen minutes. It is highly recommended that all students use restroom facilities before each rehearsal begins.
10. Chairs and stands used in orchestra rehearsals will be wiped prior to and after usage before being stored, with supervision by the orchestra staff.
11. Students will be required to sanitize any other materials used, such as plexiglass shields with hand wipes, at the beginning and end of all rehearsals.
12. Wind players will be required to have an individual moisture pad (disposable) for all indoor rehearsals.
13. Exiting Room 185 will begin with String players, followed by brass players, woodwind players, and percussionists, using the two designated exit doors. No visiting or loitering after rehearsals will be allowed. The packing up of all instruments and the orderly departure of all students (in a minimal amount of time) will be the rule.
14. Follow the flow of the hallway as you enter or exit rehearsal.

## Orchestra Rehearsal Schedule

Tuesday/Thursday: 2:30-4:45pm (including arrival and departure)

Students will follow entrance and exit procedures established, using the entrance/exit protocol previously stated for this rehearsal space.

Orchestra assignments will be based on the number of students possible in the space, they will rehearse with the same students to assist with tracing.

Students may have specific times of rehearsals for their individual assignment within the larger frame of a rehearsal.



**Appendix: MSM 1<sup>st</sup> Floor “Flow Map”**

