



## MUSIC FACILITIES SANITATION & SAFETY INFORMATION

The information in this document is supplemental to the University's guidelines from the Workforce & Facilities Committees. Those plans are found here:

<https://www.memphis.edu/coronavirusupdates/plan/workforceandfacilities.pdf>

This document contains direct quotes, noted in **dark red font**, from the Workforce & Facilities guidelines.

### General Information

For the purposes of this document, the term "Music facilities" is defined as the Music Building and the music spaces in the first floor of the Communication & Fine Arts Building.

In accordance with guidelines from the Workforce & Facilities Committee, Music facilities will follow building traffic patterns and limit entry and exit points to decrease potential for crowding and the amount of person-to-person contact. Directional signage will be posted on doors and visible cues taped to the floors. Traffic patterns and building entry/exit points are shown on the floor plans found at the end of this document.

The Music Building had a new HVAC system installed in 2015. The design includes UV units and operates with MERV-8 air filters. In addition, **Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons, etc.). Increased cleaning will be performed in restrooms in common areas.** Music facilities will also have several hand sanitizer dispensers placed in strategic locations throughout the buildings. Those locations are marked on the floor plans found at the end of this document.

Safety equipment: The School of Music has several mobile air purifiers that can be used in smaller spaces like classrooms and faculty offices ([MA-40 V2.0](#) up to 849 sq. ft.) and larger spaces like G-6 or Harris ([MA-112](#) covers up to 5,000 sq. ft.). In addition, several 5-1/2' tall plexiglass drum shields and half stack shields are available for faculty to use during instruction. This equipment can be setup for a room reservation by notifying the School of Music Facilities Manager.

### • Classrooms/Rehearsal Spaces

Defined as **MU** G-6, G-8, 101, 102, 103, 107, 109, 113, 202, 286 and **CFA** 105, 137.

**Classroom occupancy has been modified to ensure up to 10 feet clearance for each instructor and six feet distancing between students.** Each classroom/rehearsal space will be supplied with a cleaning station and disinfectant spray. Written procedures will be posted in each classroom. **At the beginning and end of each class period, faculty should wipe down their desktop, seat and seat armrest. Students should be instructed to do the same. Physical Plant will deep clean and sanitize each room every evening after the daily class schedule is completed.** Faculty/students should additionally clean keyboards, and other surfaces before and after each class/rehearsal. When rooms are reserved for applied lessons or rehearsals, scheduling will automatically accommodate a minimum of 30-minute room vacancy between each reservation to allow for adequate air exchange. VEMS reservation instructions can be found on the School of Music website: [https://www.memphis.edu/music/rm\\_reserv.php](https://www.memphis.edu/music/rm_reserv.php)

- **Faculty Offices**

Faculty/students will be responsible for cleaning of music stands, keyboards, and other surfaces before and after each class. Students using chairs will need to disinfect after use. **Building Services staff will continue cleaning offices and workplaces based on CDC guidelines and protocols for disinfection.** Each faculty office will additionally be supplied with disinfectant spray and paper towels. Students should bring their own music stands

- **Staff Offices & Administrative Areas**

These spaces are defined as staff offices and the common areas in MU 121, 123, 124 and CFA 116. **Building Services staff will continue cleaning offices and workplaces based on CDC guidelines and protocols for disinfection.** Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons, etc.) These spaces will additionally be supplied with disinfectant spray, paper towels, cleaning wipes, and many will have plexiglass shields.

- **Common Areas**

These spaces are defined as Harris Concert Hall, Music building lobby, CFA lobby, student lockers in G-7, Music Library, MU 125, the 2nd floor student lounge, and restrooms. **Increased cleaning will be performed in restrooms in common areas.** Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons, etc.). Many of these spaces will additionally be supplied with disinfectant spray, paper towels, and hand sanitizer dispensers. Only school owned instruments (i.e. for methods class, auxiliary instruments) and large personal instruments (i.e. cello, double bass, tuba) will be allowed to check out a locker. No personal lockers will be available.

- **Practice Rooms**

The Music Building has a total of 30 practice rooms for fall 2020. 7 of these rooms will be reserved for voice students. Students must reserve all practice rooms through the VEMS system. Reservations will automatically create a minimum of 30-minute room vacancy between each reservation for non-voice rooms and a 60-minute vacancy for voice rooms to allow for adequate air exchange. Each practice room will be supplied with disinfectant spray and paper towels. Practice guidelines will be posted in each room and practice rooms will be monitored to ensure policies are followed. CFA has a total of 8 practice rooms reserved for percussionists. Percussion specific policies will be posted in those rooms. Detailed guidelines for practice room use and the reservation process can be found in the Policies for Student Spaces document: [https://www.memphis.edu/music/faculty\\_covid\\_resources/policy\\_stud\\_space.pdf](https://www.memphis.edu/music/faculty_covid_resources/policy_stud_space.pdf)

- **Distance Learning Spaces**

Distance Learning Spaces (DLS) will be available in rooms MU 207, 221, 227, 251, 281, and 289. These spaces will be outfitted with a desk, chair, and an iMac connected by ethernet cable. Students who do not have reliable internet service may reserve one of these rooms for academic classes or applied lessons. One room will be reserved for applied voice lessons. Reservations will automatically create a minimum of 30-minute room vacancy between each reservation and a 60-minute vacancy for the voice room to allow for adequate air exchange. Each DLS will be supplied with disinfectant spray and paper towels. Guidelines will be posted in each room and rooms will be monitored to ensure policies are followed. Detailed guidelines for room use and the reservation process can be found in the Policies for Student Spaces document: [https://www.memphis.edu/music/faculty\\_covid\\_resources/policy\\_stud\\_space.pdf](https://www.memphis.edu/music/faculty_covid_resources/policy_stud_space.pdf)

11-024  
1  
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11-024  
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The door in this southeast stairwell is designated EXIT only.

The door in this northeast stairwell will be locked at all times.

★ - Handsoap dispenser stations

The south-side breezeway door is designated ENTRANCE only. Only individuals who require ADA accommodations will be able to also use this door as an exit.

The north-side breezeway door is designated EXIT only.



The door in this southeast stairwell is designated EXIT only.

The door in this northeast stairwell will be locked at all times.

★ - Handsoap dispenser stations

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11-024  
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The door in this southeast stairwell is designated EXIT only.

Enter only

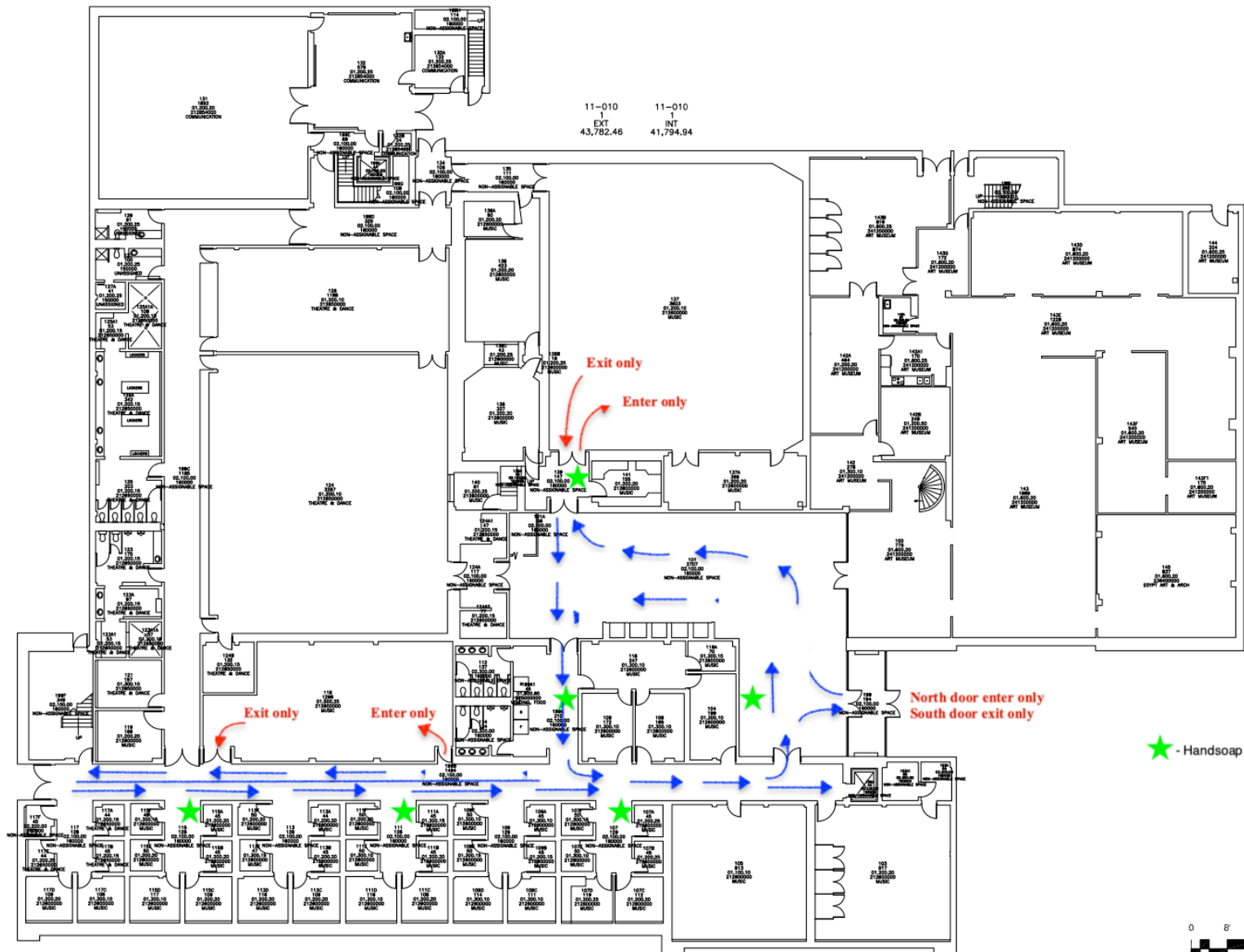
Exit only

This door is designated ENTRANCE only. Only individuals who require ADA accommodations will be able to also use this door as an exit.

★ - Handsoap dispenser stations

11-024 B EXT 26,593.12	11-024 B INT 14,340.96
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★ - Handsoap dispenser stations

