



# School of Music

## COVID-19 Handbook

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## EXISTING RESOURCES

Tennessee Tech's 'COVID-19 Task Force Report' [link](#)

On Thursday, July 2<sup>nd</sup>, Tennessee Tech Provost, Dr. Lori Bruce, released the following guidance from several COVID-19 task-force committees.

Tennessee Tech's 'Return to Campus Plan for Employees' [link](#)

On Monday, July 20<sup>th</sup>, Tennessee Tech University released the following guidance for returning to campus.

Tennessee Tech's 'Return to Campus Plan for Students' [link](#)

On Monday, July 20<sup>th</sup>, Tennessee Tech University released the following guidance for returning to campus.

Tennessee Tech's Face Covering Guidelines [link](#)

On Monday, July 20<sup>th</sup>, Tennessee Tech University released the following guidance for face masks.

## Reminders

Daily Employee COVID-19 Survey - **REQUIRED** [link](#)

All employees working on campus are required to complete a pre-screening questionnaire at the start of each work day

## School of Music COVID-19 Handbook

While these resources are very thorough and helpful, they do not address the specific needs of the School of Music. This document aims to provide guidance and solutions for the unique curriculum and teaching needs of the School of Music at Tennessee Tech University.

## SCHOOL OF MUSIC MASK POLICY

According to University policy, all people on campus are required to wear face coverings while inside University buildings. Due to the School of Music's unique needs, we have been granted an exemption by the Provost, under the following conditions:

Students and faculty who play instruments that don't require a mouthpiece or reed (percussion, strings, piano, voice, etc) are required to wear masks at all times.

Students and faculty who play instruments with long/skinny mouthpieces (trumpet, horn, etc.) will be required to wear "performance masks" (masks containing small slits for mouth piece access) at all times.

Students and faculty who cannot physically play their instrument using a "performance mask", may temporarily remove their mask to play their instrument. Masks should be worn over their chin and immediately replaced to the proper position when playing concludes. No talking is permitted when the mask is temporarily removed for playing purposes.

Bell covers (masks for instruments) are required for all instruments, at all times.

\*Performance masks and bell covers have been ordered for all brass and woodwind students and are scheduled to arrive during the first week of classes.

## FACILITIES

### Exterior Doors

All exterior doors are marked with Enter and/or Exit signs. Please adhere to one-way markings when appropriate.

### Hallways

Please follow the "right hand rule" (forward traffic stays to the right) when walking through hallways. Signage reminders of best practices (social distancing, face masks, hand hygiene) will be placed throughout the building.

### Stairwells

Both stairwells will be marked one-way. The south stairwell will be up only and the North stairwell will be down only.

### Elevator

The elevator has a 2-person maximum occupancy at all times.

### Drinking Fountains

The use of drinking fountain spouts are not permitted, however, the bottle refill function is allowed.

## CLASSROOMS

Room	Recommended	Maximum
BFA 101 (Haste Hall)	24	26
Wattenbarger Hall	55	80
Wattenbarger Stage	22	26
BFA 223	18	23
BFA 223A	7	8
BFA 255	12	15
BFA 305	10	12
BFA 374	11	30
BFA 376	10	12

Students are required to sit in designated seats marked by tape (on the floor). These seats represent appropriate 6ft social distancing.

Assigned seats are required for the entire semester. This is for potential contact tracing.

## COMMON AREAS

### Fishbowl

Doors should remain open at all times and seating has been reduced to 6 chairs. The maximum occupancy is 8 people.

### Lobby

Students must maintain 6ft social distancing policies. Brown benches have a 2-person maximum occupancy.

### 3<sup>rd</sup> Floor Student Lounge

Seating has been reduced to 4 chairs and students should not share writing implements. Eating and drinking is permitted, but facemasks must be temporarily worn on chin while taking a single drink or bite, then immediately replaced to the proper position. No talking is permitted when the mask is temporarily removed.

## PRACTICE ROOMS

Students will be encouraged to practice at home or outside whenever possible, especially those who live off-campus and are able to practice at their place of residence. For students who need to use BFA practice rooms, we will implement the following practice room reservation system.

Every Monday, practice room sign-up sheets will be posted to each practice room door. Half of the rooms will be posted at 9:00am and the other half of the rooms will be posted at 1:30pm.

Students are allowed to sign-up for 3 sessions per room, per week. There is not a maximum number of reservations per student.

Each practice session will be limited to 60 minutes of playing, followed by 60 minutes of ventilation time. This is in accordance with Johns Hopkins' recommendations [link](#)

Exception: piano, percussion, and string practice rooms will be limited to 60 minutes of playing, followed by 30 minutes of ventilation time. This is in accordance with Johns Hopkins' recommendations [link](#)

Tuesday, Thursday, and weekend practice sessions will begin on the hour (8:00, 9:00, 10:00, etc) and Monday, Wednesday, Friday sessions will coincide with Tech's class schedule (8:00, 9:05, 10:10, etc.).

Only 1 person per practice room.

Upon entering a practice room, students should use Clorox wipes to wipe down any furniture or shared equipment (chair, music stand, piano, etc.). Clorox wipes will be supplied via wall mounts in the hallways.

Students must empty spit valves into personal towel or absorbent pads, not on the floor.

Piano, percussion, voice, and string players are required to wear masks during practice sessions. Woodwind and brass students should wear a mask, or a performance mask (slit for mouthpiece) during practice sessions. For some instruments, this is not possible. In these cases, students are permitted to practice without a mask.

Bell Covers - (masks for instruments) are required for all instruments, at all times.

Upon concluding a practice session, students should fully prop the door open so the room can ventilate.

If a student is 10 or more minutes late to a practice room reservation, this reservation is forfeited and any student may occupy the room.

3 practice rooms (338, 339, and 340) will be reserved for virtual lessons. These rooms should be prioritized for students who are unable to conduct virtual lessons at their residence or have limited time between lessons and classes.

Students who habitually and/or maliciously break practice room policies may be reported to student affairs.

## VENTILATION

### HVAC

The BFA HVAC system has been adjusted to cycle more outside air than is typical. Usually our system integrates 20% of outside air into our internal environment. Due to COVID-19 concerns, this system has been adjusted to continuously cycle 40% of outside air into our building. This is in accordance with The University of Colorado Boulder's recommendations [link](#). This modification will improve our building's ACH (air changes per hour) but will also result in increased temperature and humidity.

### Screens

The School of Music will provide adjustable window screens for offices and classrooms. Facilities has given us permission to open windows during the day to increase ventilation, however, please note this will affect the building's temperature. Please limit window opening height to 15" (height of screens provided). Opening windows further may actually reduce ventilation due to potential negative air pressure issues.

Please be sure to close and lock all office windows prior to leaving the building for the day. If you teach the last class of the day in a particular space, please close the classroom windows when leaving. Theft is an obvious concern, so please take these guidelines seriously and help us monitor the building, especially on the lower floors.

### HEPA Filters

The School of Music has purchased HEPA filters for classrooms that do not have windows (223, 223A, and 374). Please do not move these filters between rooms, as they were purchased to accommodate specific square footage. Funding for office filters was denied, but Dean Shank is in the process of appealing this ruling. For this reason, please keep any receipts until this appeal has been finalized.

## CLEANING AND SANITATION

Hand sanitizer dispensers have been installed near every building exit. A hand sanitizer refill station is located at the North side of the lobby

Clorox wipe stations and disposable gloves will be located near practice rooms and in large ensemble rehearsal rooms (BFA 101 and Wattenbarger).

Clorox wipes will also be supplied at the entrance of each classroom.

## SSC Cleaning Services

Cleaning services will operate according to CDC guidelines.

BFA 101 and Wattenbarger Auditorium floors will be cleaned frequently (minimum of every other day).

Cleaning services will frequently disinfecting of high-touch surfaces in common areas.

## TENT

A 40 x 60 outdoor tent will be permanently set-up on the President's lawn. This tent will be available for the following purposes, and priority is determined by the order below:

- Large ensembles
- Homogenous chamber ensembles
- Isolated academic classes (not reoccurring)
- Faculty lessons
- Student practice (solo and groups)

Simultaneous events may occur when appropriate, as long as all parties are in agreement. Please be mindful of others and understand this is a shared space.

Music stands and chairs will be stored under the tent permanently. Student workers will unlock/lock these items at the start and end of each business day (approximately 8:00am - 5:00pm). These items will remain locked on the weekends.

## STUDENT ENSEMBLES

### Teaching

Large ensembles will operate according to the discretion of the instructor.

Curriculum, repertoire, and student evaluations are determined by the course instructor and may differ greatly from a traditional semester.

### Large Ensemble Rehearsal Policies

Masks: Everybody must adhere to the School of Music Mask Policy (pg. 3) during rehearsals.

Bell Covers - (masks for instruments) are required for all instruments, at all times.

Amplification: Directors are encouraged to use amplification during rehearsals to keep their voice at a low conversational level.



**Rehearsal Length:** The recommended rehearsal length is 30 minutes and rehearsals may not exceed 60 minutes. This is in accordance with Johns Hopkins [link](#) and the University of Colorado Boulder's recommendations [link](#).

**Spit Valves:** Students are required to empty spit valves into a personal towel or absorbent pad, not on the floor.

**Music Stands:** Students are encouraged to bring their own music stands. School stands are available for student use, but the student assumes personal responsibility for cleaning the stand prior to use. Clorox wipes will be supplied via wall mounts in the rehearsal rooms.

**Set-up:** All musicians and directors should maintain social distancing of 6x6 feet, with 9x6 for trombone players. Straight lines should be used, rather than curves, to minimize aerosol movement. Students should sit facing the same direction, back to front, to minimize potential exposure. This is in accordance with the University of Colorado Boulder's recommendations [link](#).

### Chamber Ensemble Rehearsal Policies

Chamber ensembles will operate according to the discretion of the instructor.

Curriculum, repertoire, and student evaluations are determined by the course instructor and may differ greatly from a traditional semester.

**Bell Covers** - (masks for instruments) are required for all instruments, at all times.

**Masks:** Everybody must adhere to the School of Music Mask Policy (pg. 3) during rehearsals.

**Rehearsal Length:** The recommended rehearsal length is 30 minutes and rehearsals may not exceed 60 minutes. This is in accordance with Johns Hopkins [link](#) and the University of Colorado Boulder's recommendations [link](#).

**Set-up:** All musicians and directors should maintain social distancing of 6x6 feet, with 9x6 for trombone players.

### Student-Run Ensembles

Student run ensembles are permitted, however their rehearsal space requests will be of secondary importance to sanctioned School of Music rehearsals and events.

**Masks:** Everybody must adhere to the School of Music Mask Policy (pg. 3) during rehearsals.

**Rehearsal Length:** The recommended rehearsal length is 30 minutes and rehearsals may not exceed 60 minutes. This is in accordance with Johns Hopkins [link](#) and the University of Colorado Boulder's recommendations [link](#).

**Set-up:** All musicians and directors should maintain social distancing of 6x6 feet, with 9x6 for trombone players.

Bell Covers - (masks for instruments) are required for all instruments, at all times.

## CONCERT POLICIES

### Audience Policies

Audience members are required to wear face masks upon entering the Bryan Fine Arts building (according to University policies).

Audience members must abide by social distancing policies and building flow signs (one-way entrances and exits).

Audience attendance will be limited to 80 people. Additional audience will be instructed to return home and watch via live stream.

Audience are required to sit in designated seats marked by tape. These seats represent appropriate 6ft social distancing.

Audience members who feel sick or have a temperature (100.4 or greater) should not attend.

### Performance Policies

All events will be live streamed.

Concert length should not exceed 60 minutes.

A maximum of 22-26 performers on stage.

Masks: Performers must adhere to the School of Music Mask Policy (pg. 3) during performances.

Set-up: All musicians and directors should maintain social distancing of 6x6 feet, with 9x6 for trombone players. Straight lines should be used, rather than curves, to minimize aerosol movement. Students should sit facing the same direction, back to front, to minimize potential exposure.

Performers should maintain a minimum distance of 15 feet from the closest audience member.

### Other Policies

No more than 3 people back stage during a performance.

No receptions after or before concerts.

Each performer needing a microphone should have his or her own. Extra costs could be incurred for additional stage microphones.

### SOLO RECITALS - MASKS AND BELL COVERS

For student and faculty solo recitals, bell covers and/or performance masks may be removed during the performance if ALL of the following policies are met:

1. Accompanist gives permission and increases their distance from the performer (12ft minimum, 15ft for trombone).
2. Bell cover and/or performance mask must significantly affect performer's ability to play their instrument.
3. No talking is permitted when the mask is temporarily removed for playing purposes.
4. Bottom half of auditorium (half of the seats) are closed to audience.
5. Two additional HEPA filters (6 total) are added to Wattenbarger and are placed on stage near the performer.
6. Only one additional performer is allowed (3 total: accompanist plus 2). When this occurs, an extra HEPA filter must be added to the stage and auditorium doors must be opened for increased ventilation.
7. Public should be encouraged to attend virtually.

### GUEST ARTISTS AND VISITORS

There are no visitor restrictions on campus but all visitors must adhere to University and School of Music COVID-19 policies.

#### Center Stage Artists

1. Artists who were schedule to visit during the Spring 2020 semester may be rescheduled for the 2020-2021 academic year.
2. Artists who were approved for the 2020-2021 academic year may visit as planned, postpone until Spring 2021, or cancel the event.
3. Any previously approved Center Stage guest artist that does not visit during the 2020-2021 academic year, will lose funding. Faculty may re-submit proposals for the 2021-2022 academic year, but previous approval does not guarantee future approval.
4. Center Stage artists are not entitled to flight refunds. For this reason, please instruct artists to purchase refundable flights.
5. A Center Stage contract can be cancelled by either party up to 30 day prior to the event, for any reason.
6. The University reserves the right to cancel Center Stage contracts within 30 days of the event, due to an "Act of God". A COVID-19 campus outbreak is considered an "Act of God".

### TEACHING

#### Content

Course curriculum, syllabus, and student evaluations are determined by the course instructor and may differ greatly from a traditional semester.

## Teaching Modalities

Instructors should attempt to teach their courses according to the modality designations submitted to the Provost on July 22<sup>nd</sup>, 2020. At any point during the semester, instructors are permitted to alter their teaching modality as they see fit, however, the instructor is asked to keep the Interim Director apprised of any such changes.

### Modality Definitions

**Tech-Enhanced:** Course content is predominantly delivered On-Campus but can include up to 20% of online delivery

**Tech-Flex:** Course content is delivered through both On-Campus and Online approaches. The Online components average 40-60% but no more than 80% of course content is delivered online.

**Tech Direct:** Predominantly online where 80+% of the course content is delivered through online approaches, but the course also includes a small amount of on-campus activities, such as testing, labs, etc. *Please keep in mind that if a class has a scheduled zoom meeting, or any meeting at all on campus, it is not considered 100% online.*

**Online:** Online instruction for all course content. Students will not be required to participate in any on-campus activities.

## Classroom Technology

It is encouraged that faculty consult with CITL [link](#) for any technology assistance needed for their courses. This office expects unusually high volume around the start of the semester so training is advised well in advance to the start of the semester.

### Classroom Cameras

The University has purchased Logitech Conference Cams for each classroom. Training will be made available at a later date.

### Classroom Phone Cameras

The Department of Computer Science is developing a 3D printed stand and app that will make streaming from faculty cell phones possible. Details are forthcoming.

## University Approved Syllabus Statements

The Provost plans to release sample syllabus statements the week of August 17<sup>th</sup>. These statements will address various COVID-19 related issues.

## Attendance

According to University policy, attendance cannot be factored into a student's final grade during the fall 2020 semester.

## Ensemble Evaluation Solutions

Since many ensemble instructors use attendance as their primary form of student evaluation, it might be helpful to shift more grading emphasis to participation. Below is a syllabus sample statement:

*Since this course does not utilize any homework, quizzes, or exams, your final grade will be determined by participation. Participation will be evaluated using the following criteria:*

- Active engagement during rehearsals
- Retention of material covered in previous rehearsals
- Proper rehearsal etiquette
- Consistent execution of individual expectations
- Respect and collegiality with others

## Repertory Class

Repertory class should continue in some form or fashion.

Teaching modality, curriculum, and student activities are determined by the course instructor and may differ greatly from a traditional semester.

If instruments are played, please adhere to the chamber ensemble rehearsal policies (pg. 8).

## Recital Class

Recital attendance requirements have been reduced to 5 concerts and 1 convocation.

Students may choose to either attend concerts in person or live-stream the events. To receive credit for a live-streamed event, students are required to take two pictures (screenshots) of the concert. The first photo should be taken during the first 10 minutes of the concert and the last photo should be taken at the conclusion of the event. Both photos should clearly show a time-stamp. Students will be instructed to send verification photos to [tntechrecitals@gmail.com](mailto:tntechrecitals@gmail.com).

Convocations will be divided up by instrument areas and may be held in-person (Wattenbarger/tent), or virtually. This choice will be left up to the faculty in each area. Convocation 1: Percussion, Piano, and Strings, Convocation 2: Woodwinds, Convocation 3: Brass, Convocation 4: Voice

Meet the Artist sessions will be optional for all students. Students who relate most to a visiting artist (same instrument, area of focus, etc.) are highly encouraged to attend (in person or virtually).

## Applied Lessons

Applied lessons will operate according to the discretion of the instructor.

Curriculum, repertoire, and student evaluations are determined by the course instructor and may differ greatly from a traditional semester.

Masks: Everybody must adhere to the School of Music Mask Policy (pg. 3) during lessons.

Students must empty spit valves into personal towel or absorbent pads, not on the floor.

### Set-up

Maintain minimum social distancing of 6x6 feet and 9x6 for trombone players.

Window(s) should be opened during and after lessons to increase ventilation.

The use of plexiglass barriers is left up to the discretion of the instructor. While some research shows that barriers minimize large aerosol droplets, recent research by the University of Colorado Boulder recommends removing plexiglass partitions or barriers between musicians because the room may not properly ventilate due the creation of "dead zones", or areas where aerosol can build-up [link](#).

## Lesson Length

### Strings, guitar, percussion, piano, and composition

Lessons should not exceed 60 minutes and should be followed by a 30-minute vacancy period to allow for adequate air exchange. This is in reference to Johns Hopkins [link](#) and the University of Colorado Boulder's recommendations [link](#)

### Brass, Woodwinds, and Voice

The recommended lesson length is 30 minutes (lessons may not exceed 60 minutes) and should be followed by a 60-minute vacancy period to allow for adequate air exchange. This is in reference to Johns Hopkins [link](#) and the University of Colorado Boulder's recommendations [link](#)

## Teaching Solutions

The ventilation requirements between lessons may cause some scheduling challenges. Below are some proposed solutions

Seek a secondary teaching space so faculty can alternate teaching locations. Vacant classrooms, outside areas, tents, etc. are some viable solutions. To reserve an alternative teaching space, please reference the BFA EMS scheduling system [link](#) and submit requests to the Interim Director by **Tuesday, August**

**25th.** All alternative teaching requests will be evaluated and assigned (based on studio size/needs) by Friday, August 28<sup>th</sup>.

Teach lessons virtually. Faculty may choose to meet with students face-to-face a few times throughout the semester, but this is not required.

Divide weekly lessons into two 30-minute sessions, using contrasting modalities. (i.e. 30 minute face-to-face, 30-minute virtual). Another alternative to this method is to maintain 60-minute lessons, but divide studios in half. Students will participate in face-to-face lessons one week, then switch to virtual lessons the following week.

### Software Requests

Software requests that were submitted by faculty on June 11<sup>th</sup>, 2020 will be funded. If you have any additional software requests, please submit these requests to the Interim Director by **Monday, August 10<sup>th</sup>**.

## FACULTY ACTIVITY

### Faculty Recruiting

Faculty is expected to remain active in their recruitment efforts. While traditional recruitment techniques may not be possible, other forms of recruitment are necessary. This may include lessons with potential students (live or virtual), clinics for high school students (live or virtual), live-streamed or YouTube performances, frequent contact with potential students, frequent contact with high school educators/directors, participation in online events, etc.

### Recruiting Events

All reoccurring annual recruiting events should not be cancelled\*. Instead, these events should be adapted to adhere to University and School of Music Covid-19 policies. In most cases, these events will be vastly different from previous years and will likely be virtual, however, on-campus events are still permitted. All on-campus events should be discussed with the Interim Director and will require a detailed COVID-19 mitigation plan.

\*Despite the added challenges that event organizers will encounter, maintaining a strong recruiting presence around the state is the driving force behind this policy.

### Faculty Ensembles

Faculty ensembles may operate according to the discretion of the membership.

Live, on-campus faculty ensemble performances are permitted, but are not required.

Faculty ensembles may choose to focus on recruitment efforts rather than live performance. This may include creating YouTube videos, virtual clinics, recording projects, etc.

## Dossier Implications

### Travel

University-sponsored/funded travel will be limited to in-state only. All international and domestic travel is suspended. Travel within the State of Tennessee is allowable in a manner consistent with standard University and departmental policies and practices. However, alternatives to physical travel are encouraged when applicable (e.g., having a phone/video conference instead of traveling off campus for a face-to-face meeting). In addition, based on future governmental directives and guidance, the University may further restrict university-sponsored/funded travel to higher-risk areas within Tennessee if the pandemic progresses.

### Research and Scholarly Activity

Due to financial constraints, limited professional events, and the risk of travel, all performance/presentation invitations will be viewed the same as an actual presentation (when evaluating creative/research activity).

Documentation: On April 28, 2020, the Provost distributed a letter that expressed the likely impact of COVID-19 on faculty dossiers, especially in the area of research and scholarly activity. It is recommended that all faculty document this letter in their dossier.

### Concert and Recital Attendance

Faculty will not be expected to attend concerts outside their area of concentration. Faculty should always strive to attend their students' performances, but are not expected to adhere to historical expectations of concert attendance, especially for non-tenured faculty.

## SCHOLARSHIPS AND FINANCIAL AID

### COVID-19 Music Scholarship Policy

Students who choose to take the Fall 2020 semester off due to COVID related concerns/issues will receive a 1-semester contract extension. The details of this additional semester will remain consistent with their current scholarship contract.

Please note that taking one semester off may disproportionately affect a student's graduation timeline, due to curriculum pre-requisites. For this reason, it is advised that students carefully examine their degree plan and scholarship details prior to making this decision



Students who choose to take two or more semesters off due to COVID related concerns/issues will forfeit their current scholarship award. However, upon returning to full-time enrollment, students may re-audition for scholarship reinstatement.

Reinstatement auditions must be completed no later than the last regular audition date (March 5, 2021). Scholarship reinstatements will be handled on a case-by-case basis and will be determined by the scholarship committee. Full scholarship reinstatement and equal contract length should not be expected, in most cases.

### Tennessee Tech Academic Scholarship

Students who choose to take two or more semesters off due to COVID related concerns/issues are required to submit a Request for Exception form. This form requests a “hold” on the scholarship until they return the following semester.

This form can be found at:

<https://www.tntech.edu/scholarships/request-for-exception.php>

### HOPE Scholarship Policy

Students who choose to take the Fall 2020 semester off due to COVID related concerns/issues will temporarily lose their HOPE scholarship. Upon returning to full-time enrollment, students may file an appeal to reinstate their HOPE Scholarship. The University will continue to have the authority to determine the level of documentation required and approvals will be based on institutional appeal policies.

## NOTABLE DEADLINES

Additional software requests (not included in the June 11<sup>th</sup>, 2020 document) should be submitted by Monday, August 10, 2020.

To reserve an alternative teaching space, please reference our BFA EMS scheduling system [link](#) and submit requests to the Interim Director by Tuesday, August 25<sup>th</sup>. All alternative teaching requests will be evaluated and assigned (based on studio size/needs) by Friday, August 28<sup>th</sup>.

## LATEST DOCUMENTS AND RESEARCH STUDIES

University of Colorado Boulder: COVID-19 Performing Arts Aerosol Study [link](#)

University of Cincinnati: Characterization of Aerosols from Musical Performance [link](#)

Johns Hopkins - Peabody Institute: Return to campus guidance for applied instruction [link](#)

## ADDENDUMS

### Page 5

#### Lobby

Students must maintain 6ft social distancing policies. **Brown benches have a 2-person maximum occupancy.**

#### 3<sup>rd</sup> Floor Student Lounge

**Seating has been reduced to 4 chairs** and students should not share writing implements. Eating and drinking is permitted, but facemasks must be temporarily worn on chin while taking a single drink or bite, then immediately replaced to the proper position. No talking is permitted when the mask is temporarily removed.

### Page 6

**Bell Covers - (masks for instruments) are required for all instruments, at all times.**

## ALTERNATIVE CONCERT VENUES

#### Centennial Plaza

To schedule this space, please use the EMS scheduling system [link](#)

#### Hyder-Burks

To schedule this space, please contact the Dean of Agriculture and Human Ecology, Darron Smith [link](#)

#### Dogwood Park Pavilion

To schedule this space, please contact the Cookeville Leisure Services Cultural Arts Superintendent, Chad McDonald (931-520-5296). Please note that between September 7 - October 10, this space is only available on Friday, Saturday, and Sunday afternoons.