Don Wright Faculty of Music
2020-2021 Guidelines
November 2, 2020

Please note: This is a fluid document that will be updated as information that guides our decisions emerges.

A. Key Guiding Principles

1. **Safety** of students, faculty and staff, and community members remains the top priority at all times. This includes incorporating screening procedures and implementing newly accepted norms of hygiene, physical distancing and provision/use of PPE to prevent the spread of COVID-19.

2. **Public Health Directives** including local, provincial and federal government guidelines will be diligently followed in planning the timing and sequence of reopening offices, classrooms, rehearsal spaces, labs, and performance venues.

3. **Monitoring**: Western and the Don Wright Faculty of Music (DWFOM) procedures to ensure safety measures are being followed include expected behaviours as people begin to return to campus. Activities will be restricted in the event of non-compliance or COVID-19 resurgence. This will also include procedures for safe reporting of concerns, including mechanisms to protect individuals from reprisal. A summary of expected behaviours include:
   a. Wearing of face coverings/non-medical masks or other approved personal protective equipment in enclosed public spaces.
   b. Maintaining physical distance of at least six feet from other individuals. Practicing good personal hygiene by covering coughs and sneezes, staying home if sick, and washing hands thoroughly with soap and water or using hand sanitizer before and after class.
   c. Following guidance communicated by the University and via public postings/signage related to directional traffic flow, maximum occupancy of spaces, assigned seating, and closed-off desks/chairs/rooms.

4. **Procedures if an outbreak:**
   a. If a faculty or staff member, or a student tests positive for COVID-19, the university takes direction from the Middlesex London Health Unit (as has been done pre-COVID-19) who will guide decisions about communication and disclosure.
   b. If a student tests positive, Public Health will follow up daily with the student to ensure that self-isolation is occurring.
   c. Closure of the university is at the President and Provost level. The decision will be informed by all the information available and best advice in consultation with the Middlesex London Health Unit.
   d. There is a University Emergency Management Structure in place, which will continue to guide all decisions.
   e. While not required to download the COVID Alert App, it is highly recommended.
B. Guiding Principles for the Don Wright Faculty of Music

5. **Access:**
   a. All faculty and staff had access to buildings beginning September 3.
   b. All students had access to the building beginning September 3 and to rehearsal and practice spaces, and classrooms beginning September 9.
   c. Buildings were opened on Labour Day weekend from 10:00am to 5:00 pm.
   d. Updated September 22: Music Building (MB) and Talbot College (TC) buildings hours for all students will be from 8am to 8pm Monday- Friday, 12pm to 7pm Saturday, and 12pm to 5pm Sunday.
      i. Music undergraduate students - A Building Ambassador will be situated at the TC entrance (circular drive) only from 8am to 8pm Monday-Friday, 12pm to 7pm Saturday, and 12pm to 5pm Sunday. Undergraduate students will enter TC through this entrance and swipe their Western One card to confirm that they have filled out the Health and Safety Questionnaire. From 8pm to 10pm you will access the building at these entrances with your Western One card. Access to and from MB from TC (via main floor corridor) is open Monday-Friday 8am to 11pm, Saturday 12pm to 7pm, Sunday 12pm to 5pm.
      ii. Music graduate students, faculty and staff members will fill out the required Health and Safety Questionnaire on My HR each time they come to campus. You are encouraged to access the building at entrances other than those used by undergraduate students via your Western One ID card.
      iii. Collaborative pianists and authorized visitors with Music faculty/staff/students must enter via the Building Ambassador situated at the TC entrance to verify completion of the Health and Safety Questionnaire, to be submitted daily via email to music-safety@uwo.ca The Building Ambassador will confirm your name on the list provided and have you confirm your email address. Please continue to check your email for additional information.
      iv. All non-Music students, faculty, staff must access TC/MB via TC Building Ambassador and swipe their Western ONE card to confirm they have completed the Health and Safety Questionnaire.
      v. For all accessibility accommodations, email mcleme22@uwo.ca to work directly with Megan Clements, Director of Administration, for access and completion of campus questionnaires.
   e. The door for the main office (TC 210) will be closed, however there will be someone in that space or TC 211 and 212 to answer the door and for emergency purposes and deliveries each day.
   f. If in your office, keeping the door closed is encouraged. If a student comes for a face-to-face (f2f) meeting, masks are required by both the faculty member and student. TC 119 and 128, and MB 114 will be reserved for meetings if physical distancing is challenged.
   g. Access to mailboxes and photocopy room is via the hallway. The capacity of the photocopy room is two people in the room at a time.

6. **In-person events:**
a. All in-person events (including recitals, concerts, lectures,) are closed to the public until further notice; decisions about winter term TBD.
b. All performances will be recorded per usual with 25 performances reserved for live streaming.
c. The live streaming concerts have already been determined and include the Friday at 12:30 Concert Series, the Faculty Concert Series, and one per large ensemble as determined by the conductor.

7. Scheduling of meetings:
   a. In consultation with each staff member, a schedule will be determined for being on campus and continuing to work from home. Space capacity will be one factor considered the scheduling.
   b. Online scheduling will be in place for those administrators and staff members whose job includes meeting with students, staff, and faculty. The place of the meeting, either via Zoom, phone, or f2f will be determined by the availability of space. It is critical that we are able to have f2f meetings when necessary. To that end we have dedicated TC 128 and MB 114 for such meetings.

8. Space:
   a. For those sharing an office in Talbot College, it is strongly advised to schedule accordingly so that one person is in the office at a time. When it is not possible, masks are required when two people are in the office.
   b. TC 203 and TC 205 will be open and available for students to study in between virtual and f2f classes and rehearsals.
      i. Capacity for TC 203 is 19 and for 205 is 19.
   c. Note that while the capacity for each room is indicated, this is the maximum number of people in that room. The number may be less as indicated by the kind of activity and increased physical distancing is necessary.
   d. Rehearsal spaces will be marked in terms of where students will be situated per ensemble.
      i. In Paul Davenport Theatre (PDT), students will be on stage and the conductor will be in the audience area.
      ii. In von Kuster Hall (vKH) audience seats will be utilized by students and the conductor and accompanist will be on stage. Placement of chairs will be guided by markings.

9. Return of exams and papers.
   a. Faculty members are responsible for collecting and returning all papers.
   b. Per Senate policy, faculty members are to retain the graded exams for a period of at least 1 year after the official end of the semester during which the exam was administered. If the faculty member is not here the year following the exam, the Department Chair is to retain the graded exams.
   c. It is recommended when possible that the OWL system be used for this purpose. Do note that staff are not required nor available for distribution or collection of materials for blended or online courses.
   d. Note that according to health and safety, paper copies are deemed to be at considerably low risk, however if you wish an extra layer of protection it is recommended that you wear gloves when distributing and collecting
papers, including sheet music.

10. **Instruction in f2f settings**

   a. Each f2f class, rehearsal and studio instruction is scheduled in rooms that meet the 20% capacity metric, do not exceed 50 people at any one time, and each person is maintaining a 2 metres (6 ft) physical distancing.

   b. In all classrooms, studios, and rehearsal spaces, two metres (6ft) physical distancing is to be adhered to at all times. For trombones, 9 ft physical distancing from the person in front is to be adhered to all times.

   c. Classes that do not involve music making will break after 50 minutes of instruction for a total of 10 minutes—this includes classes that are meeting for up to 150 minutes of instructional time.

   d. Classes including lessons, studio classes, and use of practice rooms will each be occupied for 45 minutes followed by a 15 minute break. Studio instructors can remain in their studio.

   e. Wind and choral ensembles will rehearse for 30 minutes with a 30 minute break.

   f. String, piano and percussion ensembles, will break after 45 minutes of rehearsal followed by a 15 minute break.

   g. Specific settings of each rehearsal space will be in consultation with the faculty instructor.

   h. Doors are to remain open during the breaks.

   i. Where possible, separate doors will be used for exits and entrances, all of which will be communicated to the students. Instructors can remain in the room if they wish.

   j. During the break students are to leave the rehearsal/instructional/practice space to walk in dispersed areas, and drink water. Weather permitting, students will be encouraged to walkout doors.

   k. For strings, piano and percussion, masks are required at all times when in groups of more than one.

   l. For wind and brass players, masks are required when entering and exiting rehearsal/studio spaces, when moving from chair to chair and during extended times when the students are not playing (for up to 5 minutes no mask, more than 5 minutes mask on). Bell masks for instruments TBD in consultation with the studio faculty members and ensemble conductors.

   m. Singers are to wear masks at all times when in a room with more than one person.

   n. Conductors and voice faculty members will be supplied with face shields as requested. All faculty members are required to wear masks.

   o. For those studios in which just 6 ft (2 metres) distancing can be achieved, studio instruction will occur in one of the stacked rehearsal spaces (241, 241, 441, 541). A rolling barrier will be placed in each room to divide the student from the instructor and accompanist.

   p. Flute students will be taught in one of the stacked rehearsal spaces (MB 241, 241, 441, 541). A rolling barrier will be placed in each room to divide the student from the instructor and accompanist.

   q. For those who can achieve distancing of 6 ft or more between the instructor, student, and accompanist in a studio may have allthree
present. The regulation is 15 minutes with the instructor + the student,
30 minutes with the instructor + student + accompanist.
r. Practice rooms will be limited to one person at a time (including those
designated as Voice DMA, Piano DMA, and Piano majors).

11. All classes, rehearsals, studio instruction, and traffic areas
   a. Note that each class, rehearsal, and studio instruction is to be delivered in
      either a blended model or completely online.
   b. Each syllabus will need to reflect how each course, rehearsal, and studio
      instruction will be offered completely online should COVID-19 require
      the Ministry of Health to close the university.
   c. Those classrooms and rehearsal spaces that are not designated for f2f
      instruction will be locked. This will accommodate the custodian team to
      focus on enhanced cleaning in spaces that are designated for instruction.
   d. Hand sanitizer stations will be placed on each floor of the Music Building.
      The responsibility of the user is to either wash or hand sanitize their
      hands before entering a practice room and upon leaving.
   e. Students will be required to bring their own music stands.
   f. Signage is posted throughout the building to indicate direction, use of
      stairwells (up or down), and elevator capacity.
   g. Furniture in public areas including the Music Library space has been
      situated to ensure physical distancing protocols can be maintained.
   h. Air purifiers have been placed in each of the practice rooms and
      rehearsal spaces. These can be left on at ‘low’.

12. Practice rooms* and rehearsal spaces
   *If you are a Piano Performance Student or a Graduate Student in Piano,
   refer to further instruction sent via email Piano Division Coordinator
   Professor Kinton. This protocol does not apply to you.
   a. Length of each practice time is 45 minutes. Students can practice for
      multiple 45 minute sessions throughout the day. At the end of 45
      minutes, they are to leave the room empty for 15 minutes.
   b. Students can take off their masks ONLY when alone in the practice room.
   c. To monitor practice rooms, the following system will be in place:
      i. A QR code has been placed within each practice room directing its
         user to a form that is to be filled out (https://www.tiny.cc/dwfom).
         The following information will be collected:
            1. First and last name
            2. Instrument (select from a drop-down menu)
            3. Room number (select from a drop-down menu)
            4. Arrival and departure times
      ii. In addition, to have access to the room, will agree to the following
          by clicking ‘I agree’ to the following two statements:
            1. I certify to be the sole user of this room during my practice
               time.
            2. I agree to begin practicing on the half hour (e.g., 8:30 and
               leave 45 minutes later (e.g., 9:15) thus leaving the room no
               later than 15 minutes after the hour.
iii. The room number is required since the QR code is not unique to the room.
d. Included in signage for practice room doors is as follows:
i. I agree to wiping the keys of the piano and the piano bench as I enter and when I leave the room. Hand wipes will be accessible either from wall mounted stations or from containers in the rooms.

13. Sanitization of high traffic areas and high touch points
   a. The custodian team will be sanitizing high touch points throughout the buildings twice a day.
   b. The custodian team will be sanitizing and cleaning each teaching and rehearsal space on a daily basis.
   c. Faculty and staff members are responsible to wipe down high touch areas and surfaces before and after others are in the room.

14. Daily Return to Campus Health Assessment
   a. Based on advice from public health officials, Western employees and students will continue to be required to complete a ‘Daily Return to Campus questionnaire’ prior to each work shift or each visit to campus. If employees or students are feeling unwell, they are directed to stay home. The questionnaire can be found within the PeopleSoft system on-line at https://myhr.uwo.ca/. (staff and faculty) The questionnaire appears as a tile within “My Human Resources” titled “Return to Work Questionnaire.”
      i. This is available to faculty and staff members, and graduate students.
      ii. Undergraduate students use https://myrtc.uwo.ca/

15. Ventilation
   a. Air handling unit schedules have been adjusted to increase run time.
   b. All Demand Management efforts that impact ventilation have stopped.
   c. Ventilation systems have preventative maintenance measures in place to ensure proper operation, including fresh air and return air dampers as well as filters.
   d. All ventilation units on campus maximize fresh air use, unless outdoor conditions do not allow for it.
      i. In general we have had MERV 10-13 filters in place with a variety of pre and post filters at MERV 8.
      ii. On the recommendation of Camfil, \(^1\) FM is moving to a bag filter option with MERV 13 or higher.\(^2\)

\(^1\) The Camfil Group is a producer and developer of air filters and clean air products. Camfil is also a global air filtration specialist with 24 production units and R&D centres in four countries in the Americas, Europe and the Asia-Pacific region.
iii. Goal is to have air filters upgraded by September 9.
iv. All of the air handling units supporting the rooms identified as teaching and rehearsal spaces in MB and TC are prioritized on Facilities Management’s (FM) analysis and replacement strategy.
e. Facilities Management is actively monitoring and maintaining humidification systems to ensure that humidity in buildings is kept at appropriate levels.
i. In terms of humidity controls, FM will have the WES Controls team take a more proactive role in monitoring the humidity and making adjustments with the fresh air intake and humidity especially as we move through the shoulder seasons.
f. Ongoing research, consultation with other universities across Canada, and communication continues. As updates are provided, they will be communicated to the Faculty.

C. General Considerations

16. Be flexible: Conditions are expected to be variable, particularly in the early phases of return. Not all staff, faculty or graduate students may be able to return, want to return, or need to return. If not needed on campus, they should work remotely whenever possible.

17. Physical distancing: This action, with wearing a face cover when indoors, washing of hands, and use of sanitizers, remains the fundamental defence against transmission of COVID-19. All areas in the buildings, as well as individual return to campus plans have considered how physical distancing can be achieved in all areas including classrooms, rehearsal spaces, offices, studios, practice rooms, elevators, hallways, and common areas.

18. Existing moratoriums on in-person seminars, meetings, thesis exams, conferences, and international travel will remain in place until specifically lifted.

The Don Wright Faculty of Music is committed to working closely with all stakeholders in our community in order to develop creative and collaborative strategies that strive towards 100% capacity (in terms of outputs) while still working within the occupancy restrictions across the different return to campus phases.

19. Additional Helpful Resources
The full list of COVID-19 information from Public Health Agency of Canada (PHAC) PHAC Risk-Informed Decision-Making Guidelines For Workplaces and Businesses

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2 Currently the recommendation from various emerging research studies is MERV -13.