



Protocols for Performance at the Faculty of Music in 2020-21

For all performance activities, including rehearsals

(This document is regularly reviewed and updated taking account of advice and guidance from a range of sources)

This document sets out protocols for performance within the Faculty of Music, including performance within the Tripos, Practising Performance, Faculty Ensembles, the Instrumental Award Scheme, and all other student and non-commercial performance activities. Commercial bookings of West Road Concert Hall and public audiences for Faculty events are covered by separate WRCH guidelines. The protocols outlined in this document do not cover all eventualities and larger scale performance activity will require additional risk assessment (for details, contact wrch@mus.cam.ac.uk). These protocols have been developed in line with Government and University guidance.

1. Managing Risk

Individuals with symptoms of Covid-19 and those who are required to self-isolate are not permitted to enter Faculty premises and must not participate in any Faculty performance activities in person, though they may engage remotely.

Those booking individual and small-group (up to 5 individuals) practice sessions in the Faculty confirm that they understand and will abide by Faculty protocols. For larger rehearsals and all performances, a separate risk assessment must be completed for each event or series: a template and guidance may be requested from wrch@mus.cam.ac.uk. No performance activity may take place until approval has been granted.

2. Managing Rehearsals & Performances

Planning

For each event, a responsible person must be identified for ensuring that general protocols and any specific further requirements mentioned in their event-specific risk assessment are observed. The responsible person must circulate these protocols to all involved before the first event at the Faculty.

The orchestra pit in the Concert Hall is not available for use. Repertoire, rehearsals, training and performances should be planned to avoid situations where performers cannot socially distance and participants should not be encouraged unduly to raise their voices due to the potential for increased aerosol transmission.

Use of Building

Face coverings must be worn by all non-exempt performers except for singers, and wind and brass when playing.

2-metre distancing must be maintained at all times, *including by students who have formed College households*. Groups of up to six may congregate in breaks as long as they maintain at least 2-metre social distancing, wear face coverings and remain in the same group throughout.

Hands should be washed/sanitised regularly, using the materials provided in washrooms and throughout the building. Users must follow the one-way system and all other signage on Faculty premises.

Groups of singers and wind or brass ensembles may rehearse only in the Concert Hall or Recital Room.

Ventilation in individual rooms is regulated. Windows should not be open or shut by users without permission of a Custodian.

Positioning of Performers

A standard layout for a maximum of 28 performers plus conductor is marked out in the Concert Hall. The marked positions must not be altered – smaller ensembles should select the most suitable marked positions for their group. Seats and stands should be placed in position in advance of the event by the responsible person and must not be moved by performers.

Rehearsals

Performers should proceed directly to their designated chair, keeping their belongings and instrument cases with them. A verbal reminder of protocols should be given at the beginning of every rehearsal by the responsible person, including instructions to wear face coverings where possible, maintain 2m social distancing, and to follow standard hygiene practices (to cough into the arm and to avoid touching the face etc.). Bell-coverings are encouraged for wind & brass players. Conductors should discourage overly loud singing and heavy projection of consonants.

Rehearsal Breaks

To ensure adequate ventilation, the following breaks must be observed

Concert Hall	No restriction on timings; users to remain in hall during breaks
Recital room	20 minute break outside of the room after every 3.5hrs of use
Lecture Rooms	15 minutes break outside of the room after every 1hr of use

Performances

Performances must be a single act (ie no interval). If a page turner is required they must wear a face covering. Performers should arrive at the performance ready to play as green room facilities will not be available. Once performers are in position on stage, they may choose to remove their face coverings if they are at least 2m apart and the ensemble does not exceed 8 players.

3. Cleaning Objects, Equipment and Environments

Users should wash or sanitize their hands on arrival, during breaks, after bathroom visits and on departure using the materials provided. All performance-specific touch points and surfaces should be cleaned before use by the individual using them, including stands (which should be used by only one person per event). Cleaning materials are available in all spaces for this purpose. Performers and instructors must not share equipment, e.g. pens & pencils, music, instruments, phones, chargers, valve oil, mutes, rosin etc. Residue created by instruments should be disposed of on a cloth, a towel or a container and taken away by the individual player. All rubbish should be disposed in the bins provided.

4. Track and Trace requirements

Individual and Small Group Practice

Those booking individual or small group practice sessions will be required to give details of all those participating to secure their booking and the Faculty will retain these for Track and Trace purposes as required. Individuals not included in the booking information must not attend and the Faculty reserves the right to withdraw booking privileges for anyone found not to be adhering to this requirement. Individuals are also welcome to make use of the NHS Test & Trace QR code displayed in WRCH foyer.

Rehearsals

The responsible person booking space for larger group rehearsals must maintain contact details of all those in attendance for 21 days following the booking and provide these on request to NHS Test & Trace.

Performances

The responsible person booking space for larger group rehearsals must maintain contact details of all those in attendance for 21 days following the booking and provide these on request to NHS Test & Trace. The responsible person must also implement any and all Track and Trace procedures outlined by the West Road Concert Hall for public events.

5. Instruments

All users of Faculty instruments should wash/sanitise their hands before and after use. Modern pianos should be wiped down before and after use in line with the guidance available with the instrument and using specialist cleaning materials provided. Users of historical instruments should follow advice provided in the Cudworth Room; further questions should be directed towards Dan Tidhar (keyboards) or Maggie Faultless (historical instrument collection).



Faculty of Music

Performance Guidelines

*For all University performance activities,
including rehearsals*

- 1. 2m distance at all times**
Keep to assigned positions, College households are not exempt
- 2. Face coverings**
Must be worn by all non-exempt performers wherever possible
- 3. Wash/sanitize hands frequently**
Avoid touching others' stands, belongings etc.
- 4. Book in advance**
All sessions must be pre-booked