



MUSICAL ACTIVITIES DEPARTMENT
UNITED STATES NAVAL ACADEMY

Canc: Jan 2021

DIRMUSNOTE 5141
1 SEP 2020

DIRECTOR OF MUSICAL ACTIVITIES NOTICE 5141

From: Director of Musical Activities, U.S. Naval Academy

Subj: STANDARD OPERATING PROCEDURES FOR MUSICAL ACTIVITIES DURING
COVID-19

Ref: (a) Chief of Staff Memo of 7 Aug 2020 USNA COVID-19 Mitigation Framework 1.0
(b) Chief of Staff Memo of 7 Aug 2020 Return to Work Guidance
(c) COMDTMIDNINST 5400.6V
(d) COMDTMIDNNOTE 5400
(e) COMDTMIDNINST 1710.14P
(f) COMDTMIDNNOTE 1710
(g) Commandant of Midshipmen ltr 1754 Ser 1/192 of 7 Aug 2020

Encl: (1) Musical Activities Operating Guidelines COVID-19 Environment
(2) Specific Drum & Bugle Corps COVID-19 Guidelines and Safety Plan
(3) Musical Activities Return to Work V1.0

1. Purpose. To provide Risk Mitigation and clarify the requirements for Musical Activities (Mas) under the amplifying guidance from references (a) through (g), while the Brigade of Midshipmen is engaging in Coronavirus Disease 2019 (COVID-19) pandemic mitigation procedures.

2. Cancellation. N/A.

3. Background. On 7 August 2020, the Chief of Staff provided Memos with mitigation framework for return to work and resuming USNA operations. On 7 August 2020, the Commandant of Midshipmen provided a letter with amplifying details of the reform plan for fall 2020 in support of the Brigade's return that details COVID-19 mitigation plans.

4. Policy. To account for the challenges presented by limited space capacity and to meet the required social distancing guidelines, the following policies shall be in effect until the Brigade is ordered to return to normal operation by the Superintendent:

a. All midshipmen participating in MAs shall be limited to practice and performances coordinated by the Musical Activities Department.

b. All midshipmen participating in MAs shall be limited to 1 person per authorized space unless specifically designated and posted in writing at entrance.

c. Number of midshipmen at each practice will be limited to the greatest extent possible. Exact number of participants will vary depending on location/size of rehearsal area and type of ensemble following all applicable USNA policy and guidance.

d. Outdoor practices will be implemented to the greatest extent possible.

e. All MAs shall maintain a minimum of 10 feet of separation between each participant; greater, when possible, is preferred.

f. No contact is authorized at any given time.

g. Masks will be worn at all practices regardless of location (indoor or outdoor) in order to minimize and prevent exposure.

h. Temperatures of every member will be taken by no-touch thermal scanner at every practice. Presidents will ensure that all temperatures are taken prior to admittance to practice regardless of location. Thermal scanners will be provided to each ensemble by the Musical Activities Department.

i. Instruments and music will be assigned to individual midshipmen for their exclusive use and will remain in their sole custody to minimize contamination.

j. Instruments that utilize "spit valves" will have additional requirements which will be overseen by each ensemble director for safe usage and collection of waste.

k. In rare instances, shared equipment between each individual use shall be sanitized.

l. All midshipmen participating in MAs are reminded to limit their exposure to others and ensure they are exercising social distancing and in compliance with all federal, state, and local guidelines.

5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://p01ial.secnv.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Infonation-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records manager.

A handwritten signature in black ink, appearing to be 'A. K. Smith', with a stylized, cursive script.

A. K. SMITH

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)



Operating Guidelines for Musical Activities COVID-19 Environment

BEFORE REHEARSAL

Although it is preferable to rehearse and perform outdoors in a COVID-19 environment, indoor rehearsal and performance may be conducted safely when following risk mitigation procedures and Centers for Disease Control (CDC) and USNA guidelines.

All musicians will be screened via the **COVID-19 Screening Questionnaire (V2020.04.18)** and a no-touch temperature check before entering the building. Musicians will maintain six feet of distance when transiting/setting up and wear a cloth face covering (CFC).

Open windows will allow for maximum air dispersion. Stage crew will work in small teams to pre-set the stage with appropriate distanced seating. Plexiglass shields may be used as necessary. All music stands, chairs and plexiglass will be sanitized before and after rehearsals. Instruments and music will be maintained by individual musician until end of the evolution. Musicians will handle their personal equipment only and avoid unnecessary handling of gear.

DURING REHEARSAL

A MINIMUM of 10 Feet shall be maintained while playing/singing. All musicians will wear CFCs. Non-wind instrumentalists will wear CFCs at all times during rehearsal and performance. Instrumentalists will carefully manage condensation from their instruments and avoid swabbing and clearing tone holes. Brass players will empty valves in buckets containing a bleach solution or on disposable pads which they will properly dispose of after rehearsal. Rehearsals will be limited to one hour blocks and allow for air dispersion in between each block.

AFTER REHEARSAL

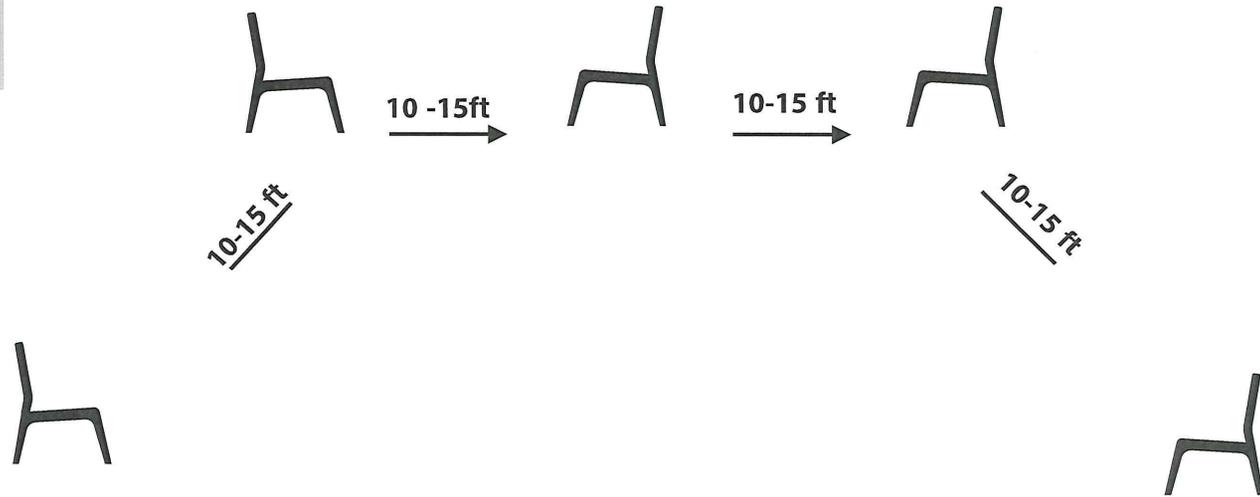
Each musician will exit working from the outside inward while avoiding unnecessary contact. Musicians will maintain distance as they pack up their personal gear. Swabbing and instrument care will not be conducted inside the building. Music stands, chairs, plexiglass, microphones and other equipment will be sanitized.

Storage rooms/cages/lockers will be limited to 1 person at a time. All musicians will have access to hand sanitizer. Every musician is expected to maintain proper hygiene and follow CDC and USNA guidelines at all times.



Small Group Footprint

All musicians
positioned a
MINIMUM of
10 FEET apart.



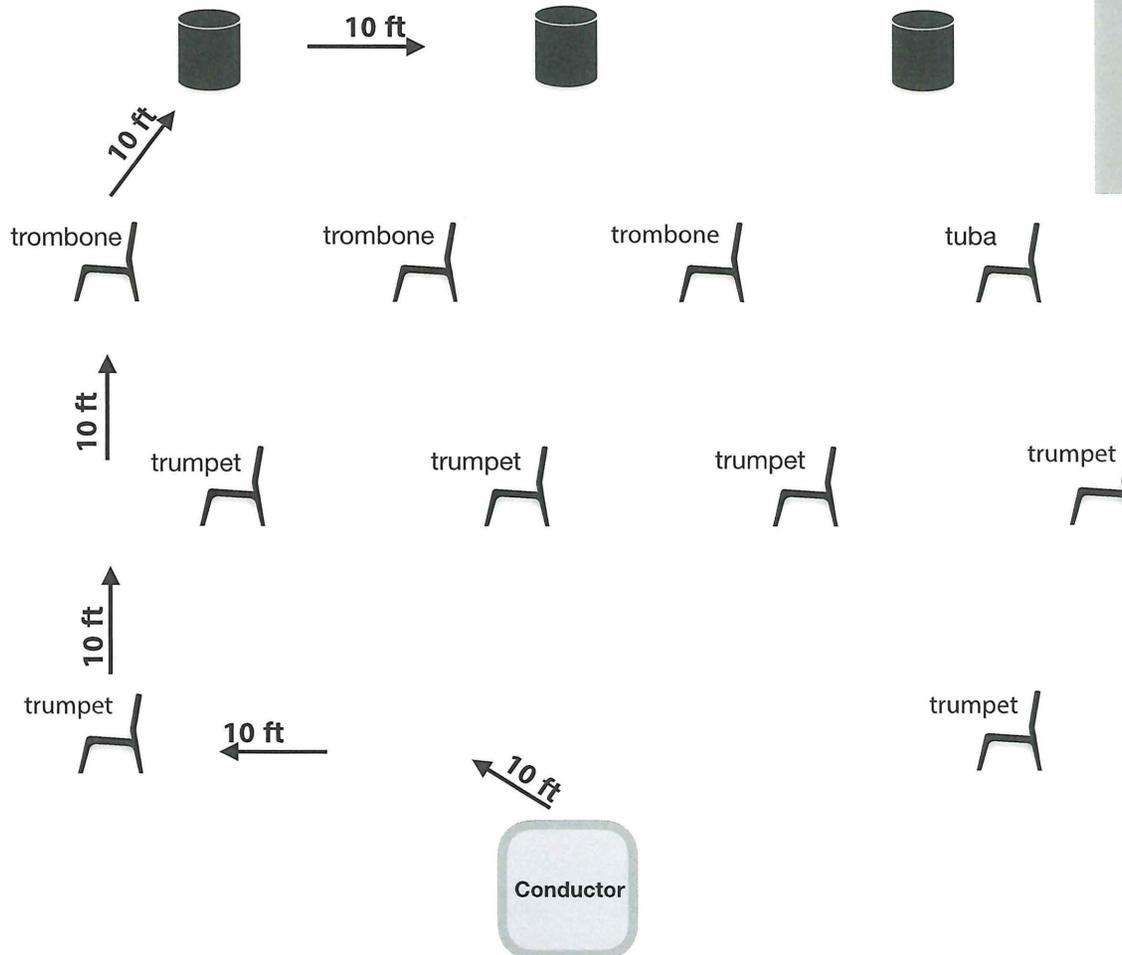


Medium Group Footprint

All musicians
positioned a

MINIMUM of
10 FEET apart.

This footprint may be
modified, but should
maintain a minimum of
10 feet of distance
between musicians.





U.S. NAVAL ACADEMY
MUSICAL ACTIVITIES
ANNAPOLIS, MD

All musicians
positioned a

MINIMUM of
10 FEET apart.

Large Group Footprint

*Above 50 people
REQUIRES SUPE APPROVAL



MUSICAL ACTIVITIES

USNA DRUM & BUGLE CORPS

COVID-19 GUIDELINES AND SAFETY PLAN



The health and safety of all participants is always our top priority, but in the midst of COVID-19, a number of our “standard operating procedures” must be altered. Following these procedures will ensure that we may continue to enjoy making music, but we also provide the safest atmosphere in which to do so. We must remain vigilant and mitigate risks in every way possible. Social distancing, masking, and additional sanitization procedures will be implemented, and all hands are responsible for adhering to these procedures.

EQUIPMENT ISSUE AND USAGE

The musical instruments and other equipment that we use are an area of concern for transmitting COVID-19. The virus is known to remain dangerous on metal and plastic surfaces for up to 5 days after exposure, so we will insist on proper storage and sanitization of equipment at all times. Additionally, social distancing and masks are mandatory when in common storage areas such as the Cages or the 8th Wing storage lockers. **As a general rule, try to ensure that YOU are the only person handling your equipment, and that YOU are the one sanitizing it as often as required.**

- Small instruments (trumpets, mellophones, trombones, baritones) will be stored in individual player's rooms and remain in their custody at all times. Storage Lockers/Cages are mass congregation points that would quickly become dangerous with too many people transiting in and out. Battery percussion will be stored in a storage container on Farragut Field. Tubas will be spaced out among 4 of the Cages. No more than 1 person is allowed in any one Cage (storage room) at any time. The front ensemble equipment will be stored in 8th Wing as normal, but it is important that no more than 2 people are in the mech room at any one time.

- It is of paramount importance that we do not share instruments with other members. Once your instrument is issued to you, it is critical that you are the only person who plays it or handles it.
- If someone else handling your instrument is unavoidable, or you are unsure if someone else handled your instrument, it must be thoroughly wiped down with Clorox wipes.
- Because of the nature of the equipment, the front ensemble will require specific protocols to facilitate safe movement and setup of their equipment.
 - o Each piece of front ensemble equipment will be assigned to an individual/pair of midshipmen. Only those midshipmen should handle or move that equipment. Playing surfaces, cart surfaces, and mallets should be wiped down often with Clorox wipes.
 - Marimbas – 2 persons each
 - Vibraphones – 1 person each
 - Xylophones – 1 person each
 - Speaker Cart – 1 person each
 - Synth/Mixer Cart – 2 people
 - MalletKat – 1 person
 - Aux Rack – 1 person
- Battery percussion instruments, harnesses, sticks, and mallets should be wiped down often with Clorox wipes.
- Field equipment such as podiums, metronomes, long rangers, and yard markers should be handled only by the directors or managers, and should be wiped down often with Clorox wipes. A manager will be assigned to each item, for setup, storage, and sanitization. Only that manager should handle their assigned equipment.

REHEARSAL PROTOCOLS

We spend a great deal of time together in rehearsal, so rehearsals require special guidelines to maintain a safe environment. These guidelines will focus mainly on small groups, social distancing, and masking. We will maintain our normal schedule of Monday, Wednesday, Thursday afternoons from 1600-1800. Rehearsals will be outdoors to the greatest extent possible.

- Social distancing of at least **10 feet** will be mandatory at all times in rehearsal. Quite often, we will simply use 6 paces (10+ feet) to expedite setup of rehearsal.

- Daily temperature checks will be required at all D&B events. A temperature of >100° will deny participation from that event and require the member to check in with Medical. These results will be forwarded to Admin at the end of each rehearsal to be included with the attendance report.
- Masks will be required at all times for percussionists, drum majors, and managers. Brass players will wear masks when not playing. If a question needs to be asked, members should remain masked. Loud talking and/or yelling has been shown to have the highest propensity to spread droplets. Squad leaders and drum majors will be asked to facilitate comments and questions to the podium.
- The corps has procured bell covers and slotted musician masks (for mouthpieces) for the hornline, and they will be used at all times.
- Sectional rehearsals will be run in groups of 15 people or less, organized primarily by instrument and part.
- Approval for full corps outdoor rehearsals is dictated by current USNA policy and will be considered only with proper permissions.
- Water bottles should not be shared at any time.
- In order to maintain the proper social distancing and small group structure, many rehearsals will be “split” into two 1-hour blocks. It is important that squad leaders maintain constant communication with their squads to ensure proper attendance.
- At the end of rehearsal, the door handles of all D&B spaces will be wiped down with Clorox wipes. Squad leaders are responsible for this, as they are responsible for the safety of their spaces, and the Corps Commander should verbally confirm the secured spaces every day.
- For outdoor rehearsals, buckets containing a bleach solution will be located throughout the horn line to empty spit valves. These buckets will be emptied in designated places. Do not empty the bleach solution onto grass.



U.S. NAVAL ACADEMY
MUSICAL ACTIVITIES

RESET PLAN
V 1.0 AUG 2020

As USNA Musical Activities transitions from full spectrum COVID-19 response to our 'new normal', we must do so in a safe, controlled, and premeditated manner.

Our risk mitigation operating procedures have been established with input from the base occupational health physician and region Public Health Emergency Officer (PHEO), and we are prepared and ready to adjust protocol accordingly as conditions dictate. Naval District Washington (NDW) Health Protection Condition (HPCON) and USNA Instructions will dictate our specific ability to practice and perform. It is everyone's personal responsibility to follow Centers for Disease Control (CDC) guidelines and maintain a high standard of personal hygiene.

STAGE 0: CURRENT COMMAND CONDITIONS

- **Continue to validate telework agreements**
- **100% Cloth Face Covering (CFC) usage inside buildings where physical distancing cannot be maintained**
- **Cleaning and sanitization of work areas and facilities**

Health screening questionnaire posted at facility entrances

- All personnel review checklist before entering workspace
- Utilize in conjunction with temperature checks for enhanced screening

Temperature checks at facility entrances (as directed)

- Plan to eliminate congregations of individuals
- Ensure CFCs (masks) are used by all personnel entering the building
- Hand sanitizer at entrances/high traffic areas

Meetings limited to numbers capable of maintaining physical distancing requirements

- All personnel maximize virtual meetings as possible
- Meeting rooms sanitized before and after each usage

Consider reconfiguration of work and rehearsal areas

- As appropriate, adjust time and attendance; take into consideration other factors such as rehearsal shifts, virtual coaching, outdoor rehearsals, etc.
- Facility workspace configuration and occupancy levels should consider physical distancing requirements - for brass, wind, and voice, utilize a minimum of 10-foot distancing.
- Consider moving furniture or equipment, installing additional partitions, updated signage/markings, etc.
- Close non-essential common spaces (break rooms, kitchens, water fountains, etc.)
- Install hand sanitizing stations as needed

Maintain all other directed FHP measures

- Prop doors open when possible, and wipe other doors down regularly

STAGE 1: RECONSTITUTE THE STAFF

Step 0: Set conditions for Reset

- Operationally driven and/or based on NDW and WNY HPCON—Identify personnel that will need to reset/return to the workplace first
 - Consider other impacts such as childcare availability, dependent support, etc.
- Identify personnel that "Need Extra Precautions" per CDC guidelines (formerly 'high risk')—Per NAVADMIN 173/20, those individuals, designated by a medical provider, that meet the CDC high-risk criteria available at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions-people-at-higher-risk.html>
- Establish alternate work arrangements to complement phased reset plan in accordance with CDC guidance
 - Office staff shift work schedules
 - Units coordinated in shifts—Music Office coordinates schedule
- Identify and acquire job-specific Personal Protective Equipment (PPE)
- Identify routine cleaning and disinfecting requirements for facilities
- Create guidance for wearing of PPE in the work place, emphasizing adherence to personal responsibility protocols (Masks required, physical distancing, self-monitoring, following CDC and USNA guidelines)
- Coordinate with Fleet and Family Support Center to identify resources for mental health support

Step 1: Early Workforce Reset (Risk Avoidant)

- Thoroughly clean all workspaces in accordance with CDC and USNA guidance—Individual offices will be cleaned by those occupying them
- Implement plan for periodic cleaning of workspaces per CDC and USNA guidelines
- Begin phased reset of identified personnel for limited periods and continue with maximum possible telework for all staff
- No personnel identified as "Need Extra Precautions" or "others at risk" per CDC guidelines will return during this period
- Continue social distancing guidelines and established office/workspace cleaning per CDC guidelines
- Adjust staff and work conditions with maximum flexibility as necessary to move towards Step 2
- Continue to identify operational needs for reset and need for alternate work arrangements per NDW and USNA guidance

Step 2: Intermediate Workforce Reset (Improving Local Conditions)

- Continued use of telework and flexible shifts
- No personnel identified as "Need Extra Precautions" or "others at risk" per CDC and USNA guidelines will reset during this period
- Continue social distancing guidelines, use of PPE, and established office/workspace cleaning per CDC and USNA guidelines—Continue plan for regular cleaning of workspaces; modify as needed
- As local conditions change, be prepared to shift to any Step as necessary

Step 3: Maximized Workforce Reset (Limited Contagion Risk)

- Reduction of telework as conditions allow in local area
- Continue alternate work arrangements based on needs and conditions in the local area
- Personnel identified as "Need Extra Precautions" or "others at risk" per CDC guidelines will begin to reset during this period—Identified personnel will work with their immediate supervisor to identify best timeline and process for reset
- Travel as allowed by DOD guidelines, Superintendent, and Commandant.
- Continue social distancing guidelines, use of PPE, and established office/workspace cleaning per CDC and USNA guidelines

Performing Units

Stage 0, 1: Function-Specific Actions

- Operationally driven, virtual or solo only
- Maximum virtual operations continue
- Open coordination with Music Office
- Facility cleaning and disinfection scheduled

Stage 2: Initial Reset to Service

- Evaluate demand signal
- Map out spacing requirements in adherence to CDC and USNA guidance for in-person rehearsals
- Ensemble rehearsal plan developed
- Video and Audio recordings shift to on-site

Stage 3: Full Service Restoration

- Performances operationally driven as conditions allow
- Robust daily cleaning
- Continues flex schedule
- Rotational unit rehearsal plans
- Continue to monitor health and welfare of all personnel
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"The New Normal" (sustain for 6 months)

- Continue to make COVID-based evaluations of requests for mission support
- Staff and ensembles remain on flex and rotational schedules
- Continue to monitor health and welfare of all personnel
- Robust daily cleaning still in practice

OPERATIONAL PROTOCOL AND PROCEDURE

Screening Procedure

- All personnel are responsible for self-screening
- Personnel will wear CFCs and maintain six-foot intervals (ten-foot intervals when rehearsing)
- Member will be scanned by a no-contact thermometer—Scan will be completed from a safe social distance, with the thermometer placed between 3-5 cm from the member's forehead
- If the temperature is less than 100 degrees F, the person may enter the rehearsal
- At no time will the Screener announce the temperature, but may be provided upon request by the member

Use of Functional Spaces

- **Instrument Storage Rooms:** 1 person max
For rehearsals when playing music - utilizing 10-15 foot spacing:
- **Orchestra Room (Alumni Hall):** 8 person max
- **Glee Club Room (Alumni Hall):** 11 person max
- **Large Rehearsal Room (Alumni Hall):** 11 person max
- **Main Chapel:** 90 person max (*over 50 requires SUPE approval*)
- **Mitscher Hall:** 30 person max
- **Laboon:** 12 person max
- **Zimmerman Bandstand:** 8 person max
- **Parade Deck Bandstand:** 8 person max
- **Offices:** Determined by office, articulated with signage from office occupant

Cleaning Procedures

- **Frequency:** Cleaning will take place on days of scheduled rehearsals while in preliminary phases and daily upon a sustained return presence
- **Staff** is responsible for cleaning their own offices
- **What to clean:** Door handles, light switches, pianos, chairs

On-Site Rehearsal Practices

- All Units will be responsible to Director of Musical Activities, via Ensemble Director, for approved rehearsal plans
- Usage will be scheduled through Music Office
- Maintain **TEN** feet of distance when rehearsing/performing at all times
- Wear CFCs
 - Non-wind instrumentalists will wear CFC at all times
- Proper hygiene is mandatory and enforcement of safety protocols and standards is the responsibility of all members:
 - Everyone has access to hand sanitizer
 - Wash hands often
 - Sneeze into elbow
 - Proper mask wearing and fit (wash hands after touching mask)
 - Don't touch anything that is not yours
- **Outdoor space is safer than indoor space**
- Consider ventilation:
 - If possible, open windows during and after rehearsal
 - Use fans to circulate air post-rehearsal
- Rehearsal scheduling:
 - Current rehearsal guidelines are 40 minutes of rehearsal followed by 20 minutes of break, to ventilate spaces
- Allow sufficient time during breaks for members to follow thorough hygiene and safety standards
- Pre-set stage (distanced and sanitized)
- No shared music
 - Music will be distributed for all rehearsals and performances by designated unit level librarians only, to limit cross contamination and will be maintained by individual members upon receipt
- Seat musicians from inside out
- Limit unnecessary items on stage or in rehearsal space
 - Keep six feet of distance when uncasing instruments
- Each member handles their own instrument, sticks, music stand, etc.
- Employ instrument stands
- Avoid condensation – no swabbing or blowing out tone holes
- Outdoors: Empty "spit valves" into buckets containing bleach solution - discard properly

- Indoors: Use bleach buckets, or use disposable condensation pads for brass players
 - Individual player will properly dispose of their own condensation pad
- Allow 30 minute “rest” after rehearsal before sanitation begins
- Sanitize the floor after rehearsal/performance
- Sanitize chairs, music stands, plexiglass, and electronic equipment after use
- May need to employ sound system for rehearsals

Reflash

- Scale back pending OPNAV, NDW and USNA guidance—Be prepared to return to Stage 0
- CDC guidelines for workspace response:
 - **Close off areas used by the person who is sick**
 - **Open outside doors and windows to increase air circulation in the area**
 - **Wait 24 hours before cleaning or disinfecting—If not feasible, wait as long as possible**
 - **Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls**
 - **Vacuum the space if needed—Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available**
 - Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility
 - **Once area has been appropriately disinfected, it can be opened for use**
 - **Workers without close contact with the person who is sick can return to work immediately after disinfection**
 - **If more than seven days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary**
 - **Continue regular cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.**
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