

# **IYO POLICIES & PROCEDURES Related to COVID-19**

**Related to State of Indiana Executive Orders & CDC Public Health Guidelines**

**DRAFT**

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# Venue Operations

## Arrival

Upon arriving to rehearsal (Butler University), families should wait in their vehicle until approximately 15 minutes prior to rehearsal. Please do not arrive significantly earlier, as hallways are not designed to accommodate a large socially distanced group. If you have open time or are waiting for a sibling to finish another rehearsal, please wait in your car and not in the hallways.

All members must complete the check-in procedure **BEFORE** entering the rehearsal space. Completion of the procedure will suffice as your attendance check-in for the day. *Those who do not check-in will be counted as absent that day.*

- Upon entry, temperature of each student will be taken using infrared thermometer. Students registering a temperature of 100.4 or above will be sent home with recommendations to follow up with their health care provider.
- Students will scan posted QR code with smartphone and will answer screening questions (using most up-to-date list from CDC) which will serve as **contactless** check-in
  - *Parent/Student volunteers will be stationed to assist students who do not have a smartphone for the virtual check-in*
- Students will sanitize hands before entering rehearsal room through entry door (for rooms with 2 doors, one door for entry, one door for exit)

## Entry and Exit

A one-way traffic pattern will be established to minimize contact and maintain distancing. Please follow signage.

## Hallway Rule

Do not congregate in the hallways. While waiting to check-in, please observe social distancing, staying at least 6 feet away from others in line.

# Rehearsals

## Rehearsal Procedure

- Students will only enter buildings through ONE specified door

- Students will be required to wear masks at **all times** indoors
- **Students should bring to rehearsal:** their own hand sanitizer, water bottle, snack (nothing messy or containing nuts, please), music, music stand, and pencil.
- We will not release students to hallways for a break. Short breaks for stretching IN the rehearsal room at their seats will be given at conductor's discretion. Bathroom breaks can be taken, as needed, one student at a time. Students will be reminded to remain 6 feet apart.
- After rehearsal, students will wipe down chairs with a sanitizing wipe (provided by IYO)
- Students exit rehearsal room through the EXIT door
- Students sanitize hands as they are leaving the rehearsal room
- Students exit the building through ONE specified exit door

### **Parents at Rehearsals**

Due to COVID-19, the decreased capacity of rooms, and the difficulty for social distancing in the hallways, parents who are NOT volunteering are encouraged to drop off students and pick them up after rehearsal. Please make sure we have a current emergency number on file in the event we need to reach you during rehearsal.

If a family has multiple children in different IYO ensembles we will do our best to make sure the rehearsal times overlap. Parents, please arrive to pick-up students at the EARLIEST conclusion time so that students can wait in your vehicle for siblings to finish rehearsal.

## **Cleaning Procedures and Products**

### **Cleaning in between rehearsals**

- Students will disinfect rehearsal room chairs before leaving the rehearsal room. High touch points (door knobs to rehearsal and classrooms, nearby restrooms, etc) will be wiped down between rehearsals by IYO staff or parent volunteers.
- Cleaning products and supplies will be provided to staff and volunteers. IYO will ensure adequate supplies for cleaning and disinfection practices.

## Face Coverings

Face coverings are required to be worn in all buildings on the Butler University campus -- while passing in hallway, in the bathroom, unpacking, during rehearsals and class sessions. Each person should provide their own face covering, but in instances where an emergency replacement is needed, a small number of disposable face coverings will be available to our IYO members.

Please Remember this Face Covering Guidelines from the CDC:

- Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

## Personal Hygiene Practices

Wash your hands often. Staff and volunteers will wash or sanitize their hands before each rehearsal and in between rehearsals or classes.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

# Remote Sessions for Students

## Public Health Stages

In the instance where local officials declare a Stage in which in-person learning is not safe, online instruction will continue, according to the dates on our Season Calendar. IYO will communicate topics ahead of time. Past virtual sessions have included master classes, music careers, audition prep, music industry experts, etc.

## Self-Isolation or Exclusion from IYO Physical Environment

In light of the COVID-19 pandemic, it is **important that a student stay home** from rehearsal if they are experiencing any of the following symptoms:

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Close contact (within 6 feet of an infected person for at least 15 min) with a person with confirmed COVID-19
- Traveled within the last two weeks to an area where there are large numbers of COVID-19 cases being reported.

## Absence due to a positive COVID-19 diagnosis

Please contact Executive Director Janette Brown immediately upon receiving a positive COVID-19 diagnosis. All confidentiality surrounding student's identity will be maintained. Upon receiving notification of a positive diagnosis:

- Families in that student's ensemble will be notified and rehearsals will be canceled for the following 2 weeks.
- A substitute conductor will be arranged for the alternate section of the orchestra. (For example, if the 1:00 Symphony group would be canceled for 2 weeks, the 3:30 group would continue rehearsing with a sub conductor)

# Considerations for Employees

## Staff members exposed to COVID-19

If staff are required to self-isolate due to exposure to COVID-19, but are not currently exhibiting symptoms or are only exhibiting mild symptoms, staff will stay home and a substitute conductor will be arranged.

## Employees exhibiting symptoms of COVID-19

If employees are exhibiting symptoms consistent with COVID-19 and are unable to be present for rehearsal, IYO will continue regular compensation for any scheduled work lost during that time. Substitute conductors will be arranged for weeks a staff member must miss rehearsal.

## Remote Meeting - Exceptional Situations

In an exceptional situation of hardship related to COVID-19, for either a student or staff member, the Board of Directors shall evaluate the circumstances of the unique situation and determine an appropriate course of action.

If IYO is forced to transition to a completely virtual model and a student wishes to withdraw from the program, they must do so in writing. Please contact Executive Director Janette Brown at [janette@indianapolisyouthorchestra.org](mailto:janette@indianapolisyouthorchestra.org).

Refunds may be requested as follows:

### **Symphony Orchestra and Wind/Brass/Percussion/Harp**

\$350 if withdrawal received by 11/1/20

\$175 if withdrawal received by 2/21/21

### **Philharmonic Orchestra**

\$280 if withdrawal received by 11/1/20

\$140 if withdrawal received by 2/21/21

### **Concert Orchestra**

\$200 if withdrawal received by 11/1/20

\$100 if withdrawal received by 2/21/21

## Return After Exclusion

Once a student, volunteer, or staff member is excluded from the IYO environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

### Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

### Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and have preferably been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

# Safety and Wellness Policies and Procedures

All members of the IYO community are asked to complete the Community Responsibility Agreement (either for Students or Staff) prior to resuming in-person. See the online form for details.

## Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

### Self-Screening

IYO parents, staff, and volunteers are required to self screen before coming to IYO using the following questions.

- I have been exposed and/or have reason to believe I have been exposed to COVID-19
- I have a fever (temperature of 100.4 degrees Fahrenheit or greater)
- I am exhibiting other symptoms consistent with COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, and/or shortness of breath), or
- I have been advised by a healthcare professional to self isolate due to actual or possible COVID-19 infection or exposure

Any person answering yes to any question above, or exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to IYO.

### Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the IYO that a student is ill, the IYO may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If a staff member calls in sick or appears ill, the IYO can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the IYO may make additional inquiries and may exclude the person from the IYO event. Even without symptoms, if a

student, volunteer, or staff person has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, IYO may exclude the student, volunteer, or staff person from the IYO rehearsal/class and recommend that they self-quarantine for 14 calendar days.

### **Observational/Self-Reported Screening**

IYO will provide information to employees and families regarding the recognition of COVID-19 symptoms and screening. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained are prohibited from coming to IYO, and if they do come to IYO, they will be sent home immediately.

## **Sickness Reporting Protocol**

Any member of the IYO community (staff, student, family member) is asked to report any confirmed COVID case to IYO’s COVID coordinator, Janette Brown, via email at [janette@indianapolisouthorchestra.org](mailto:janette@indianapolisouthorchestra.org) CDC Guidelines for suspected/confirmed cases for the workplace will be followed, generally including, but not limited to:

- Clean and disinfect area
- Determine who has been exposed to the confirmed case, but maintain confidentiality
- Follow Public Health Recommendations for Community-Related Exposure

## **Social Distancing**

IYO will follow our host venue’s (most often but not limited to Butler University) procedures in which Social Distancing measures can be maintained. Please observe posted procedures to allow our space to provide Social Distancing

- One-way traffic. Observe and follow signs for entrance and exit to rehearsal.
- Hallway rule - no congregating in hallways. When lining up for check-in, please leave at least 6 ft. between you and the person in front of you.
- Rehearsal area - You must bring your own folding music stand, pencil, hand sanitizer, mask and water bottle. Smaller instruments unpack at your seat. Cellos and basses, please unpack in designated areas. Wipe down your area

before you leave.

- Rehearsal rooms will be arranged to maintain social distance.
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### **Rehearsal Social Distancing**

- Rehearsal schedules are set with passing time in between to minimize traffic and allow for cleaning and air flow
- The number of students per ensemble/class will be limited to a safe number as determined by the Butler University staff, in accordance to adjusted capacities.
- Student spaces during will be assigned and clearly marked for social distancing Remember that some people without symptoms may be able to spread virus. Stay at least 6 feet (about 2 arms' length) from other people.

## **Tuition Relief**

Funding will be provided to currently enrolled families through an application process in the form of tuition scholarships to allow continued participation for students who would otherwise not be able to because of COVID-19 related loss of income. Families may apply for short-term funding by completing an application form, available on the IYO website.

## **Understanding the Risks**

Special consideration can be given to vulnerable populations within the community. The CDC has identified the following individual at a higher risk for severe illness from COVID-19:

- People 65 years and older;
- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised;
- People with severe obesity (body mass index of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease. Please contact the Executive Director if you request special accommodation for any of the above conditions.

## Voluntary Decision

IYO has put in place preventative measures to reduce the spread of COVID-19; however, the IYO cannot guarantee that participants will not become infected with COVID-19. Participants and staff will be asked to indicate their agreement of the warning and waiver. The waiver, available on our website, will ask families to agree to the policies and procedures set forth in this guide and indicate agreement with the statements below:

- I/We acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 onsite at IYO activities and that such exposure of infection may result in personal injury, illness, permanent disability and death. ☐
- I/We understand the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Butler University or IYO staff, volunteers, and the program participants and their families. ☐
- This includes and is not limited to a waiver of all claims for any and all of the following: IYO disclosure of HIPAA information; IYO safety protocols relating to ensuring the health and safety of its staff and participants; and any and all other potential claims arising under what is commonly known as HIPAA and any/all related statutes both state and federal ☐
- My decision to be onsite for IYO rehearsals is voluntary, exclusively my own, and made in full understanding and acceptance of the foregoing risks.