

ANNEX 3

ARMY BAND OPERATIONAL PROCEDURES WITHIN A COVID-19 ENVIRONMENT

Purpose

To outline procedures for administration and training while operating during the COVID-19 pandemic.

Scope

Procedures apply to all personnel while training, performing missions and daily duties in support of local commands.

Mission

To mitigate the risks of person-to-person transmission of viral contagions while training for and performing live music support.

Return to Work Expectations

1. Continue remote performance of work duties and meetings when possible.
2. Protective masks will be used at all times, when a six-foot distance cannot be maintained IAW Army guidance. Face masks must fit properly and cover both mouth and nose when worn. Protective masks may be removed only when:
 - a. Actively playing a wind instrument, singing or moving into position to sing (maintaining social distancing in the direction of movement and performance).
 - b. When outdoors while social distancing, and while occupying a private office space.
 - c. While in rehearsal and at performance locations, percussionists, audio and production team, conductors, and any additional personnel will wear masks at all times.
3. Limit physical contact with indoor objects and do not touch work spaces and belongings of other personnel.
4. When possible open windows and doors while working. Good air flow allows breath droplets to dissipate more quickly and efficiently reducing the risks of settling on surfaces and potential inhalation by others.
5. Disinfect workspace and other high touch surfaces upon completion of duties.
6. Only carpool if able to socially distance within the vehicle. When carpooling, protective masks will be worn at all times and good airflow within the vehicle should be maintained.

7. Immediately correct and/or report violations to the chain of command.

Risk Considerations

Risk considerations when determining building use take into account the size of spaces, how many people can occupy a space while social distancing and whether a space has adequate or restrictive airflow. High risk spaces enable easier viral transmission while low risk spaces are safer and less likely to enable viral transmission.

1. Size of space- Shared offices and other small spaces lack the room for social distance and may lack sufficient airflow to dissipate breath droplets which would increase the risk of inhalation by others.
2. Occupancy numbers in space- High density offices have a larger number of workstations per square foot than low density offices. Rehearsal and shared administration spaces are generally high density. While private offices and large spaces with few personnel are low density. Reduction in personnel density reduces risk.
3. Airflow efficiency- Rooms that are internally located often lack air circulation while larger spaces allow sufficient air flow to allow breath droplets to dissipate more efficiently. Lack of airflow allows breath droplets to suspend in the air for a longer period of time, increasing the risk of inhalation by others.

Load Crew and Stage Management Procedures

Load crew and stage management procedures apply to personnel involved in staging equipment for transport, performing loading and unloading of equipment, and setting up and tearing down of equipment at performance sites. Personnel performing these duties will wear gloves and face masks, while practicing social distancing at all times. They will disinfect high touch surfaces upon completion of stage setup.

Equipment Staging and Truck Loading and Unloading

1. Equipment will be staged prior to performances. A maximum of two people will stage equipment to allow for social distancing requirements.
2. Load crew personnel will move the equipment in two person teams. Social distancing should be maintained as much as possible while ensuring attention is also paid to personal safety involved in moving heavy equipment.

3. Maintain social distancing as much as possible while ensuring personal safety during equipment loading onto trucks.
4. Follow above guidelines while unloading trucks and moving equipment to performance location.

Stage Setup and Teardown

1. Stage setup involves precisely positioning plexiglass shielding, chairs and music stands to allow for proper spacing of the ensemble. Load Crew NCOIC will direct stage setup to ensure adherence to the stage plot for the performance. Adequate distance from front of stage to front of ensemble and conductor will be maintained to ensure that vocalists maintain social distance when entering, performing and exiting the stage.
2. Position conductor's podium, music stand and all plexiglass shielding first, then adjust as necessary to match the stage plot. Plexiglass shielding should be carefully handled to ensure longevity and transparent quality of the material.
3. Position chairs near the inside back of each plexiglass shield with a music stand immediately in front of the chair. Rotate music stand platforms to their playing position. Positioning chair and stand at the back of each plexiglass pod will allow personnel to move through the setup without coming into contact with the equipment.
4. Disinfect music stand faces and edges, metal frames of chairs and high touch surfaces of the percussion equipment.
5. Upon completion of setup, library personnel will put music folders on music stands.
6. Teardown in reverse order of setup, removing stands, then chairs, then plexiglass shielding. Plexiglass shielding should be carefully handled to ensure longevity and to maintain its transparent quality.

Large Group (20+) Rehearsal and Performance Guidelines

Large group rehearsal and performance guidelines apply to all personnel involved in the preparation and execution of performances. These recommendations establish expectations to ensure safety of all personnel. All personnel are expected to observe social distancing and wear face masks according to guidelines.

General Guidelines

1. Protective masks will be worn at all times except when actively playing a wind or brass instrument. Audio and tech crew, percussionists, conductors and other non-performing personnel will wear a face mask at all times.
2. Only touch items that are in your seating area (seat, stand, personal belongings). Do not touch plexiglass shields.
3. Only items required for rehearsals and performances will be on stage. Cases and unnecessary personal items will be left off stage to keep stage clear for ingress and egress.
4. 10 minutes prior to rehearsals and performances, stage will be filled from the inside out. Personnel will identify their seat locations and seat in sequence starting with the inner most seats.
5. Playing on stage is allowed five minutes prior to start of rehearsal and once all personnel are seated after breaks. No playing will be done on the stage during breaks nor when personnel are entering or exiting the stage.
6. Ensemble will rehearse in one-hour blocks of 40-minute rehearsal and 20-minute break times. **This will allow air space on and around the stage to clear, minimizing transmission risk to personnel on stage.**
7. During breaks and at end of rehearsals and performances, exit stage beginning with the outermost personnel working to the center of the formation. Each person will move their stand inward and against their chair to clear a path for personnel to exit. Do not exit the stage until the beginning of breaks or conclusion of the rehearsal or performance unless in case of emergency.
8. All belongings will be removed from the stage after each rehearsal to allow disinfection crew easy access to seating areas. Music is the responsibility of the individual musician and will be removed from the stage after each rehearsal allowing equipment to be disinfected.
9. Upon completion of rehearsal and after all personnel have left the stage, assigned personnel will disinfect chairs and music stands.
10. Brass players will have a method of capturing condensation from instruments. **Do not blow condensation onto the floor.**

11. As this is allergy season, all personnel will have a means of capturing sneezes and coughs. Sneezing and coughing into a cloth or towel will mitigate the spread of droplets expelled, protecting nearby personnel.

Indoor Rehearsals

1. When inside, face masks must be worn by all personnel at all times except when actively playing a wind instrument or singing. Percussion, conductors, and support personnel will wear face masks at all times.
2. Warming up should be done at home or outside. Do not warm up inside except during the five-minute period prior to rehearsal start. Practicing during breaks may be done outside of the facility if desired.
3. Instruments may be uncased around the inside perimeter of the facility as long as social distancing is maintained and personal belongings do not interfere with setup or movement of equipment.

Disinfecting High Touch Surfaces

Materials and Supplies

Disinfection of high touch surfaces requires latex gloves, spray bottles of Lemonix III disinfectant and paper towels. Disinfectant will be prepared by designated personnel only and may be applied to all surfaces.

Disinfection Procedures

Individuals will ensure that high touch surfaces are disinfected following outlined procedures to mitigate the risk of contracting COVID-19 during assigned missions and normal duty activities. Disinfection will take place when personnel leave their work areas for the day or when handing off a work area to another person.

High Touch Surfaces

1. Desk and counter surfaces.
2. Arm chairs.
3. Handles – desk, door, closet, refrigerator, microwave, etc.
4. Computer keyboards and mice.
5. Fax and copy machines.
6. Sinks and toilets.
7. Switches and control knobs.
8. Plastic binders.
9. Other surfaces that an individual would touch in the course of their work day.

Procedures for Proper Disinfection

1. Required PPE: mask, latex gloves.
2. Remove papers and personal items from desk surface.
3. Apply disinfectant to any high touch surface contacted during work period.
 - a. Solid surfaces – spray disinfectant directly on solid surface, nozzle 4-6 inches from surface, ensuring the surface remains wet for 10 minutes.
 - b. Electronic devices at risk of liquid damage - spray disinfectant on paper towel, dabbing the device while maintaining a wet surface for 10 minutes.
 - c. Other porous surfaces – spray surface and leave to air dry.
4. Towel dry all wet surfaces and dispose of paper towels in trash bag.
5. Dispose of trash bag in outside trash receptacle.
6. Remove and dispose of latex gloves.
7. Thoroughly sanitize hands with soap and water, hand sanitizer or sanitizing wipes.

References

1. DA PAM 40-11, Chapter 4, Environmental Health
2. Cleaning and disinfecting your facility (Appendix A)

Appendix A

Center for Disease Control – Cleaning and Disinfecting Your Facility

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.



- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS316248A 04/01/2020

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- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.

