



## COVID-19 PREPAREDNESS PLAN

### Section 1: General Principles

- a. Purpose and Scope.** The Minnesota Philharmonic Orchestra (“MPO”) is committed to providing a safe and healthy environment for our musician-members, staff, guest musicians, volunteers, supporters, and their loved ones. To ensure we have safe and healthy rehearsals, recording sessions, and events, the MPO has developed the following COVID-19 Preparedness Plan (“the Plan”) in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our communities, and that requires full cooperation between our leadership and community. Only through this cooperative effort can we establish and maintain the safety and health of our community. This plan is based on a template issued by the State of Minnesota.
- b. Plan Administrator.** This Plan is administered by the MPO’s Operations Director, Isabel Arenivar, who maintains the overall authority and responsibility for the plan. However, our board and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. MPO’s staff have our full support in enforcing the provisions of this plan.
- c. Definitions.** A “member” is defined in Section 6 of the MPO’s Bylaws. Any non-member performing at an MPO event, whether paid or unpaid, is defined as a “guest musician.” “Staff” is defined as any person employed or contracted by the MPO who receives compensation. “Volunteers” are defined as any other person present at an in-person MPO event who is performing work in support of the MPO.
- d. Plan Applicability.** This Plan applies to all in-person MPO-sanctioned events, including rehearsals, performances, recording sessions, and in-person meetings. The Plan applies to any person at those events, including members, guest musicians, staff, and volunteers. An MPO-sanctioned event is an event organized by the Artistic Director, the Operations Director, or the Board of Directors.
- e. Member Input.** Member involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by hosting feedback sessions with the membership, conducting surveys about safety preferences, and taking into consideration individual feedback. All members are encouraged to share feedback, concerns,

or questions about this policy or MPO's procedures by directly contacting our Operations Director, Isabel Arenivar ([operations@mnphil.org](mailto:operations@mnphil.org)) or our Artistic Director, Brian Dowdy ([brianedwarddowdy@gmail.com](mailto:brianedwarddowdy@gmail.com)).

- f. **Voluntary Activities.** The MPO is a voluntary member organization. As such, any in-person MPO activity is strictly voluntary for members. Any member's decision to engage or not to engage in any in-person activity shall have no effect on the member's standing with the organization.
- g. **Compliance.** The MPO Board of Directors and Artistic Director shall be responsible for ensuring that all members, guest musicians, staff, and volunteers comply with the provisions of this Plan. The Board of Directors shall have the discretion to enforce this Plan and take any disciplinary measures contemplated by the MPO Bylaws.
- h. **Resources Used in Developing this Plan.** MPO's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:
  - health monitoring, to ensure sick members, guest musicians, staff, and volunteers stay home when sick;
  - transmission precautions, including social distancing, hygiene, source controls, building ventilation, and building cleaning;
  - communications and training procedures; and
  - special policies for winds and brass players.

MPO has reviewed and incorporated the guidance applicable to our organization as provided by the state of Minnesota for the development of this plan. Specifically, MPO reviewed the guidance entitled *Music Activities and Performances During COVID-19*, which is available here: <https://www.health.state.mn.us/diseases/coronavirus/musicguide>.

## **Section 2: Health Monitoring**

- a. **Member Health Monitoring.** Members are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms:
  - A member must not attend any in-person MPO event if they are displaying any signs or symptoms of COVID-19, as described here: <https://mn.gov/covid19/for-minnesotans/if-sick/is-it-covid/index.jsp>.
  - Prior to each recording session, the MPO staff or volunteer managing the session will take the temperature of each attendee. Per Minnesota Department of Health Guidelines, the

attendee will not be able to join the session if the attendee has a temperature above 99.5 degrees F., or is experiencing COVID-19 symptoms, including fever, cough, shortness of breath, sore throat, or muscle aches.

- b. Communication.** Members who identify any signs or symptoms of COVID-19 prior to an in-person MPO event must notify the Operations Director or Artistic Director as soon as practicable. The Operations Director or Artistic Director shall cancel or modify the event as necessary and promptly notify any other members of any schedule change.
- c. Privacy.** Any health information shared with MPO Staff or Board Members under this Plan is considered confidential information. MPO Staff or Board Members shall not share any member health information with any person who is not an MPO Staff or Board Member. MPO Staff and Board Members shall only share health information with each other to the extent necessary to modify MPO activities.

### **Section 3: Transmission Precautions**

- a. Social Distancing.** Social distancing of at least six feet will be implemented and maintained during all MPO in-person events. To support this requirement, MPO will set up any rehearsal or performance space as follows:
  - All chairs for rehearsal will be located at least six feet apart in all directions.
  - Where possible, the rehearsal and performance space will be arranged to permit social distancing of greater than six feet.
  - Seating for all musicians will be assigned.
  - Recording equipment will be placed and set up in advance to minimize any microphone adjustments.
  - Space will be provided to ensure that musicians can maintain social distancing while unpacking and setting up their instruments.
- b. Hygiene.** Members should wash their hands for at least 20 seconds with soap and water as soon as practicable upon arrival at an MPO event. Hand sanitizer will also be provided as an alternative to hand-washing upon arrival. Members should avoid touching their face with their hands.
- c. Ensemble Size.** Ensembles shall be kept at a size of 25 or fewer individuals. The Artistic Director shall take the preferences of members regarding ensemble size into account when planning repertoire and performances.
- d. Ensemble Instrumentation.** The Artistic Director shall take the preferences of members regarding instrumentation into account when planning instrumentation. In no event will a member be obligated to perform if they are not comfortable doing so. As discussed in Section 1(e) of this plan, all activities are strictly voluntary.

- e. **Rehearsal and Performance Time.** Rehearsal and performance times shall be limited to a maximum duration of 2 hours. Prior to any in-person event, the Artistic Director shall set a time limit that is below that maximum duration and that takes into consideration the repertoire and the preferences of the members and guest musicians involved.
- f. **Source Controls.** Masks must be worn at all times while present at an MPO event, with the following exception:
  - Wind and brass players who cannot play their instrument while masked may remove their masks to play their instrument, but must follow the protocol established in Section 5 of this Plan.
- g. **Ventilation Protocol.** The MPO will only host events in buildings that include necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The MPO will ensure that any space provided for MPO events has the maximum amount of fresh air being brought in, with limited air recirculation, and ventilation systems that are properly used and maintained.
- h. **Cleaning and Disinfection Protocol.** The MPO will only host events in buildings that have implemented regular practices of cleaning and disinfecting, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, and restrooms. Frequent cleaning and disinfecting will be conducted of high-touch areas, including door handles, elevator panels, railings, etc. Appropriate and effective cleaning and disinfecting supplies will be provided by the venue or the MPO and will be used in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.
- i. **Microphones.** Any microphone used shall be cleaned before and after each use.

#### **Section 4: Communications and Training**

- a. **General Communications.** This COVID-19 Preparedness Plan was communicated via email to all members and staff on November 10, 2020. Guest musicians and volunteers will be notified of this Plan in advance of their attendance at any in-person MPO event. Additional communication will be ongoing by email sent by the Operations Director from [operations@mnphil.org](mailto:operations@mnphil.org) or by using our database client from [marketing@mnphil.org](mailto:marketing@mnphil.org).
- b. **Training.** Any training related to the procedures in this Plan that are necessary for members, guest musicians, or volunteers (for example, wind and brass players) will be provided in advance of or upon arrival at any in-person MPO event.

- c. Instructions for Following this Plan.** Prior to any in-person MPO event, any necessary specific instructions that are not included in this Plan will be communicated about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by members, guest musicians, staff, and volunteers. All members, guest musicians, staff, and volunteers will also be advised not to enter the event venue if they are experiencing symptoms or have contracted COVID-19.
- d. Member Feedback.** Members are encouraged to share any concerns, questions, feedback, or recommendations about the MPO’s COVID-19 procedures. These concerns may be shared at any time, but will be especially helpful in advance of and immediately following an MPO event. Feedback may be directed to the Artistic Director, Operations Director, or any member of the board.
- e. Program Monitoring and Review.** MPO Staff and Board Members will monitor how effective the program has been implemented. The Artistic Director and Operations Director shall communicate after each MPO event to identify potential concerns or necessary changes to our protocol and procedures. They shall specifically address and consider any feedback raised by any member. They shall communicate any concerns or recommendations to the MPO Board of Directors. For urgent matters, the Executive Committee (consisting of the President, Vice President, Secretary, and Treasurer) shall address any concerns as needed. For all other matters, the Board shall address any concerns or recommendations regarding this Plan at its monthly board meeting. All staff and members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by the MPO Board of Directors and the plan was posted on the website, mnphil.org, and made readily available to members on November 10, 2020. It will be updated as necessary as provided by Section 6 of this Plan.

### **Section 5: Special Policies for Winds and Brass**

- a. Face Coverings.** All brass and woodwind players are encouraged to wear face coverings designed to be worn while playing. All brass and woodwind players are required to communicate their plan regard face coverings to the other players in their ensemble prior to the event, so that all member’s expectations are aligned. Members are encouraged to provide their own face coverings. The MPO will provide face coverings as needed.
- b. Instrument Coverings.** All brass and woodwind players are encouraged to use coverings for their instruments to reduce droplet spread. All brass and woodwind players are required to communicate their plan regard instrument coverings to the other players in their ensemble prior to the event, so that all member’s expectations are aligned. Members are encouraged to provide their own instrument coverings. The MPO will provide instrument coverings as needed.

- c. **Additional Spacing.** In addition to the social distancing requirements described in Section 3(a), trombone players shall have an additional three feet of distance (for a total minimum of nine feet) due to the length of the instrument. The Artistic Director and Operations Director, in collaboration with members and guest musicians, shall have the discretion to implement greater social distancing requirements for any brass or woodwind instrument as needed.
- d. **Adjustments for Sound Quality.** The Artistic Director has the discretion to make reasonable modifications to the policies in this Section to adjust for sound and recording quality, as long as the Artistic Director has received prior consent to make those adjustments from any member or guest musician present at the MPO event where such adjustments are made. In no event shall any modification be made to the policies in Section 3.

### **Section 6: Accommodations, Updates, and Amendments**

- a. **Accommodations.** A member may seek a reasonable accommodation to the requirements of this Plan by emailing the Operations Director. The Operations Director shall have the discretion to make reasonable accommodations in consultation with the Artistic Director as necessary. In no event shall any accommodation be provided that conflicts with any applicable federal, state, or local law, rule, regulation or ordinance, expressly including any and all Executive Orders issued by the Governor of the State of Minnesota relating to COVID-19 that are in force and effect.
- b. **Stay Safe Guidance Changes.** The Board of Directors shall be responsible for monitoring changes to recommendations from the State of Minnesota. Specifically, the Board shall regularly review the relevant recommendations on [staysafe.mn.gov](https://staysafe.mn.gov). This includes any guidance specific to orchestras. The Operations Director shall have the discretion to modify this plan to comply with any guidance from the State of Minnesota.
- c. **Other Modifications.** The Operations Director shall have the discretion to make minor, non-substantive modifications to this plan including, for example, adding communication dates, fixing typographical errors, documenting personnel changes, updating hyperlinks, or adjusting formatting.
- d. **Amendments.** Any modification or amendment to this Plan, other than those described in Section 6 (b) and (c), must be approved by a written resolution of the Board of Directors. For any urgent matters, the Executive Committee is authorized to make interim modifications or amendments to this Plan, which shall be reviewed at the next board meeting.

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This COVID-19 Preparedness Plan has been approved and adopted by a written resolution of the Board of Directors of the Minnesota Philharmonic Orchestra on November 10, 2020.

A handwritten signature in cursive script, appearing to read "Jennifer Davis".

Jennifer Davis  
Board Secretary