Texas Tech University
School of Music

Fall 2020

COVID-19 Response Plan
and Policies
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I. Introduction and Rationale

The School of Music faces significant challenges to delivering instruction during the global pandemic for Fall 2020. The challenges exist for all School of Music students and faculty in both academic and applied settings. While the shift to online teaching is less than ideal for many courses, this document primarily addresses problems related to the face-to-face interactions that will be necessary in the upcoming semester.

Music, of course, is seldom made alone, and tends to require partnerships, groups and classes of various sizes ranging from two to several hundred. Common mitigation measures and recommendations from the CDC are not always possible in live music-making settings. Scientific studies of the risk involved with live singing and instrumental performance, with and without mitigation measures, are not fully developed or understood. What we do know for sure, however, is that making music, particularly with wind and voice, produces more aerosols than non-music making activities and therefore brings more risk than a standard college course. Recommendations for the majority of the university community may not match what is best for the School of Music.

While there is no way to completely avoid the increased infection risk while gathering to make music, the level of that increased risk is unknown. This further challenges the School of Music’s response. How do we measure and gain comfort with an acceptable amount of infection risk while being blind to what that risk truly is? Surely if we knew that significant illness, short and long-term disability, and loss of life for some members of our community were guaranteed, we would cease to offer face-to-face meetings and eliminate any increased risk. Likewise, if we knew that any illnesses would be mild, without long term complications, and survival was guaranteed, we would choose to emphasize quality face-to-face instruction over the limitations of distance options. At this time, neither scenario can be said to be more likely than the other.

The majority of our School of Music students will be moving to campus from cities and communities, some that are currently experiencing significant viral outbreaks and public health crises. Statistically speaking, it is highly likely that some of our students will arrive with active COVID-19 infections.

The School of Music does not have, and may never have, a full picture of the risks associated with music making activities represent. We do, however, know that several of our activities increase the risk beyond what the general university population will experience. Furthermore, we can expect that the virus will very possibly be in the room with us when we begin these activities.

With this as a rationale, and the guiding principle that in the face of unknown levels of risk associated with music-making, we are obligated to take a more cautious approach than the wider university community, the following policies are set for the School of Music’s instructional activities in Fall 2020.
These policies are intended to supplement the university policies and work in tandem with them. For more information visit:

- TTU System Coronavirus Page
  https://www.texastech.edu/offices/risk-management/coronavirus.php

- TTU Provost COVID-19 Page

- Texas Tech Commitment
  http://www.ttu.edu/commitment/

- Texas Tech Dean of Students
  http://www.depts.ttu.edu/dos/

- Texas Tech Student Affairs
  http://www.depts.ttu.edu/studentaffairs/SACOVID19.php

- Texas Tech E-Learning Resources
  http://www.depts.ttu.edu/elearning/studentresources/
  https://www.depts.ttu.edu/infotech/learning-teaching-working-remotely/?1
II. Disclaimer

All policies apply only to the Fall 2020 semester and are subject to change without notice. All efforts will be made to notify faculty, staff, and students of substantial changes as soon as possible.

III. Meetings with Staff

All meetings with staff should be conducted remotely whenever possible. Any required face-to-face meetings should be scheduled by appointment only.

There will be no walk-in access to any staff offices except for the main administrative office on the first floor.

Masks will be required at all times in shared office spaces and during any face-to-face meetings.

IV. One-Month Waiting Period for all Indoor Group Music-Making Activities

Arriving students may be carrying active infections which are more likely to be spread in group indoor music making activities. Therefore, all indoor music making groups will be delayed until the community spread within our School of Music and University is better understood. A one month waiting period will allow two cycles of a typical 14-day quarantine period to assess risk within our community.

More specifically:

a. No large, medium, or chamber ensembles of any kind will be permitted to meet indoors until September 28, 2020. Ensembles may meet online or in outdoor settings. Outdoor ensembles should engage in as many mitigation measures as possible while adhering to the campus outdoor use guidelines (masks, distancing, non-obstruction of walkways, etc.) Instructors of Record are primarily responsible for ensuring mitigation measures are adhered to. Any student choosing not to wear a mask/facial covering during class will be directed to leave the class and will be responsible to make up any missed class content or work.

b. Face-to-Face and Hybrid academic classes can proceed as planned, following the university guidelines related to COVID-19 including those for distancing and face coverings.

c. Face-to-Face or Hybrid Classes that involve singing, (e.g. diction, aural skills, etc.) should consider moving singing portions to an online assessment model and/or moving the entire class online during this time period.

d. One-on-one lessons can take place indoors, however Instructors of Record should consider moving lessons online or outdoors. See: Private Lessons on Page 19

e. Conducting and other classes utilizing live performances of wind instruments will not utilize live instruments within indoor settings during this period.

After the one month waiting period, college and school administrators, in consultation with the faculty, will determine if it is considered safe to allow face-to-face group music making activities indoors. The decision will consider the number of known cases within the School of Music, the number of known cases within the University,
CDC / local guidelines, and/or metrics such as the Lubbock area testing positivity rate.

If, after the one month waiting period, the determination is made that group face-to-face indoor music making activities can begin, following all the most current School of Music, University and State COVID-19 guidelines:

a. Ensembles, including large and medium ensembles may begin meeting indoors with the guidelines outlined in Major Ensemble “Indoor Instruction” on page 17

b. Face-to-Face and Hybrid academic classes, now including those that involve singing and wind playing, can proceed as planned, following the university guidelines related to COVID-19 including those for distancing and face coverings. It is encouraged that instructors continue to assign singing portions to an online assessment model or move those classes online altogether.

c. One-on-one lessons can continue to take place indoors and should occur in the largest space available. See: Private Lessons on Page 19

d. Conducting and other classes utilizing live performances of wind instruments may begin using live instruments, however all guidelines for indoor large ensemble rehearsals must be followed.
V. Faculty Illness

In the event of an extended faculty illness, all faculty members should, in advance, have identified a qualified individual (Colleague or Teaching Assistant) who can step in to continue instruction. This information should be shared with area colleagues.


VI. Academic Classes and Syllabus Information

Syllabus Information

In addition to the usual elements your syllabus contains, it should also include the following statements, to be discussed in class on the first day.

a. **For placement at or near the top of each course syllabus with Hybrid or Face-to-Face modalities:**

   If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that this course will move to a fully online delivery format. Should that be necessary, students will be advised of technical and/or equipment requirements, including remote proctoring software.

b. **Policy on absences resulting from illness** (see Absence Documentation Flowchart on page 22) Anticipate that some students may have extended absences. To avoid students feeling compelled to attend in-person class periods when having symptoms or feeling unwell, a standard policy is provided that holds students harmless for illness-related absences.

c. **Policy statement on positive test** (see COVID-19 Positive Student Test Notification and Protocol on page 24) *(All course activities may be required to move online for a 14-day quarantine period.)*

d. **Requesting accommodations as a result of personal health concerns** (see Addressing Accommodation Requests from High-Risk Students on page 9) It is important to enable students who have immunocompromising health conditions or concerns for family or other live-in individuals’ health risks reasonable accommodations for fulfilling class attendance and assignment expectations.

Online Classes

1. Online classes should proceed as in any other semester.
2. Instructors should not deviate from the online modality by requiring students to attend any face-to-face events, review sessions, or other activities. All class related activities must be delivered online and/or remotely.

Face-to-Face and Hybrid Classes

1. **Before classes begin.** At least one week before the start of classes, send an introductory e-mail to your students highlighting some key points of information about what to expect on the first day. Introduce yourself, be positive about the upcoming semester and the content and objectives of your course, inform them of required textbooks or other course materials they need to
acquire, and that you would like to outline a few expectations for everyone to have as they come to the first class period. Some expectations to note:

a. **Face coverings are required.** Students are expected to enter the building wearing a face covering and keep it on throughout the class period and when walking through the building afterward.

b. **Signage.** Alert students to be attentive to signage posted at external and some classroom doorways that indicates entry and exit ways, gathering and queuing spaces, and availability of masks and hand sanitizer.

c. **Seating assignments.** Students are expected to sit at a minimum of six feet apart. A required seating chart will be created once everyone is positioned with appropriate social distancing. There will also be an orderly procedure, designed to ensure social distancing, for entering and exiting the classroom.

d. **Syllabus.** Attach a copy or a link to your class syllabus if it is ready at the time you send this e-mail message. Point to elements you want students to be familiar with on the first day.

e. **SOM Temperature scanning.** There are temperature scanners on the first and second floors of the SOM building. If a student seems ill, ask them to step out to take a temperature reading.

2. **First Day.** Plan to spend a good portion of your opening class period discussing protocols and answering questions about mitigating viral spread.

a. It is expected that one or more videos featuring “campus influencers” (e.g., Chancellor Mitchell, President Schovanec, Student Government Officers) will be available for showing in your initial class period. Use the video as a way to segue from University expectations to those for your class.

b. Review the key points you highlighted in the introductory e-mail sent the week before.

   i. **Face covering requirement.** Texas Tech University requires that students wear face coverings while in classes, while otherwise in campus buildings, and when social distancing cannot be maintained outdoors on campus. This requirement is consistent with the current (as of July 2, 2020) State mandate to wear face coverings in public. Describe how you plan to address students coming without or refusing to wear a face covering in class (e.g., “Face coverings are required in the classroom. Please check at the station in the foyer to see if they have one available.”).

   ii. **Seating assignments.** The purpose of assigned seating is to assist in contact tracing, if necessary, and to augment social distancing. In a hybrid course with alternating attendance days, a seating chart will be needed for each group of students meeting face-to-face. For studios, performance venues, and labs in which students might not have specified seats, a location chart will be needed. Plan to adjust the seating/location chart as enrollment changes.

   iii. **Queuing to exit the class.** State your plan for how class will be dismissed and in what order (e.g., row-by-row starting from the back), stressing the need to keep face coverings on and maintain social distancing. If available, instruct students to wipe down their desks/table spaces with sanitizing wipes.
iv. **Signage and markers.** Remind students to pay attention to signage and encourage them to use hand sanitizer or to wash their hands in a restroom as they walk through the building. Information to look for:
   1. Reminders to wear face coverings.
   2. Entry and exit pathways.
   3. How to congregate and queue before entering a classroom.
   5. Instructions specific to elevators and stairwells.
   6. Locations of sanitation stations and hand sanitizer dispensers.
   7. Locations of temperature scanners.

v. **In the event a class member has a positive case.** Be prepared to review protocol and point students to sources of information so they will know what to expect should a member of the class have a positive case of COVID-19.
VII. Addressing Accommodation Requests from High-Risk Students

Texas Tech University is taking considerable measures to provide effective social distancing and sanitation protocols as we prepare to return to campus in the Fall. We need to be mindful that, because of underlying health conditions, some students will be at higher risk for COVID-19. Other students, although healthy themselves, might live with someone who has compromising health conditions. Students in one or both of these two categories might request accommodations or alternatives to fulfill course requirements to avoid potential exposure to the virus.

The Office of the Provost authorizes instructors of record, in coordination with their department chairs, academic advisors, and academic associate deans, with the flexibility necessary to make instructional accommodations for students to avoid exposure to COVID-19. Accommodations might include, as examples, alternatives to face-to-face group assignments, remote learning such as online instruction or off-site activities, changing to an online section of the same course or to an independent study with the same learning objectives as the original course, or approval of a substitute course that is offered online and can fulfill the same degree requirements of the original course. Any course accommodations must be offered to all students equally unless the student has a SDS accommodation letter.

Keep in mind the following criteria when considering making an accommodation for a student: (1) whether the requested accommodation would make a substantive alteration of the course material or objectives; (2) whether the accommodation provides an equally effective alternative to the original objectives or activities of the class; and (3) whether the accommodation can be uniformly applied should more than one student request it. If the Instructor of Record can satisfactorily address these three requirements for accommodation, and is comfortable providing it, then it is appropriate to do so. If the IOR feels unable to provide accommodation that satisfies these three criteria or is unsure how the requested accommodation can be provided, the Instructor of Record is encouraged to contact their academic associate dean’s office for guidance. Students should also be advised to follow the steps for reporting illness-related absences outlined on the Dean of Students COVID-19 webpage: http://www.depts.ttu.edu/dos/COVID-19Absence.php

If a high-risk student asks for a substantial alteration to the essential elements of the class, then the Instructor of Record, advisor, or associate dean should suggest that the student work with SDS to provide a Letter of Accommodation (LOA).
VIII. Practice Rooms and Lockers

Practice Rooms

In order to limit the number of persons utilizing a given practice room, specific practice rooms will be assigned to individual studios/areas. **Individual teachers and/or area chairs must develop a strict schedule for students to adhere to.** These schedules can be shared among studios but should not be posted publicly. In the event of illness, these schedules will be used for contact tracing and therefore must not be deviated from. The following policies are in place:

a. Students must only use the practice room they are assigned and strictly adhere to the schedule. Trading of times and rooms must not be done without approval from the appropriate area chair and/or instructor.

b. **No practicing will be permitted in hallways, stairwells, elevators, or other non-practice room spaces.**

c. Only one person is permitted to be in a practice room at any one time. No teaching or group activities are permitted.

d. **Because of the shared ventilation of the second-floor practice rooms, all students must wear a face covering at all times while using the practice rooms on the second floor.**

e. All students must wear masks and/or use all mitigation measures appropriate for their instrument or voice at all times in other practice room areas. Students should talk with their instructors about how to access bell covers or other mitigation measures specific to their instrument. Students not taking proper precautions will be asked to leave and will lose access to the practice facilities without warning.

f. Because of the shared ventilation of the second-floor practice rooms, all second-floor rooms must adhere to the same practice/break schedule. The schedule is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00AM—8:00AM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>8:00AM—8:30AM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>8:30AM—9:30AM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>9:30AM—10:00AM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>10:00AM—11:00AM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>11:00AM—12:00PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>12:00PM—1:00PM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>1:00PM—1:30PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>1:30PM—2:30PM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>2:30PM—3:00PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>3:00PM—4:00PM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>4:00PM—4:30PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>4:30PM—5:30PM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>5:30PM—6:00PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>6:00PM—7:00PM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>7:00PM—7:30PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>7:30PM—8:30PM</td>
<td>Practice Slot</td>
</tr>
<tr>
<td>8:30PM—9:00PM</td>
<td>Air Recirculation Break</td>
</tr>
<tr>
<td>9:00PM—10:00PM</td>
<td>Practice Slot</td>
</tr>
</tbody>
</table>
g. All other rooms may utilize any length practice slot so long as that slot is used by an individual student and a 30-minute air recirculation break is provided before the next student.

h. Practice room assignments were made with estimated enrollment numbers in mind. To further allow contact tracing and mitigation measures, area cohorts were placed together whenever possible. The following studios and/or areas are assigned as follows:
<table>
<thead>
<tr>
<th>Voice Area</th>
<th>String Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Studio</td>
</tr>
<tr>
<td>1</td>
<td>227A</td>
</tr>
<tr>
<td>2</td>
<td>227B</td>
</tr>
<tr>
<td>3</td>
<td>227C</td>
</tr>
<tr>
<td>4</td>
<td>227S</td>
</tr>
<tr>
<td>5</td>
<td>227T</td>
</tr>
<tr>
<td>6</td>
<td>019</td>
</tr>
<tr>
<td>7</td>
<td>020</td>
</tr>
<tr>
<td><strong>Brass Area</strong></td>
<td><strong>Percussion</strong></td>
</tr>
<tr>
<td>1</td>
<td>013B</td>
</tr>
<tr>
<td>2</td>
<td>021</td>
</tr>
<tr>
<td>3</td>
<td>023</td>
</tr>
<tr>
<td>4</td>
<td>024</td>
</tr>
<tr>
<td>5</td>
<td>025</td>
</tr>
<tr>
<td>6</td>
<td>026</td>
</tr>
<tr>
<td>7</td>
<td>027</td>
</tr>
<tr>
<td><strong>Wind Area</strong></td>
<td><strong>Piano</strong></td>
</tr>
<tr>
<td>1</td>
<td>119E</td>
</tr>
<tr>
<td>2</td>
<td>119F</td>
</tr>
<tr>
<td>3</td>
<td>119G</td>
</tr>
<tr>
<td>4</td>
<td>119D</td>
</tr>
<tr>
<td>5</td>
<td>119C</td>
</tr>
<tr>
<td>6</td>
<td>119A</td>
</tr>
<tr>
<td>7</td>
<td>119K</td>
</tr>
<tr>
<td>8</td>
<td>119H</td>
</tr>
</tbody>
</table>
i. All scheduled practice and break time shall be posted on practice room doors; however, for student privacy **student names should not be listed on door schedules.**

j. Practice room monitors will be employed throughout the day to ensure that schedules are adhered to and face covering policies are followed. All practice room schedules will be made available to practice room monitors. In addition, monitors will ensure adequate supply of cleaning and sanitization supplies.

k. All practice rooms will be equipped with sanitizer and towels. Students shall wipe all surfaces used both prior to and at the conclusion of their practice sessions. This includes piano keyboards.

l. Brass practice rooms will include mitigation measures for instrument condensation.

m. All practice rooms will have a HEPA air filter.

n. Outdoor practice can be scheduled via the policies regarding Outdoor Space on page 21.

During the week of September 28, 2020, actual usage statistics and enrollment needs will be reassessed and adjustments to the practice room assignments and layout may be needed.
Lockers

- Lockers will only be available to Music Majors
- Locker sign-up will begin on Tuesday, September 8, 2020. All students with lockers from the 2019-2020 academic year must vacate their locker by Monday, September 7, 2020.
- Locker sign-up will be available to music students via a contactless sign-up process managed by the School of Music building manager. Studios that manage their own storage should set up a similar process.
- Available lockers will be limited to assist with physical distancing measures, *however lockers for large instruments such as cello, bass, tuba, etc. will not be limited.*
- Students must practice physical distancing when accessing lockers and be mindful of the extra time this may require when storing or collecting items.
IX. Student Recitals

All recitals delayed from Spring 2020 must now be delivered as digital projects or other alternate assignments that can be delivered remotely. All anticipated Fall 2020 recitals must also plan to be delivered as digital projects or other alternate assignments that can be delivered remotely. Areas should develop policies and guidelines for these alternate assignments. For graduate recitals, recital committees should be utilized in grading of all alternate projects and assignments.

Areas are encouraged to keep in mind the additional skills and effort needed to deliver recital projects remotely and consider reducing the required amount of repertoire.

School of Music staff and student accompanists will be provided at similar staffing levels to previous semesters only for digital projects or other assignments and activities that the accompanist can deliver remotely. Our building does not currently allow access to safe rehearsal spaces or adequate available time to allow for face-to-face recital collaboration. See more about Staff and Student Accompanists on page 25.

X. Studio Classes, Recitals & Events | Medium/Chamber Ensemble Performances | Thursday Afternoon Recital & Voice Area Recital

Studio recitals and other studio events will not be scheduled for Fall 2020 in SOM or any off-campus facilities. All studio classes (excepting piano, percussion, and strings) should be conducted online. Studio recitals should consider online or outdoor presentations with the proper permissions.

Medium/Chamber Ensembles may continue to rehearse using guidelines listed above in Section IV, however performances must use outdoor venues or digital presentations.

Voice Area / Thursday Afternoon Recital Performances may continue only in outdoor settings until further notice.

See “Outdoor Space” on page 21 for more information about scheduling outdoor spaces.
XI. Major Ensembles (Bands, Choirs, Jazz Bands, Opera, and Orchestra)

Online Option

Due to the likelihood of increased risk of spread of COVID-19 in a face-to-face ensemble setting, an online-only ensemble option will be available for students who are not able or willing to take on this increased risk. Students may choose this option only for an ensemble they are required to enroll in as a degree requirement. It is important to remember that a face-to-face ensemble poses a greater risk than a traditional lecture class and that our students may have varying levels of risk tolerance. No specific documentation will be required for students who request an online-only ensemble experience. Students may elect to move from face-to-face to online sections at any time in the semester, however once a decision is made to be online, that decision will be considered final.

This is not available for Goin' Band, Jazz Bands, or Opera as they are not specifically required each semester of any degree program.

Participation in an online-only ensemble still requires the same audition process as all other ensembles.

Contact hours will be adjusted to allow for ensemble directors to engage in this online instruction simultaneous to any allowable face-to-face offerings.

Indoor Instruction

Indoor instruction for large ensembles will not be permitted until after September 28, 2020. At that time, college and school administrators, in consultation with the faculty, will determine if we intend to allow face-to-face music making activities with our large ensembles. The decision will consider the number of known cases within the School of Music, the number of known cases within the University, CDC / local guidelines, and/or metrics such as the Lubbock area testing positivity rate.

Ensembles will adhere to the following guidelines when face-to-face indoor instruction is allowable:

a. All rehearsals are limited to 30-minute sessions with a 20-minute break. This break must be a full 20-minute period-of-time where the room is completely cleared of all people.

b. At this time, no more than 16 student participants, not including conductor / instructor of record, shall be allowed in any rehearsal space regardless of the size of the room. After the one-month waiting period this number may be increased or decreased based on current research and guidance at the time.

c. Seating assignments. The purpose of assigned seating is to assist in contact tracing, if necessary, and to augment social distancing. Ensemble directors should be as specific as possible in determining seating, however if specificity is impossible, a location chart will be needed. Plan to adjust the seating/location chart as enrollment...
changes. **Avoid changing seating / performance locations of students during rehearsal periods.**

d. Masks, appropriate distancing, and other mitigation measures must be adhered to, including instrument covers, etc.

e. Any live, indoor, performances shall be limited to 30 minutes sessions with no audience and similar break. These are intended only for streaming or recording.

f. Outdoor rehearsals and performances are encouraged whenever possible. See Outdoor Space on page 21.

g. **Orchestras will be primarily strings only with no enrollment of brass, woodwinds, or percussion students.** Any use of non-string students will be on a case-by-case basis by invitation where the student opts-in to the experience. Similarly, if string students are not comfortable with aerosol producing instruments in the room they must be given the chance to opt-out of that repertoire.

h. Ensembles that are traditionally comprised of non-majors should be cancelled for Fall 2020.

i. Ensembles will only be provided with accompanists and/or pianists for projects that can be delivered remotely unless the accompanist specifically opts in.

j. Storage for School of Music property is available in the Lubbock Room of the SUB. This is primarily for chairs, stands, podiums, instruments, or other items not easily moved from the School of Music into the SUB rehearsal spaces.

   1. Access to the storage space is granted exclusively to the School of Music, but only during published SUB hours. Afterhours access must be coordinated with SUB staff.

   2. SUB / Registrar reserves the right to remove the use of the space if it is needed for academic classes.

k. Use of percussion will adhere to the following guidelines:

   1. Any large ensembles utilizing percussion must develop a plan with Lisa Rogers for rehearsal locations / equipment usage.

   2. No percussion can be used in the Matador Room of the Student Union Building. This is the primary orchestra rehearsal location.

   3. The Lubbock Room (storage space) can be used as a breakout space, but only during already scheduled rehearsal times and only for percussion.

   4. Even with the storage space available in the SUB, the preference is to have sectionals / separate percussion rehearsals in Hemmle and/or the Band Hall. Utilization of the SUB spaces with full percussion should only be on limited occasions and only in consultation with Lisa Rogers. If requested, this will not exceed two full rehearsal periods and/or performances in a concert, performance, or rehearsal cycle.

**Performances**

Performances involving audiences are only permitted outdoors and with the observation of social distance and masking for performers and audiences. Use of
performance facilities will be available for live-streaming or recording projects only. Audiences will be prohibited in our indoor spaces for all performances. Performances must adhere to the same time limits as rehearsals listed above.

All ensemble directors, teaching assistants, and staff members associated with any performances must complete COVID-19 awareness training prior to the scheduling of any performances. Proof of training completion must be provided to the scheduling coordinator before events can be scheduled or confirmed. http://www.depts.ttu.edu/ehs/Training/covid19.php

See Outdoor Space on page 21 for more information about scheduling outdoor spaces.
XII. Private Instruction / Lessons

Plans submitted to the Provost for Fall 2020 modalities indicated that private instruction would follow a hybrid model where no more than 50% of lessons will occur face-to-face. Flexibility can be provided to allow individual studios, students, and faculty to utilize what works best for their particular space, and situation in regard to the number of face-to-face vs. remote lessons. **In all cases, instructors should plan some face-to-face experiences for students during the semester and clearly indicate the hybrid schedule in course syllabi.**

Face-to-face lessons will adhere to the following guidelines:

a. Outdoor lessons are encouraged and should utilize all mitigation measures (distancing, face coverings, etc.). It is the responsibility of the Instructor of Record to ensure that all mitigation measures are followed.

b. Indoor lessons will not exceed 30 minutes and will have a 30-minute break between lessons where both student and instructor depart the room. This is to allow for air to recirculate.

c. Surfaces in use by students will be sanitized at the start of and conclusion of all lessons.

d. Brass studios will develop mitigation measures for condensation released by instruments.

e. Distancing will be at least 10 feet separation. Faculty will not use their office spaces for private instruction if this distancing is not possible. Larger spaces can be scheduled beginning on August 19, 2020 via the School of Music Scheduling Coordinator.

f. In indoor settings only one student shall be permitted in the lesson at any time. No group lessons will be allowed, and no observers should be present. Instructors should make plans for any accompaniment in face-to-face lessons be provided remotely.

g. For Teaching Assistants engaged in private instruction, similar guidelines should be followed, and faculty offices should be made available for any desired face-to-face instruction. Larger classroom spaces can also be made available for these instructors of record. **Practice Rooms cannot be used for private one-on-one instruction.**
XIII. School of Music Classrooms and Capacities

All University classroom spaces are limited to 50% of their capacities for instructional use. The College of Visual and Performing Arts is further limiting any instructional activities that utilize singing or wind-playing to only 33% of the capacity for the room.

Note that indoor, group, music making activities are still on hold and should not occur indoors until a decision is made on a September 28, 2020 start date. As of the time of this writing any indoor, group, music making activities will be limited to 15 people or 33% of the room capacity, whichever is lower.

Room Capacities as Listed by Facilities and Planning

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity at 100%</th>
<th>Capacity at 50%</th>
<th>Capacity at 33%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hemmle Recital Hall (stage)</td>
<td>75</td>
<td>38</td>
<td>25</td>
</tr>
<tr>
<td>Hemmle Recital Hall (all)</td>
<td>533</td>
<td>267</td>
<td>178</td>
</tr>
<tr>
<td>Choir Hall (010)</td>
<td>115</td>
<td>58</td>
<td>38</td>
</tr>
<tr>
<td>Band Hall (011)</td>
<td>70</td>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>Percussion Studio (018)</td>
<td>20</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Room 123</td>
<td>23</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Room 124</td>
<td>24</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Opera Lab (202)</td>
<td>20</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Room 209</td>
<td>36</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>Room 214</td>
<td>40</td>
<td>20</td>
<td>13</td>
</tr>
<tr>
<td>Vernacular Music Center (222)</td>
<td>20</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Music Ed Suite (245)</td>
<td>24</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Room 251</td>
<td>20</td>
<td>10</td>
<td>7</td>
</tr>
</tbody>
</table>

XIV. Outdoor Spaces Surrounding the School of Music

The School of Music has been granted permission from University Grounds for access to the following spaces for outdoor instructional activities from 8am to 8pm.

At no time will any School of Music events block walkways or building access.

For concerts, events, or other activities seeking use of space other than those surrounding our building, additional requests should be provided to University Grounds. See: [https://www.depts.ttu.edu/sub/UniversityGrounds/Index.php](https://www.depts.ttu.edu/sub/UniversityGrounds/Index.php)
A. Grass Area outside the West Entrance of the School of Music. Maximum of five people.
C. Tree lined gravel area to the east of R03 parking lot and across Boston Ave. Maximum of fifteen people.
D. Gravel area to the west of R11 parking lot. Maximum of fifteen people.
E. Grass area to the south of R11 parking lot. Maximum of twenty-five people.
F. Grass area to the east of R11 parking lot. Maximum of fifteen.
G. R03 Parking Lot from **8am-12:20pm only**. Maximum of twenty-five people per half.

Scheduling of these spaces will occur internally within the School of Music. The School of Music Scheduling Coordinator will oversee scheduling and use of the space shall adhere to the following guidelines:

a. Scheduling will be prioritized as follows:
   1. Activities with a specific course, section number, **and meeting time** that wish to have access to an outdoor space. These must keep the same scheduled meeting time.
   2. Activities with a specific course, section number, **and an “arranged” or TBD meeting time** (not including one-on-one lessons) that wish to have access to an outdoor space.
   3. Studio classes or other activities typically required as part of enrollment in a specific class.
   4. Performances subject to Director’s approval.
5. One-on-one lessons (subject to certain time and availability limitations)
6. Student-generated rehearsals
7. Other events subject to Director’s approval

b. No outdoor activities (excepting Goin’ Band) should exceed the maximum recommended number of participants for each space.

c. Activities scheduled in these spaces will immediately cease and be cancelled during inclement and/or severe weather. **If lightning strikes within a 10-mile radius of the School of Music, all outdoor activity will be suspended/cancelled until lightning has not been indicated for a period of 30 minutes.**

d. Activities should consider excessive heat as a condition for cancellation and allow students access to their own water throughout the entire meeting time. There should be no use of or allowance for shared water jugs, etc.

e. Outdoor activities will increase the amount of noise that is audible throughout our offices and classrooms. When outdoors, please be respectful by pointing sound away from academic spaces. When indoors, please understand that the situation may require more tolerance of outdoor sounds than ordinary semesters.

f. The letter on the next page serves as the official permit for outdoor use.
8/11/2020

School of Music
Box 42033
Lubbock, TX 79409

Dear Andrew Stetson,

I am pleased to confirm the approval of the Grounds Use Request for the following event:

**Event Name:** Outdoor Academic Activities

**Sponsoring Group:** School of Music

**Date:** Fall 2020 Semester  **Time:** 8:00AM to 8:00PM

**Location:** Various (see attached)

**Your request was approved with the following conditions:**

Clean up after event, Do not block handicap access, No vehicles on grass, sidewalk, or running track, Comply with COVID campus event safety guidelines no food or drink masks must be worn.

We hope your event goes well! Please keep this letter with you at all times during your event. If you have any questions regarding this Grounds Use Request, please call 742-3631.

Sincerely,

Micheal L. Gunn
Chairperson
Outdoor Events Coordinating Committee
XV. Staff and Student Accompanists

Due to the lack of spaces large enough to accommodate voice/instrumental rehearsals with physical distancing, staff and student accompanists will only be provided for digital projects and activities that the accompanist can deliver remotely. In order to provide equitable service, this policy includes all pianists in all activities including lessons, ensembles, academic classes, and rehearsals.

The accompanying area will provide details and guidelines for requests, project guidelines, and other policies for accompanying services.

Student and staff accompanists should not engage in freelance activity within the School of Music that provides face-to-face accompaniment or any other activity beyond what is available to school assigned activity.

XVI. Juries and Other Examinations Involving Instruments or Voice

Areas will assess juries and other exams via video submission. These videos should be due no sooner than the start of the finals period.
XVII. Other Items

Concerto Competition

Areas should make plans to assess the concerto competition in Spring 2021 or develop a video submission.

Piano Labs

Piano labs will be available for practice and completing course assignments during select hours in non-class class periods. Pianos must be sanitized before and after each use. The School of Music building manager and/or practice room monitors will ensure that disinfectant products are available.

Teaching Assistants will staff the rooms during these hours to ensure social distancing, mask use, and maximum capacities are adhered to.

Composition Labs

The composition lab will be available to composition students. This will be scheduled by the composition area.

TA Offices

Any shared TA office space such as the Band Library or Choral TA office will be subject to capacity limits. Areas should schedule specific times for personnel who need access to these spaces and use appointment scheduling for any necessary face-to-face meetings. The majority of meetings should take place remotely.
I. Attachments

Absence Documentation Flowchart

Absence documentation

Is the absence a University, School, or Student Organization related activity?

Yes

No, its personal

Medical

Funeral

Other Personal Reasons

No documentation

School Directors prepare the appropriate absence letter (TTU sanctioned or non-sanctioned)

Student emails documentation to kathy.nordstrom@ttu.edu

Student emails copy of program or funeral notice to kathy.nordstrom@ttu.edu

Student sends what documentation is available to kathy.nordstrom@ttu.edu

Student obtains necessary documentation

TCVPA will verify documentation and notify instructors

TCVPA will investigate to see what options are available for the student and instructor

Once documentation received, follow steps to the left

If you have any questions, please contact Kathy Nordstrom at kathy.nordstrom@ttu.edu or 806-834-4753

If document is found to be falsified, TCVPA will notify instructor and they will submit the issue to Student Conduct as soon as possible and notify the student

Information received or heard CANNOT be shared with anyone else including other faculty

Documentation CANNOT be forwarded outside of who it was sent to originally

Students distribute to their instructors

TCVPA will work to verify the documentation and notify instructor(s)
COVID-19 Positive Student Faculty or Staff Test Notification and Protocol

For faculty, staff, and student employees please visit:
https://apps.hr.ttu.edu/covid19/

For students, see below:

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This document is intended to be a general guide. Circumstances regarding individual students will vary.

The COVID-19 Helpline is available for students, staff, and faculty at TTU and TTUHSC.

Callers who think they may have COVID-19 will be able to speak with a nurse.

Rev: 7/22/2020 3:37 PM