A. Key Guiding Principles

1. **Safety** of students, faculty and staff, and community members remains the top priority at all times. This includes continuing accepted norms of hygiene and incorporating protocols as informed by the London Health Unit.

2. **Public Health Directives** including local, provincial and federal government guidelines will be diligently followed in planning for a fully face-to-face (f2f) environment for the 2021-2022 academic year.

3. **Monitoring:** Western and the Don Wright Faculty of Music (DWFOM) procedures to ensure safety measures are being followed and include expected behaviours as people begin to return to campus in a fully f2f environment. Activities will be restricted in the event of non-compliance or COVID-19 resurgences. This will include procedures for safe reporting of concerns, including mechanisms to protect individuals from reprisal. As of the date of this draft, a summary of expected behaviours include:
   a. Wearing of 3-ply face masks or other approved personal protective equipment in enclosed public spaces.
   b. 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, and, if applicable, assigned seating or closed-off desks/chairs/rooms.

4. **Procedures if an outbreak:**
   a. If a faculty or staff member, or a student test positive for COVID-19, the university takes direction from the 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.
While not required to download the COVID Alert App, it is highly recommended.

While vaccinations are not mandatory, it is strongly encouraged that each person on campus receive two doses of vaccines. This is our strongest way to manage the variant plus new ones that are emerging (e.g., Delta variant). Note that a vaccination site is on campus beginning in August 2021.

B. Guiding Principles for the Don Wright Faculty of Music

Access

- Access for undergraduate students who have requested will begin August 3rd during 10:00am to 5:00pm. The buildings will remain locked but are accessible for faculty and staff via their Western ID cards.
- Buildings will be open beginning August 9 to all faculty staff, students, and the general public.
  - Building hours will be 8am to 6pm.
  - After Labour Day weekend, building hours will return to pre-COVID hours.
- There will be no building ambassadors this fall.
- As of the date of this draft, students, and faculty and staff members will fill out the required Health and Safety Questionnaire via the Qualtrics form as emailed on a daily basis (continuing as now for faculty and staff; beginning September for students).
  - Students will fill out the form until September as they have this past year.
- For all accessibility accommodations, email mcleme22@uwo.ca to work directly with Megan Clements, Director of Administration, for access and completion of campus questionnaires.
- The door for the main office (TC 210) will be open after Labour Day weekend during the hours as posted on the door.
- Access to mailboxes and photocopy room is via the hallway; this is the preferable way to collect your mail.

5. In-person events:
   - All in-person events (including recitals, concerts, lectures,) for the fall will begin as follows:
     - First day of fall term: Music faculty, staff, and students, and Music Library staff—full capacity with no physical distancing.
     - October 22nd—All performances open to the public.
   - The live streaming concerts for 2021-2022 have already been determined and include the Parsons and Poole recital, the Friday at 12:30 Concert Series, the Faculty Concert Series, an event on November 27th, and possible concerto and other competitions.

6. Scheduling of meetings:
   - In consultation with each staff member, the transition to full return will be gradual beginning on July 26th and will continue to the end of August.
   - It is critical that we are increase the number of f2f meetings but
understand that one by phone or Zoom may be more effective. If you are meeting with more than one student at one time, we do have rooms that are used for meetings and classes.

7. **Space:**
   a. For those sharing an office in Talbot College, a return to two people occupying the space at the same time will be allowed. If both are in the room at the same time each will wear a mask until further notice.
   b. As of the date of this draft, use of PDT and vKH for rehearsal spaces, other than dress rehearsals, will not continue. Schedules will return as they were for Fall 2019, all pending a return to full capacity in the fall.

8. **Return of exams and papers.**
   c. Faculty members are responsible for collecting and returning all papers.
   d. 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.
   e. It is recommended when possible that the OWL system be used for this purpose. Do note that staff members are not required nor available for distribution or collection of materials for blended or online courses.

8. **Instruction in f2f settings–room capacity**
   a. As of the date of this draft, all classes, lessons, rehearsals, and seminars will be f2f at full capacity.
   b. Per Senate policy, all classes and lessons 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.
   c. Note that it is highly recommended that a 10-minute break occur after 50 minutes of instruction before the second or third hour of class/rehearsal begins. This is from an overall health perspective.
   d. For strings, piano and percussion, masks are required at all times when in groups of more than one.
   e. 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).
   f. TBD–Bell masks for winds and brass instruments.
   g. TBD–Singers are required to wear a mask when not singing; the mask can be removed when singing in lessons and rehearsals.
   h. All lessons will occur in the instructor’s studio space. Barriers will remain if requested.

9. **All classes, rehearsals, studio instruction, and traffic areas**
   a. Note that each class, rehearsal, and studio instruction is to be delivered f2f.
   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. Hand sanitizer stations will continue to be present 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.
d. Students will be required to bring their own music stands for the fall term. Decisions about supplying stands for the winter term will occur as the fall term progresses.
e. Signage is posted throughout the building to indicate direction, use of stairwells (up or down), and elevator capacity.
f. Music Library will be open after Labour Day and returning to F19 practices as much as possible.
g. Air purifiers will remain in each of the practice rooms and rehearsal spaces; an air purifier will be in Alumni Hall 17. These can be left on at ‘low’. Filters will be replaced by Facilities Management over the summer.
i. Note–air purifiers were not supplied for each studio but rather the rehearsal spaces and practice rooms in which multiple people made music at the same time.

10. 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 Sylvestre. This protocol does not apply to you.
   a. It is recommended that students continue to practice with breaks. This allows for ventilation of the rooms as well as can contribute to healthy practice approaches. The length of time would vary depending on the instrument, however it is recommended that a student take a break after 60 minutes of continuous practicing.
   b. Students can take off their masks ONLY when alone in the practice room.
   c. For Fall term with assessment for winter term made in December: We will continue to utilize QR codes to monitor the use of practice rooms. The following system will be followed:
      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).
      ii. 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

11. Research
d. For Spring and Summer, any research that involves participants please direct your inquiries to Emily Ansari.

12. Conferences and events with external people can resume in the fall.

13. Based on most recent research as presented by health experts on campus–sanitization of high traffic areas and high touch points is viewed as less necessary as previously stated. However, the following will continue based on everyday health and safety practices:
   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 TBD
   d. 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.
      i. This is available to faculty and staff members, and students.
      ii. Each will be emailed on a daily basis as a reminder to complete the form.

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 in MB and TC 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\(^2\) for our music facilities.
      iii. Air filters will be replaced in the summer.
      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.
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\(^1\)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.
C. General Considerations

16. Be flexible: Conditions are expected to be variable, particularly in the early phases of return.

   a. Vaccinations
   b. Three ply face masks when indoors
   c. Washing of hands and use of sanitizers

18. Updates regarding international travel: refer to Western International's website.

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