

**Texas Tech University
School of Music**

Spring 2021

**COVID-19 Response Plan
and Policies**

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I. New Updates for Spring 2021

- The COVID-19 Pandemic is by all indications *worse* for Spring 2021 than it was in Fall 2020. While these guidelines may *allow* an increase in group sizes and face-to-face activity, those increases are not required nor explicitly suggested. Please use your judgment and continue to be flexible for students who may have lower risk tolerance.
- Ensembles are now allowed a maximum of 36 performers (so long as the room size allows. (see Room Capacities on page 25). Ensembles will be limited in size for the first two weeks of Spring 2021
- All rooms, including offices, now have capacities listed. The time limits for ensembles will apply to any activity involving more than one musician in a room engaging in a musicing activity. (see Room Capacities on page 25).
- Face-to-Face lessons (including voice and wind lessons) are still suggested to only be 30 minutes; however, they may now be as long as one-hour, so long as both the instructor and student agree and there is a 30-minute air exchange period in between. (See Private Lessons on Page 17).
- Audiences are limited to ten persons who must be members of the School of Music community. This is for both indoor and outdoor events both on campus and off.
- Masks and other mitigation measures are required for all activities, including voice recitals and performances *if more than one person is in the room*. Mitigation measures may be removed if there is only one occupant in the room. In this case the room must remain empty for 30 minutes before it is reoccupied.
- There is updated syllabus language for Spring 2021, though it is similar to Fall 2020. (See Academic Classes and Syllabus Information on page 7)

II. Introduction and Rationale

The School of Music faces significant challenges to delivering instruction during the global pandemic for Spring 2021. 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 Spring 2021.

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
<http://www.depts.ttu.edu/provost/covid-19.php>
- 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/SACOV19.php>
- Texas Tech E-Learning Resources
<http://www.depts.ttu.edu/elearning/studentresources/>
<https://www.depts.ttu.edu/infotech/learning-teaching-working-remotely/?1>

III. Disclaimer

All policies apply only to the Spring 2021 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.

IV. 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.

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.

<http://www.depts.ttu.edu/hr/documents/EmployeeGuideCOVID19.pdf>

VI. Academic Classes and Syllabus Information

Syllabus Inserts

The same syllabus insert regarding absences due to illnesses used last Fall is to be used this semester, except for a couple of clarifying edits. The content to use is as follows (note that this is only related to COVID-19 and there are several other required syllabi statements that are not listed here):

Potential for Course Modality Change

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 likely need a webcam and microphone and will be advised of additional technical and/or equipment requirements, including remote proctoring software.

Illness-Based Absence Policy

If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged not to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

1. If you are ill and think the symptoms might be COVID-19-related:

- a) Call Student Health Services at 806.743.2848 or your health care provider.
- b) Self-report as soon as possible using the tucovid19.ttu.edu management system. This website has specific directions about how to upload documentation from a medical provider and what will happen if your illness renders you unable to participate in classes for more than one week.
- c) If your illness is determined to be COVID-19-related, remaining documentation and communication will be handled through the Office of the Dean of Students, including notification to your instructors.
- d) If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.

2. If you are ill and can attribute your symptoms to something other than COVID-19:

- a) If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.
- b) During the health provider visit, request a “return to school” note;
- c) E-mail the instructor a picture of that note;
- d) Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked

excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.

Note: Following are some important points of clarification regarding instructors' discretion in addressing student absences and the involvement of the Office of the Dean of Students. These points were presented to the January 12, 2021 Chairs Council by Vice Provost Cathy Duran.

Student Absences and the ODOS

Instructors of record (IoR's) have discretion to make decisions regarding student absences and missed assignments or exams. For example, if a student has missed an assignment or exam, the IoR can make the decision to allow a make-up or late submission. IoR's do not need "permission" or authentication from the Office of the Dean of Students (ODOS) to do so. Reference to University OP 34.04 may be helpful. Absences of 5 days or more should be referred to the DOS.

When requesting medical documentation of a student's absences, only dates of service is required. Instructors do not need to know details of the medical situation. ODOS can accept documentation and provide verification (without details) as needed.

If IoR's have students who are affected by COVID and are not allowed to attend in-person classes, this includes not going to the Testing Center to take exams.

Contact Dean of Students (deanofstudents@ttu.edu)

Reporting Protocol for Students' Positive COVID Tests

The attached flowchart represents a slightly revised version of the protocol used in the Fall. See Other Items on page 24.

TTU Commitment: Academic and Faculty Information

Some information on webpages under the purview of the Office of the Provost has been updated for Spring 2021, with actually very little substantive change. In particular:

Academic Instruction <https://www.ttu.edu/commitment/students/academic/>

VII. Guidelines for Responding to COVID-19 Exposure and Cases in Music Classes

The School of Music will follow these guidelines in their response to known or suspected positive COVID-19 cases within classes, ensembles, or any other activities where more than one student is gathering in the same place.

For the purposes of this document a student might be considered “exposed” in any setting where a student has attended with a positive or suspected COVID-19 case, however different recommendations and notification guidelines are set forth depending on the known proximity to the positive case.

The term “movement” refers to classes that involve elements of staging or any activity in which participating students are not stationary for the duration of the class.

The term “musicing” refers to any and all classes or ensembles that utilize singing or *any* musical instrument including winds, brass, percussion, strings, piano, etc.

The terms “isolation” and “quarantine” are confusing.

- Isolation separates sick people with a contagious disease from people who are not sick.
- Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

In most instances these scenarios assume that classes are adhering to all mitigation, distancing, and time-constraint protocols in the current School of Music COVID-19 policies.

1. Known or suspected positive case in an indoor or outdoor class or ensemble with unknown, limited, or no mitigation and distancing measures followed. Class is notified. Class will move online for two full weeks from the last meeting date or date of known exposure, whichever is most recent. The classroom may be closed for a period of time for cleaning. **THE INSTRUCTOR WILL IMMEDIATELY BEGIN RIGOROUS ADHERENCE TO THE UNIVERSITY GUIDELINES ON MASKING, SOCIAL DISTANCING AND BREAKS FOR AIR CIRCULATION WHEN THE CLASS RECONVENES.** All students will self-isolate, regardless of proximity to the positive case, with the following criteria:

Asymptomatic:

Recommend testing at 5-7 days from last known exposure

Positive test: Isolate for 10 days from positive test

Negative test: May return after 10 days providing the negative result is received within 48 hours of the anticipated return.

Symptomatic:

Recommend testing at 5-7 days from last known exposure or once symptoms develop, whichever is earlier

Positive test: Isolate until symptom free for 72 hours without use of medications **and** at least 10 days from symptom onset

Negative test: Quarantine until symptom free for 72 hours without medications **and** 14 days from last known exposure.

All of the following scenarios assume that classes are adhering to all mitigation, distancing, and time-constraint protocols in the current SOM COVID-19 policies:

2. Known or suspected positive case in an indoor or outdoor class or ensemble with all mitigation and distancing measures followed. *No musicing, or movement.* Class is notified. Based on seating chart, students in close proximity to positive case are given the option to self-isolate for ten-days or until receive a negative test result, so long as the test is administered at least five days after the exposure. This self-isolation is not required. Class may move online for a period at the discretion of the instructor. The classroom may be closed for a period of time for cleaning.
3. Known or suspected positive case in an outdoor class or ensemble with all mitigation and distancing measures. *Class or ensemble included musicing.* Class is notified. Based on seating chart, students in close proximity to positive case are given the option to self-isolate for ten days or until they receive a negative test result, so long as the test is administered at least five days after the exposure. This self-

isolation is not required. Class may move online for up to a two-week period at the discretion of the instructor.

4. Known or suspected positive case in an indoor class or ensemble with all mitigation and distancing measures followed. *Class or ensemble included musicing.* Class is notified. Based on seating chart, students in close proximity to positive case are asked to self-isolate with the following criteria:

Asymptomatic:

Recommend testing at 5-7 days from last known exposure

Positive test: Isolate for 10 days from positive test

Negative test: May return after 10 days providing the negative result is received within 48 hours of the anticipated return.

Symptomatic:

Recommend testing at 5-7 days from last known exposure or once symptoms develop, whichever is earlier

Positive test: Isolate until symptom free for 72 hours without use of medications **and** at least 10 days from symptom onset

Negative test: Quarantine until symptom free for 72 hours without medications **and** 14 days from last known exposure.

The class will move online for one-full week since the last meeting date or the known exposure date, whichever is most recent. After one full-week online, the class may begin normal activities at the discretion of the instructor. The instructor may extend this time period for up to two total weeks, if desired.

5. Known or suspected positive case in an outdoor class or ensemble with all mitigation and distancing measures followed. *Class or ensemble included movement.* Class is notified. Based on seating chart, students in close proximity to positive case are given the option to self-isolate for ten days or until they receive a negative test result, so long as the test is administered at least five days after the exposure. This self-isolation is not required. Class may move online for a period at the discretion of the instructor.
6. Known or suspected positive case in an indoor class or ensemble with all mitigation and distancing measures followed. *Class or ensemble included movement.* Class is notified. Based on seating chart, students in close proximity to positive case are asked to self-isolate with the following criteria:

Asymptomatic:

Recommend testing at 5-7 days from last known exposure

Positive test: Isolate for 10 days from positive test

Negative test: May return after 10 days providing the negative result is received within 48 hours of the anticipated return.

Symptomatic:

Recommend testing at 5-7 days from last known exposure or once symptoms develop, whichever is earlier

Positive test: Isolate until symptom free for 72 hours without use of medications **and** at least 10 days from symptom onset

Negative test: Quarantine until symptom free for 72 hours without medications **and** 14 days from last known exposure.

The class will move online for one-full week since the last meeting date or the known exposure date, whichever is most recent. After one full week online, the class may begin normal activities. The instructor may elect to have the class remain online for one additional week.

Sample Email to Students

As you notify students of the possible changes to your class, please include the following language, and do not disclose the name of the infected student:

Thank you everyone for your safe practices and social distancing in class. We have recently learned about a positive COVID-19 related case within our [class/ensemble/studio] and to further protect and care for each other, our [class/ensemble/studio] will move to meeting [online/outdoors] for the next [X #] of classes. In the meantime, please remember to self-report any possible symptoms at the [TTU COVID-19 Management system](#). Here you may use the quick assessment web app, report a full self-screening, or report a positive result. For additional information, medical guidance, or to arrange a COVID-19 test, please contact the following:

- *COVID-19 Related Questions: (806) 742-5929*
- *Student Health Services (Monday-Friday, 8 a.m. – 5 p.m.): (806) 743-2848*
- *TTUHSC Nurse-on-Demand (After Hours/Weekends): (806) 743-2911*

VIII. 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 Spring. 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).

IX. 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 scheduled practice times are as follows:
 - 7:00AM-8:00AM
 - 8:30AM-9:30AM
 - 10:00AM-11:00AM
 - 11:30AM-12:30PM
 - 1:00PM-2:00PM
 - 2:30PM-3:30PM
 - 4:00PM-5:00PM
 - 5:30PM-6:30PM
 - 7:00PM-8:00PM
 - 8:30PM-9:30PM
 - 10:00PM-11:00PM
- 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:

<u>Voice Area</u>			<u>String Area</u>		
	Room	Studio		Room	Studio
1	227A	Assigned as an area	1	227G	Cello
2	227B	Assigned as an area	2	227E	Violin
3	227C	Assigned as an area	3	227D	Cello
4	019	Assigned as an area	4	227O	Violin
5	020	Assigned as an area	5	227Q	Violin
			6	227P	Bass
			7	227R	Viola
			8	227S	Bass
			9	227T	All Strings
<u>Brass Area</u>			<u>Percussion</u>		
1	013B	Tuba/Euphonium	1	119I	Assigned as an area
2	021	Trombone	2	119J	Assigned as an area
3	023	Trombone	3	014	Assigned as an area
4	024	Trumpet	4	015	Assigned as an area
5	025	Trumpet	5	016	Assigned as an area
6	026	Horn	6	017	Assigned as an area
7	027	Horn			
<u>Wind Area</u>			<u>Piano</u>		
1	119E	Clarinet	1	227J	Assigned as an area
2	119F	Clarinet	2	227L	Assigned as an area
3	119G	Bassoon	3	227N	Assigned as an area
4	119D	Flute	4	227M	Assigned as an area
5	119C	Flute	5	227K	Assigned as an area
6	119A	Saxophone	<u>Jazz</u>		
7	119K	Saxophone	1	211	Assigned as an area
8	119H	Oboe			

- 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 may have a HEPA air filter.

Lockers

- Lockers will only be available to Music Majors
- Contact Rob Farrer (rob.farrer@ttu.edu) for locker information.
- 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.

X. Audiences for Performances and Other Events

As of the time of this writing audiences for any indoor School of Music event will be limited to ten people. All ten people must be from the School of Music community (faculty, staff, students, donors.) This includes events that may take place off-campus.

At no time will the maximum capacity of the room for the activity stated in **Room Capacities** 19 can be exceeded.

Please note that the accompaniment policy further limits the audience size. (See accompanist policies on page 21)

Exceptions to this policy require administrative approval of the interim director or designee.

Outdoor audiences and gatherings are currently limited by the Mayor's executive order. These gatherings cannot exceed ten persons, inclusive of the performers and audience.

Exceptions to this policy require several layers of approval and should begin with a request to the interim director or designee.

For Spring 2021, any events within the Buddy Holly Hall will not have audiences.

XI. Student Recitals

- Students should still have the option to deliver entirely remote recitals if they wish
- All events will either be recorded or live-streamed and likely limited to no audiences or very few attendees. Additional COVID-19 related changes are still pending.
- Live-streaming and recording capabilities are likely to be expanded to Hance Chapel and the Choir Hall. We will have more information available for you next week prior to degree recital scheduling.
- The extent to which the School will provide piano accompaniment services is unknown at this time. We will have more information available for you next week before degree recital scheduling.
- Hance Chapel is available for 8:00PM events on Monday, Wednesday, and Thursday without specific confirmation from Hance Chapel staff. All other dates and times in Hance Chapel require confirmation, which may be delayed.
- Early requests are not accepted, and recital requests must come from faculty only.
- A form for degree recital requests is available on the School of music website.
- All of this is subject to change should the public health crisis worsen significantly prior to Spring 2021.
- Calendar Closes for Degree Recital Recordings/Livestreams—Friday, February 5, 2021, 5:00 PM

School of Music staff and student accompanists will be provided at similar staffing levels to previous semesters **primarily remote projects, however there will be some availability for face-to-face interaction.** See more about Staff and Student Accompanists on page 21.

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

Studio recitals and other studio events are available Spring 2021 in SOM and off-campus facilities. All COVID-19 safety protocols for classes involving musicing must be followed for these classes.

Voice Area / Thursday Afternoon Recital Performances may continue at a later date in Spring 2021, however the semester will not begin with these performances.

XIII. 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 Athletic Bands, University Bands, 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

Face-to-face ensemble instruction will adhere to the following guidelines:

- 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 36 student participants, not including conductor / instructor of record, shall be allowed in any rehearsal space *regardless of the size of the room*. The number of participants will be limited to 36 or the maximum capacity of the room, whichever number is smaller.

Smaller groups are desirable to limit disruptions to student activity if quarantine becomes necessary.

This maximum number may be reduced if necessary.

- c. During the first two-weeks of the semester, ensembles will work with smaller groups to limit the possibility of spread of COVID-19 and the impact of any required quarantine periods.
- d. 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.
- e. Masks, appropriate distancing, and other mitigation measures must be adhered to, including instrument covers, etc.
- f. Any live, indoor, performances shall be limited to 30 minutes sessions with a limited audience (as described in Audiences for Performances and Other Events on page 15) and similar break. These are intended only for streaming or recording with no audiences.
- g. Outdoor rehearsals and performances will resume at a later date in the Spring 2021 semester.
- h. 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.

- 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.

XIV. Private Instruction / Lessons

Private instruction will follow a hybrid model where *up to 85% but no fewer than 15%* 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. When weather permits, 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 are suggested to be 30 minutes but no more than 60-minutes and will have a 30-minute break between all lessons. In the case of faculty offices used for lessons it is suggested that the room is empty of all occupants during break period, however the faculty member assigned to the office may remain. In all other rooms, the room should be empty for 30-minutes prior to the next use.
- 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.
- 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 unless the space allows. Instructors should make plans for any accompaniment in face-to-face be provided remotely unless a large enough space is in use for the lesson and the accompanist has opted into the face-to-face setting.
- 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 and any instructors of record.
- h. Practice Rooms cannot be used for private one-on-one instruction.**

XV. 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 based on the following metrics:

Academic classes only (no instruments or musicing): 36sq ft per student

Classes or activities involving musicing: 64 sq ft per student

Classes or activities involving movement: 128 sq ft per student

As of the time of this writing any indoor, group, music making activities will be limited to 36 or the capacity listed below, *whichever is lower*.

Please note that in some instances the capacity is lower than the squarfootage would indicate. This is either a reflection of the university's official capacity or an accounting of the obstructions in the room.

Room Capacities**Classrooms and Rehearsal Spaces**

<u>Room</u>	<u>Sq Ft</u>	<u>Capacity for Academic Courses with No Musicing</u>	<u>Capacity for Courses and Activities with Musicing</u>	<u>Capacity for Courses and Activities with Movement</u>
Hemmler Recital Hall (stage)	1414	39	24	11
Hemmler Recital Hall (all)	3602	100	36 including stage	11
Choir Hall (010)	2104	40	32	16
Band Hall (011)	2593	49	36	20
Percussion Studio (018)	799	17	12	6
Room 123	461	10	7	3
Room 124	468	10	7	3
Opera Lab (202)	470	10	7	3
Room 209	842	18	13	6
Room 214	607	13	9	4
Vernacular Music Center (222)	321	7	5	2
Music Ed Suite (245)	917	20	10	7
SUB Ballroom	7587	150	36	36
SUB Red Raider Lounge	1930	37	30	15
SUB Matador Room	3556	68	36	27
Hance Chapel	1800	50	30	14

The calculations below are based only on the square footage of the space. Please use your best judgment with regard to furniture or other obstructions in the space that may limit the true capacity.

Offices and other Spaces			
Room	Sq Ft	Capacity for Academic Courses with No Musicing	Capacity for Courses and Activities with Musicing
001	367	10	5
002	361	10	5
003	359	9	5
004	212	5	3
004A	344	9	5
005	378	10	5
006	433	12	6
007	484	13	7
008	440	12	6
014	122	3	1
015	123	3	1
016	118	3	1
017	119	3	1
019	70	1	1
020	70	1	1
021	71	1	1
023	68	1	1
024	70	1	1
025	74	2	1
026	74	2	1
027	70	1	1
102	212	5	3
102A	336	9	5
102B	505	14	7
103	248	6	3
104	279	7	4
105	270	7	4
106	326	9	5
107	165	4	2
107B	219	6	3
108	160	4	2
108A	183	5	2
109	298	8	4
109A	162	4	2
111	440	12	6
112	290	8	4
113	252	7	3
114	186	5	2
115	214	5	3
116	186	5	2
117	264	7	4
118	184	5	2

Offices and other Spaces			
Room	Sq Ft	Capacity for Academic Courses with No Musicing	Capacity for Courses and Activities with Musicing
119A	65	1	1
119B	76	2	1
119C	63	1	1
119D	85	2	1
119E	55	1	1
119F	55	1	1
119G	55	1	1
119H	47	1	1
119I	66	1	1
119J	104	2	1
120	187	5	2
121	185	5	2
122	205	5	3
123	461	12	7
124	468	13	7
125	472	13	7
127	361	10	5
201	145	4	2
202	470	13	7
203	669	18	10
204	137	3	2
205	591	16	9
207	477	13	7
208	82	2	1
210	217	6	3
211	216	6	3
212	102	2	1
213	75	2	1
215	73	2	1
216A	252	7	3
216B	174	4	2
216C	225	6	3
217A	201	5	3
217B	175	4	2
217C	95	2	1
218	328	9	5
220	102	2	1
221	183	5	2
222	321	8	5
223	112	3	1
224	243	6	3
225	154	4	2
226	209	5	3
227A	72	2	1

Offices and other Spaces			
Room	Sq Ft	Capacity for Academic Courses with No Musicing	Capacity for Courses and Activities with Musicing
227B	72	2	1
227C	69	1	1
227D	68	1	1
227E	68	1	1
227F	200	5	3
227G	66	1	1
227H	73	2	1
227I	148	4	2
227J	69	1	1
227K	66	1	1
227L	69	1	1
227M	69	1	1
227N	69	1	1
227O	69	1	1
227P	69	1	1
227Q	70	1	1
227R	69	1	1
227S	68	1	1
227T	68	1	1
229	204	5	3
230	207	5	3
231	207	5	3
232	247	6	3
233	187	5	2
234	190	5	2
235	192	5	3
236	257	7	4
237	108	3	1
238	111	3	1
239	109	3	1
240	109	3	1
241	201	5	3
242	117	3	1
243	117	3	1
244	116	3	1
245	917	20	14
245A	87	2	1
246	120	3	1
247	165	4	2
247A	189	5	2
248	113	3	1
249	117	3	1
250	118	3	1

XVI. Outdoor Spaces Surrounding the School of Music

The use of outdoor space will resume at a later date in Spring 2021.

XVII. Staff and Student Accompanists**REMOTE ACCOMPANYING**

Recital and jury accompaniment will continue to be offered remotely and will be completed through **audio recordings**. Digital Projects and Performances are still preferred due to the ongoing public health crisis.

ABBREVIATED REMOTE RECITAL LENGTH

In consideration of the additional recording process required to produce accompaniment recordings, **provided recorded accompaniments will not exceed 30 minutes**. The pianist can assist with the determination of the recording suitability of the recital repertoire.

COLLABORATIVE PROCESS

There is an expectation that there will be an active communication process between the recitalist and the pianist. As soon as the assignment is made, both partners should establish a recording production schedule for the length of the collaboration.

Active collaboration on the accompaniment recordings for the **remote degree recitals** will begin no sooner than **6 weeks before the final recording delivery date**, but it is strongly encouraged that active communication and planning for the remote collaboration happen as soon as possible.

Active collaboration on **remote juries** will begin **4 weeks before the jury date**, but it is strongly encouraged that active communication and planning for the remote collaboration happen as soon as possible.

Information that may be shared between partners during the collaboration include metronome markings taken by the performer, demonstration of difficult ensemble passages by a personal recording or via Zoom meetings and/or lesson observation by the pianist. An additional recording or click track may be requested by the pianist. It will be most essential to maintain a continued exchange of information between partners.

FINAL PIANO RECORDING DELIVERY DATES

There will be 5 delivery dates of the final version of the piano accompaniment recordings.

March 2
March 9
March 23
April 6
April 20

SPRING 2021 REMOTE DEGREE RECITAL AND REMOTE JURY REQUESTS

Requests for the March 2 and March 9 recording delivery dates for Spring 2021 remote **degree recitals** must be submitted by:

Friday, January 22 by 5 pm

Requests for the March 23, April 6 and April 20 recording delivery dates for Spring 2021 remote degree recitals **and remote juries** must be submitted by:

Friday, February 5 by 5 pm

For **Spring 2021 remote degree recitals**, use the Student Recital Recorded Accompaniment Request on the TTU SOM website:

<http://www.depts.ttu.edu/music/resources/collaborativepianistrequestforms.php>

Scores must be electronically submitted (at tturecitalpianist@gmail.com) by the request deadline in order for the request to be considered.

For **Spring 2021 remote jury accompaniment requests**, use the Jury Recorded Accompaniment Request on the TTU SOM website:

<http://www.depts.ttu.edu/music/resources/collaborativepianistrequestforms.php>

Scores must be electronically submitted (at ttustudiopianist@gmail.com) by the request deadline in order for the request to be considered.

LIVE HYBRID PROJECT ACCOMPANYING

In order to allow for a return to a **limited** number of recording/livestream events with **an accompanist in a face-to-face setting**, students will be able to request a Live Hybrid Project for Spring 2021. Only the Staff/Faculty accompanists will be available for this type of interaction. There will be no live audience other than the major applied professor or recital committee. Due to the risk of COVID-19 exposure and limited rehearsal facilities, it is still the preference that accompanists *be used for digital recital projects delivered entirely remotely* in Spring 2021.

The Live Hybrid Project format is a combination of digital collaboration, and limited face-to-face rehearsals/lessons, culminating in a live recording project that will only take place on:

**Feb 20-21; March 13-14; May 1-2 in Hemmle Recital Hall
April 10-11; April 24-25 in the Choir Hall**

REQUEST PROCEDURE

To request this type of collaboration, the Live Hybrid Project request form must be filled out and a first choice and second choice of weekends selected. Notifications of more specific dates and times will be sent to the applied teacher and the recitalist within a week of the request deadline if a pianist has been assigned.

Applying for a Live Hybrid Project does not preclude any recitalist from booking a separate individual date in any other available recital venue, and this is encouraged for the purposes of recording unaccompanied works, chamber works, or play-along with recordings; however, *no face-to-face pianist services will be available for that additional event.*

LIVE HYBRID PROJECT PROCEDURE

The student will have a rehearsal (Saturday) and a recording (Sunday) during the assigned weekend for up to 30 minutes of repertoire. This is intended to limit the amount of face-to-face exposure for our accompanists by limiting contact time to specific weekends and to allow individual accompanists agency in determining any additional performing risk.

COVID-19 PROCEDURES

- There will be no audiences other than the major applied professor or recital committee.
- Masks will be worn during all face-to-face sessions by pianists and string players; wind players may play without masks but must have proper mitigation measures such as instrument covers, etc.
- Masks must be worn by applied professor/instructor (unless demonstrating).

(COVID-19 PROCEDURES CONTINUED)

- During any face-to-face session, student, teacher and pianist must have a minimum of 6 ft distancing between all parties (with wind instrument facing away from pianist). If this is not possible, an alternative space must be found.
- Pianists may ask all involved parties if they have experienced any symptoms or have been exposed to anyone who has tested positive to COVID.
- Pianists will maintain a log of face-to-face interactions detailing dates, locations, parties involved and session length for contact tracing purposes should administration request this information.
- If the pianist or recitalist falls ill or must quarantine **during the assigned weekend**, the times will not be rescheduled, and the project will move to a fully remote digital modality.
- **At any point**, the pianist or recitalist is permitted to shift into a fully remote digital project for any reason. Should this happen, all parties involved will be informed promptly and the project will remain in the digital modality.

PERFORMANCE DATES AND REQUEST DEADLINES

Friday, January 22 at 5 pm is the request deadline for:

February 20-21 in Hemmle Recital Hall

Friday, February 5 at 5 pm is the request deadline for:

March 13-14; May 1-2 in Hemmle Recital Hall

April 10-11; April 24-25 in the Choir Hall

XVIII. Juries and Other Examinations Involving Instruments or Voice

A decision on jury and other examinations will be made later in Spring 2021.

XIX. Other Items**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

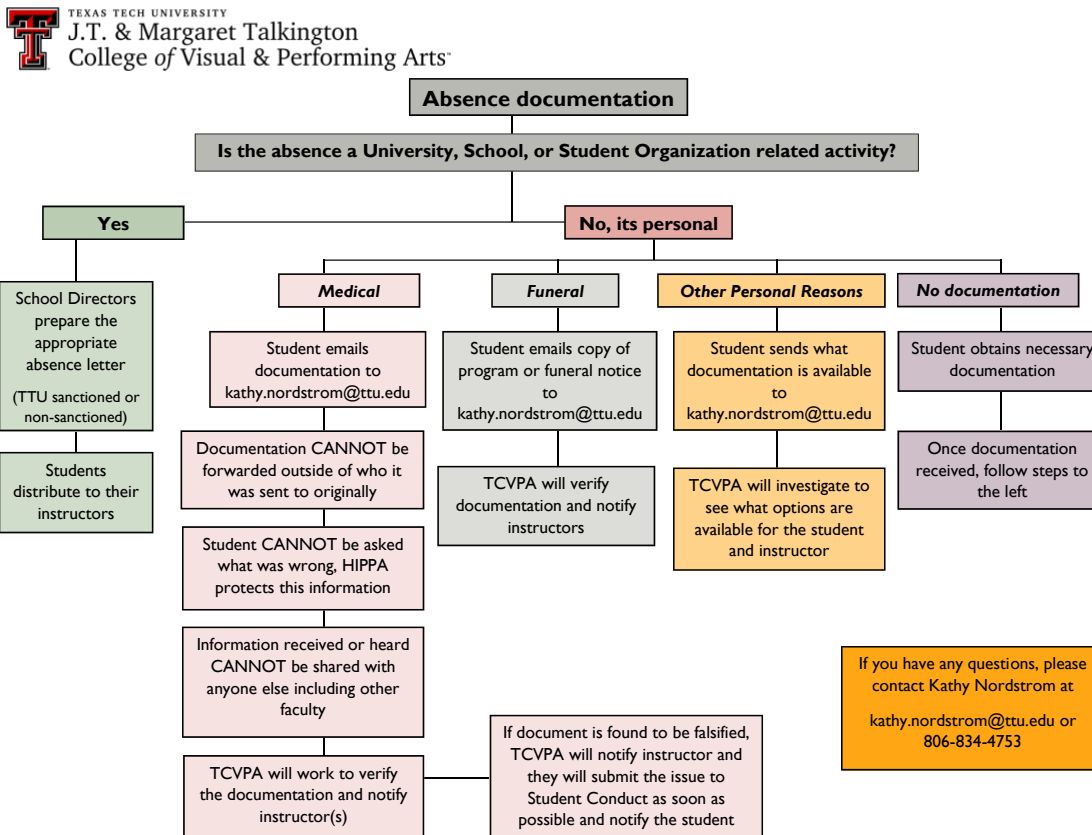
The composition lab will be available to composition students. This will be scheduled by the composition area.

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



COVID-19 Positive Student Faculty or Staff Test Notification and Protocol

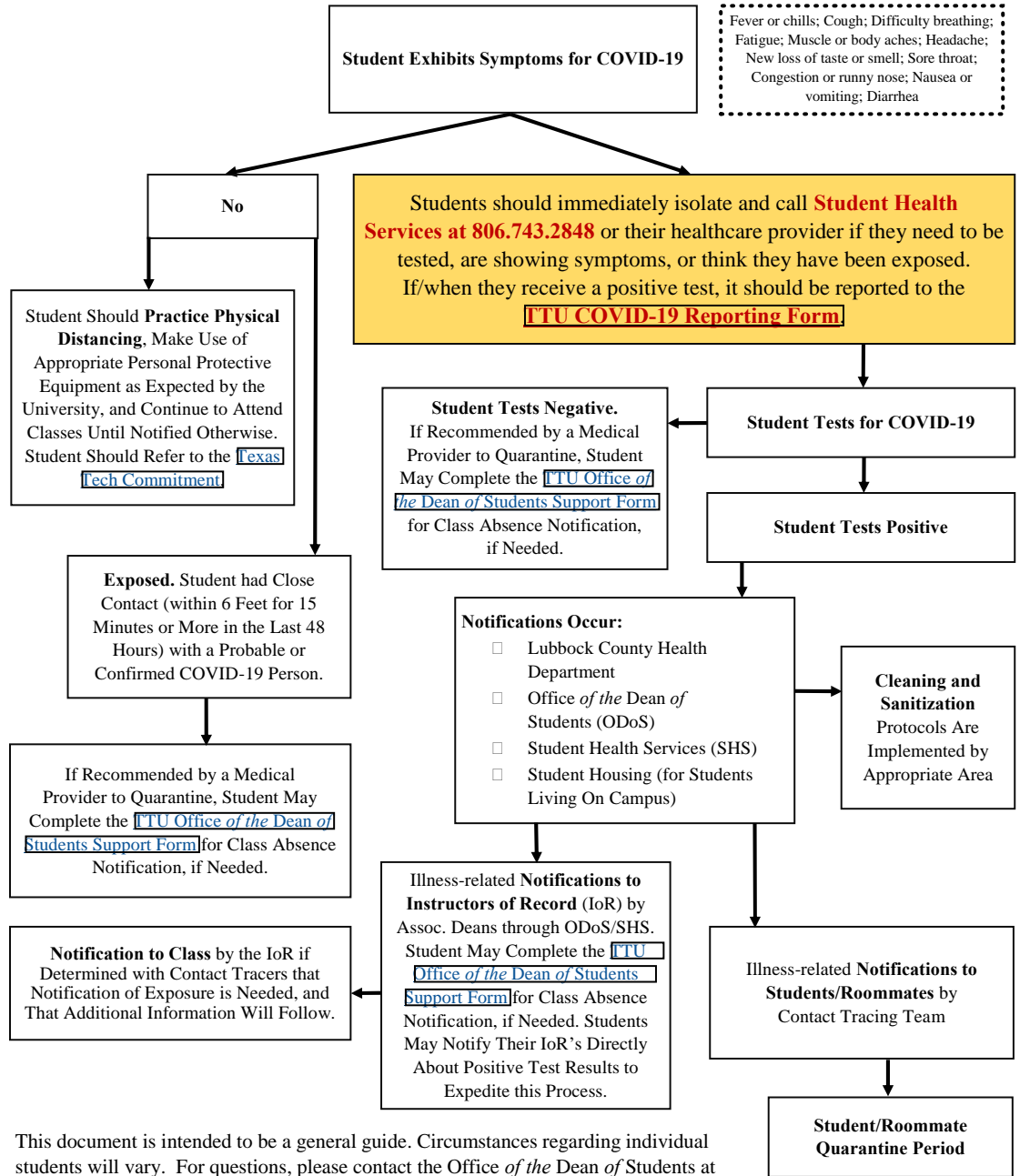
For faculty, staff, and student employees please visit:
<https://apps.hr.ttu.edu/covid19/>

For students, see below:



TEXAS TECH UNIVERSITY
Student Affairs™

COVID-19 Positive Student Test Notification and Protocol



This document is intended to be a general guide. Circumstances regarding individual students will vary. For questions, please contact the Office of the Dean of Students at 806.742.2984.