

Wharton Institute for the Performing Arts COVID-19 Protocols



Summary

- Vaccinations:
 - The Wharton Institute for the Performing Arts (WIPA) strongly recommends vaccinations for all students who are eligible.
 - Our teaching faculty and administrative staff who are physically on our premises have been fully vaccinated. However, a few members of our teaching faculty who could not be vaccinated for medical reasons are continuously tested on a weekly basis.
- Participation:
 - Students, Faculty and Staff are required to fill out a COVID-19 Questionnaire online prior to participating in any WIPA activity on premises, and to not enter the buildings if they are sick.
 - All students, faculty, staff, and visitors will have their temperature screened with a non-contact thermometer
 - All students, faculty, staff, and visitors will be required to wear face masks in WIPA buildings regardless of vaccination status. Masks should be 2 or more layers of dense fabric and fit well over the mouth and nose with no large gaps around the sides of the face.
 - Bell covers are required for all wind and brass instruments.
- Facilities:
 - HVAC systems in WIPA buildings have been modified to increase outdoor air circulation
 - HEPA filtration units have been installed in all teaching rooms and offices
 - High touch surfaces are disinfected daily
 - Hand Sanitizer Dispensers and wipes are available in every office and teaching room

Introduction

This document details the protocols and procedures for Wharton Arts Operations, including conducting in-person rehearsals and lessons, during the COVID-19 pandemic. Please note that at all times, the latest CDC guidelines will apply and be implemented, and therefore may be different of the below procedures.

Organization-Wide Protocols

Health Protocols:

Students –

1. WIPA highly recommends vaccinations for all students eligible under current CDC guidelines. WIPA will not require proof of vaccination.
2. Students who are sick with any symptoms are asked to stay home from rehearsal, classes, or lessons. Parents should contact the appropriate Wharton Arts office to report a student absence. Please be as detailed as appropriate regarding the reason for the absence.
3. Students will be asked to fill out an online screening questionnaire prior to arrival at each event of any rehearsal, class, or camp.
4. Students will be asked to leave or not come to lessons or rehearsals if they test positive for COVID-19, or exhibit one or more of these symptoms:
 - a. A fever of 100 degrees or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Muscle pain
 - g. Headache
 - h. Sore throat
 - i. New loss of taste or smell
 - j. Fatigue
 - k. Congestion or runny nose
 - l. Nausea or vomiting
 - m. Diarrhea
5. All persons entering Wharton Arts facilities will have their temperature screened via a non-contact thermometer.
6. Students will be asked to sanitize their hands upon arrival at any program activity.
7. Students who test positive for COVID-19 or are required to quarantine due to COVID-19 exposure are asked to notify the appropriate Wharton Arts office.
8. Students, parents, and visitors will not be allowed into any Wharton Arts facility without the proper PPE as described below
 - a. Masks should be 2 or more layers of dense fabric and fit well over the mouth and nose with no large gaps around the sides of the face.
 - b. String, voice, and Percussion students must wear appropriate masks on over their nose and mouth.
 - c. Winds and Brass must have masks specifically designed for their instrument and bell covers.
 - d. Students are responsible for providing their own PPE. WIPA will have paper masks and limited instrument PPE available as backup.

- e. Flutes, oboes, clarinets, saxophones, and bassoons can wear the disposable masks with a slit cut for the instrument or pull down their masks to play. Brass students will have individual absorbent pads for condensation and will be responsible for their disposal in a designated container at the end of each rehearsal.
- f. Samples of bell covers and instrument masks are illustrated below. These are available from a variety of retailers where musician's supplies are sold.



9. Travel – students returning from travel outside of the New Jersey area must follow state and CDC guidelines for post-travel quarantine. Refer to the NJ Covid 19 website for the most up to date information.
<https://covid19.nj.gov/>
10. We are asking our parents to be the liaison to their school communities and inform WIPA of any outbreaks or quarantines happening in their school districts. We are prepared to shift to remote learning should there be an outbreak in our area.

Facilities

HVAC and Ventilation

In consultation with our HVAC Service Company, WIPA has initiated the following ventilation and purification protocols:

- Our HVAC systems in our buildings have been upgraded with new filters and have been altered so that fresh air is brought into the building at all times.
- All of our smaller teaching studios have been fitted with [Dyson TP04](#) air purifiers which are activated 24/7 to provide the cleanest air possible.
- Our three rehearsal halls (Burgdorff, Hyde & Watson, and the Wharton Black Box Theater) have all been fitted with the [Molekule Air Purifier Pro-Rx](#) which is an FDA-approved device that is especially designed to purify the air in large spaces.

Daily Cleaning

Daily cleaning in NJYS and PAS buildings where students and staff are present shall include:

- Sanitation of all rest rooms
- Sanitation of all high-touch surfaces with a CDC approved sanitizer
 - Door handles
 - Music stands
 - Chairs
 - Tables
- Carpeted floors will be vacuumed daily and hard surface floors will be mopped with appropriate CDC approved disinfectants

Program Specific Protocols

New Jersey Youth Symphony

Rehearsal Procedures

1. NJYS will communicate with each ensemble about the timing, traffic patterns and procedures for each specific ensemble.
2. Only NJYS Students, Staff, and designated parent volunteers will be allowed in the building during rehearsals. All Parent Volunteers who enter NJYS facilities will be required to be fully vaccinated.
3. For student safety, please follow the traffic pattern below when entering the NJYS building:



4. Students will be asked to sanitize hands upon arrival and upon returning to the rehearsal room from any breaks. Touchless hand sanitizer dispensers will be provided in all large rehearsal rooms.
5. Students will store cases and jackets in areas designated by the Orchestra Managers. Please only bring your instrument, cases and music to rehearsal.
6. Students will not be allowed to eat in the building. Only water bottles will be allowed into rehearsals.
7. Parents on Duty Volunteers will be assisting NJYS managers during rehearsals with attendance, bathroom monitoring, and rehearsal monitoring.

Breaks

1. In-Person rehearsals will have 15-minute break within each 60 minutes of rehearsal for air exchange in the rehearsal room.
2. Bathrooms visits will be limited to emergencies only and monitored by the NJYS Parent on Duty. No more than 2 persons will be allowed in the bathroom at one time.
3. No snacks will be allowed in the building during rehearsal. Vending machines and water fountains will not be available.

Large Ensembles – NJYS

NJYS will implement the following rules to follow social distancing guidelines during rehearsals (please note that the latest CDC guidelines will always apply and may be different from the below):

1. Pre-setting of rehearsal furniture 3 feet apart
 - a. NJYS staff will pre-set chairs and music stands to suit the ensemble prior to the students arriving to rehearsal.
 - b. For our younger ensembles, where the majority of students are ineligible to be vaccinated due to their age (Primo Strings, Concertino Strings, Sinfonia, and Concertino Winds), students will each have their own stand
 - c. Students will be assigned seating by NJYS staff at each rehearsal
2. Attendance Restrictions – attendance at rehearsals will be restricted to the following persons:
 - a. Students scheduled for rehearsal
 - b. Staff – conducting and Admin
 - c. Key volunteers – Librarian, Parent on Duty

Materials

Instruments

1. Students are responsible for obtaining and maintaining their own instruments, and bringing them to rehearsal, with specific exceptions for those instruments owned by NJYS.
2. Percussion & Pianos at NJYS. These instruments are by nature shared instruments. NJYS-owned instruments will be pre-set by staff prior to any rehearsal where they are used and cleaned following NAMM and CDC guidelines.
 - a. Percussion instruments will be individually assigned to each student. Small instruments will be lent to students to practice with at home and those students will be responsible for their care.
 - b. Instruments which remain in the NJYS rehearsal space will be handled only by the student to which they are assigned.
3. Students are required to have their own sticks and mallets where appropriate.
4. Disinfecting wipes will be available to all students who wish to sanitize their chair or music stand

Music

1. Students will be assigned a black NJYS music folder with original copies of the music for each concert period.
2. Practice copies will be available on the NJYS Member Portal for access at home.
3. For students who share music stands, the inner player's music will be used and that student will be responsible for page turns. The outer player should have their music accessible to make notes when necessary.

PAS (Performing Arts School)

General Procedures

Upon arrival at the Performing Arts School, students are required to check in at the Student Services office for temperature screening.

Drop-Off and Waiting Procedures

In order to maintain social distancing guidelines, parents are asked to follow the procedures below:

- WIPA highly recommends vaccinations for all students aged 12 and over.
- Anyone entering the building will have to fill out the COVID-19 screening questionnaire prior to 2pm on their lesson or class day. The questionnaire includes a question about vaccination status. We ask that parents/guardians of Performing Arts School students who have not had the COVID-19 vaccination do not enter the building.
- Masks are required for everyone in the building at all times. Masks should be 2 or more layers of dense fabric and fit well over the mouth and nose with no large gaps around the sides of the face.
- Specialized masks are available for singers and wind/brass musicians. These are available at retailers who sell music supplies. Bell covers are also required for wind and brass instruments. Examples of bell covers and specialized masks for wind or brass players and singers are below:



- Students aged 12 and over can be dropped off outside the building for lessons or classes.
- Parents of students under the age of 12 are asked to accompany their students into the building.
- Everyone entering the Performing Arts School Building will need to check in with the Student Services Office to verify that they filled out the online questionnaire and have their temperature re-checked by a non-contact thermometer.
- Students will then wait in designated areas in the lobby for their private lesson or class teacher to escort them to the lesson.
- Parents will not be allowed to be in the room with their students during the lessons. Seating for waiting parents of students under 12 will be situated near the teaching studios.

Private Lessons

Private Lesson rooms at the Performing Arts School are equipped with the following:

- Individual Dyson HEPA filtration units
- Sanitizing wipes
- Individual hand sanitizer dispensers.

The Student Services office has evaluated every teaching studio and will assign teachers to studios based on their instrument in order to allow for proper social distancing. Each teacher will have a regularly scheduled room, which will

not vary week-to-week. Sanitizing wipes will be available and teachers will be asked to wipe down any surfaces (piano keys, etc.) between students.

Group Classes and Musical Theater

Select group classes will resume indoors in September 2021. Musical Theater classes will hold group singing outdoors in the tent, weather permitting.

- Students will be required to fill out the COVID-19 Health Screening Questionnaire online prior to arrival at the class
- Students will be required to wear masks and follow social distancing guidelines
- Students will be screened for temperature upon arrival at the class
- Students will be asked to sanitize their hands upon arrival at any program activity
- Students will be allowed to use restrooms one at a time.

Staff

Faculty and Teaching Staff

11. Our teaching faculty and administrative staff who are physically on our premises have been fully vaccinated. However, a few members of our teaching faculty who could not be vaccinated for medical reasons are continuously tested on a weekly basis.
12. Staff who are sick with any symptoms are asked to stay home from teaching rehearsal, classes, or lessons. Staff members should contact the appropriate Wharton Arts office to report any absence. Please be as detailed as appropriate regarding the reason for the absence.
13. Faculty and Teaching Staff will be asked to fill out an online screening questionnaire prior to arrival at each event of any rehearsal, class, or camp.
14. Faculty and Teaching Staff will be asked to leave or not come to lessons or rehearsals if they test positive for COVID-19, or exhibit one or more of these symptoms:
 - a. A fever of 100 degrees or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Muscle pain
 - g. Headache
 - h. Sore throat
 - i. New loss of taste or smell
 - j. Fatigue
 - k. Congestion or runny nose
 - l. Nausea or vomiting
 - m. Diarrhea
15. All persons entering Wharton Arts facilities will have their temperature screened via a non-contact thermometer.
16. Faculty and Teaching Staff will be asked to sanitize their hands upon arrival at any program activity.

17. Faculty and Teaching Staff who test positive for COVID-19 or are required to quarantine due to COVID-19 exposure are asked to notify the appropriate Wharton Arts office.
18. Faculty and Teaching Staff, Students, parents, and visitors will not be allowed into any Wharton Arts facility without the proper PPE as described below
 - a. Masks should be 2 or more layers of dense fabric and fit well over the mouth and nose with no large gaps around the sides of the face.
 - b. String, voice, and Percussion students must wear appropriate masks on over their nose and mouth.
 - c. Winds and Brass must have masks specifically designed for their instrument and bell covers.
 - d. Students are responsible for providing their own PPE. WIPA will have paper masks and limited instrument PPE available as backup.
 - e. Flutes, oboes, clarinets, saxophones, and bassoons can wear the disposable masks with a slit cut for the instrument or pull down their masks to play. Brass students will have individual absorbent pads for condensation and will be responsible for their disposal in a designated container at the end of each rehearsal.
 - f. Samples of bell covers and musicians' masks are illustrated below. These are available from a variety of retailers where musician's supplies are sold.



19. Travel – Faculty and Teaching Staff returning from travel outside of the New Jersey area must follow state and CDC guidelines for post-travel quarantine. Refer to the NJ Covid 19 website for the most up to date information. <https://covid19.nj.gov/>
20. We are asking our parents to be the liaison to their school communities and inform WIPA of any outbreaks or quarantines happening in their school districts. We are prepared to shift to remote learning should there be an outbreak in our area.

Administrative Staff

WIPA Administrative staff will be working on a reduced in-office schedule to be established by the Executive Director.

1. Our teaching faculty and administrative staff who are physically on our premises have been fully vaccinated. However, a few members of our teaching faculty who could not be vaccinated for medical reasons are continuously tested on a weekly basis.
2. Anyone in our facilities, including but not limited to students, faculty and administrative staff, will need to be wearing a mask at all times.
3. Staff will be asked to leave or not come to work if they test positive for COVID-19, or exhibit one or more of these symptoms:
 - a. A fever of 100 degrees or greater
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Chills
 - e. Repeated shaking with chills
 - f. Muscle pain
 - g. Headache
 - h. Sore throat
 - i. New loss of taste or smell

- j. Fatigue
 - k. Congestion or runny nose
 - l. Nausea or vomiting
 - m. Diarrhea
4. Administrative Staff is required to inform their supervisor if they answer “yes” to any of the following:
- a. Within the past 14 days, have you had contact with anyone you know to have had COVID-19 or COVID-like symptoms? (Contact is being 6 feet or closer for more than 15 minutes with a person, having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on)).
 - b. Have you had a positive COVID-19 test for active virus in the past 10 days?
 - c. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
5. When working in any WIPA office or sponsored event, the staff will follow the procedures below:
- a. Temperature Screening:
 - i. A non-contact thermometer, disinfectant wipes, and a logbook will be placed in the entrance of each WIPA office.
 - ii. All Staff screens their own temperature upon entering the building using the following procedure:
 - 1. Use provided disinfecting wipes to disinfect thermometer before and after use
 - 2. Use provided logbook to record your arrival time and temperature, disinfecting provided pen and book before and after use
 - 3. Record the time you leave the building in the logbook, disinfecting pen and book before and after use.
 - b. When working in the WIPA facilities, staff must:
 - i. Always wear a mask (min. 2-ply) fully covering nose and mouth when others are present in the building. Masks should be 2 or more layers of dense fabric and fit well over the mouth and nose with no large gaps around the sides of the face.
 - ii. Sanitize hands upon arrival and regularly during the day (wash hands with soap and/or use the contactless hand sanitizer dispensers in the building or individual hand sanitizer pumps in the offices)
 - iii. Disinfect your own workspace as needed with the tools available in each office (disinfecting spray, sanitizing wipes, hand sanitizer pumps)
 - iv. Keep a social distance at all times of at least 3 feet
 - v. make every effort to have only one person present per office space and have no more than one person in office spaces where a continued distance of 3 feet is hard or impossible to maintain
 - vi. Make sure that you remain in your designated office and do not switch offices; preferred method of contacting your colleagues while being in the office is via phone and/or email rather than in person.
 - vii. Disinfect shared office equipment (copy machine, postage meter, etc.) with supplied wipes before and after each usage.

Resources:

The following were used as primary resources in preparing these guidelines.

- Arts Ed NJ September Forward: <https://www.artsednj.org/september-forward/>
- Performing Arts Aerosol Study: A Conversation on Mitigations Fall 2021: Bob Morrison of Arts Ed NJ moderates a discussion on latest guidance for 2021: <https://www.youtube.com/watch?v=1seuGKnKHb0>
- CDC Guidelines for Re-opening Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC Restart Readiness: <https://www.cdc.gov/coronavirus/2019-ncov/community/resuming-business-toolkit.html#restart-readiness-checklist>
- NFHS/CBDNA COVID-19 Aerosol Disbursement Study: <https://www.nfhs.org/articles/unprecedented-international-coalition-led-by-performing-arts-organizations-to-commission-covid-19-study/>
- AIHA Healthier Workplaces Guidance for General Office Settings: https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf
- New Jersey COVID information hub: <https://covid19.nj.gov/index.html>
- Links to HEPA filtration units:
 - Dyson: [Dyson TP04](#)
 - Molecule: [Molekule Air Purifier Pro-Rx](#)

PLEASE NOTE THAT THE LATEST CDC AND NJ STATE GUIDELINES WILL ALWAYS HAVE PRIORITY OVER THE CONTENT IN THIS DOCUMENT