



**BERKELEY YOUTH
ORCHESTRA**

Health, Safety, and Operations Handbook 2020-21 Season

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Handbook Purpose & Overview

BYO exists to enable young people to grow in both their individual musical ability and in their ability to collaborate with other musicians to prepare and present challenging classical repertoire in a full orchestra setting. The Covid-19 global pandemic requires significant modifications to and limitations of BYO's normal operational procedures in order to protect, to the best of our ability, the health and safety of our musicians, staff, volunteers, and families. We realize how important creating music is to the well-being of our youth, especially while so many aspects of normal life are being disrupted, and this handbook sets forth the steps we are taking to limit the risk of transmission whilst still providing our musicians with a fulfilling orchestral experience.

Policy Limitations & Responsibility

The procedures outlined in this handbook are meant to minimize, but not wholly eliminate, the risk of transmission of Covid-19. The entire orchestra family shares the responsibility of ensuring strict adherence to these policies and procedures, to protect the health of everyone involved with BYO, and by extension their families, friends, co-workers, and communities. **Failing to follow these guidelines will result in the individual being asked to separate from the orchestra either temporarily or for the balance of the season.**

The policies and procedures in this handbook are compliant with Contra Costa County and State of California Health Guidelines for "Children's Extracurricular Activity Units" as of the start of the orchestra season. This handbook will be treated as a living document and will be updated throughout the orchestra season as conditions, guidelines, and laws require.

Rehearsal & Performance Overview

BYO will be utilizing a hybrid rehearsal model that meets county & state guidelines for the start of the orchestra season. BYO is considered a "Children's Extracurricular Activity Unit" which is allowed to gather outdoors or indoors in stable cohorts of up to 14 youth plus 2 supervising adults. Each cohort will include at least one BYO Ambassador, an experienced orchestra member who can help with organizing the cohort, answer questions for new members, distribute/collect music, etc.

Cohort members are not allowed to interact in person with musicians or staff that are not in their cohort. This is to minimize the number of interactions between

musicians and minimize the potential for transmission should somebody be an asymptomatic Covid-19 carrier.

BYO will rehearse on Saturday mornings, alternating in-person outdoor rehearsals with virtual rehearsals (enabled by Jamulus software running on Amazon Web Services). This will result in 14 days elapsing between in-person rehearsals which will minimize the likelihood of exposure while still providing in-person coaching and collaboration. In the event of poor weather (rain, significant smoke, etc.), we will either (1) move rehearsal online for that day or (2) alter the schedule to rehearse cohorts sequentially indoors in the large hall at Creekside Commons which offers lots of natural air flow from doors/windows on two sides, a high ceiling, and ample room to maintain distancing. **Any changes to the rehearsal schedule will be communicated to orchestra members the evening before, or in the event of unforeseen weather changes, by 7:30am on rehearsal day.**

Performances will be digital for the foreseeable future. BYO is aiming for high production value performances that can be streamed or otherwise easily shared with friends and family. More details to follow in October.

Policies

The following policies apply to all orchestra musicians, staff, volunteers, and family members.

1. Attendance at a live orchestra rehearsal or performance requires the following:
 - a. No symptoms of illness of any kind (coughing, body ache, headache, etc.) whether or not the symptom is directly related to Covid-19.
 - b. Temperature less than 100 deg F when measured at the forehead by a non-contact infrared thermometer immediately before departing home for a BYO rehearsal or performance.
 - c. No contact within the past 14 days with anybody confirmed or suspected of being infected with Covid-19.
2. A minimum distance of 6 ft between people shall be maintained at all times with no physical contact or sharing of items is allowed.
3. Masks constructed of a minimum of two (2) layers of fabric, covering both the mouth and nose, shall be worn at all times. Masks with an exhalation valve are not allowed unless covered by fabric mask meeting the above requirements. Masks may be shifted to allow for active drinking and should be returned to cover

the mouth and nose in between sips. Eating at rehearsal is discouraged, but if necessary musicians must bring their own snack to be eaten while at their chair during break time and use hand sanitizer or wash their hands with soap and warm water for a minimum of 20 seconds immediately afterwards.

4. Woodwind and brasswind players must utilize a double layer bell cover or a full instrument cover. Examples of which can be found here:
<https://www.mccormicksnet.com/COVID-Instrument-and-Safety-s/863.htm>
5. Instrument water valves must be emptied onto an absorbent pad provided by the musician (e.g. puppy pad).
6. Musicians must bring their own music stand, clips to keep the sheet music in place as we will be rehearsing outdoors, sheet music, and a full water bottle.
7. Bathrooms will be available for emergency use only. We will monitor their use and meter people to maintain distancing. Drinking fountains should not be used so musicians are asked to bring their own full water bottles to rehearsal.
8. Notify the Orchestra Manager immediately if exposed to a known Covid-19 carrier or if you have any symptoms of illness. A plan for safely re-entering the orchestra per the following rules (current as of early September) will be established with regular check-ins between the individual and an orchestra Covid-19 team member.
 - a. Individuals exposed to a known Covid-19 carrier shall refrain from attending in-person rehearsals for 14 calendar days from exposure.
 - b. Infected individuals without symptoms must isolate for 10 days from the administration date of a positive test.
 - c. Infected individuals with symptoms must isolate until all 3 criteria are true:
 - i. 24 hours have passed since resolution of the fever (without the use of fever-reducing medications)
 - ii. Cough, shortness of breath, or other symptoms (if present) have improved
 - iii. At least 10 days have elapsed since symptoms started

In-Person Rehearsal Procedures

In-person rehearsals will be held every other Saturday at [Creekside Commons](#) located at 1035 Carol Ln. in Lafayette. The orchestra will rehearse outdoors in small cohorts of 14 musicians with no overlap between cohorts. The schedule will be as follows:

Cohorts	Arrival/Depart Lot	Arrival Times	Break Times	Departure Times
J. Lehmann	B	8:30-8:45am	10:15-10:30am	11:45-12:00pm
H. Boloyan	A	8:45-9:00am	10:30-10:45am	12:00-12:15pm
D. Ryther	B	9:00-9:15am	10:45-11:00am	12:15-12:30pm
A. Butler	A	9:15-9:30am	11:00-11:15am	12:30-12:45pm

It is very important that families strictly adhere to the designated arrival & departure windows to ensure cohorts stay together and do not mix with each other. The plan for in-person rehearsals will evolve as county and state health guidelines change in the coming months. Where discrepancies exist, BYO will follow the more stringent requirements.

All musicians, staff, volunteers, and families are expected to follow these procedures for in-person rehearsals:

1. Before leaving home, use the bathroom and take your temperature.
2. Enter the assigned parking lot (found in the table above) for your musician's cohort and follow the traffic flow path shown below to the appropriate yellow "Musician drop off/pick up" area.



3. Check-in will be done before the musician exits their vehicle, where a Safety Team Volunteer will ask the musician if they have any symptoms and what their temperature was prior to coming to rehearsal. The volunteer will also confirm that they have the following items with them:
 - a. Mask (being worn) that meets the requirements listed in section B
 - b. A music stand with music clips
 - c. Sheet music
 - d. Bell or instrument cover (for wind instruments)
 - e. Absorbent pad (if the instrument has a water valve)
 - f. Filled water bottle

4. Musicians will then carry their belongings to their designated outdoor rehearsal location and will sit in their pre-sanitized chair. Chairs will be pre-placed with the required 6 ft spacing (9 ft for trombones) and may not be moved closer together but may be further spaced with permission from the Conductor.

5. After the rehearsal is complete musicians must wipe down their chair (with U.S. EPA approved sanitizing product provided by BYO). Musicians must wait in their ensemble area until their parent's vehicle pulls up to the pickup zone before walking over to get in the vehicle and depart.

6. When picking up musicians, parents should remain in their vehicle in the pickup queue. This will help minimize interactions and maintain spacing. If you need to discuss anything at length with any of our staff or Directors please consider reaching out via email, phone, or text.

If a musician, staff member, or volunteer begins to feel ill during a rehearsal, they must immediately notify the nearest staff member who will notify the Orchestra Manager. The ill person will be immediately isolated from others, and if it is a musician, the parent(s) will be notified so they can immediately return to remove them from the rehearsal.

Virtual Rehearsal Procedures

BYO will conduct virtual rehearsals every other Saturday morning using Jamulus software which allows for real-time playing with other musicians on a private BYO server. Coaches will lead these 2 hour long online rehearsals and may rehearse some or all of the cohort during this time. Please refer to BYO's Jamulus Guide for technical information regarding how to set up and use the software.

Staff and Volunteers

Staff and volunteers are a critical part of BYO and the musician's experience and maintaining your health is very important to us. Staff and volunteers are subject to the same policies and procedures that our musicians will follow.

Maintaining musician compliance with BYO's policies is very important, especially this season where health and safety is a primary concern. A reminder from a staff member or volunteer is appropriate for the first instance of a musician unintentionally failing to maintain distance, failing to fully cover their mouth & nose, or breaking another safety policy. For repeat occurrences, a referral to the Orchestra Manager is required where the orchestra policies will be reviewed and a decision made regarding that musician's participation in the balance of the rehearsal.

Orchestra Contact Information

Please contact the following people regarding information in this handbook.

Schedule, Illness, & Absences	Julia Wilhite	manager@byoweb.org	(510) 846-9281
Policies & Procedures	Chris House	president@byoweb.org	(312) 286-2895
Health & Safety	Sid Hsu	treasurer@byoweb.org	(510) 963-8113

Related Links

This handbook is based on rules, guidelines, recommendations, and research from a broad set of authoritative sources which include the ones listed here.

Contra Costa County - Health Orders

<https://www.coronavirus.cchealth.org/health-orders>

State of California - Covid-19 Industry Guidance

<https://covid19.ca.gov/industry-guidance/>

Centers for Disease Control and Prevention - Covid-19

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

National Federation of State High School Associations - Performing Arts Resources

<https://www.nfhs.org/articles/performing-arts-covid-19-resources/>