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**SCHOOL OF MUSIC**

College of Arts and Sciences

*In this newsletter:*

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# Preparations For A Safe Return To Campus

# COWBOYS COMING BACK PLAN

As part of the Oklahoma State University community, we live by the Cowboy Code. This code includes principles such as: “We have a passion to do what’s right, even when it’s hard.” We stand firm as Cowboys when confronted by challenges. Now faced with one of the greatest challenges in our university’s history, these powerful principles are more important than ever.

Bound by the Cowboy Code, we introduce the Cowboys Coming Back – Student Reopening Plan. This plan is a testament to collaboration, incorporating input from across our campus and led by our Pandemic Response Committee. As we look ahead at a careful, phased reopening of our campus, we must all do our part to protect the health and well being of our fellow Cowboys. We encourage everyone to take personal responsibility in following the plan’s guidelines, as only through a collective, cooperative effort can we help protect our campus community.

This plan will evolve based on data from public health officials, including those from our Center for Health Sciences in Tulsa who have been on the front lines managing this situation. University leaders and the Pandemic Response Committee receive updates daily to address new challenges and create new protocols and guidelines to ensure our plan is as complete as possible. We know the importance of clear and consistent communications during this time and will provide regular updates of our plans.

**Thank you for your support of this plan. Let us pledge as the Cowboy family to work together and act responsibly as we reopen our campus.**





# HEALTH GUIDELINES FOR THE OSU COMMUNITY

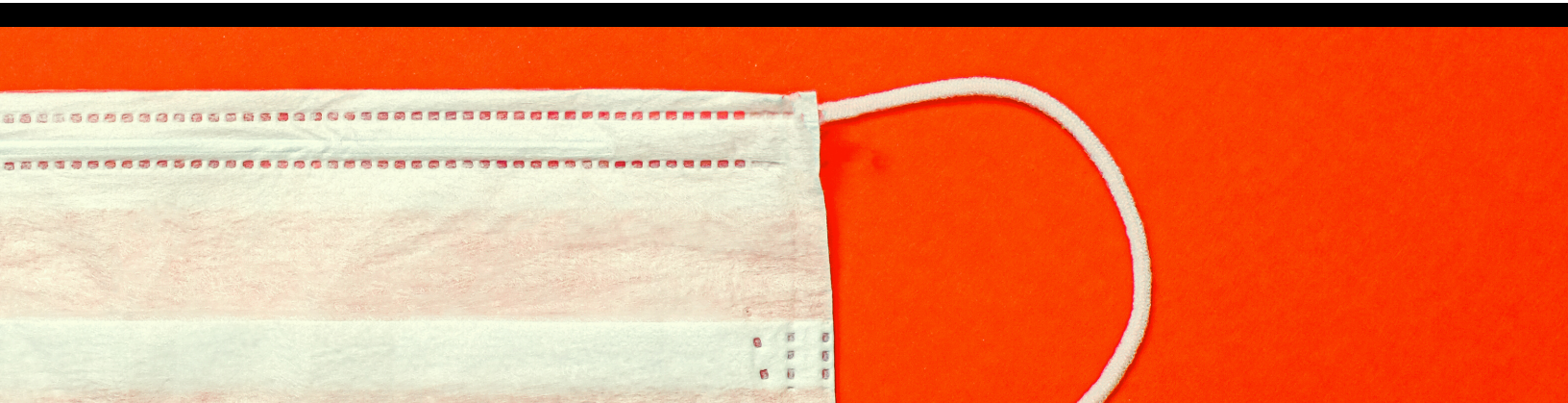
## Student Personal Health Responsibility

- All students are asked to take special precautions to avoid exposure for at least two weeks prior to the start of the fall semester.
- Sick students must not go to class on-campus. Please contact your professors for any accommodations that may be required.
- Self screening should be performed each morning before arriving on campus.
  - Temperature must be less than 100.4 °F/38°C.
- Maintain social distancing guidelines.
- You are also expected to wear a face covering if you are near or are encountering others.
  - All students will be provided a cloth face mask.
- Wash hands regularly with soap and water for at least 20 seconds. Keep a supply of hand sanitizer (if possible).
- Cover your cough or sneeze with a tissue and then throw it away. Wash your hands afterwards.
- Disinfect all high-touch areas in your living area on a regular basis.
- Do not touch your eyes, nose, or mouth with unwashed hands.

## Face Coverings

In accordance with OSU policy, **all GSM students, faculty, and staff must wear face masks** while in common areas. This includes but is not limited to being in class, walking through the main hallways, and engaging in rehearsals. Exceptions to the requirement for wearing face coverings inside are limited to time spent in a single-occupancy room with a closed door.

We know that COVID-19 can be spread when people are asymptomatic, which means they don't know they are sick yet. Wearing face coverings has been shown to reduce the spread of COVID-19 to others. It's important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. As a reminder, face coverings do not replace the need to maintain social distancing, frequent hand washing and our rigorous cleaning and disinfecting routines. This step is not only about keeping you safe, it also shows that you care about your fellow Cowboys and are doing your part to keep our campus community safe.



# Health Guidelines for the OSU Community

## Positive COVID-19 Case on Campus

We follow the guidance of local, state, and national health officials and our medical experts at OSU Medicine in our response to a positive diagnosis on campus. When we receive confirmation that an OSU student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including contact tracing, communication, and facility disinfection.

## How Students Should Respond to a COVID-19 Infection Report

### Immediately

1. If you become ill while on campus, quickly isolate yourself from others and call University Health Services at 405-744-7665 to get tested.
2. Remain isolated from others until you get further instructions from a healthcare provider. This includes staying home from class, activities, or grocery or convenience stores.

### Within 24-48 Hours

1. Notify your professors or activity sponsors of your need to isolate because you are sick.

### Within 48-72 Hours

1. You should get notification from UHS on your results. If results are negative, you should remain home until you are no longer sick and you are fever free for 72 hours. If you are positive, UHS and Payne County Health Department will give you further instructions on the mandatory quarantine, as required by the state of Oklahoma.
2. If living on campus, work with UHS and OSU Housing to determine if you should remain in your current room. If you live off campus, continue to isolate yourself at home, utilizing a private room and bathroom is possible.
3. Continue to answer daily calls from the state health department in order to comply with state regulations and ensure your health and safety.
4. You will be contacted to provide a list of your possible contact so that they make take precautions as well. Please provide as many details as you can at this time and call Payne County Health Department if you have other concerns.
5. You will be frequently contacted by the state health department to discuss your symptoms. They will release you for public contact somewhere between 10 to 14 days if you are exhibiting NO symptoms.





# Health Guidelines for the OSU Community

## Contact Tracing & Testing

OSU Medicine has set up a "swab pod" for free COVID-19 testing on campus, located at University Health Services. The university is also actively working with the public health department to increase the number of community members who can help facilitate contact tracing. OSU is also identifying technology or other progressive means to aid in notification of at-risk individuals.

## Cleaning of University Facilities

OSU Facilities Management provides touch-point cleaning and disinfecting daily in campus building and multiple times daily within areas of increased use or higher risk. OSU maintains alcohol-based hand sanitizer and replacement wall-mount dispensers to refill the currently installed hand sanitizers located throughout campus. Facilities Management will work to procure and distribute necessary cleaning supplies for individual departments.

Facilities Management has also purchased electrostatic and hydrogen peroxide vapor disinfection equipment for applying preventative disinfectant coverage to target areas. If an emergency response is required, Facilities Management has several third-party professionals ready and available to treat or remediate campus locations.

## High-Risk Students

Students inquiring about general campus accommodations or accommodations related to COVID-19 for academics, Housing/ResLife, or Paratransit need to contact Student Accessibility Services. We can answer questions and provide information either by phone at 405-744-7116 or email at [accessibility@okstate.edu](mailto:accessibility@okstate.edu). Additional information can be found on the Student Accessibility Services website <http://accessibility.okstate.edu>



# Face Covering Guidelines

## **Please adhere to the following guidelines for face coverings:**

- You may wear your own clean, well-maintained, and professional face covering from home instead of the OSU-provided covering if you choose.
  - You may use a homemade or purchased cloth or disposable face covering. A multi-ply tightly woven cotton cloth or multi-ply disposable face covering is recommended. The face covering must not have an exhalation valve or introduce a hazard in the workplace (near any flammable liquids, for example).
- You **must** wear a face covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus where social distancing is hard to maintain.
- Face coverings are also required outdoors if safe social distancing is not possible.
- Your face covering should meet the following criteria.
  - fits snugly but comfortably against the side of the face
  - completely covers the nose and mouth
  - allows for breathing without restrictions
  - can be laundered and machine dried without damage or change to shape
- The face covering is primarily a protection for other near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures, the spread of viruses is reduced.
- You should carry at least two face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

## **Cloth face coverings need to be maintained.**

- Cloth face coverings should be cleaned or laundered every day if possible.
- Replace worn or damaged face coverings as necessary

## **Continue to practice social distancing.**

- Maintaining a minimum distance of six feet apart is key to creating a safe environment for everyone.
- Cloth face coverings should not be considered a replacement for social distancing.





# GSM Safety Guidelines

**Face Masks and PPE.** In instances where students cannot wear traditional face masks in order to engage in music making (e.g. singing, playing a wind instrument), alternate accommodations will be made. This includes wearing specialized masks for singing, using acrylic barriers, and physically distancing beyond the minimum six feet.

Class instructors will use face shields and/or masks. In order to discourage the need to speak at a louder than normal volume, instructors will use a lavalier microphone and audio system when possible.

**Disinfectant Supplies.** SCPA 136 will be used as the GSM Sanitation Station. Wipes, disinfectant solutions, hand sanitizer, disposable face masks, face shields, and other related supplies will be available from this room during business hours.

Free-standing hand sanitizer stations will be set up throughout the building. There will also be a free-standing thermometer near the main office and a hand-held thermometer available at the Sanitation Station.

**Building Safety.** Signage reminders of best practices will be placed throughout the Seretean. HEPA filters have also been installed throughout the building, and air purifiers will be placed in all instructional rooms.

There are designated doors for entering and exiting the building. All GSM students, faculty, and staff are strongly encouraged to take their temperatures prior to entering the building. To facilitate this recommendation, there will be a free-standing thermometer near the main office.

**Disinfecting Rooms.** Students should disinfect chairs, desks, music stands, acrylic barriers, and shared equipment both before and after class sessions with the provided sanitation materials. Work-study students and GTAs will be available to assist with disinfecting spaces prior to the start of classes. Safety is everyone's responsibility.





## GSM Safety Guidelines Cont.

**Food, Drink, and Personal Items.** Eating should not take place in public spaces. Drinking in public is generally discouraged and should be limited as much as possible. All trash items including used disposable face masks and wipes should be disposed of in the appropriate receptacles. Do not leave personal items unattended at any time.

**Advising.** Advising sessions will take place online until further notice.

**GSM Office Use.** Given the potential for congestion, we want to limit traffic in the main music office. All commonly used forms are now available on the GSM website and should be submitted electronically.

**Classroom Attendance.** Per OSU policy, instructors in the GSM will not enforce traditional attendance policies. This is to discourage students from coming to campus sick or when engaging in required quarantine due to contact. Instead, instructors will create an accountability policy for students that outlines the expected course engagement, either in-person or through virtual means. Instructors will take attendance even though this will not be a graded component of classroom instruction. This allows for contact tracing if there is a spreading event.

Instructors of academic courses (i.e. anything other than applied lessons and ensembles) will video record all class sessions and make videos available on Canvas. This helps to discourage students from coming to campus sick and allows students to continue to engage in instructional activities in the event that they must quarantine for a period of time

**Ensembles.** Large ensembles of wind or voice students will be modified to reflect a chamber format. Students should be situated to rehearse and perform with specialized masks, acrylic barriers, and at distances exceeding the minimum six feet. All performers will face the same direction, not curved, as this can change aerosol movement. Masks should be worn at all times during rehearsals/performances when not playing a wind instrument, and no speaking should occur without a mask.



## GSM Safety Guidelines Cont.

**Applied Lessons.** The default instructional method for applied lessons in the GSM will be 100% online. Faculty can choose to opt in to face-to-face lessons. Students who study with instructors who teach face-to-face will also be provided the option to study face-to-face or online. In most cases, we will strongly encourage a hybrid instructional model for those who opt to teach face-to-face.

Applied studios and teaching spaces that are designated for face-to-face instruction will be equipped with a large acrylic barrier, an air purifier suitable for the size of the room, and be at least 200 square feet in size. There will be a minimum airing-out period of 30 minutes between lessons.

When possible, instructors should be situated in a way that is perpendicular from the student at a distance that exceeds the minimum six feet. Students should face away from the instructor when playing. Instructors should wear face masks in lessons when not needed to demonstrate for playing. Singers should wear masks at all times including while singing. Students should wear face masks when not playing a wind instrument, and no speaking should occur without a mask.

Applied studios that are designated for online instruction will be made available to students and faculty and outfitted with a computer, microphone, and an air purifier suitable for the size of the room. As with face-to-face instruction, there will be a minimum airing-out period of 30 minutes between lessons.

Face-to-face lessons should not exceed 60 minutes in duration. For wind and voice lessons, the recommended maximum is 30 minute lessons in the face-to-face format.





# GSM Safety Guidelines Cont.

**Instruments.** Students should not share wind instruments. GSM-owned wind instruments for lessons, ensembles, methods courses, etc. will be checked out to the student at the start of the semester (instrument check-out form available on the GSM website).

Stringed instruments should also not be shared if at all possible. For instruments that must be shared (e.g. pianos, percussion), please adhere to the specified disinfectant protocols.

Water keys should not be released onto floors. Students should carry their own towel for emptying of water, which should be changed daily.

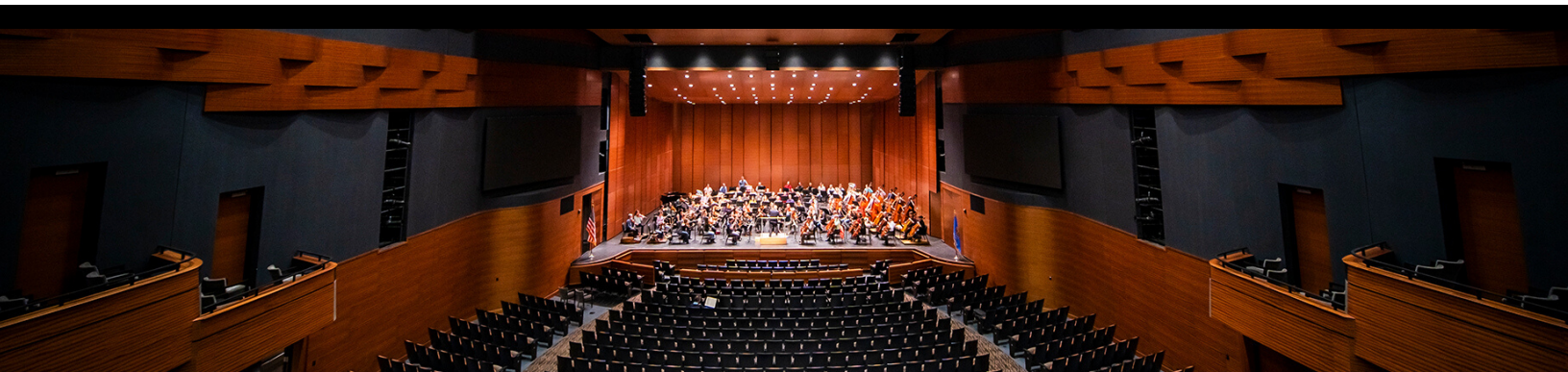
**Practice Rooms.** Students will be assigned a specific practice room through their applied professor. Dawn Aaron will manage time sheets and room assignments. In order to minimize possible spreading events and to allow for contract tracing, it is imperative that students only use their assigned practice rooms during their scheduled times. There will be a minimum airing-out period of 15 minutes between students in practice rooms.

Students should disinfect music stands and pianos both before and after a practice session. Appropriate disinfectant materials will be available outside of the practice rooms and in the GSM Sanitation Station.

**Recital Hour and Recital Attendance Requirements.** Student Recital Hour will continue to be held in the Seretean Concert Hall during the new time of 3:00-4:00 PM on Tuesdays/Thursdays. The Concert Hall seating is restricted to a maximum of 131, and restricted seats are bound with a zip tie. Students will be given a list of virtual options to help meet their attendance requirements.

**Concerts and Recitals.** Most GSM concerts and recitals will be live-streamed through O-State TV. We strongly encourage the scheduling of outdoor concerts when possible, utilizing spaces such as the McKnight Center Plaza or the Student Union Amphitheater.

Concert intermissions are strongly discouraged to limit congestion in restroom areas. Recitals and concerts should be programmed so that there is not an inherent need for an intermission.





# University- Wide Academic Procedures

**Instruction.** Every effort is being made to maximize in-person instruction for all students on campus this fall with social distancing maintained. Hybrid and online options may be used to accommodate challenges in scheduling. Synchronous online class options will be made available where possible. Laboratory groups that cannot maintain social distancing for pedagogical or safety purposes must wear additional PPE to provide reasonable health safety (e.g., face shields, gloves, surgical masks).

**Class Schedule.** In order to maximize the number of in-person classes this fall while social distancing, we plan to reduce the number of people allowed in each classroom, use large auxiliary campus spaces to hold classes, and provide a consistent 15-minute travel time between classes. In addition, three new class times will be introduced to increase the opportunity for face-to-face classes: TR 12:00 noon — 1:15 PM, MW 5:30 — 6:15 PM, and TR 6:00 — 7:15 PM. Most classes scheduled on Tuesday and Thursday afternoons will start one hour later to accommodate the new noon class time. Student schedules may possibly be adjusted over the course of the new few weeks. As we determine social distancing within classrooms, find alternative classrooms or move some courses online, schedules are being adjusted. We are doing our best to minimize disruptions.

**Classrooms.** Locations not generally utilized for classes will be used. Some examples may include the Student Union ballroom, the Alumni Center, and the Watkins Center. Social distancing will reduce the capacity of traditional classrooms and using these alternative spaces will increase our ability to deliver face-to-face classes.

Assigned seating with seating charts will be required in all classes so that effective tracing of positive cases can be enhanced. Classes will be set up and maintained following social distancing guidelines.

**Office Hours.** Faculty will offer office hours online to eliminate crowding in offices and hallways. Students are asked to respect posted virtual hours of all faculty and Teaching Assistants. Teaching Assistants will be providing recitation sections and virtual office hours to work problems and answer questions.

**Pre Finals and Finals Week.** In-class instruction and in-person exams will be completed by Thanksgiving break.

During Prefinals week (Nov 30 — Dec 4), lectures and reviews will be offered virtually

During Finals week (Dec 7 — 11), final exams and assessments will be offered online. On-campus services and project labs will remain open for students.

# Social Distancing Procedures

Social distancing has been implemented across university campuses and facilities:

- Everyone should maintain physical distancing of at least six feet in all instructional and social situations. This includes:
  - In class
  - Walking through main hallways
  - Engaging in rehearsals
- Classrooms and rehearsal spaces are marked with specified seating arrangements to facilitate adherence to this policy.
- Students should avoid gathering in groups of 10 or more and avoid gathering in confined areas, including elevators.
- Limit elevators to single occupancy when possible.
- Use stairs as the primary method of travel between floors when possible.
- In-person meetings are discouraged. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other. Include no more than 10 participants within the meeting location. Use video conferencing as an alternative.
- Break rooms / lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparations (one at a time, or multiple people if 6-foot social distancing can be maintained). This does not include large campus dining areas where social distancing is practiced.

## Daily Self-Screening Checklist

Due to the highly infectious nature of COVID-19, OSU students and employees should do a daily health self-assessment before arriving on campus for class or work. This self-assessment should not take the place of talking with your healthcare provider to diagnose or treat conditions. This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC).



Social Distancing

# Daily Self-Screening Checklist Cont.

## Exposure

Have you been within six feet or had direct contact with a lab-confirmed or suspected case of COVID-19 in the past 14 days?

If you answered "YES," **DO NOT COME TO CAMPUS.** Employees should call your supervisor.

## Symptoms

Do you have any of these symptoms?

- Fever (Please check your temperature daily before coming to campus. Temp should be less than 100.4°F/38°C).
- New cough
- New shortness of breath or difficulty breathing
- New chills
- New muscle aches
- Sore throat
- Headache
- Diarrhea
- New loss of taste or smell

If you have any of these symptoms, speak to your health care professional, and employees must call your supervisor. Stay home, and **DO NOT COME TO CAMPUS** until at least 10 days after symptoms began and 72 hours after you are free of fever and symptoms of respiratory infection (not allergies or asthma) without the use of fever-reducing medications. This applies regardless of whether you have been tested for COVID-19.

## Severe Symptoms

Are you struggling to breathe or fighting for breath even while inactive or when resting?

Do you feel as though you might collapse every time you stand or sit up?

If you have any of these severe symptoms, **CALL 911, DO NOT COME TO CAMPUS.**