

COVID-19 Hygiene Protocols in the Music Department

Instrumental and Curricular Music during COVID-19

This document outlines recommendations and procedures for minimising the risk of infection of COVID-19 to staff and students in the Music Department. The Music Department abides by all safety and hygiene policies already enacted by St Paul's School (hereafter known as 'the School') during the COVID-19 outbreak; however, it is acknowledged that the Music Department is a unique environment that requires further measures to ensure staff and student safety.

Additional risks posed in Music

- Communal instruments such as orchestral percussion instruments, drum kits, guitars, keyboards, basses, microphones, amplifiers and hand percussion
- Potentially high-velocity dispersion of droplets by students and staff playing brass and woodwind instruments
- Instrumental Music lessons in small rooms where social distancing may be difficult
- Necessity of Music Tutors and classroom teachers to assist students with such skills as finger placement, posture and breath control by manually moving students' hands, shoulders, etc., particularly with young students
- High density of students in corridors, particularly during the changes between classes

General Music Department protocols

- Bottles of hand sanitiser will be available at key locations around the building, such as Music Reception, the foyer, entry to classrooms and staff areas
- Staff should use hand sanitiser or wash hands thoroughly with soap and water before and after using communal devices such as the sign-in iPad, the photocopier and the Music Tutor computer
- Daily temperature checks of all staff and students will occur in accordance with the *Return to School Plan* sent to staff by Paul Browning on 5-5-20. Specific details of the process for this in the Music Department are forthcoming.
- Music rooms will no longer be open for students to use at lunchtimes until further notice due to the extra supervision and cleaning required.

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- At the end of the day, gloves should be used for closing up procedures such as turning off power points and locking doors.
- Cleaning staff will be asked to use disinfectant material on keyboards and pianos as part of their regular daily cleaning procedure. They will also be asked to wipe down computer keyboards in the Bio Box (Walker Centre).
- Staff should observe social distancing practices when interacting with other adults. This is including, but not limited to;
 - the lunch room;
 - minimal time should be spent in the lunch room, and only for food preparation
 - only two people should be in the lunch room at any one time
 - Music Reception
 - care should be taken to observe social distancing in close proximity to the desks of Administration Assistants
 - hallways
 - Staff should also avoid using the hallways during peak times, such as change of period
- The glass doors to the Music Centre should remain open where possible, eliminating the need for numerous people to touch the door handle.

Recommendations for classroom Music

- Classes should wait outside the Music Centre for their teacher to arrive. Students should use hand sanitiser on entry to and exit from the building.
- Classroom Music teachers should meet students at the appropriate entrance to the Music Centre to avoid an influx of students entering the building at the same time from the same entry. In addition to the main entrance, the side entrance near M11 and the doors on the west side of the building near the car park can be used for ensembles, but only with teacher supervision. These doors are not to remain open once the teacher has taken the ensemble inside.
- Any communal instruments need to be wiped with disinfectant wipes after use. These instruments include;
 - Keyboards and pianos
 - Drum sticks and mallets
 - Electric guitars, bass guitars and guitar leads
 - Ukuleles
 - Hand percussion (claves, Boomwhackers, djembes, etc.)

In most cases, students will be able to facilitate this themselves, with teacher supervision.

For younger classes Music Administration Assistants and Prep TAs (for Prep classes) should be enlisted to help with this, as well as KEG when not on class herself. Classroom teachers will need to liaise with these

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staff members ahead of the lesson time to ensure availability and allow time at the end of lessons for this to occur.

- When using electric guitars, amplifiers, etc. teachers should not plug leads into amplifiers, instead allowing the students to do this themselves.
- Teachers should not use microphones at all, and the use of microphones by students will be limited to performances only.
- Students will no longer be able to borrow Music headphones and will need to bring their own from home.
- Wherever possible, students will need to bring their own instruments from home for classroom Music lessons. These instruments must not be played by anyone other than the students who own them.
- Class iPad usage
 - iPads should be taken directly from the iPad storage unit by the student who will be using it
 - At the end of the lesson, students will line up outside the room where the iPads are kept and be given a disinfectant wipe to clean the front and back of the iPad before putting it back in the storage unit
- Focusrite and MIDI keyboard usage
 - Focusrite packs and MIDI keyboards should be taken from the storeroom by the student who will be using it.
 - MIDI cable should be taken from the storage container at Music Reception by the student who will be using it.
 - At the end of the lesson, the students will wipe over equipment with a disinfectant wipe and return it to the storeroom, making sure to wipe the handle of the case before they leave
- When listening to student compositions that have been created on a computer, teachers should;
 - use their own headphones or have sound coming out of the computer speakers
 - ask students to navigate the computer to different sections of the file to ensure that teachers do not need to touch student computers
- Students must be briefed on social distancing practices and Music-specific hygiene protocols, such as (but not limited to);
 - using communal instruments only when necessary (e.g. no touching instruments on the way in or out of the classroom)
 - availability of hand sanitiser
 - social distancing in student rehearsal situations

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Recommendations for instrumental Music lessons

To minimise risk of infection of COVID-19 during instrumental Music lessons, Music Tutors should;

- take advantage of teaching in larger rooms (such as M1, M11, M13 and M22), or even outside. (Music Tutors should liaise with Gina Weal, Melissa Stevenson and Kellee Green to find out when these rooms are available).
- limit touching students' instruments, or correcting students' posture, finger position etc. Instead, where possible, Music Tutors should verbally direct students in this way.
- ensure that they are sitting or standing alongside a student, facing the same direction as them rather than directly in front of them, particularly when teaching brass or woodwind instruments, to minimise the spread of condensation/droplets in close proximity
- using gloves, wipe down communal instruments such as pianos, or mallets for percussion instruments at the end of lessons in which they are used
- If students need assistance with instrument specific issues such as changing of reeds or stuck mouthpieces, assisting teachers should use gloves and follow handwashing procedures
- Percussion students will now be required to buy their own mallets and drum sticks, and will not be able to borrow these items from the Music Department for lessons or rehearsals.
- If a Music Tutor has been exposed to COVID-19, or someone at another of their schools has, they need to contact Kellee Green immediately to advise the School. Action from there will be decided by the Headmaster.

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Recommendations for ensemble rehearsals

The following information is taken from the *Return to School Plan* sent by Paul Browning on 5-5-20;

*Once all grade levels are back at school music ensembles may be able to re-commence (pending official advice). The size of the groups and the room allocations have been considered. For the most, the spaces for the student and staff numbers to be accommodated for each ensemble is similar, if not better, than a standard classroom and class allocation. Setting the standard of 3m² per person for ensembles, the groups marked in **RED** need to be relocation.*

M1 (90m ²)		Per m ²	M11 (102m ²)		Per m ²	M13 (110m ²)		Per m ²	M22 (205m ²)		Per m ²
Big Band	22	3.91	Adagio Strings	15	6.38	Guitar Ensemble	12	8.46	Allegretto Strings	18	10.78
Jazz Ensemble	13	6.43	Stage Band	16	6.00	St Paul's Singers	17	6.11	Concert Band	51	3.94
Junior School Choir	20	4.28	Worship Band	10	9.27	Year 2 strings	34	3.14	Junior Wind Band	25	7.88
Lento Strings	21	4.09							Percussion Ensemble	12	15.77
Red Shirt Choir	30	2.90							Percussion Ensemble Project	6	29.28
St Paul's Chorus	47	1.87							Symphony Orchestra	48	4.18
Vivo Strings	30	2.90							Wind Ensemble	37	5.39
									Year 4 Band 30	30	6.61

As a result of this, the following is proposed;

MONDAY AFTERNOONS

Red Shirt Choir rehearses in M13

St Paul's Singers rehearses in M1

WEDNESDAY AFTERNOONS

Vivo Strings rehearses in M13

THURSDAY MORNINGS

St Paul's Chorus to rehearse in the Chapel (tbc)

In addition to the Headmaster's recommendations, the following should be implemented;

- Ensemble directors should meet students at the appropriate entrance to the Music Centre to avoid an influx of students entering the building at the same time from the same entry. In addition to the main entrance, the side entrance near M11 and the doors on the west side of the building near the car park can be used for ensembles, but only with teacher supervision. These doors are not to remain open once the teacher has taken the ensemble inside.

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- Students should be seated as far apart as is reasonably possible. The Headmaster has recommended a 3m² rule for ensemble rehearsals.
- While the mentoring program should continue, decisions will need to be made about how many mentors are allowed to attend each rehearsal based on the numbers provided in the above table.
- Mentors should be briefed by ensemble directors about hygiene practices in the Music Department (such as frequent handwashing and avoiding physical contact with students where possible) particularly in the case of the mentoring of Junior Ensembles
- If students need assistance with changing of reeds or stuck mouthpieces, assisting teachers should use gloves and follow handwashing procedures

Recommendations for interaction with parents

While it is acknowledged that there are situations during which parents will need to come to the Music Centre, steps will need to be taken to minimise contact between Music staff and other adults.

Parents will be asked to;

- use email as the first point of correspondence.
- refrain from 'dropping in' at the Music Centre to see Music Tutors or classroom Music teachers without a prior appointment.
- wait for their children outside the Music Centre rather than in the foyer.
- refrain from attending their child's lesson with a Music Tutor