

Introduction

This document outlines 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. 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
2. Students will be asked to fill out an online screening questionnaire prior to arrival at each event of any rehearsal, class, or camp.
3. Students will be asked to leave or not come to rehearsal 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. All persons entering Wharton Arts facilities will have their temperature screened via a non-contact thermometer
5. Students will be asked to sanitize their hands upon arrival at any program activity
6. PPE – students will not be allowed into any Wharton Arts activity without the proper PPE
 - a. String and Percussion students must wear appropriate masks on over their nose and mouth
 - b. Winds and Brass must have masks specifically designed for their instrument and instrument bags and/or bell covers
 - c. Students are responsible for providing their own PPE. NJYS will have paper masks and specialized instrument PPE available as backup.
 - d. Moveable sneeze barriers will be placed between each wind and brass player in indoor settings

- e. Wind and 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
7. Travel – students returning from travel outside of the New Jersey area must follow state and CDC guidelines for post-travel quarantine. More information can be found here: <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey#direct-link>

Staff

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

1. 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
2. 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?
3. When working in any Wharton Arts office or sponsored event, the staff will follow the procedures below:
 - a. Temperature Screening:
 - i. A non-contact thermometer, disinfectant wipes, and a log book will be placed in the entrance of each Wharton Arts office.
 - ii. Staff will screen your 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 log book 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 log book, disinfecting pen and book before and after use.

- b. When working in the Wharton Arts facilities, staff must:
- i. Always wear a mask (min. 2-ply) fully covering nose and mouth when others are present in the building
 - 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 time of at least 6 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 6 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.

Building Cleaning Protocols

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
 - Sneeze Barriers
- Carpeted floors will be vacuumed daily and hard surface floors will be mopped with appropriate CDC approved disinfectants
- Furniture and equipment used outdoors will be sanitized daily and between activities

Program Specific Protocols

NJYS

Rehearsal Procedures

1. NJYS will communicate with each ensemble about the timing, traffic patterns and procedures for each specific rehearsal.
2. In-Person Rehearsals will be no more than 60 minutes long with a break of 30 minutes between rehearsals for cleaning and air exchange

3. Rehearsals will be broken into 30-minute segments with 5 minutes in between for air exchange and to allow students a mask break outside of the building
4. Traffic in the NJYS building will be one-way through the hallways. Follow the arrows on the floor for travel while in the building.
5. Students will store cases and jackets at their designated seat.

Breaks

1. Each 60-minute rehearsal will have a 5 minute break after 30 minutes for air exchange. Students will gather outside for a socially distanced mask break.
2. Bathrooms visits will be limited to emergencies only and monitored by the NJYS Parent on Duty. No more than 1 person 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.

Remote Rehearsals

1. All ensemble rehearsals will be live streamed so that those students not attending in person can participate at home.
2. Archival recordings of the rehearsals will be available.

Large Ensembles – NJYS

Indoor Rehearsals

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. Limiting ensemble size: In order to keep rehearsal participants 6' apart from others, the rehearsal size will be limited in the rehearsal rooms as follows:
 - a. Burgdorff Hall: 23 students plus conductor
 - b. Hyde and Watson Hall: 17 students plus conductor
 - c. Large studios – 5 & 8: 4 students plus coach
2. Pre-setting of rehearsal furniture
 - a. NJYS staff will pre-set chairs and music stands to suit the ensemble prior to the students arriving to rehearsal. One chair and one stand per student.
 - b. Students will be assigned seating by NJYS staff at each rehearsal
3. 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

Traffic Patterns & Scheduling

One-way entrance and exit patterns will be established for each rehearsal room to maximize social distancing protocols. Traffic patterns will be marked on floors and with other appropriate signage. Students will be asked to keep to these traffic patterns when entering and exiting the building. Rehearsal arrivals and departures will be staggered to allow for optimal traffic flow.

Materials

Music

1. Each student will be sent a PDF version of their music to print and use at home and in in-person rehearsals.
2. Students who are unable to print music at home can get one copy at rehearsal for them to keep.
3. No original copies of music will be distributed, eliminating the need for music return at the end of the session
4. NJYS Black folders will not be distributed for use this year.

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. Protocols for these instruments will be handled on a case by case basis and may include long-term lending of instruments or rehearsal specific usage with cleaning protocols:
 - a. Contrabassoon
 - b. A Clarinets
 - c. Bass Clarinets
2. Students are also responsible for any instrument accessories including, but not limited to:
 - a. Bows
 - b. Rosin
 - c. Extra strings
 - d. Reeds
 - e. Cleaning cloths & materials
3. 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 the are assigned.
 - c. Instruments will be sanitized between rehearsals.
4. Students are required to have their own sticks and mallets where appropriate.

Interim Cleaning Protocols

Between each rehearsal, the following cleaning protocols will be implemented. Additional staff will be necessary to implement cleaning protocols:

1. Disinfect student seating
 - a. Seats
 - b. Music Stands
2. Disinfect high touch surfaces
 - a. Door handles
 - b. Coat racks

3. Disinfect bathroom areas
4. Wipe down all shared instruments with appropriate cleaners
 - a. Percussion
 - b. Pianos
5. Disinfecting wipes will be available to all students

Small Ensembles – Chamber Music

Small ensemble rehearsals will follow all above guidelines. Smaller rooms can accommodate up to 4 players and a coach. Sneeze barriers will be used when students are not able to sit in a forward-facing manner.

Outdoor Rehearsals

NJYS will have outdoor rehearsals for all ensembles at the Performing Arts School for Spring 2021 using the above protocols for indoor rehearsals with the following modifications:

1. Large outdoor tents will be installed at the Performing Arts School to house rehearsals from April through summer 2021
2. Outdoor rehearsals for all ensembles will be streamed to those participating from home via Zoom
3. Students will be allowed to use the bathroom facilities inside the Performing Arts School. Only one person can be in the building at a time. Students will be required to follow bathroom procedures as dictated by NJYS Staff.

PAS (Performing Arts School)

Outdoor Classes and Summer Camps

Select group classes will resume outdoors in large tents in Spring 2021, following the same protocols for students as if they were held indoors.

- Students will be required to fill out the COVID-19 Health Screening Questionnaire online prior to arrival at the class or camp
- Students will be required to wear masks and follow social distancing guidelines
- Students will be screened for temperature upon arrival at the class or camp
- Students will be allowed to use the bathroom facilities inside the Performing Arts School. Only one person can be in the building at a time. Students will be required to follow bathroom procedures as dictated by PAS Staff.

Private Lessons

When indoor activities resume, private lessons can only take place in rooms large enough for proper social distancing. In the Performing Arts School, those rooms are:

- Studio 3
- Studio 4
- Dance Studio
- Studio 15 (vocal room)
- Studio 21 (piano lab)
- Studio 22 (early Childhood Room)
- Theater

Small Group Classes

In-person theory and Intro to Instruments classes will be held only in rooms large enough to accommodate students and instructors.

Early Childhood Classes

Online only during COVID-19

Resources:

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

- Arts Ed NJ September Ready Report <https://www.artsednj.org/wp-content/uploads/NJ-September-Ready-Arts-Ed-Guidance.pdf>
- 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>

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