



Academic Technology Facilities in Valencia - COVID-19 Protocols

Version	Location of change	Description	Effective date
1.0	-	Initial version.	Aug 24, 2020
1.1	Singers and Wind Instrument Players, Studio and Production Suite Sessions	Removed exception for singing or playing without masks in studio booths. From the Effective date on, masks must be used at all times while on campus, without exception.	Sep 14, 2020
1.2	User Cleaning Expectations	Faculty to sign Disinfection Table at the door after each class	Sep 17, 2020
1.3	Sanctions	Adapted sanctions	Sep 14, 2020
1.4	Singers and Wind Instrument Players	Added water key etiquette protocol	Jan 18, 2021
1.5	User Cleaning Expectations - Product list	Pianos and other wooden instruments should be cleaned with soapy water, not isopropyl alcohol	Mar 1, 2021
1.6	Singers and Wind Instrument Players	Clarified that no more than two <u>different</u> persons in the singer/wind instrument player category can be in a room at the same time	Mar 16, 2021
1.7	Three basic rules	Removed numeric distance for social distancing. The specific distance will be dependent on the current regulations for the campus.	Jun 11, 2021

Three basic rules

- Wear a mask at all times, even when alone in a room
- Respect social distancing
- Disinfect all touched surfaces and equipment before and after use

Singers and Wind Instrument Players

- Singers must wear a mask during their performances at all times, also when singing. Masks must cover the mouth and the nose.
- Wind instrument players must wear a mask covering their mouth and nose, and with a slit in it to be able to blow air into their instrument
- Singers and wind instrument players must have dedicated masks used only for performing, different from their normal masks
- Instrument bells must be covered with a dense fabric bell cover (see [here](#) for examples)
- A maximum of two different persons in the singer/wind instrument player category is allowed in a room at the same time (e.g. two vocalists or a vocalist and a sax player)
- Indoor playing/performing including singers and/or wind instruments is limited to 30 minutes if the room is occupied by more than one person
 - After this time, the air in the room must be filtered by the HEPA filter for the specified amount of time in each room
 - Students must take this into consideration when checking out of their room reservations, as the last filtering cycle must be included within in their reservation time
- Brass players must practice water key etiquette.
 - Drape the water valve and collect condensate in a towel or WindSorb
 - Disinfect towel/WindSorb after use
 - Empty spit valves into a puppy pad, WindSorb, or cloth that is disposed of by the user

Disinfection Guidelines - General

- The Operations and Academic Technology Departments will oversee regular cleaning of all college facilities

- The Academic Technology and Equipment Room staff will clean and disinfect the tech facilities on a regular schedule
 - Before campus opens
 - Before facilities open for reservations
 - During shift changes, if applicable

Definitions

- **For classes:** The User is the Faculty member. Students are expected to participate in the cleaning under the supervision of the Faculty member.
- **For reservations/sessions:** The User is the person or persons (up to two) who book(s) the studio time. This is, whoever has their name on the Intranet reservation page for the related room, date and time will be session users. Other personnel participating in the session (e.g. musicians) can contribute to the cleaning under the supervision of the User.

User Cleaning Expectations

- All Rooms are self-cleaning. This means each user needs to disinfect all touch surfaces before and after each use. The self-cleaning process includes countertop surfaces, desk areas, chairs, door handles, computer keyboard, mouse, cables, equipment, accessories, MIDI keyboards, controllers, etc.
 - For student reservations, this needs to be documented in the **Security Log**. Security Log should be filled in by the session users both as they start and just before they finish their session.
 - For classes, the Faculty member must sign the Faculty Disinfection Tables located at each class door after each class
- Session users are expected to clean anything they used before leaving their sessions. This also includes the additional instruments and equipment reserved from the ER and/or STAD office (via Intranet) that are not listed in the Security Log.
- Time for cleaning
 - For sessions: cleaning must be performed **within** the reservation hours. Users should plan on 15 to 20 minutes to fill in the security log and clean all equipment at the beginning and end of each session.
 - For classes: sufficient cleaning time will be allocated between classes.
- Users should wash or disinfect their hands before and after disinfecting the equipment

- HEPA Filters in every room need to be turned on to maximum speed for the specified amount of time before leaving the space
 - For reservations, the complete filtering time must be within the user reservation
- Users should clean the space and equipment with the products that are provided by Berklee. Do not use any other cleaning products other than the ones provided. Please see below for the product details for each equipment. In case of doubt, please check with the Academic Technology or Equipment Room staff.

Product list

- Gloves: Gloves are not required for sanitising tasks, but are available for individuals wishing to use them.
- Isopropyl Alcohol (70%): Use this material with wipes provided at each room for cleaning desk surfaces, computer keyboard, mouse, door handles etc.
 - **DO NOT USE** Isopropyl Alcohol for cables, as this will damage the cable jackets over time.
 - **DO NOT USE** Isopropyl Alcohol for pianos or other wooden instruments, as this will damage the wood over time.
- Soapy water spray bottle and wipes: all types of cables and wooden instruments (including pianos and piano keys)

Cleaning procedures

The cleaning process for each product should be as follows:

- Electronic equipment (controllers, keyboards, cameras, etc.):
 - Turn equipment off, if possible
 - Not applicable for Tech Lab workstations
 - Not applicable for Studio consoles
 - Spray a paper wipe with Isopropyl Alcohol
 - Wipe the equipment surface
 - Let dry completely before turning equipment on
 - Examples:
 - [DJ Lab Station](#)
 - [Lab Desktop & Studios](#)
 - [Cameras and projectors](#)

- Wooden instruments (guitars, upright bass, pianos, etc.) and cables
 - Spray a paper wipe with soapy water
 - Wipe the instrument/cable surface
 - Let dry completely before turning equipment on

 - Examples:
 - [Pianos \(Practice Room\)](#)
 - [String Instruments & Cables](#)

- Tables, countertops and other non-electronic equipment:
 - Spray the surface directly
 - Wipe with paper
 - Let dry completely

Studio and Production Suite Sessions

Session Guidelines

- Only people directly involved with the session may enter the studios, no visitors are allowed. Musicians should not go into the control room and should remain in the allocated space to record.

- Artists should bring their own microphones. Only specialty microphones will be available to borrow from the Academic Technology Assistants. Microphones will be disinfected by the AT Assistants.

- Headphones will not be provided. All musicians and engineers must bring their own headphones with a 1/4" connection or adapter.

- Musicians will need to provide their own instruments, other than the piano or other large orchestral instruments (marimba, vibes, timpani). The piano must be carefully wiped down by the musicians (not sprayed) between sessions.

- Session participants should clean equipment they are using with the provided cleaning supplies according to the provided cleaning guidelines.

- Cleaning time must be factored into the full session time.

- Room capacities for control rooms and live rooms are posted and cannot be exceeded.
 - Booths have a maximum capacity of one person.
- All personnel must wear a mask at all times.
- Any material for use for an acoustical purpose during a session such as Gobos/blankets will be placed at ISO booth 2. If they are being used, they will need to be placed in the ISO 2 Booth at the end of the session and the AT Assistants notified, so that they can clean them with an electrostatic fogger.

Session Check-in / Check-out

- Please respect social distancing guidelines when queuing for checking in or out of a session
- Follow the instructions from the staff at all times

Equipment Room

General Guidelines

- Please respect social distancing guidelines when queuing for checking in or out equipment.
- Users should clean the equipment borrowed with the products provided by Berklee before use, and before returning it to the ER.
- Students should bring their own microphones. Only specialty microphones will be available to borrow from the equipment room. Microphones will be disinfected by the ER Staff.
- Headphones will not be available. All musicians and engineers must bring their own headphones with a 1/4" connection or adapter.

Technology Labs

General Guidelines

- Please respect social distancing guidelines when queuing for checking in or out of a reservation
- Follow the instructions from the staff at all times
- Users should clean the workstation (keyboard, mouse, controllers, etc.) with the products provided by Berklee before use, and before checking out of their reservation
- Headphones will not be available. All students must bring their own headphones with a 1/4" connection or adapter.