



## TRINITY UNITED METHODIST CHURCH MUSIC MINISTRY GUIDANCE DOCUMENT

Thank you for following the protocols below when participating in the Music Ministries of Trinity United Methodist Church. The health and safety of our participants and staff is our top priority in this time. We appreciate you working with us to keep all of us safe. This plan was put together by the Music Coordinator, in collaboration with the various ensemble directors and church staff members.

This plan was created using guidance from the local school districts Music Department protocols, and the Saline & McPherson County Health Departments. If you have any questions or concerns about the information contained in this document, please contact Tyler Breneman at [tyler@triumc.org](mailto:tyler@triumc.org) or leave a message at the church office (785.825.5270)

This document will detail the requirements for participating in different areas of our Music Ministry. Again, we appreciate your cooperation in keeping the church and its members a safe place!

## **CLEANING PROCEDURE**

Before and after all ensemble rehearsals, performances, and gatherings, we have a specific cleaning procedure to disinfect and reduce the ability for COVID-19 and other viruses to survive on surfaces.

Each chair will be sprayed with the electrostatic sprayer that has been approved for institutional use. Personal instruments and choir folders will not stay at the church this year – please keep them with you during the week.

## **ENTERING THE BUILDING**

- We ask that all participants enter the South East door by the coffee bar or the South West Door by the Choir Room.
- Doors will be propped open as participants enter the building.
- All participants will sign in each day with their first and last names, date, and time in the building. This information will be recorded to assist with contact tracing in the event of exposure to known case of COVID-19.
- Each participant will have their temperature checked and recorded for the time in the building
- Anyone with a temperature of 100.4 degrees Fahrenheit will be sent home for the wellbeing of the other participants present.
- Face masks will be detailed in each ensemble section following this portion of the document.
- Hand sanitizer will be readily available as you enter and exit the building.

## **ACCOUNTABILITY PLAN**

- Each music participant will be asked to sign a document stating their willingness to follow guidelines set by the Music Department for the safety of all participants.

## **CANCELLATION**

- There is no substitute for being together, and making music and having fellowship with one another. However, we realize that there is a possibility that your ensemble rehearsals and performances will be cancelled or postponed. If we must cancel a specific rehearsal/performance, or a series of rehearsals/performances, we will establish a notification system and let you all know through that system. Please be sure that your email address, home phone, and cell phone numbers are all up-to-date in the church office. To confirm, please call the church office.

- If a participant tests positive for COVID-19, rehearsals for the participant's ensembles will be suspended for two weeks (14 calendar days).
- If COVID-19 cases rise in Saline County or the State of Kansas to the point that we have county or state-wide stay at home/shelter in place orders, we will suspend all rehearsals until the mandate has lifted.
- We do live in Kansas, where the weather can change in a heartbeat. We also reserve the right to cancel rehearsals for that week due to bad weather.

## **SELF-MONITORING**

- Please DO NOT attend rehearsals and performances if ANY of the following occur
  - Your place of employment switches to remote work (work from home) due to a known exposure.
  - You have encountered someone in the past 14 calendar days who has tested positive for COVID-19 (family, friends, teachers, coworkers, etc.).
  - You have a registered temperature of 100.4 degrees Fahrenheit or above

## **NOTIFICATION**

- For the safety of all participants, we ask that you notify the Music Coordinator, Tyler Breneman, if you or anyone in your immediate family (lives with you) test positive for COVID-19. All identifying information will be kept private and not shared with anyone except the Senior and Associate Pastors.
- The church staff and ensemble directors and members will be notified about any known exposure.
- After we are informed about a positive case, we will notify the local Health Department, the church Insurance Company, and the District Superintendent.
- We will also follow any guidance from the local health department.
- We will clean and disinfect the area where the participant was present.
- In-Person music rehearsals will be suspended for 14 calendar days.

## **REMIND APP**

All participants will be asked to register their phones in our Remind notification system. This allows the church to push out last minute notifications, updates, cancellations, etc. If you do not have a smart phone, please leave a phone number we can call you at.

## CHORAL MUSIC (MEN'S ENSEMBLE, CHANCEL CHOIR, FOLK CHOIR)

- Tyler and/or the ensemble director will expressly state when/if the mask can be taken off. **Face Masks or face coverings must be worn by all, including staff and ensemble members.** Singing, unless outside, will always be done in a mask and socially distanced.
- Use hand sanitizer when entering and exiting the rehearsal/performance room.
- Allow for 6 feet of distance between yourself and other members, unless married or living in the same residence.
- Larger ensembles will be divided into smaller groups for rehearsals
- When not singing, members will have the option to rehearse solos or privately in dedicated areas (limited spaces available).
- Help wipe down/sanitize chairs for next ensemble/rehearsal
- At this time, performances/concerts are not guaranteed. An in-person performance may not be possible in the fall given audience size restrictions due to social distancing requirements. Streamed or recorded performances are a possibility. Alternative performance opportunities and schedules are being discussed and sought out at this time.
- Please be patient, kind, and respectful towards the staff and other members of your ensemble as we adapt to this new way of doing things.
- Rehearsals will be 60 minutes or less, with a 60 minute room vacancy to allow adequate air exchange.
- No talking should occur without a mask being properly worn

## INSTRUMENTAL MUSIC (STRINGS, PERCUSSION, KEYBOARDS, HANDBELLS)

1. Tyler and/or the ensemble director will expressly state when/if the mask can be taken off. **Face masks or face coverings must be worn by all, including staff and ensemble members.** Playing, unless outside, will always be done in a mask and socially distanced.
2. Use hand sanitizer when entering and exiting the rehearsal/performance room.
3. Allow for 6 feet of distance between yourself and other members, unless married or living in the same residence, for strings, keyboards, and percussion.
4. Larger ensembles will be divided into smaller groups for rehearsals when possible.
5. When not playing, members will have the option to rehearse solos or privately in dedicated areas (limited spaces available).
6. Help wipe down/sanitize chairs for next ensemble/rehearsal
7. Instruments, mallets, shakers, pencils, etc. are not to be shared.
8. We are researching the best way to disinfect instruments that will not damage the finish or material it's made of.
9. At this time, performances/concerts are not guaranteed. An in-person performance may not be possible in the fall given audience size restrictions due to social distancing requirements. Streamed or recorded performances are a possibility. Alternative performance opportunities and schedules are being discussed and sought out at this time.
10. Please be patient, kind, and respectful towards the staff and other members of your ensemble as we adapt to this new way of doing things.
11. Rehearsals will be 60 minutes or less, with a 60 minute room vacancy to allow adequate air exchange.
12. Instruments should not be stored at the church.

## INSTRUMENTAL MUSIC (BRASS & WOODWINDS)

1. Masks must be worn at all times, except when playing the instrument. Tyler and/or the ensemble director will expressly state when/if the mask can be taken off. **Face Masks or face coverings must be worn by all, including staff and ensemble members.**
2. Use hand sanitizer when entering and exiting the rehearsal/performance room.
3. Allow for 15 feet of distance between yourself and other members, (unless married or living in the same residence)
4. Larger ensembles will be divided into smaller groups for rehearsals
5. When not playing, members will have the option to rehearse solos or privately in dedicated areas (limited available).
6. Help wipe down/sanitize chairs for next ensemble/rehearsal
7. Instruments, pencils, etc. are not to be shared.
8. We are researching the best way to disinfect instruments that will not damage the finish or material it's made of.
9. At this time, performances/concerts are not guaranteed. An in-person performance may not be possible in the fall given audience size restrictions due to social distancing requirements. Streamed or recorded performances are a possibility. Alternative performance opportunities and schedules are being discussed and sought out at this time.
10. Please be patient, kind, and respectful towards the staff and other members of your ensemble as we adapt to this new way of doing things.
11. Rehearsals will be 60 minutes or less, with a 60 minute room vacancy to allow adequate air exchange.
12. If possible, a mask with a small slit for the mouthpiece should be worn while playing.
13. In ensembles where a mask cannot physically be worn, the mask should be worn over the chin and replaced during periods where the musician is not playing.
14. Participants should all be facing the same direction where possible.
15. Trombones should have an additional 3 feet in front of them
16. Spit valves should not be emptied onto the floor. It is recommended to use a puppy pad or similar to catch the contents of the valve and discard.
17. Instruments should not be stored at the church.

## **KEYBOARD DISINFECTING**

1. Please do not disinfect the keyboard instruments (organ, grand piano, upright pianos, or keyboards) with standard disinfectant. Specific disinfectant can only be used on the keyboards and cabinets/cases of the instruments. Music Coordinator Tyler Breneman will take care of keyboard cleaning.

## **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.).

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



TRINITY UNITED METHODIST CHURCH  
MUSIC MINISTRY  
ACCOUNTABILITY AGREEMENT

By signing this document, you are committing yourself (or dependent) to following the procedures and protocols set in place to help mitigate the spreading of the COVID-19 virus. You also agree that Trinity United Methodist Church and its staff cannot be held liable in the event that you or a dependent contracts the virus due to exposure at the church campus.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Cell or Home): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Office Use Only

RECEIVED: \_\_\_\_\_

LOGGED INTO REMIND: YES | NO