

# Carnegie Mellon University

## School of Music

### School of Music Return to Campus Guidelines

This document contains health and safety protocols which will be in place when Carnegie Mellon University resumes on-campus activities on August 31, 2020. These protocols apply to all members of the School of Music community—faculty, staff, students, contractors, vendors, visitors and guests—while on campus or in university facilities. These guidelines will likely evolve as the severity of the pandemic and our ability to respond to it change over time, and they are subject to changes in state and local regulations and university guidance.

It is important to realize that the success of the School's plan to have in-person instruction depends on every member of our community taking personal responsibility for adhering to health and safety protocols. Please visit and read "A Tartan's Responsibility": <https://www.cmu.edu/coronavirus/students/index.html>, which outlines the expectations we have for all CMU music students.

Please also see "Carnegie Mellon COVID-19 Updates" for more information on the university's preparation for a return to campus: <https://www.cmu.edu/coronavirus/index.html>.

#### **Campus Density and Social Distancing**

- Everyone on campus must adhere to social distancing guidelines and wear a mask while on campus. (Specific recommendations for applied instruction are detailed below by discipline.)
- Carnegie Mellon has taken steps to control the population density of the campus and individual buildings. Some academic course work will be offered online only. Maximum classroom occupancies have been reduced.
- Those School of Music staff members who can perform their job duties remotely will continue to do so even after classes resume.
- Some School of Music faculty have chosen to teach remotely in order to protect themselves and family members. Check with your studio teacher to determine his or her plans.
- Please exit classrooms as soon as possible when class is over. Do not congregate.

#### **Universal Facial Coverings**

- Face coverings must be worn by everyone (including all faculty, staff, students, guests, vendors, and visitors) indoors and outdoors, on campus and in university buildings and in and around leased spaces.
- Students, Faculty and Staff will be issued two reusable, cloth masks to be distributed starting the first day of classes, August 31.
- Signage reminders of best practices (social distancing, face masks, hand hygiene) will be placed throughout campus.

#### **Hand Hygiene**

- Everyone should wash hands often and with soap and warm water for at least 20 seconds, especially after having been in a public place or after blowing their nose, coughing, sneezing, or touching their face. It is also recommended that everyone wash their hands as they enter and exit various on-campus spaces and before eating. Please avoid touching your eyes, nose, and mouth.

- If soap and water are not readily available, you can use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until dry.
- Signage has been placed in prominent locations around campus and specifically in bathrooms, outside of bathrooms and throughout buildings in high-traffic areas.
- Hand Sanitizing stations will be placed outside elevators, inside elevators, in lobbies, inside of major entrances and hallways, and in other high traffic areas.

### **Cleaning and Sanitizing**

- Housekeeping will clean high-touch surfaces in classrooms and bathrooms once daily.
- Dispensers with disinfecting wipes will be located in the practice room corridors. Students are responsible for wiping surfaces, keyboards, music stands, chair, doorknobs, light switches, and other high-touch areas before and after each practice room session or chamber music rehearsal.
- Housekeeping will disinfect each space daily with an E-Mister.
- It is the faculty member's responsibility to disinfect high touch surfaces in teaching studios.
- Teaching studios will receive daily cleaning by the university's housekeeping service.

### **Ventilation/Mechanical Systems**

- All campus HVAC systems have been reviewed and adjusted to maximize the circulation of outside air.
- Air purifiers with HEPA filtration will be placed in every practice room, along with voice, wind, and brass teaching studios.

### **Practice Rooms**

- Practice rooms in the College of Fine Arts and Hall of the Arts will be available starting August 31, 2020, from 6:00a to midnight each day, reservable in advance in one or two-hour blocks, with a three-hour maximum per student per day.
- Practice room reservations can be made up to seven days in advance on a first come-first serve basis. Every session will be followed by a 30-minute vacant period to allow for maximum air exchange.
- Students can reserve practice room time by visiting <https://cmumusic.skedda.com/>. This platform will be active as of August 30, 2020.
- Specific rooms have been set aside for use by piano and collaborative piano majors. They are: CFA M165, M167, M168, M169, M171 & M172.
- One person in a practice room at a time. Please do not visit each other or congregate in rooms or practice room hallways.
- If and when possible, practice off-campus.

### **Private Instruction**

#### **Private lessons for strings, guitar, harp, percussion, piano and composition**

- Students and faculty must be masked.
- Teaching studios must accommodate social distancing of 6 ft (7.5 ft on-center).
- Lessons can be no more than 60 minutes in length.
- Windows should be open if possible.

- There must be a 30-minute period between each lesson in which the room is empty to allow for adequate air exchange.
- Classrooms will receive daily disinfection following CMU protocols.
- Faculty members are responsible for disinfection of music stands, piano keyboards and other high-touch surfaces using wipes before and after each lesson

### **Private lessons for Wind and Brass**

- Masking is required for teacher and accompanist. Masking is required for the student and only to be removed when playing their instrument.
- Brass students should utilize bell covers provided by school.
- Windows should be open if possible.
- Faculty and student should be separated by as much space as the studio allows, but no less than 7.5 feet.
- Lessons can be no more than 60 minutes in length.
- There must be a 30-minute period between each lesson in which the room is empty to allow for adequate air exchange.
- Daily disinfection will occur as per CMU protocols.
- The faculty member is responsible for disinfection of music stands, piano keyboards and other high-touch surfaces using disinfectant wipes before and after each lesson.
- Students must empty water key condensate onto a towel or puppy pad they bring, never onto the floor. These must be laundered daily.

### **Private lessons for Vocalists**

- All studio voice faculty will teach remotely in fall 2020.
- It will be possible for coaches to utilize rooms in the Hall of the Arts linked to other rooms via a low-latency audio/visual system.
- Windows should be opened if possible.
- There must be a 30-minute period between each lesson in which the room is empty to allow for adequate air exchange.
- The faculty is responsible for disinfection of music stands, piano keyboards and other high-touch surfaces using disinfectant wipes before and after each coaching.
- Coaching studios will receive daily cleaning as per CMU protocols.

### **Ensemble Classes**

#### Instrumental Ensembles, Repertoire and Studio Classes

- Masking is required for all. Masking removed by brass and wind students only when playing their instrument.
- Social distancing of 6 ft (7.5 ft on-center markings)
- Utilize plexiglass shields for flutes, trumpets and trombones.
- Brass students should utilize bell covers provided by school.
- Rehearsals should be of no more than 60 minutes in length.
- A 30-minute room vacancy between rehearsals to allow for adequate air exchange.
- Wind and brass instrument bells should not be directed towards others.

- Students must empty water key condensate onto a towel or puppy pad they bring, never onto the floor. These must be laundered daily.
- Both faculty and students are responsible for disinfection of music stands, piano keyboards and other high-touch surfaces using disinfecting wipes before and after each rehearsal.

### **Student Recital Policies and Rules**

- Recitals will be held in Kresge Theater and Alumni Concert Hall only.
- The recitalist is entitled to two (2) hours of rehearsal time in the venue leading up to the recital.
- No audience will be permitted during the recital or rehearsals except for the studio instructor.
- Only the recitalist, collaborative pianist, other performers (no more than four additional) and one page-turner will be permitted onstage during the recital.
- Recording Services will stream and record all Fall recitals at no cost to student.
- All individuals participating in the recital must follow safety protocols per university guidelines.
- Moving of the Kresge Theater pianos may only be done by the assigned front-of-house crew members. The piano will be moved onstage and returned backstage by crew members.
- Pianists must be prepared to wipe and sanitize the keyboard before and after each use.
- No receptions of any kind will be permitted in the College of Fine Arts.
- All posters and physical promotional materials are the sole responsibility of the recitalist to create, place and remove.
- Recitalist must follow deadlines for submission of program, biography, and headshot to the Marketing & Communications office for digital program and digital promotional efforts.
- Recital scheduling is available now through late Fall. Spring recitals will be scheduled later this Fall.
- These policies may be superseded by future guidelines and restrictions issued by the university, and federal, state, and local government agencies.
- More information regarding recital policies and procedures can be found here:  
<https://www.cmu.edu/cfa/music/current-students/guidelines-forms/recitals.html>

### **Choral Ensembles and Opera Workshop classes**

- Face masks are required for all individuals at all times, except while singing.
- Social distancing for singers is a minimum of 12 feet.
- Limit to no more than nine individuals at one time in MM119, and 12 in Skibo gym.
- Rehearsals of no more than 50 minutes duration (regular class length).
- A 30-minute room vacancy between each rehearsal is mandated for adequate air exchange.
- Faculty and students are responsible for cleaning of music stands, piano keyboards and other surfaces via disinfectant wipes before and after each class session or rehearsal.