

Beginner Band Live Instrument Selection Option

COVID Protocols

SAMPLE PROPOSAL

The following template includes a sample proposal advocating for an option to conduct live beginner instrument selection appointments in a no-contact, socially distant setting. When constructing a plan for local presentation and consideration, include customized protocols in harmony with state, local, and district guidelines. It is extremely important to consider the comfort level of directors and participating band families. In this model, directors and families are given the choice to participate in virtual or live instrument selection appointments.

Getting Started

- Directors email [BAND Instrument Selection Surveys](#) to 6th grade households
- Families complete and submit surveys
- Directors set live appointment dates and times with campus and district administration
- Instrument selections are scheduled at 30 minute intervals (staggered if multiple directors)
- If permitted, live instrument selections should be scheduled at the comfort level of each band director
- Families may schedule virtual or live selection appointments at their request and comfort level

Live Instrument Fitting Considerations

- *Live instrument appointments take place on campuses implementing extra safety protocols:*

STAFF PROTOCOLS

- Campus point of entry and additional protocols (fever checks, for example) should be clarified and cleared by campus and district administration
- Reduce or eliminate need for direct hand to surface contact with door handles
- Live instrument selection station setup diagram should be clarified and cleared by campus and district administration - see diagram on page 2
- Directors must self screen before coming into school for symptoms of illness or contact with a person confirmed to have COVID-19
- Directors wear a face mask or face covering at all times
- Social distancing must be preserved between staff members and with the student/parent entering the facility for selection appointment - see diagram on page 2

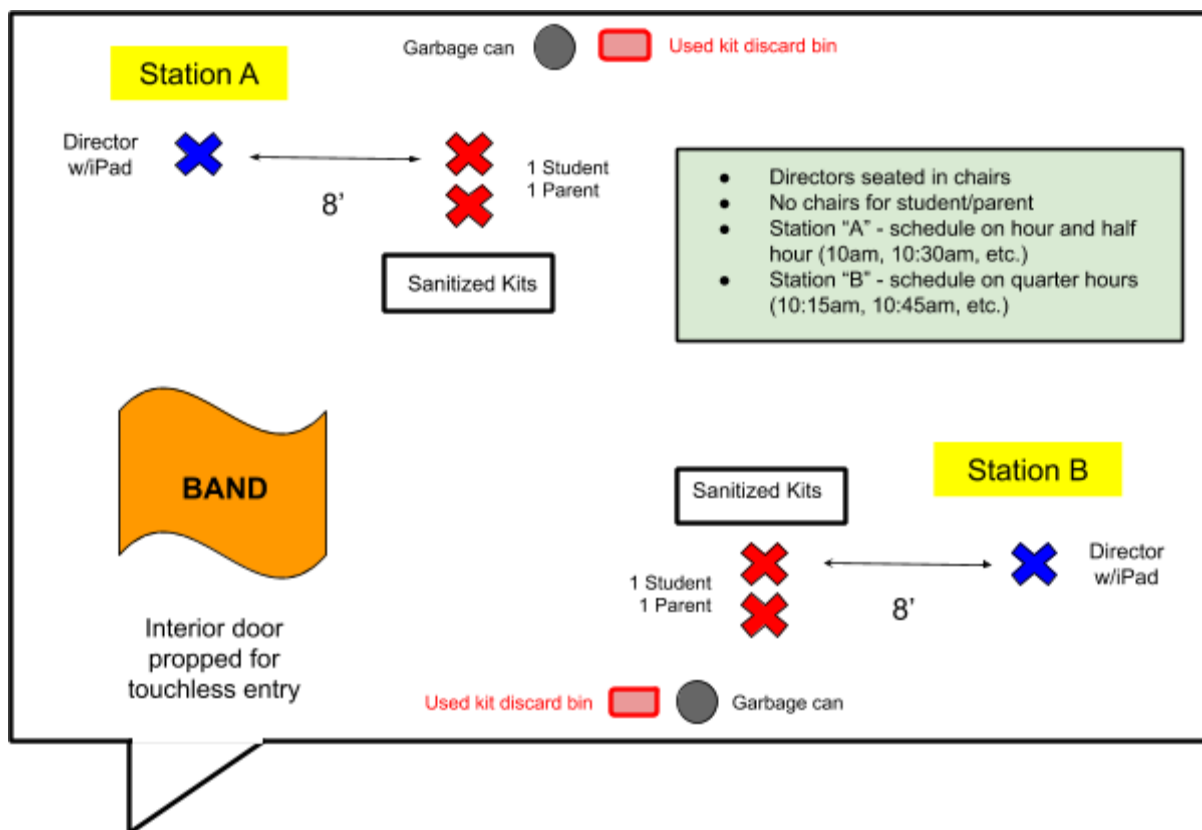
SELECTION APPOINTMENT PROTOCOLS

- One student accompanied by one parent or guardian may enter the designated point of entry for the fitting appointment, to be scheduled with a director at 30 minute intervals
- Parent/student must self screen before coming into school for symptoms of illness or contact with a person confirmed to have COVID-19
- Parent/student may enter the building 5 minutes before their appointment time
- Appointment arrivals should be staggered to prevent possibility of crowding at entrances
- Each student will complete their instrument selection appointment with with an individualized kit that they (or their parent) handle themselves
- Student and parent will remain standing for the appointment to avoid successive access to chair surfaces

- Stations will be clearly marked in order to preserve distancing protocols
- Directors will assess students from 8' away and may utilize their iPad to magnify view of embouchure and to provide advisement to aid sound production
- Directors may not distribute physical materials or items during selection appointments; all follow-up communication will take place electronically
- Instrument rental vendors may not be allowed on campus, follow-up communication will take place electronically

CAMPUS INSTRUMENT SELECTION APPOINTMENT TEMPLATE

SAMPLE FACILITY DIAGRAM



INSTRUMENT SELECTION STATION EQUIPMENT & HANDLING PROTOCOLS

- **Provided equipment/supplies:** [KHS America Mouthpiece fitting kits](#), ziploc bags, storage and used kit discard bins (2 each), Pure Bright Ultra Bleach* (or other preferred sanitizing product), paper towels, gloves for director handling, vinyl tape (for marking distance on floors), signage
- **Band Directors provide:** 1) personal face mask or covering, 2) iPad and stand/tripod if desired to zoom in on student embouchures, 3) cart to transport kit discard bin to

water source to be filled with sanitizing solution, 4) empty gallon jug & measuring cup, 4) tape measure (at least 8' long')

- Sanitized kits are assembled in ziploc bags by directors wearing mask and gloves prior to fitting appointments and placed at display table for individual access at each fitting station
- Parent/student retrieves one kit, parent assists their child during selection
- Parent/student places used mouthpiece kits directly in the discard bin, throws away ziploc bag in garbage can
- At the conclusion of the fitting session the used kit discard bin is repurposed as a self container for sanitation. Directors complete sanitizing process while wearing face mask or covering and gloves. Soak kits in sanitizing solution for 30 minutes, drain and air dry on paper towels before placing in ziploc bags for next fitting session

NOTE: Select a sanitizing solution, dilution ratio and process from the list of recommended products by the CDC: [EPA guidelines](#)