

Western Carolina University School of Music

Fall 2020

Working Guidelines for Reopening

July 31, 2020

The faculty and staff of the School of Music at Western Carolina University welcome you back for a challenging and yet exciting new year. We are all deeply committed to providing a safe learning environment in the fall 2020 semester. During this pandemic, we are working together to assure that all classroom experiences, applied lessons, and ensembles rehearsals are designed with the health and safety of our students in mind.

Please be advised that this is a fluid situation and that any and all plans covered in the working guidelines below are subject to change. You are strongly encouraged to contact your applied instructors, ensemble directors, and classroom teachers for the latest updates and for guidelines or protocols for individual courses. Indeed, communication will be vital this year and your instructors are very happy to answer all of your questions.

The School of Music is endeavoring to buy supplies of hand sanitizer and disinfecting wipes. Please be aware that supplies are limited and that buying in bulk is challenging for us. You are highly encouraged to purchase your own supply of hand sanitizer and disinfecting wipes for your own use in School of Music facilities. In addition, your professors may request that you buy other supplies such as bell covers or puppy pads for emptying water.

If you have any questions or concerns, please don't hesitate to contact me.

My very best wishes for a safe, healthy, and meaningful school year,

Dr. Andrew Adams
aadams@wcu.edu

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Western Carolina University Community Standards

You can find WCU's latest COVID guidelines and resources at <https://www.wcu.edu/coronavirus/index.aspx>

Shared community standards remind us that we each have personal responsibility for actions that may affect our own health and the health of our friends, colleagues, and the broader campus community. Our collective acceptance of this shared responsibility will be the most effective strategy we will have at our disposal in the challenging months ahead. We know that Catamounts Care and we have developed the following set of standards to encourage everyone to put the well-being of themselves and others top of mind.

These standards will apply to ALL members of our campus community, including students, faculty, staff, and visitors. Everyone must participate for our campus community to stay healthy.

Fall Semester Guidelines

This fall, Western Carolina University will work to fulfill its academic mission and protect the well-being of its campus community by making decisions guided by science and sound data. The COVID-19 pandemic represents an ever-shifting situation, and the university will be responsive to the latest guidance and information issued by the NC Department of Health and Human Services and the Centers for Disease Control and Prevention.

Prevent the Spread and Protect Yourself and Others

- Wash your hands with soap often and use hand sanitizer.
- Practice social and physical distancing – maintain an awareness of personal space; stay at least 6' apart when possible.
- **Facial coverings MUST be worn at all times in classrooms and in other public work or instructional environments unless impossible when playing a wind or brass instrument or singing. You may be turned away from a classroom, office, rehearsal, and/or event if you fail to meet this requirement.**

Your instructors will update you with regard to masks, shields, or any other Personal Protective Equipment required for their courses. Please follow their instructions carefully as they will be tailored to the many different kinds of instructional situations found in the School of Music.

- Clean frequently-touched surfaces with alcohol-based disinfectants.
- Limit in-person programs, events, and social gatherings.
- Practice Self-Care and Show Respect and Caring to All
- Before going to class or work, check for symptoms on a daily basis using the CDC's Coronavirus Self-Checker.
- If you have COVID-19 symptoms or know you have been exposed to the virus, stay home and call your provider to seek medical guidance.

- Follow the advice of your health care provider and voluntarily participate in medical monitoring and contact tracing as necessary or requested.
- Sustain our community standards and help create a sense of belonging where everyone feels welcomed and respected.
- Practice good self-care principles and care for your physical and mental health.

General Facility Guidelines for the School of Music

Coulter Building Hours

The usual hours for the Coulter building to be open are:

Monday	8 a.m. to 11 p.m.
Tuesday	8 a.m. to 11 p.m.
Wednesday	8 a.m. to 11 p.m.
Thursday	8 a.m. to 11 p.m.
Friday	8 a.m. to 11 p.m.
Saturday	8 a.m. to 5 p.m.
Sunday	6 p.m. to 11 p.m.

Facilities Management has announced plans to close buildings earlier, perhaps 9 p.m., in order to do deep cleaning that requires chemicals to stay on surfaces for many hours. We are currently negotiating building hours to maximize access to practice rooms and classrooms. As with all things, we will keep students aware of plans as they unfold. We're aware that limited access has an impact on practice and, therefore, progress. We must all seek to balance academic needs with health and safety.

Please also be aware that it may be necessary to close the Coulter building on either Saturday or Sunday for deep cleaning.

School of Music Office

Only 1 student will be allowed to enter the School of Music office at a time. Please maintain proper physical distancing in the hallway outside of the office.

The best way to communicate with the School of Music office is through email:

Mrs. Whitney McCall: wmmccall@email.wcu.edu

Dr. Andrew Adams: aadams@wcu.edu

In general, the office will be open during the hours of 1:00-5:00 Monday through Friday, although office hours may be extended if it's possible to hire student workers. Please be aware that due to staffing issues office hours may fluctuate. Please email any questions or concerns to Mrs. McCall or Dr. Adams and we will get back to you as soon as possible.

Public Areas

Students are encouraged to gather in outdoor spaces while observing proper distancing (weather permitting, of course). *Other than activities directly related to class meetings, groups of more than two to three people should not congregate anywhere in Coulter or the Belk building.*

Elevator Use

The use of the Coulter elevator is limited to those who REQUIRE its use. As noted by the signage in the elevator, it is limited to THREE people at a time.

Hallways and Stairs

Maintain 6 foot spacing at all times.

Classrooms and Studios

To allow maximum time for the dispersion of aerosolized particles, we ask that students and faculty vacate classrooms/studios as soon as possible at the conclusion of rehearsals, classes, or lessons using appropriately labeled doors weather permitting. This will allow time for rooms to be empty for a period of time between events.

To minimize transmission of virus particles through shared touchable surfaces, faculty and students should avoid any and all sharing of materials, including pencils, pens, markers, notebooks, textbooks, computers, pianos, etc.

Brass players should ideally empty water on a puppy pad or other, disposable absorbent cloth.

Practice Rooms

Practice rooms may contain a high density of aerosolized virus. To help regulate the use of these rooms to the best of our ability, the following guidelines will be instituted.

Housekeeping will clean the doors, handles, and light switches daily.

Whenever possible, do not practice in the practice rooms, but seek out larger spaces, practice outdoors, or in off-campus housing (while being considerate of others).

Limit time in a practice room to no more than 45 minutes.

There can only be one person in a practice room at a time.

When you leave the room, please leave the fan running and the door open so that the room can air out.

If possible, brass players should empty water on a puppy pad or *disposable* absorbent cloth other than a towel. Not only is this important in the current health crisis,

but carpeting in the practice rooms was replaced in the summer of 2020 and we would like to keep it as nice as possible for as long as possible.

Do not congregate in the 3rd floor or 2nd floor practice room corridors.

Percussion practice rooms will be regulated by Professor Groh.

Upon entering and leaving any practice/rehearsal room, surfaces that were used should be wiped down (chair, bench, piano, keys, etc.). We will do our best to keep tubs of disinfectant wipes in each practice room; however, supplies are limited and it's possible that these cleaning supplies may be taken and not returned.

Proper Keyboard Cleaning (Practice Rooms and Faculty Studios)

As directed by the Piano Technicians Guild, <https://www.ptg.org/covid-19>, when cleaning any piano:

If using a spray or liquid bottle, put the disinfectant on a disposable towel and not the piano. After use, immediately put the towel or disinfectant hand wipe in the trash and wash your hands as the CDC recommends.

Do not use reusable towels or cloths which could spread germs.

Immediately follow up with a dry disposable towel and never leave any liquids on the piano or keys. Generally speaking, most disinfecting wipes or sprays should be safe to use on the keys.

Cleaning pianos is a gentle process not a scrubbing process. Pressing hard or vigorous scrubbing may lead to scratching or removing the finish. Always proceed with caution and use common sense. Remember to wash your hands after you have thrown away the towels or wipes.

Recitals and Music Concerts

See page 15 for proposed fall 2020 concerts. As with all aspects of the coming year, this list is subject to change depending on WCU's guidelines for public events. Events scheduled in the Bardo Arts Center have been retained on the calendar in case performances are possible or if we are able to stream video from the hall. Ensemble directors will keep students updated with all performance plans.

Degree Recitals

A limited number of live student and faculty recitals will be allowed to take place with proper social distancing. Audiences will be limited to 10 persons only. These live concerts will be available to be attended virtually through the School of Music LiveStream. Please stay informed and read all emails regarding recitals and

concerts. The School of Music must follow WCU's guidelines for public gatherings and these are subject to change.

Ensemble Concerts

There will be NO live, in-person performances of large ensembles that are open to the public until further notice. As such, performances for ALL ensembles may be presented digitally (by produced YouTube content or livestream).

Core Courses

The School of Music will offer musicianship and music culture courses online. This approach was adopted so that large classrooms (such as the recital hall, band room, choir room, and CO 358) can be used for applied instrumental and vocal lessons. Keeping applied lessons face-to-face not only facilitates the pedagogy of such instruction but also maintains working and personal relationships between music students and their advisors.

General Guidelines for Face-to-Face Classes

Instructors will set their own requirements for each class. The points that follow are general guidelines.

Face masks must be worn at all times unless impossible when playing a wind or brass instrument.

Classroom seating/ standing must utilize distancing of at least 6 feet at all times (6 feet recommended and should be followed whenever possible).

As possible, course attendance policies will acknowledge and support students who may become ill without creating barriers or requiring unnecessary visits to health facilities for documentation of illness. Keep in communication with all of your professors regarding your personal situation.

Classroom access should be limited to those who are *required* to be present.

Office hours, student meetings, and advising sessions should be held virtually (WebEx or similar) when possible.

All tutoring sessions (outside of class) should be held online when possible.

Faculty, staff, and students should wipe any and all spaces, using disinfectant wipes, before and after their own use of those spaces (desks, chairs, tables, keyboards, pianos).

Large Ensembles

An increased risk of exposure related to the projection of aerosols while playing wind and brass instruments is possible. Therefore, ALL students and faculty must act with an abundance of caution when involved in instructional situations that involve playing instruments.

To the extent possible, face coverings should be worn at all times and everyone should remain at least six feet apart. Transparent partitions or sound shields may be used.

Large ensembles will either be separated into smaller chamber groups or be smaller overall than in a typical semester. In addition, rehearsal times may be shortened. The Bardo Center team are helping to hold some rehearsals in the Bardo Performance Hall given current availability. Professor Underwood and Professor Starnes will keep students informed of rehearsal times and locations.

I. Instrumental Ensembles

Professor Underwood and Professor Starnes have worked together to formulate audition procedures for Wind Ensemble and Symphonic Band:

1. Live auditions will be held the first week of classes.
2. In order to reduce the number of people in contact with each other, they are going to eliminate proctors. This means that auditions will NOT be blind for this semester.
3. There will be a shield between the panel and the auditioning musician.
4. In order to reduce the time spent in the room, they will use one short prepared excerpt and a sight-reading excerpt.
5. They will allow time in between each student to disinfect the area.
6. An entrance and exit will be clearly marked. The majority of auditions will be in the band room.
7. The panel will wear masks.

Rehearsal Procedures

All students will enter/exit through designated entrances and exits. Any room being used for rehearsals will have entrances and exits clearly marked. These doors must remain closed.

Only personnel involved in the rehearsal should be in the rehearsal room.

Masking required for all individuals. Masks should be worn prior to entering the rehearsal/performance space. Masks may be removed by wind instruments only when playing their instrument.

No talking should occur without a mask.

Social distancing of at least 6 ft. for brass, woodwinds, and percussion. 9x6 for trombonists.

Utilize plexiglass shields for trumpet, flute, and clarinet as possible.

Practice water-key etiquette. When emptying water, use WindSorb or puppy pads. These are provided by the player. WindSorb must be disinfected after use and puppy pads should be discarded. When emptying the instrument please remember to blow gently.

Keep case, music, water, and other equipment at your chair to eliminate unnecessary walking in the classroom.

Set-up/Strike Crew Procedures

No more than 5 people on a set-up/strike crew.

Each member must wear a mask and wear disposable gloves. Gloves will be provided.

While setting up and striking, crew members should maintain 6 ft. distancing guidelines.

Colored tape will indicate chair and stand placement. The percussion area will also be indicated with colored tape. Rows may be in straight lines instead of curved and members should all be facing the same direction.

Each chair and stand must be disinfected using disinfecting spray and towels or disinfecting wipes before returning chairs/stands at the end of rehearsals.

Individual Ensemble Notes

Wind Ensemble (Professor Margi Underwood)

Rehearsing in Bardo if possible due to better air handling than Coulter.

Ensemble will be split into three groups of 8-19 students.

No rehearsals or works for the complete group.

Spacing on stage will be 10' to 15' apart

Symphony Band (Professor David Starnes)

Rehearsing in Coulter

Limiting to 60 min. rehearsals

Ensemble will be no more than 35 students, probably between 20-22

Will use choir room and CO358 for small group rehearsals

Jazz Band (Professor Pavel Wlosok)

Hybrid approach

Students practice music individually for first five weeks to assure health of performers

Group will be 18 total students, split into four sections of six for rehearsing

Working toward a recording project in the CAT studio

Tech Ensemble (Professor Justin Kennedy)

Online with groups of 2 students working together on recording and video projects

Fusion Ensemble (Professor Chris Beyt)

Working in recording studio. Typically a small group.

II. Choral Ensembles

Due to serious concerns regarding in-person group singing, students will spend the semester focused on developing a minimum of three high-quality virtual choir recordings for each ensemble. This experience, while different than traditional choir, prepares students for participation in virtual choirs as future music educators and choral performers. It will also develop independent musicianship skills as they will be making individual recordings for the videos.

University Chorus is an ensemble designed for beginning choral musicians. In a typical semester, the majority are often a mixture of instrumental music majors and non-music majors with a class size of 50-60 singers. In the fall 2020 online version enrollment will be limited to 16 singers (4 on a part) because of the audio production demands needed to create the final product of a virtual choir. Music majors who need ensemble credit (guitar, piano, C&E) will be prioritized with non-majors filling in remaining spaces dependent upon balance needs. Students will need to pass an audition assuring that they have the necessary musicianship skills to be successful in a virtual choir.

Sample class outline:

2:30-3:00 p.m.

Professor Thorp will meet with all students via Zoom and lead vocal technique, aural skills, and sight-reading. Students will stay on mute but sing with Professor Thorp in their own spaces.

3:00-3:30 p.m.

Breakout sectionals. Each section (SATB) will take turns having a designated student leader, and Professor Thorp will lead Sopranos (15 min) and Altos (15 min) on Mondays, and Tenors (15 min) and Basses (15 min) on Wednesdays.

3:30-3:45 p.m.

Professor Thorp will accompany while students sing from home on mute.

As students progress, breakout sessions will potentially include partner and quartet work eventually leading to students making their own solo recordings supported by pre-recorded accompaniment track and conducting video. The final product will be three virtual choir videos.

Concert Choir is an ensemble designed for advanced choral musicians. The class size is typically 32-40 singers. The proposed online version would be similar to UC but with more advanced repertoire. We would prioritize voice majors and returning members, adding other members as needed for balance via audition.

Chamber Singers is an elective ensemble designed to give small ensemble experience to top voice students. The class size is typically eight singers. Because of the small nature of this ensemble, it will not be offered in the fall 2020 semester.

III. Small Ensembles

In general, small ensembles for single instruments (trumpet ensemble, horn choir, etc.) are not required for degree programs; thus, cancelling or modifying them poses no curricular impact for our students. Two small ensembles will not meet in the fall: horn choir and tuba/euphonium ensemble. The trumpet ensemble will be limited to five performance majors who need small ensemble credit for their degree.

Other small ensembles (percussion, saxophone, and trombone) will proceed following social distancing guidelines and will work in small groups of five to six players. Players in the percussion ensemble can rehearse and perform in masks. The trombone choir plans to rehearse outside as possible.

Applied Lessons

Both instrumental and voice faculty plan to utilize large classroom spaces and the recital hall as much as possible for applied lessons. Most instructors are planning a hybrid approach with half of their lessons face-to-face one week and online the next. The exception is the piano studio which can meet in a more or less typical fashion as face masks can be worn.

Many applied instructors are planning to limit in-person lessons to 45 minutes rather than a complete hour. Some instructors are considering teaching solo repertoire in person to better offer comments on sound and interpretation and to hear technical elements such as scales online.

Lessons will be no more than 50 minutes with at least 10 minutes between each student. Studio classes will be held in the recital hall, maintaining social distancing at all times. Please wash your hands before and after each lesson.

I. Guidelines for Applied Vocal Instruction

The increased risk of exposure related to the projection of aerosols while singing is highly probable. Therefore, ALL students and faculty must act with an abundance of caution when involved in instructional situations that involve singing.

Applied voice study for the Fall 2020 semester will be a combination of online and in-person instruction at the discretion of both the student and professor involved. Choices should be made

on an individual basis in an effort to meet the safety and instructional needs/concerns of both parties.

As with choirs, voice faculty are concerned about live lessons and the transmission of particles through singing. We have ordered special masks for singing developed by a group in New York. In addition, the choir room will be used for as many in-person lessons as possible.

Any in-person vocal instruction should take place in a large space, with a barrier and at least 8-10 feet between student and teacher. Face coverings should be worn by both teacher and student whenever possible, understanding that some elements of instruction may require removal when singing.

Applied teachers may opt to shorten the length of any in-person instruction to allow for adequate dissipation of aerosol particles between singing events.

II. Guidelines for Instrumental Teaching

General Considerations

Wear a mask whenever you are not playing.

Wash/sanitize your hands often, and never touch your face unless you have just washed and dried your hands.

Do not share anything (books, mouthpieces, bows, etc.), and don't touch anything anyone else has touched.

If possible, use nylon or other bell covers for brass and wind instruments. Please discuss use of such covers with your applied teacher or ensemble director.

If your instrument collects water, empty water into an absorbent material such as WindSorb or puppy pads that can be thrown away.

Space Considerations

Teach in a large room or outdoors if possible. It is by far the most effective way to prevent transmission. If teaching indoors, use the biggest space (cubic volume) available.

Designate personal space: divide the area into space you use and space students use.

Even within personal spaces, stay as far as possible from each other. 6 feet of distance is a recommended *minimum* guideline designed for people in masks breathing silently. Any distance greater than 10 ft is recommended.

Everyone should sanitize the space in the room they inhabited both on the way out and on the way in.

Time Considerations

Instructors may limit the amount of time each lesson lasts and allow time (30 minutes +) between lessons. Consider more, shorter lessons, and consider changing the times to afford yourself a larger space.

Commercial Music and Audio Production

Coulter Computer Lab Guidelines

Before entering the class, please wash your hands.

If the door is not open, please gather in a safe manner in the hallway (6-feet apart).

When entering, please keep a safe distance from the person in front of you (6-feet apart).

If not all seats are allowed in the room, seats will be marked or chairs will be taken away.

Take a sanitizer wipe and wipe down the keyboard, mouse, screen MIDI controller, Audio Interface, and whatever else will make you comfortable.

No headphones will be issued. If you don't have headphones, you will not be able to participate.

While in class, please avoid turning your chair and facing the person behind you.

When class is dismissed, please take a sanitizer wipe and wipe down your station again.

Exit the classroom while keeping a safe distance from the person in front of you (6-feet apart).

WCU CAT Studio Guidelines

Student Sessions in the CAT Studio should adhere to social distancing guidelines. For student sessions, the following guidelines apply:

No more than three people in the ACR, following the 6 foot distancing guideline.
Only one person allowed in either isolation booth.

No more than five people (as long as they are not vocal/brass/wind) in the live room, following the 6 foot distancing guideline.

Vocal/brass/wind should first be placed in an isolation booth. If the isolation booths are occupied, vocal/brass/winds may be placed in the Live Room. If placed

in the Live Room, no more than 3 performers are allowed and must be spaced ten feet apart.

Masks must be worn at all times, even when performing, unless you are vocal/brass/wind, in which case masks may be removed to perform, then immediately put back on when done performing.

If possible, leave one isolation booth unoccupied so that it may be used as the primary pathway between the ACR and the Live Room. Reserve the occupied isolation booth for the dedicated performer and avoid passing through.

When your studio session is complete, wipe down any all surfaces (S6 Control Surface, Computer Keyboard, Mic Preamps, Outboard Gear, Music Stands, Microphone Stands, Headphones, Piano) by lightly applying disinfectant to a cloth or paper towel, then wipe the surface. ******DO NOT APPLY LIQUID DIRECTLY TO THESE SURFACES. ****DO NOT APPLY LIQUID DIRECTLY TO MICROPHONES****** For recommendations regarding microphone care, see the link from the Shure Corporation https://service.shure.com/s/article/how-should-i-clean-my-microphone?language=en_US

Belk 183 Guidelines

The door is to stay propped open if no music is being played in 183.

The hallway to Belk 183 should be treated as a one-way road.

No more than 4 people may be in the room at once.

Students must wear masks covering their mouths and noses at all times.

Students must practice social distancing at all times.

All students must disinfect the space they occupied before leaving.

All students are to bring their own headphones, guitar cables, and converters.

The windows of Belk 183 are to be kept open during operating hours.

You may only enter Professor Kennedy's or Professor Beyt's office if it is necessary.

Any other accommodation or arrangement for the Belk 183 space should be organized with Professor Kennedy and Professor Beyt.

Day	Date	Time	Fall 2020 Performances (Subject to Change)	Location
Tues	15-Sep	7:30PM	Faculty Showcase	CO Recital Hall
Thurs	17-Sep	7:30PM	Brass Faculty Recital	CO Recital Hall
Wed	23-Sep	7:30PM	Wind Ensemble Rehearsal	BAC
Thurs	24-Sep	7:30PM	Wind Ensemble Concert	BAC
Tues	29-Sep	7:30PM	CMAP Concert - Online	Online
Mon	5-Oct	7:30PM	Guest Artist: Ryan Fogg, Guest Pianist	CO Recital Hall
Wed	7-Oct	7:30PM	Symphonic Band Rehearsal	BAC
Thurs	8-Oct	7:30PM	Symphonic Band Concert	BAC
Mon	12-Oct	7:30PM	Civic Orchestra Concert	CO Recital Hall
Mon	12-Oct	7:30PM	World Music Concert (Live Streamed)	BAC
Tues	13-Oct	7:30PM	Faculty recital: Ian Jeffress, saxophone	CO Recital Hall
Mon	26-Oct	7:30PM	Percussion Ensemble Concert	CO Recital Hall
Tues	3-Nov	7:30PM	Faculty Recital: Travis Bennett, horn	CO Recital Hall
Mon	9-Nov	7:30PM	Wind Ensemble Rehearsal	BAC
Tues	10-Nov	7:30PM	Wind Ensemble Concert	BAC
Wed-Fri	11-13 Nov		WE recording	BAC
Mon	16-Nov	7:30PM	Symphonic Band Rehearsal	BAC
Tues	17-Nov	7:30PM	Symphonic Band Concert	BAC
Wed	18-Nov	7:30PM	Guitar Ensemble/Fusion Ensemble Concert	CO Recital Hall
Thurs	19-Nov	7:30PM	Brass Ensemble Concert	CO Recital Hall