North East ISD Fine Arts  
2020-2021  
Re-Opening Protocols and Procedures

Included you will find the North East ISD’s Fine Arts plan for returning our students to in-person, as well as synchronous and asynchronous online learning in Fine Arts. This document outlines protocols and procedures for NEISD Fine Arts students receiving instruction on campuses and in the virtual environment, as we move through the different phases of the District plan. Our number one priority is the health and safety of our students and staff.

The following guidelines were established under the guidance provided by NEISD, the Texas Education Agency, and the University Interscholastic League. We will continue to work closely with district, local, and state officials to ensure that our plans are guided by the timeliest and appropriate information regarding our public health situation. The information in this document will be updated accordingly to reflect the latest available guidelines.

All NEISD Fine Arts staff and students are expected to strictly follow all guidelines to ensure their safety and the safety of others. It is also expected that each campus Fine Arts Department would use the guidance below to further develop its campus plans and communicate these guidelines to all students and parents prior to any return to campus. These protocols and procedures are intended to minimize risk for our students, staff, and others. In the interest of the health and safety of all parties, everyone should take personal responsibility for their actions and for the full implementation of this plan.

UPDATES for future phases will be HIGHLIGHTED to bring attention to the change in procedures.

Current update: 9/25/2020
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FINE ARTS GENERAL POLICIES
ENTERING CLASSROOM
- Students will line up outside the classroom door standing at a safe social distance to the extent possible.
- Standing at the threshold, the teacher will allow students to enter one at a time.
- Students will proceed to their assigned seats/space. Students will place their belongings (backpacks, purses, etc.) along a designated wall, in their designated cubby/tub, or in their designated shelf space ensuring that no two students’ belongings make contact.
- Teachers must utilize a seating chart for each class.

FACILITATING INSTRUCTION
- Face coverings must be worn at all times.
- Students and staff not wearing face coverings may not enter the classroom while instruction is taking place.
- Face coverings must be worn when entering the classroom or rehearsal rooms, as well as when students are actively dancing, acting, playing instruments, etc.
- The teacher should take all measures to maintain a safe social distance at all times while delivering instruction.

DISMISSAL
- The teacher will facilitate a staggered dismissal, ensuring that students exit the room at a safe social distance from their peers.
- During class changes, the appropriate personnel will administer campus procedures for sanitization.

LOCKER ROOM
- Locker rooms will be accessible for students to change into required clothing for classes/practice/rehearsals.
- To allow for proper social distancing, the teacher should limit the number of students permitted to enter the locker room at one time.
- Locker rooms will need to be equipped with readily available hand sanitizer, soap and water.
- All high touch locker room areas should be regularly and frequently cleaned and disinfected such as doorknobs, tables, chairs, lockers, and restrooms.
- Any equipment that will be kept in student lockers and/or in these areas should be thoroughly cleaned and disinfected each day prior to students accessing these areas.
- Staff and students must wear face coverings while inside locker rooms at all times, unless actively using the shower facilities.

CLEANING & DISINFECTING LIGHT AND SOUND BOARDS
How to Clean Your Equipment's Work Surface
- Unplug and/or disconnect power to the equipment.
- Use compressed air to clear away dust.
- Using a dry microfiber towel or cloth, gently wipe away any remaining dust.
- If your equipment has built-in touch screens, they can usually be buffed clean with a dry, microfiber towel or cloth. If attacking stubborn, stuck on material, try LIGHTLY dampening the towel with a little water (preferably distilled).

How to Disinfect Your Equipment's Work Surface
- We highly recommend washing your hands and/or using hand sanitizer before and after touching shared equipment.
- To wipe down your equipment, the best option is to use 70% isopropyl alcohol on a cloth or a...
wipe and gently wipe down the hard, non-porous surfaces. Please avoid any porous surfaces and limit the wipe down to surfaces touched.
- Please be gentle, allow the 70% isopropyl alcohol to do the work and do not scrub. It is imperative that you do not pour or spray any liquids on or near your board.

**VISUAL ART**

**CLASSROOM LAYOUT**
- Student tables should be configured to place students at a safe social distance to the extent possible.
- Table rows should be offset and placed at a safe social distance.

**MATERIALS AND ART SUPPLIES**
- Any art supplies distributed by the teacher must be pre-packaged/loaded per student and placed on each student’s desk or available on a counter for limited student pick-up. **Students may not share art supplies, unless the art supplies can be properly disinfected between uses.**
- To maximize safety, it is recommended that each student receive an individual art kit\(^1\) (labeled with the full name of each student) containing supplies needed for the unit or lesson. Students should remain in possession of the art supplies and would be responsible for maintaining the quality of day-to-day materials used.
- To the extent possible, students should not have to leave their work areas to retrieve materials and supplies from another part of the room.
- Extra materials to be used in class should be taken out and tabled in a specified area. Upon request, the teacher should retrieve extra supplies and place them within reach of the student requesting them. The student may then access them.
- All materials and artwork physically submitted to the teacher should be handled with appropriate personal protective equipment and sanitized before storage (sanitized in a way not to harm student artwork). E.g., artwork on paper should not be sprayed with a water-based disinfecting aerosol.
- Students may operate all large art equipment (e.g. extruders, printing presses, slab rollers), if a student is wearing protective gloves, which will then be disposed of, in a trash receptacle. Gloves must be available for students.

**ELEMENTARY MUSIC**

**CLASSROOM LAYOUT**
- Students will be seated on the floor. No form of risers or rugs may be used.
- Markings should be placed on the floor to indicate the correct position of each student. **Fine Arts provided sitting dots for each elementary music classroom.**
- Singing will be limited to 30 minutes at a time with 20 minutes allowed for air change before other singing begins in the same space. Music students can engage in non-singing music activities, rhythm exercises, assignments, and projects during the 20-minute air change.
- **Fine Arts provided a wet/dry sweeper for each elementary music program that should be used with the District approved disinfectant to clean the floors between classes.**
- If the weather and temperature permit, conducting class and rehearsals outdoors is also recommended. Each campus should designate a location outdoors where elementary music classes may take place. **The same safe distancing procedures should be followed outdoors that are followed indoors.**

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\(^1\) [https://www.taea.org/TAEA/default.asp](https://www.taea.org/TAEA/default.asp)

*Revised Aug. 24, 2020*
MUSIC AND SUPPLIES
- Students within a class will not share any materials. If materials must be shared from class to class, the items will be sanitized between class periods. Students will dismiss by row to return the equipment to a designated area in order to minimize student congregration.
- A minimum of 5 minutes must be allowed between classes for floor/ equipment sanitization and air circulation, when possible.

CHOIR
CLASSROOM LAYOUT
- Singing will be allowed as long as all students and teachers wear a mask that fully covers the nose and mouth. Singing will be limited to 30 minutes at a time (indoors and outdoors) with 20 minutes allowed for air change before other singing begins in the same space.
- Students will be seated in chairs, but may stand to sing. If possible, all risers should be removed and not utilized for instruction. Platform risers should be disassembled and stored until guidelines indicate they can be used safely.
- Markings should be placed on the floor to indicate the correct position of each chair.
- If the weather and temperature permit, rehearsing outdoors is recommended. Each campus should designate a location outdoors where choir classes may take place.

MUSIC AND SUPPLIES
- Any music distributed should be placed in the students’ chair prior to the start of class. If that is not possible, teachers will use a designated area such as a table or shelf. Students will get their music on the way to their seats.
- Students should not have to leave their seats to retrieve materials and supplies once class has begun.
- Extra materials or music to be used in class should be taken out and tabled in a specified area. Upon request, the teacher will retrieve extra supplies or music and place them in the designated area to avoid hand-to-hand contact. The student may then access them.
- Students may not share any materials.

CLASSROOM FLOW
- Where possible, students will utilize one doorway for entrance into the rehearsal space, and another doorway for exit. Students will be trained on this procedure prior to the first rehearsal and the doors will be clearly labeled inside and outside.
- Teachers will facilitate a spaced-out entrance and exit of students, when possible.
- Small ensemble rooms should follow similar flow patterns, when applicable. Small practice room modules will only hold one person at a time and should be left empty with the door propped open for 15 minutes before another person enters. Directors must use a sign-in/out sheet on the door.

BAND & ORCHESTRA
CLASSROOM LAYOUT
- Student chairs must be positioned at a safe social distance to the extent possible. Masks with slits for brass and woodwind mouthpieces must be worn and bell covers must be worn on all wind instruments when playing indoors and/or outdoors. When working on drill formations students need to keep a safe social distance to the extent possible.
- Breathing exercises can only be done while students wear non-slit masks.
MUSIC AND SUPPLIES
- Music and instruments should be stored together. Any music distributed should be placed in the students’ chair prior to the start of class. If that is not possible, teachers will use a designated area such as a table or shelf. Students will get their music on the way to their seats.
- Students should not have to leave their seats to retrieve materials and supplies once class has begun.
- Extra materials or music to be used in class should be taken out and placed in a specified area. Upon request, the teacher will retrieve extra supplies or music and place them in the designated area to avoid hand-to-hand contact. The student may then access them.
- Students may not share any materials.

COVID-19 AND INSTRUMENT CLEANING
The National Association for Music Education (NAfME) recommends the following guidelines for handling musical instruments during the COVID-19 pandemic. These guidelines are designed for use by music educators. Educators may use these guidelines when teaching students and parents how to clean instruments.

The CDC suggest the COVID-19 virus can remain on the following instrument surfaces for the stated amount of time:
Brass – Up to 5 Days
Wood – Up to 4 Days
Plastic – Up to 3 Days
Strings – Up to 3 Days
Cork – Up to 2 Days

The CDC recommends general cleaning techniques for instruments that have not been used or handled outside of the above timelines. Essentially, if students are picking up instruments for the first time since school has been closed, those instruments will not need more than general cleaning as stated below.

If distributing instruments for the first time since schools have closed, it is recommended, out of an abundance of caution, that all cases be sprayed with an aerosol disinfectant.

INSTRUMENT HYGIENE
Considerations and recommendations for standard operating procedures regarding instruments are as follows:
1. All students should have their own instrument.
2. All students should have their own mouthpiece.
3. All students using reed instruments MUST have their own individual reeds. Reeds should NEVER be shared.
4. If instruments must be shared in class, alcohol wipes or Sterisol germicide solution should be used before sharing instruments between different people.

MOUTHPIECES
The mouthpiece (flute head joint, English Horn and bassoon bocal, and saxophone neck crook) are essential parts of wind instruments. As the only parts of these instruments placed either in or close to
the student’s mouth, research has concluded that these parts (and reeds) harbor the greatest quantities of bacteria. Adhering to the following procedures will ensure that these instrumental parts will remain antiseptically clean for the healthy and safe use of our students.

CLEANING THE FLUTE HEAD JOINT
1. Using a cotton swab saturated with denatured, isopropyl alcohol, carefully clean around the embouchure hole.
2. Alcohol wipes can be used on the flute’s lip plate to kill germs.
3. Using a soft, lint-free silk cloth inserted into the cleaning rod, clean the inside of the head joint.
4. Do not run the head joint under water as it may saturate and eventually shrink the head joint cork.

CLEANING BOCALS
1. Bocals should be cleaned every week with a bocal brush, mild soap solution, and running water.
2. English Horn bocals can be cleaned with a pipe cleaner, mild soap solution, and running water. Be careful not to scratch the inside of the bocal with the exposed wire ends of the pipe cleaner.

CLEANING HARD RUBBER (EBONY) MOUTHPIECES
1. Mouthpieces should be swabbed after each playing and cleaned daily.
2. Select a small (to use less liquid) container that will accommodate the mouthpiece and place the mouthpiece tip down in the container.
3. Fill the container to where the ligature would begin with a solution of half water and half white vinegar (50% water and 50% hydrogen peroxide works too). Protect clarinet mouthpiece corked tenons from moisture.
4. After a short time, use an appropriately sized mouthpiece brush to remove any calcium deposits or other residue from inside and outside surfaces. This step may need to be repeated if the mouthpiece is excessively dirty.
5. Rinse the mouthpiece thoroughly and then saturate with Sterisol germicide solution. Place on a paper towel and wait one minute.
6. Wipe dry with a paper towel.
7. Note: Metal saxophone mouthpieces clean up well with hot water, mild dish soap (not dishwasher detergent), and a mouthpiece brush. Sterisol germicide solution is also safe for metal mouthpieces.

CLEANING SAXOPHONE NECKS (CROOKS)
1. Swabs and pad-savers are available to clean the inside of the saxophone neck. However, most saxophonists use a flexible bottlebrush and toothbrush to accomplish the same results.
2. If the instrument is played daily, the saxophone neck should be cleaned weekly (and swabbed out each day after playing).
3. Use the bottlebrush and mild, soapy water to clean the inside of the neck.
4. Rinse under running water.
5. Sterisol germicide solution may be used on the inside of the neck at this time, if desired (not necessary). Place on a paper towel for one minute.
6. Rinse again under running water, dry, and place in the case.
7. If using pad-savers, do not leave the pad-saver inside the neck when packed away.

CLEANING BRASS MOUTHPIECES
1. Mouthpieces should be cleaned daily.
2. Using a cloth soaked in warm, soapy water, clean the outside of the mouthpiece.
3. Use a mouthpiece brush and warm, soapy water to clean the inside.
4. Rinse the mouthpiece and dry thoroughly.
5. Sterisol germicide solution may be used on the mouthpiece. Place on a paper towel for one minute.
6. Wipe dry with a paper towel.

CLEANING STRING INSTRUMENTS
1. Isopropyl alcohol that is above 70% should only be used on the strings, unfinished finger, and fret boards.
2. String, percussion, and keyboard instruments present fewer hygienic issues that can be solved simply by the player washing their hands before and after use for a minimum of 20 seconds.

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. *Fine Arts will provide five bottles for each MS and HS band program.*
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.
1. Whichever disinfectants are chosen, it is crucial to read the product instructions and follow them closely.
2. Disinfectants do not remove dirt, so mouthpieces and instruments must be cleaned thoroughly before using.

STERILIZATION VS. DISINFECTION
- There is a difference between sterilization and disinfection of music instruments. Sterilization is limited in how long an instrument will remain sterile. Once an instrument is exposed to air or handled, it is no longer sterile. However, disinfecting an instrument to make it safe to handle will last longer and is easier to achieve. COVID-19 like most viruses has a limited lifespan on hard surfaces. Users of musical equipment may be more susceptible to infections from instruments that are not cleaned and maintained properly.

If the cleaning process is thorough, musical instruments can be disinfected. Basic soap and water can be highly effective in reducing the number of harmful bacteria and viruses simply by carrying away the dirt and oil that they stick to.

BRASS AND WOODWIND SPIT/ CONDENSATION REMOVAL
- When it becomes necessary for a brass or woodwind player to remove moisture from their instrument (by releasing the water key/ spit valve, blowing into a tone hole, etc.), this should be done over a trash can or an absorbent item such as a puppy pad that can be thrown away using a disposable glove at the end of the rehearsal.

CLASSROOM FLOW
- Where possible, students will utilize one doorway for entrance into the rehearsal space, and
another doorway for exit. Students will be trained on this procedure prior to the first rehearsal and the doors will be clearly labeled inside and outside.

- Teachers will facilitate a spaced-out entrance and exit of students.
- Instrument storage rooms and small ensemble rooms should follow similar flow patterns when applicable. Small practice room modules will only hold one person at a time and should be left empty with the door propped open for 15 minutes before another person enters. Directors **must** use a sign-in/out sheet on the door.

**COLOR GUARD**

**CLASSROOM LAYOUT**

- Band halls and gymnasium space will be used for color guard. Students will be spaced at a safe social distance to the extent possible. Students should be directed to maintain a safe social distance to the extent possible.
- To the extent possible, rehearsals and workouts must be directed to minimize physical contact and close proximity. This applies to any space used for rehearsals as well as any designated performance space.
- Use of a gymnasium will accommodate more students, when possible.
- *Fine Arts provided a wet/dry sweeper for the color guard dance space that should be used with the District approved disinfectant to clean the floors between classes/practices.*

**MATERIALS AND SUPPLIES**

- Teachers will use a designated area such as a table or shelf to distribute equipment or materials. Students will get their items on the way to their practice area on the floor.
- Students should not have to leave their area to retrieve materials and supplies once class has begun.
- Upon request, the teacher will retrieve extra supplies and place them in the designated area to avoid hand-to-hand contact. The student may then access them.
- Students may not share any materials, to include props.

**UNIFORMS, COSTUMES, PROPS, AND OTHER ACCESSORIES**

- All uniforms must be cleaned and sanitized prior to student use. Teachers must devise a no-contact system for checking uniforms, costumes, and props in and out.
- Students must maintain a safe social distance when using band or athletic facilities, such as the dressing rooms, locker rooms, or stage.
- Students must not share makeup, flags, rifles, or other effects. Students performing in shows will be responsible for supplying their own makeup, as needed.

**THEATRE**

**CLASSROOM LAYOUT**

- Students will be seated in chairs. If possible, all risers should be removed and not utilized for instruction. Platform risers should be disassembled and stored until guidelines indicate they can be used safely.
- Markings should be placed on the floor to indicate the correct position of each chair.
- **Student chairs must be configured to place students at a safe social distance to the extent possible.** For scenes and group work, students should be directed to maintain a safe social distance.
- To the extent possible, rehearsals and scene work should be directed to minimize physical contact and close proximity. This applies to any space used for rehearsals as well as any designated performance space.
If the weather and temperature permit, rehearsing outdoors is recommended. Each campus should designate a location outdoors where theatre classes may take place. The same procedures will be followed outdoors that are followed indoors.

SUPPLIES AND TECH THEATRE ELEMENTS
- Any supplies distributed by the teacher must be pre-packaged per student each day and placed on each student’s chair. Students should not leave their work areas to retrieve materials and supplies from another part of the room.
- Any materials needed for class should be taken out and tabled in a specified area. Upon request, the teacher will retrieve extra supplies and place them within the student’s reach.

COSTUMES, PROPS, AND OTHER TECH ELEMENTS
- All costumes must be cleaned and sanitized prior to student use. Teachers must devise a no-contact system for checking costumes and props in and out.
- Students must maintain a safe social distance when using theatre facilities, such as the dressing rooms, scene shop, light and sound booth, or stage.
- Students must not share stage makeup, wigs, hats, or other effects. Students performing in shows will be responsible for supplying their own makeup as needed.
- Students should use appropriate personal protective equipment when handling props, shop tools, or lighting and sound equipment. All props and tools, as well as lighting and sound equipment must be sanitized after use. Special care should be taken when applying sanitation measures to electrical equipment. (See General Fine Arts Procedures above for special care instructions)

FINE ARTS DANCE I-IV
CLASSROOM LAYOUT
- Dance studios will be used for Fine Arts dance classes. Students will be spaced at a safe social distance to the extent possible.
- To the extent possible, lessons must be directed to minimize physical contact and close proximity. This applies to any space used for class as well as any designated performance space.
- Use of a gymnasium will accommodate more dancers, when possible.
- **Fine Arts provided a wet/dry sweeper for each dance studio that should be used with the District approved disinfectant to clean the studio floors between classes/practices.**

MATERIALS AND SUPPLIES
- Any supplies distributed by the teacher must be pre-packaged per student each day and placed on each student’s designated area. Students should not leave their work areas to retrieve materials and supplies from another part of the room.
- Any materials needed for class should be taken out and tabled in a specified area. Upon request, the teacher will retrieve extra supplies and place them within the student’s reach.

CHEERLEADING, DANCE TEAM, DRILL TEAM, PEP SQUAD
CLASSROOM LAYOUT
- Dance studios or other approved spaces on campus will be used for cheerleading, dance team, drill team and pep squad classes. Students will be spaced at a safe social distance to the extent possible.
- To the extent possible, lessons must be directed to minimize physical contact and close proximity. This applies to any space used for class as well as any designated practice/performance space.
- Use of a gymnasium will accommodate more students, when possible.
- Students participating in team routines should be directed to maintain a safe social distance during all practices and workouts, to the extent possible.
- Fine Arts provided a wet/dry sweeper for each dance studio that should be used with the District approved disinfectant to clean the studio floors between classes/practices.

MATERIALS AND SUPPLIES
- Any supplies distributed by the teacher must be pre-packaged per student each day and placed on each student’s designated area. Students should not leave their work areas to retrieve materials and supplies from another part of the room.
- Any materials needed for class should be taken out and tabled in a specified area. Upon request, the teacher will retrieve extra supplies and place them within the student’s reach.

UNIFORMS, COSTUMES, DANCE PROPS, AND OTHER ACCESSORIES
- All uniforms must be cleaned and sanitized prior to student use. Teachers must devise a no-contact system for checking uniforms, costumes, and props in and out.
- Students must maintain a safe social distance when using dance or athletic facilities, such as the dressing rooms, locker rooms, or a stage.
- Students must not share makeup, poms, signs, hats, or other effects. Students performing in shows will be responsible for supplying their own makeup, as needed.
- If the weather and temperature permit, conducting class and rehearsals outdoors is also recommended. Each campus should designate a location outdoors where these classes may take place. The same procedures will be followed outdoors that are followed indoors.
- Students should use appropriate personal protective equipment when handling sound equipment. All sound equipment must be sanitized after use. Special care should be taken when applying sanitation measures to electrical equipment. (See General Fine Arts Procedures above for special care instructions)

SPEECH/DEBATE
CLASSROOM LAYOUT
- Student tables should be configured to place students at a safe social distance to the extent possible.
- Table rows should be offset and placed at a safe social distance. The size of the classroom will affect the number of students.

MATERIALS AND SUPPLIES
- Any Chromebook/iPad distributed by the teacher must be sanitized before each use between students. Students may not share devices at any time.
- To maximize safety, it is recommended that each student receive an individual device for the unit or lesson. Teachers should encourage students to use their personal devices if possible.
- All non-personal presentation equipment (tech devices, podium, and visual aids) should be handled with gloves or sanitized by the teacher before and after each presentation.

CLASSROOM FLOW
- Team debate should be practiced with team members exercising social distances. Sharing devices or hardcopy evidence is prohibited. All exchange of evidence should be done through wifi, when possible.
- Studies conclude that speaking poses an increased risk, due to droplets projecting further when an infected presenter is participating. Therefore, student chairs will be positioned at a safe social distance to the extent possible.
JOURNALISM
CLASSROOM LAYOUT
COMPUTER LABS
- Student desktop computer stations should be configured to place students at a safe social to
  the extent possible. Students who need the Adobe Suite software for their assignment will
typically be the students at the desktop stations. Other students can use Google Drive for
reporting and editing on their own device in a separate area of the lab.
- Students will be encouraged to bring their own laptop device if it meets software
  requirements.
- Rows of tables or desks should be offset and placed at a safe social distance. The size of the
classroom and furniture in the classroom will affect the number of students.
- In rooms with multiple doors, students will utilize one doorway for entrance into the lab, and
  another doorway for exit. Students will be trained on this procedure prior to the first in-person
  meeting and the doors will be clearly labeled inside and outside.

DESKTOP COMPUTER
- When possible, student computer usage should be staggered between class periods to allow
district procedures to be completed in a way that minimally affects academic time.
- Disinfect devices at the end of each class period.
- Lock the room containing the devices when not in use.

DEVICES AND PERIPHERALS
- Spray disinfectant onto a clean cloth or paper towel provided by the district/campus. Do not
  spray the disinfectant solution directly onto the device.
- For portable devices: Wipe down the entire outside of the device. Open the device and wipe
down the entire keyboard, screen and surrounding bezel.
  ○ Do not allow moisture to drip into the keyboard or open ports.
  ○ Allow the device to air-dry for a few minutes.
  ○ Close the device and wipe down the charging cable.
- For desktop units: Wipe down the outside of the device as well as the keyboard, screen and
  surrounding bezel, and mouse.
  ○ Do not spray directly onto the device.
  ○ Do not allow moisture to drip into the keyboard or open ports.

CAMERA USAGE
- All cameras that must be shared among students in a class will be sanitized and packaged for
  students before each use following industry best practices.
- The teacher will follow industry best practices (detailed below) to disinfect cameras, batteries,
battery chargers and lenses before student use.
- Once a camera, battery and its respective charger have been disinfected, the teacher will
  place these items in a large sealed plastic bag. At this point, it is ready for student use and
  can be checked out to a student.
- Lenses will be packaged separately using the same protocol.
- The teacher must maintain a clear record of who is in possession of each camera and associated gear at all times.
- When a student needs to return the gear, they must check it back into an area designated by the teacher in the lab. The teacher will then disinfect the gear and re-package it in a new large sealed plastic bag so that it is ready for student use again.
- Camera bags will need to be sprayed with a disinfectant in between each use using spray disinfectant provided by the district/campus.
- Teachers will also need to disinfect tripods in between each use using spray disinfectant provided by the district/campus. Students should not share tripods during use.
- When they are being used, only the student camera operator should be responsible for assembling the tripod and associated equipment.
- Students will not congregate to check out cameras or other associated gear. Only the teacher will manage these areas and students will be given gear once it has been properly prepared for student use.
- It is recommended that students be assigned a memory card for this individual use to eliminate sharing. If this is not possible, each camera may be assigned a memory card to be stored and packaged with that camera for use.

**DISINFECTING CAMERAS**
- It is recommended that each lab have an adequate supply of isopropyl alcohol in 70% or greater concentrations to disinfect cameras and associated gear.
- Teachers need to take special care in making sure the viewfinder and camera body are addressed when disinfecting for student use.

**MICROPHONE USAGE**
- Microphones will be disinfected following industry best practices and packaged in a sealed plastic bag ready for student use.
- Students will only use the microphone once per source and interview.
- The student photographer will empty the disinfected microphone into a plastic bin, allowing the student source to remove the microphone from the bin and clip it on their person as needed to conduct an interview.
- Broadcast programs would be best advised to rely on boom microphones for interviews, thus eliminating any shared touch points.
- Once an interview has been completed, the microphone must come back to the lab for disinfecting. The teacher must also switch out the windscreen on the microphone. All labs will need an ample supply of windscreens.
- Cameras should never be soaked in a disinfecting agent. Instead, a moistened cloth should be used to apply the agent to the camera, taking care to not get it inside the camera mechanisms.
- The teacher will follow industry best practices
FINE ARTS PERFORMANCES: NEISD WILL NOT HOST INDOOR PERFORMANCES DURING PHASES 1-3 OF THE PHASE IN PROCESS. THIS LIMITATION WILL BE REVIEWED ONCE THE DISTRICT MOVES INTO PHASE 4 AND BEYOND.

PERFORMANCE GUIDELINES
- All staff and students will wear a face covering during setup and strike of instruments, stands, props, equipment, and other materials needed for performance.
- Guidelines for social distancing and the use of personal protective equipment will be strictly followed throughout the performance or production process.
- Only performers will be allowed in the dressing rooms. No more than three students at a time may use the dressing room. A safe social distance needs be maintained at all times to the extent possible. It is recommended that directors plan for wardrobe changes that will take place before and during the performance.
- All staff and students will enter the performance area staggered at a safe social distance to the extent possible. Face coverings must be worn when entering the performance space, as well as when students are not actively performing.
- Students and staff not wearing face coverings may not enter the performance space for any reason before or during a performance.
- All staff should wear a face covering while directing or conducting.
- Directors should take all measures to maintain a safe social distance at all times while facilitating a performance.
- Directors will facilitate a staggered exit, ensuring that students egress at a safe social distance to the extent possible.
- After the performance, the appropriate personnel will administer facility procedures for sanitization.

BAND, CHOIR, AND OTHER MUSIC ENSEMBLES
- Musicians will be positioned on stage at a safe social distance to the extent possible.
- Singers will be spaced at a social distance to the extent possible.
- Singers will be spaced in windows to optimize line of sight and visibility. No risers will be used.

CHEERLEADERS, DANCE, DRILL, PEP SQUAD AND COLOR/WINTER GUARD
- Cheerleaders and/or dancers will be positioned on stage at a safe social distance to the extent possible. Cheerleaders and/or dancers will be spaced in windows to optimize line of sight and visibility.

THEATRE
- All company members must wear a face covering when they are off-stage.
- Directors should take special care to artfully compose all scenes with considerations for social distancing to the extent possible, little to no physical contact.
- Use of speaking actors or singers on platforms or raised areas of scenery should only be used when no other players are present on the level below and in the direct line of contact with falling droplets.

BACKSTAGE CREW AND TECHNICIANS
- Backstage crewmembers must wear a face covering at all times and remain at the safest social distance possible while executing their duties.
- No more than two technicians at a time may occupy the light and sound booth during a performance. Technicians must wear a face covering at all times and remain at a safe social distance to the extent possible.
- All tools, equipment, and technology should be safely handled using the appropriate personal protective equipment and properly disinfected before and after use.

AUDIENCES FOR PERFORMANCES
- All audience members must wear a face covering at all times while inside the performance venue. This includes the lobby, auditorium (or seating area), restrooms, and all other areas accessible to the public.
- All efforts should be made to offer advance-purchase tickets and/or reserve seating prior to the performance.
- When approaching the box office, auditorium entrance, or concession area, guests should form a line and stand a safe social distance of 6 feet apart.
- Ushers and ticket-takers must wear a face covering and the appropriate personal protective equipment at all times.
- The first two rows or a minimum of 10 feet from the apron of the stage or performance area must be visibly taped off and clearly marked as unavailable seating for audience members.
- For auditorium seating, audience members must sit at a minimum social distance of 6 feet apart or skip two seats between patrons. Audience members will be seated every other row. (Fig. 8)
  - For flexible-space performances, audience seats should be placed at a minimum of 6 feet apart between chairs and rows.
  - Maximum audience size will be determined by the venue capacity and current city orders for capacities.
  - No audience member may enter the performance space, backstage area, or control booth at any time or for any reason.
  - Different doors will be designated for entrance and exits, when possible.
  - Directors or their designated attendants will facilitate a staggered exit, ensuring that audience members egress at a safe social distance of at least 6 feet from each other, with those nearest the exit doors leaving first.
  - After the performance, the appropriate personnel will administer facility procedures for sanitization.
  - Fine Arts directors on each campus must communicate these expectations in writing to all students and parents prior to any performance.
Figure 8. A sample band concert in an auditorium with social distance measures of 6ft. in place for performers and audience members.