

SAFETY PROTOCOLS FOR PLANO ISD  
2020 SUMMER MARCHING BAND &  
AUXILIARY CAMPS



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# I. Overview of Protocols

The Plano ISD Fine Arts Department has created the following Safety Protocols for Summer Marching Band and Auxiliary Camps in accordance with the University Interscholastic League (UIL) guidelines. The purpose of this document is to provide safe instructions and protocols for all summer band camps on our campuses. The health and safety of our students is our number one priority, and the following guidance is based on what is currently known about the coronavirus disease (COVID-19).

The Plano ISD Fine Arts Department will continue to work closely with the UIL, campus administration, the State of Texas, Collin County and the City of Plano health officials, so timely and accurate information can guide appropriate responses. Local conditions will influence the decisions that public health officials make regarding community level strategies.

We will expect staff and students to conduct themselves as if they are contagious. The policies in our plan are designed to minimize risk to yourself and others. It is vital to the health and safety of everyone that our students and staff are fully conscious of this at all times and take responsibility for following these guidelines seriously.

## **Contact Information**

Kathy Kuddes, Director of Fine Arts  
Jeremy Kondrat, Instrumental Music Coordinator

## **Senior High School Band Directors**

Plano East Senior High School – John Brennan, Ryan Albert, Megan Pickle  
Plano Senior High School – Jason Lewis, Michael Hernandez, Mark DeHertogh  
Plano West Senior High School – Jackie Digby, Preston Pierce, Justin Myers

## **High School Band Directors**

Clark High School – Laura Sturch, Jacob Diewald  
Jasper High School – Elyse Lim, Kyle Johnson  
McMillen High School – Josh Kurzweil, Lindsay Barnhill  
Shepton High School – David Herring, Zach Shirley  
Vines High School – Jonathan Cao, Chris Martin  
Williams High School – Eric Petrinowitsch, Jacob Kennedy

## II. KEY PRINCIPLES

- a) Limiting personal interaction – face-to-face interaction and person-to-person contact will be limited to essential activities that cannot be performed in an alternative (virtual or remote) fashion. When such activities are required, social distancing and other infection-spreading mitigating measures will be emphasized.
- b) Hygiene – hand washing will be emphasized before, during and after all activities when practicable.
- c) Cleaning and sanitation routine and enhanced cleaning and sanitation measures will be implemented.
- d) Safe access to facilities – facility entry and exit points will be coordinated to minimize personal interaction and facilitate social distancing.
- e) Screening procedures for students – daily symptom and temperature screening and assessment will be required of students, staff, volunteers, and visitors.
- f) Attendance and participation at camps will be optional for students with health concerns. Students or parents should email a director to notify them if a student will not be at practice.
- g) Directors will provide online practice suggestions and assignments for those students that elect not to attend practices due to health concerns.
- h) Daily attendance records will be kept by a designated director. Students will not be required to make-up missed days or practices.
- i) 6-foot social distancing will be kept when not actively practicing.
- j) 10-foot social distancing will be kept when actively practicing if possible.
- k) Students will be organized in cohorts of 15 or less and will practice as much as possible with that group. Cohorts may be combined for larger rehearsals, however, students will remain within their assigned cohort to minimize contact.

## OVERALL GUIDELINES AND RESPONSE STRATEGIES

### III. SANITIZATION

- 1) Disinfection and sanitation
  - a) Facilities cleaning – facilities will be disinfected and sanitized before, during and after each practice. Emphasis will be given to ensuring disinfecting high touch surfaces and surfaces that are used by multiple students, disinfecting between users. Disinfectant cleaner or wipes will be used after individual use by the student.
  - b) Music stands and chairs will be used as rarely as possible. Students will wipe stands and chairs with germicidal wipes immediately after use.
  - c) Wind instruments will never be shared.
  - d) Sharing of percussion equipment will be kept to an absolute minimum.
  - e) Equipment, such as, percussion keyboards will be sanitized after each use and before a new student uses it. Germicidal wipes or spray bottles and paper towels will be available, so that students can spray and wipe after they use the equipment.

- f) Enhanced cleaning – specific facilities in which an individual with a confirmed COVID-19 positive has been identified will undergo enhanced disinfection per CDC and industry guidelines.
  - g) In addition, the custodial provider will perform nightly cleaning duties.
- 2) Students and staff
- a) Both students and staff will sanitize their hands before, during and after each practice. There will be multiple hand sanitizing stations spread out at all areas.
  - b) Students will provide their own personal hand sanitizer as an extra safety precaution.
  - c) 6-foot social distancing will be kept when not actively practicing.
  - d) If possible, 10-foot social distancing will be kept when actively practicing.
  - e) There will be no handshakes, high fives, back slaps or any other physical contact.

#### IV. STUDENT REQUIREMENTS

- 1) Students will check in and **complete the screening process each day** from their phone before arriving.
- 2) Students will stay home if they answered “YES” to any screening questions or if they do not feel well.
- 3) Students will **self-check temperature each day** prior to arriving at campus.
- 4) **6-foot rule** – maintain 6-feet of space between each other when not practicing. This includes sectional groups, breaks, and common areas including restrooms.
- 5) **10-foot social distancing** will be kept when actively practicing if possible.
- 6) Students will be required to wear a face covering when not practicing.
- 7) **Physical Contact** – limit physical contact with others. Do not shake hands, hug, fist-bump or high five.
- 8) Students will use hand sanitizer before entering the facility, during practice and when exiting.
- 9) **Restrooms** – students are required to wash hands; utilize the “one-in-one-out” model; sanitize hands after exiting; trash cans will be placed near the doors to encourage students to open the door with the paper towel used to dry hands.
- 10) Hydration – water will not be provided for students. Students will be required to bring their own individual labeled water bottles. However, we will provide a water source for students to refill their water container as needed. **Students are prohibited from sharing water bottles and will maintain 6-foot social distancing on all water breaks.**
- 11) **Students will not share food or eat within 6-feet of another individual.**
- 12) Students will be organized in **cohorts of 15** or less and will remain together and practice as much as possible with that group. Student cohorts will be mixed as little as possible. Cohorts may be combined for larger rehearsals, however, students will remain within their assigned cohort to minimize contact.
- 13) Brass players will supply a disposable or washable cup to empty water valves during indoor rehearsals.

## V. STUDENT EQUIPMENT CHECKLIST

- 1) Students will provide:
  - a) Appropriate Shoes and Workout Clothes
  - b) Face Mask, Face Covering, or Face Shield
  - c) Water Bottle (clearly mark students name on bottle/jug)
  - d) Instrument
  - e) Lyre (if applicable)
  - f) Flip Folder
  - g) Personal Hand Sanitizer
  - h) Disposable or washable cup (brass players to empty water valves)

## VI. STAFF REQUIREMENTS

- 1) Staff will check in and **complete the screening process each day** from their phone before arriving.
- 2) Staff will stay home if they answered “YES” to any screening questions or if they do not feel well.
- 3) Staff will **self-check temperature each day** prior to arriving to campus.
- 4) **6-foot rule** – maintain 6 feet of space between each other and students. This includes sectional groups, breaks, and common areas including restrooms.
- 5) Staff will wear face coverings when not practicing.
- 6) Staff will use hand sanitizer before entering the facility, during practice, and when exiting the building.
- 7) Staff will bring their own labeled water bottle.

## VII. SCREENING PROCESS – DAILY

- 1) **BEFORE arriving at the campus facility, all staff, students, volunteers, visitors will have filled out the screening questionnaire on their phone. If an individual answers “YES” on any question, they will stay at home and email their director to let them know.**
- 2) **All staff, students, volunteers, visitors are required to complete the online COVID-19 Daily Questionnaire prior to leaving home, including a self-temperature check.**
  - a) **Screening questions:**
    - i) In the past 14 days, have you had known contact with any person with a lab confirmed case of COVID-19?
    - ii) New or worsening cough or shortness of breath/difficulty breathing?
    - iii) Have you recently begun experiencing any of the following:
      - (1) Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
      - (2) Loss of taste or smell
      - (3) Cough
      - (4) Difficulty breathing
      - (5) Shortness of breath

- (6) Headache
  - (7) Chills
  - (8) Sore throat
  - (9) Shaking or exaggerated shivering
  - (10) Significant muscle pain or ache
  - (11) Diarrhea
- 3) A designated campus director(s) will review all screening responses prior to the start of camp each day. Any students that do not respond or answer "YES" to any question will not be permitted to enter camp.
  - 4) A **self-temperature check is required** daily prior to arriving at campus.
  - 5) A **hand sanitizer station** will be set up at the entry point into the building where all individuals must sanitize their hands prior to entry/reentry into the building. Students will provide their own personal hand sanitizer to be used at entry, during rehearsals, and exiting, as an extra precaution.

## VIII. ENTRY PROCEDURES

- 1) All individuals are required to enter facilities via the entrance designated for specified students/personnel at your school. This is **THE ONLY permissible entry** for personnel/students. All other entry points will be inaccessible. Students will have the ability to fill out the screening questionnaire if they were unable to do so before arriving.
- 2) Directors will designate different entrances and assign students to designated entrances as needed to minimize congregation.
- 3) Staggered entrance times may be utilized to minimize the number of students entering the building at one time.
- 4) 6-foot social distancing will be required at all entrances.
- 5) No congregating at entrances will be permitted.
- 6) Directors will supervise all entrances.

## IX. INDOOR REGULATIONS

- 1) Capacity is 50% of building.
  - a) Formula: divide sq. ft by 50. Multiply that number by .50
  - b) Example: 7,200 sq ft divided by 50 = 144 x .50 = 72 total **students and directors** allowed at one time.

## X. OUTDOOR REGULATIONS

- 1) Students will be organized in cohorts of 15 or less and will practice as much as possible with that group. Proper distancing will be maintained.
- 2) 6-foot social distancing will be kept when not actively practicing.
- 3) 10-foot social distancing will be kept when actively practicing if possible.

## XI. PRACTICE PROCEDURES

- 1) Both students and staff will sanitize their hands before, during and after practice. There will be multiple hand sanitizing stations spread out at practice areas.
- 2) There will be no physical contact, handshakes, high fives, back slaps, or any other physical encouragement.
- 3) 6-foot social distancing will be kept when not actively practicing.
- 4) 10-foot social distancing will be kept when actively practicing if possible.
- 5) Equipment, including stands, chairs, and percussion equipment, will be sprayed and/or wiped after every individual use.

## XII. EXIT PROCEDURES

- 1) Students must use the designated exit route identified during orientation, while practicing social distancing, avoiding contact with other students and staff.
- 2) Students must sanitize their hands when they exit the facility.
- 3) Parents must stay in their cars during pick-up process.

## XIII. INDIVIDUALS CONFIRMED, SUSPECTED, OR EXPOSED TO COVID-19 *(from UIL COVID-19 Summer Marching Band Practices and Rehearsals, Updated July 7, 2020)*

- 1) Any individuals—including teachers, staff, students, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
  - a) In the case of an individual who was diagnosed with COVID-19, the individual may return to school when **all three** of the following criteria are met:
    - i) at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
    - ii) the individual has improvement in symptoms (e.g., cough, shortness of breath); and
    - iii) at least ten days have passed since symptoms first appeared
  - b) In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
  - c) If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two

separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

- 2) Individuals—including students, teachers, staff, or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.
  - a) School systems should screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- i) being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- ii) being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

#### *Identifying Possible COVID-19 Cases*

- 1) Schools must immediately separate any student who shows COVID-19 symptoms until the student can be picked up by a parent or guardian.
- 2) Schools should clean the areas used by the individual who shows COVID-19 symptoms (student, teacher, or staff) as soon as is feasible.
- 3) Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

#### *Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School or in an Area Where UIL Activities Are Being Conducted*

- 1) If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- 2) Schools must close off areas that are heavily used by the individual with the Lab-confirmed case (student, teacher, or staff) until the non-porous surfaces

in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.

- 3) Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

*(end UIL excerpt)*

#### **XIV. PARENT/GUARDIAN COMMUNICATION PLAN**

- 1) Frequent emails will be sent to all parents/guardians outlining return to campus plans and safety measures.
- 2) Directors will educate the students via Zoom meetings prior to the first day of camp. Parents should be invited and welcome to attend Zoom meetings.
- 3) Constant and detailed communication via email with parents/guardians.

#### **XV. PREPARING STAFF AND STUDENTS**

- 1) All Plano ISD directors will meet with Plano ISD Instrumental Music Coordinator and Cluster Leaders to learn new procedures and protocols.
- 2) Students will be required to participate in a Zoom meeting with their director to walk through the entry and exit procedures for their specific school. During this orientation, students will:
  - a) Complete the screening questionnaire.
  - b) Learn how to save the screening questionnaire to their phone for easy access.
  - c) Learn where to park for practices.
  - d) Learn where the social distancing “waiting line” on the sidewalk will be prior to reaching the entry point.
  - e) Learn where hand-sanitizing stations will be placed for entry, during practices, and at exits.
  - f) Discuss all safety expectations and protocols within this document.

#### **XVI. PREPARING FACILITIES**

- 1) Hand sanitization supplies and germicidal wipes delivered and placed in predetermined places.
- 2) Trash cans placed strategically for paper towels and wipes.
- 3) Social distancing, hand sanitization, hand washing, and entry/exit signs created and hung.
- 4) Sidewalks will be marked for social distancing spots during the entry process.
- 5) Facilities marked for social distancing spots after the entry process.
- 6) Social distancing markings, as needed, throughout the facility.

