

Okaloosa County School District

Guidelines for Opening Summer Activities – Band

DISTRICT ACKNOWLEDGEMENTS

- The Okaloosa County School District (District) recognizes the value of the band and extracurricular activities in the overall mental and physical development of its students.
- During the COVID-19 pandemic, it is important for the District to establish a safe plan to begin allowing students to return to campus over the summer using a PHASEed approach.
- These guidelines are derived from guidance set forth by the National Federation of State High Schools Association (NFHS) and National Association for Music Education (NAfME).
- The plan should be reviewed by local health officials and other agencies to ensure appropriate recommendations as to when Phases will be implemented.
- Guidelines for summer activities will be broadly and regularly shared with students, parents and the community at the district, school and individual team/activity level.
- School Principals and Band Directors will be responsible for training assistants and sponsors on the guidelines for summer activities and for monitoring compliance. Violation of guidelines will result in the suspension of a program for two weeks or until compliance is achieved, whichever is greater.
- The District will continue to monitor information from the State of Florida, the Florida Department of Education (FDOE), Florida Music Education Association (FMEA), and the Florida School Music Association (FSMA) regarding summer activities. At any time, federal or state mandates with regard to school operations may cause these guidelines to be postponed, altered or canceled altogether.
- In light of the current COVID-19 pandemic, summer practices are considered voluntary for students. Students may not be penalized for failure to attend.

GUIDANCE FOR SCHOOLS ON INSTRUMENT COLLECTION

When collecting instruments that were loaned to students

- Ensure that staff is wearing masks and gloves.
- Collect instruments in their cases. Schools may open briefly to visually inspect.
- Out of an abundance of caution, the National Federation of State High Schools Association (NFHS) and National Association for Music Education (NAfME) recommend that all cases be sprayed with an aerosol disinfectant upon collection.
- Each middle school and high school is being sent a pump sprayer for this purpose.
- Store instrument cases in an isolated location for 7 days prior to additional handling. This length of time exceeds NFHS, NAfME and NAMM Foundation recommendations that were based on CDC guidelines as to how long the COVID-19 virus can remain active on different types of band instrument surfaces. (See Appendix A).
- After 7 days, general cleaning techniques as outlined in Appendix A are appropriate.

MINIMIZING RISK: MANAGING SCHEDULES & BAND PRACTICE SESSIONS:

- Students are required to let band directors know if they themselves, family members, or those they have had contact with are experiencing or have experienced any signs or symptoms of COVID-19. Students, band directors and staff must stay home if sick or if they have been identified as a contact of someone with COVID-19. Infrared “touchless” thermometers must be available for pre-band practice temperature checks.
- Adhere to social gathering and distancing policies at your school according to local, state, and federal authorities during indoor and outdoor activities (6 feet apart)
- Group size counts should include both students and coaches and account for transition periods between sessions. No end-of-practice large gatherings are permitted.
- Suggest small group rotations under the supervision of different staff.
- Schedule post-practice cleaning periods, allowing a 10-15 minute buffer between groups.
- Limit, stagger, or alternate practice groups throughout practice days.
- Avoid person-to-person contact.
- Create one-way traffic flow based on entrances and exits to practice rooms.
- Maximize fresh air flow in the band room.
- Use outdoor training spaces whenever possible.
- Keep interior doors propped open and lights on throughout the day

FACILITY & EQUIPMENT: CLEANING & SANITATION PROCEDURES

- Clean all band room surfaces with germicidal disinfectant. **DO NOT USE BLEACH.**
- Students have the option to bring their own masks and gloves for individual use.
- Educate on band room COVID-19 upkeep expectations during meetings with band members.
- Promote hand washing before and after practices and provide hand sanitizer.
- Avoid the sharing of cloth towels or rags.
- Carry a personal water bottle instead of drinking directly from the community water fountain (Do not share water bottles or water cows). Disposable cups may be used for one time use only. Please cover all water fountains.
- Ensure that cleaning and sanitation procedures include restrooms, band lockers, carpet and flooring, and mats.
- Ensure all pieces of equipment are cleaned: instruments, chairs, music stands, etc. (Chaperones / parent volunteers may assist with this process.)

TRAINING SAFETY: RISK FACTORS FOLLOWING PERIODS OF INACTIVITY

- Plan for gradual return to pre-closure marching band practice levels.
- Emphasize a 10 – 20 minute daily warm-up for reestablishing outdoor-related movement patterns.
- Communicate regularly with the medical staff about at-risk students, including those with cardiac abnormalities, sickle cell trait, history of exertional or non-exertional collapse, asthma, and diabetes.
- Plan and adjust practices to match environmental factors, especially in cases of high heat and humidity.
- **DO NOT** perform physically exhausting drills for the purpose of developing “mental toughness”.

BAND

PHASE 0 (Preparation for Summer Activities) BEGINS JUNE 1, 2020

Students/Parents

- Pre-Participation Physical Evaluations and other permission paperwork must be submitted in order for a student to participate in summer activities.
- Student/parents are responsible for cleaning personally-owned instruments in accordance with NAFME guidelines outlined in Appendix A.
- Review guidelines in order to be aware of expectations of PHASE 1 including, but not be limited to, required screenings with temperature checks, social distancing expectations, hygiene, wardrobe requirements, etc.

Band Directors / Assistants

- Receive training on requirements of each PHASE of summer activities.
- Ensure school-owned or rented instruments are cleaned according to NAFME guidelines outlined in Appendix A.
- Provide information to students on expectations during summer practices.
- Create and submit to the Principal for approval a plan that outlines how the activity will meet the requirements of each PHASE prior to that PHASE beginning. The Principal must approve the plan prior to its implementation.
 - **Example: Marching Band – Groups of 10 (nine students and one band director or other adult supervisor).** The practice field will be marked to ensure a minimum of 6 feet distancing between individuals. Students will focus on individual skill improvement and will not share instruments. Each student will have their own labeled water bottle and water fountains will not be used. Band room chairs and music stands will be cleaned before used by another student. Additional small groups of 10 may meet on opposite ends of the practice field, in the band room, or other designated areas as long as the small group size does not exceed nine students per one adult. If additional small groups are planned, arrival and departure times will be staggered to avoid exceeding the small group limits in common areas, parking lots, etc. **Designated indoor spaces should be reserved for outdoor groups in the event of inclement weather.**

Principals/Band Directors

- Collect and review all plans for compliance with District Guidelines
- Coordinate acquisition of needed supplies to ensure all requirements are met (cleaning supplies, infrared thermometer(s), hand sanitizer, etc.)

District Fine Arts Coordinator

- Monitor compliance across all district schools
- Conduct continuous review of information from National, State and local agencies regarding COVID-19 issues that could impact Summer Band Activities
- Make recommendations on adjustments to this Guidance based on new information.

PHASE 1 - BEGINS JUNE 8, 2020

The first session of any summer program should be informational and focus on training students on protocols for conducting a safe practice.

Pre-Practice Screening:

- All band directors, assistants, and students should be screened for signs/symptoms of COVID-19 prior to a practice. Screening includes a temperature check.
- Responses to screening questions for each student are to be recorded and stored so that there is a record of everyone present in case a student develops COVID-19 (see Appendix B for Monitoring Form).
- Any person with the following symptoms should not be allowed to take part in practice and should be sent home with a recommendation to see their primary care physician.
 - cough
 - shortness of breath or difficulty breathing
 - fever
 - chills
 - muscle pain
 - sore throat
 - new loss of taste or smell
 - Students who were identified by health officials as positive for COVID-19 will be case managed by the Florida Department of Health in Okaloosa County - Epidemiology team.
 - A student who states he/she has not tested positive for COVID-19 may return to practice if he / she has been symptom free for 24 hours without medications.
- Vulnerable individuals are not required to oversee or participate in any practices during PHASE 1. Vulnerable individuals are defined by CDC as people age 65 years or older and others with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy. Vulnerable individuals in this category who choose to continue to work may be required to sign a release document and file it with the school principal.

Gatherings

- No gathering of more than 10 people at a time (inside or outside).
- Students are not permitted to store clothing in lockers. Students should report to practices in proper clothing and immediately return home to shower at end of the practice.
- Practices should be conducted in “pods” of students with the same 5-10 students always practicing together. Smaller pods can be utilized as needed. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.

Facilities Cleaning/Hygiene

- Adequate cleaning schedules should be created and implemented for all band facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, band equipment, bathrooms, music stands, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or participating in practices.
- Hand sanitizer will be available to students and staff as they transfer from place to place.
- Band equipment must be cleaned thoroughly before used by another student.
- Appropriate clothing/shoes should be worn at all times in the band room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment or furniture such as chairs, benches, etc. having holes/cracks with exposed foam must be covered. Chaperones may assist with this.
- Students must be encouraged to shower and wash their clothing immediately upon returning to home.

Band Instruments

- There will be no shared band instruments or uniforms between students.
- Students will wear their own appropriate clothing for practices (do not share clothing) Individual clothing/towels should be washed and cleaned after every practice.
- All band instruments should be cleaned after each use and prior to the next practice (See Appendix A). Students are responsible for cleaning their assigned instrument.

Hydration

- All students must have their own water bottles. Water bottles must not be shared.
- Hydration stations (water trough, water fountains, etc.) should not be utilized.

PHASE 2 - TBD

Pre-Practice Screening:

- All band directors, assistants, and students will be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check.
- Responses to screening questions for each student are to be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with the following symptoms should not be allowed to take part in practice and should be sent home with a recommendation to see their primary care physician.
 - cough
 - shortness of breath or difficulty breathing
 - fever
 - chills
 - muscle pain
 - sore throat
 - new loss of taste or smell
 - Students who were identified by health officials as positive for COVID-19 will be case managed by the Florida Department of Health in Okaloosa County - Epidemiology team.
 - A student who states he/she has not tested positive for COVID-19 may return to practice if he / she has been symptom free for 24 hours without medications.
- Vulnerable individuals are not required to oversee or participate in any practices during Phase 2. Vulnerable individuals in this category who choose to continue to work may be required to sign a release document and file it with the school principal.

Gatherings:

- No gathering of more than 10 people at a time inside. Up to 50 individuals may gather outdoors for practices.
- If band rooms or meeting rooms are used, there must be a minimum distance of 6 feet between each individual at all times.
- Practices should be conducted in “pods” of students with the same 5-10 students always working together. Smaller pods can be utilized for instrument coaching. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur. Appropriate social distancing will need to be maintained on the field, sidelines and benches during practices. Consider using tape or paint as a guide for students and coaches.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all band facilities to mitigate any communicable diseases.

- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, band rooms, equipment, bathrooms, music stands, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or participating in practices. Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Band equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times in the band room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment or furniture such as chairs, benches, etc. having holes/cracks with exposed foam must be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Band Equipment:

- There should be no shared band instruments, towels, clothing or shoes between students during practices.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every practice.
- All band equipment, including chairs, music stands, benches, etc. should be cleaned after each practice.
- Hand sanitizer should be plentiful at all practices.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

PHASE 3 - TBD

Pre-Practice Screening:

- Any person who has had a fever or cold symptoms in the previous 24 hours should not be allowed to take part in practices and should contact his or her primary care provider or other appropriate health-care professional.
- A record should be kept of all individuals present.
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

Gatherings:

- Gathering sizes of up to 50 individuals, indoors or outdoors are permitted.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 3 to 6 feet between each individual. Consider using tape or paint as a guide for students and staff.

Facilities Cleaning/Hygiene

- Adequate cleaning schedules should be created and implemented for all band facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, band equipment, bathrooms, music stands, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with water and soap before touching any surfaces or participating in practices.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Band equipment should be cleaned thoroughly before and after an individual's use of shared equipment.
- Appropriate clothing/shoes should be worn at all times in the band room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment or furniture such as chairs, benches, etc. having holes/cracks with exposed foam must be covered.
- Students must be encouraged to shower and wash their clothing immediately upon returning to home.

Physical Activity and Band Equipment

- There should be no shared band instruments, towels, clothing or shoes between students during practices.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every practice.

- All band equipment, including chairs, music stands, benches, etc. should be cleaned after each practice.
- Hand sanitizer should be plentiful at all practices.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) may be utilized but must be cleaned after every practice.

Appendix A

GUIDANCE FOR SCHOOLS ON INSTRUMENT COLLECTION

When collecting instruments that were loaned to students

- Ensure that staff is wearing masks and gloves.
- Collect instruments in their cases. Schools may open briefly to visually inspect.
- Out of an abundance of caution, the National Federation of State High Schools Association (NFHS) and National Association for Music Education (NAfME) recommend that all cases be sprayed with an aerosol disinfectant upon collection.
- Each middle school and high school is being sent a pump sprayer for this purpose.
- Store instrument cases in an isolated location for 7 days prior to additional handling. This length of time exceeds NFHS, NAfME and NAMM Foundation recommendations that were based on CDC guidelines as to how long the COVID-19 virus can remain active on different types of band instrument surfaces. (See Below).
- After 7 days, general cleaning techniques as outlined below are appropriate.

COVID-19 Instrument Cleaning Guidelines

By NFHS, NAfME and the NAMM Foundation

These guidelines were first published on the National Federation of State High School Associations website.



COVID-19 and Instrument Cleaning

The NFHS, NAfME and the NAMM Foundation recommend the following guidelines for handling musical instruments during the COVID-19 school shutdown period. These guidelines are designed for use by music educators and educators may use these guidelines when teaching students and parents how to clean instruments.

Sterilization vs. Disinfection

There is a difference between sterilization and disinfection of music instruments. Sterilization is limited in how long an instrument will remain sterile. Once an instrument is exposed to air or handled it is no longer sterile. However, disinfecting an instrument to make it safe to handle will last

longer and is easier to achieve. COVID-19 like, most viruses have a limited lifespan on hard surfaces. Users of musical equipment may be more susceptible to infections from instruments that are not cleaned and maintained properly, especially if they are shared school instruments.

If the cleaning process is thorough, musical instruments can be disinfected. Basic soap and water can be highly effective in reducing the number of harmful bacteria and viruses simply by carrying away the dirt and oil that they stick to.

The NFHS, NAFME and the NAMM Foundation received information from the CDC which suggest the COVID-19 virus can remain on the following instrument surfaces for the stated amount of time:

Brass – Up to 5 Days

Wood – Up to 4 Days

Plastic – Up to 3 Days

Strings – Up to 3 Days

Cork – Up to 2 Days

The CDC recommends general cleaning techniques for instruments that have not been used or handled outside of the above timelines. Essentially, if students are picking up instruments for the first time since school has been closed, those instruments will not need more than general cleaning as stated below.

GENERAL INSTRUMENT HYGIENE

Instrument Hygiene

Before distributing an instrument that has been shared, use of alcohol wipes, swabs, or disinfectant solution

to thoroughly clean both the outside and the inside of the mouthpiece is highly recommended. It is also essential to maintain overall cleanliness via the use of cleaning rods, swabs, mouthpiece brushes, etc., as this is necessary to prevent buildup of residue within the instrument.

For wood instruments any excess amount of liquid can be damaging. Please be judicious and sparing outside of the mouthpiece area that needs cleaning. In addition, certain cleaning products that can be used on the mouthpiece should not be used around the pads associated with a woodwind instrument's keys (e.g. flute, clarinet, saxophone, etc.).

Mouthpieces

Adhering to the following procedures will help to keep mouthpieces and instruments clean and safe for continued use.

Cleaning the Flute Head Joint

1. Using a cotton swab saturated with denatured, isopropyl alcohol, carefully clean around the embouchure hole.
2. Alcohol wipes can be used on the flute's lip plate to kill germs if the flute shared by several players.
3. Using a soft, lint-free silk cloth inserted into the cleaning rod, clean the inside of the headjoint.
4. Do not run the headjoint under water as it may saturate and eventually shrink the headjoint cork.

Cleaning Bocals

1. Bocals should be cleaned every month with a bocal brush, mild soap solution, and running water.
2. English Horn bocals can be cleaned with a pipe cleaner, mild soap solution, and running water. Be careful not to scratch the inside of the bocal with the exposed wire ends of the pipe cleaner.

Cleaning Hard Rubber and Ebony Mouthpieces

1. Mouthpieces should be swabbed after each use and cleaned weekly.
2. Select a small container that will accommodate the mouthpiece vertically and place the mouthpiece, tip down, into the container.
3. Fill the container just past the window of the mouthpiece with a solution of 50% water and 50% white vinegar or hydrogen peroxide. Protect clarinet mouthpiece corked tenons from moisture.
4. After the mouthpiece has soaked for fifteen minutes, use an appropriately sized mouthpiece brush to remove any calcium deposits or other residue from inside and outside surfaces. This step may need to be repeated if the mouthpiece is excessively dirty.
5. Rinse the mouthpiece thoroughly and then saturate with disinfectant solution. Place on paper towel and wait one minute.
6. Wipe dry with paper towel.
7. Note: Metal saxophone mouthpieces clean up well with hot water, mild dish soap (not dishwasher detergent), and a mouthpiece brush. Disinfectant solution is also safe for metal mouthpieces.

Cleaning Saxophone Necks

1. Swabs are available to clean the inside of the saxophone neck. However, many saxophonists use a flexible bottlebrush and toothbrush to accomplish the same results.
2. The saxophone neck should be swabbed after each use and cleaned weekly.
3. Use the bottlebrush with mild, soapy water to clean the inside of the neck.
4. Rinse under running water.
5. Disinfectant solution may be used on the inside of the neck if desired. Place on paper towel for one minute.
6. Rinse again under running water, dry, and place in the case.

Cleaning Brass Instrument Mouthpieces

1. Mouthpieces should be cleaned monthly.
2. Use a cloth soaked in warm, soapy water to clean the outside of the mouthpiece.
3. Use a mouthpiece brush with warm, soapy water to clean the inside.
4. Rinse the mouthpiece and dry thoroughly.
5. Disinfectant solution may be used on the mouthpiece at this time. Place on paper towel for one minute.
6. Wipe dry with paper towel.

Cleaning String Instruments

1. Isopropyl alcohol that's above 70% should only be used on the strings and unfinished finger and fret boards.
2. String, percussion, and keyboard instruments present fewer hygienic issues that can be solved simply by the player washing their hands before and after use for a minimum of 20 seconds.

Other Instruments

1. Plastic recorders can be washed with warm, soapy water and should be swabbed after each use with a plastic cleaning rod and soft thin cloth. Disinfectant solution and alcohol wipes may also be used.

Choosing a Disinfectant for Musical Instruments

1. Sterisol Germicide Solution can be safely used on plastics, hard rubbers, and metals.
2. Mi-T-Mist Mouthpiece Cleanser can be used on most materials. It is **NOT** recommended for use on hard rubber mouthpieces.
3. Isopropyl alcohol wipes are safe for most materials. They are NOT recommended for use on hard rubber mouthpieces.
4. A solution made with 50% water and 50% white vinegar or 50% water and 50% hydrogen peroxide can be safely used on plastics, hard rubbers, and metals.

While other potential disinfectants, including alcohol, boiling water, and bleach can be used as general disinfectants, they are not recommended for use on mouthpieces or instruments due to their potential effect on skin, plastics, and metals.

1. Whichever disinfectants are chosen, it is crucial to read the product instructions and follow them closely.
2. Disinfectants do not remove dirt, so mouthpieces and instruments must be cleaned thoroughly before using.

APPENDIX B

SAMPLE MONITORING FORM - COVID-19 – BAND ACTIVITIES

School: _____ Band Director : _____ Date: _____

Name	Time	Fever	Cough	Sore Throat	Shortness of Breath	Close Contact with Someone With COVID-19	Temp(if higher than 100.3)
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
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		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	
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