

General Practices for HSO Musicians

2021-2022 Masterworks Rehearsals & Concerts at The Bushnell

1/31/2022 VERSION

Adhering to CT Department of Economic and Community Development (DECD) Requirements and CDC Recommendations, as well as policies set forth by The Bushnell

PRIOR TO ARRIVAL

- Please review any health and safety documents for The Bushnell ([Health & Safety: COVID-19 | The Bushnell](#)).
- Vaccines are required for all orchestra members, substitutes, and/or extra musicians. **Beginning January 31, 2022, boosters will be required for all eligible orchestra members.** Provide and/or update your vaccination status when requested. Musicians with a medical condition (doctor's note required) or a closely held religious belief (written declaration required) that prevent vaccination will be required to provide proof of a negative COVID-19 PCR test taken within 72 hours of the start of their first scheduled service AND within 72 hours of the first scheduled at The Bushnell. These are the only exceptions to the vaccine mandate for musicians performing with the HSO.
All vaccination status information will be kept confidential.
- To confirm that they are not experiencing symptoms, the HSO requires all employees to submit written standardized employee screening questionnaires no more than 24 hours prior to each day of in-person work. These will be sent by email via SurveyMonkey on the morning of each service and should be completed online.
- If you do not feel well, please notify Jarek Lis at jlis@hartfordsymphony.org or 860-270-9629 immediately and do NOT report to work for any services.
- Alternate work for any rostered HSO musician who is either unvaccinated or unwilling to provide vaccination status, may be provided on a case-by-case basis as mutually agreeable between the HSO and the individual. HSO is under no obligation to provide alternate work. Absences should be requested through the musicians' portal and musicians must use sick days or be docked as indicated in the newly negotiated CBA. Musicians may also make use of the leave of absence policy for a full or partial season.

UPON ARRIVAL

- All musicians, regardless of vaccination status, will be required to test for COVID-19 prior to arriving on site for rehearsal. The HSO will distribute rapid antigen tests to all musicians during the Wednesday evening rehearsal at the HSO rehearsal hall. Musicians should perform their rapid test and report results as instructed no earlier than 9:00AM on Thursday, prior to reporting for rehearsal. Musicians are also welcome to test on site at The Bushnell and/or have their test results read on site by trained Covid Compliance Officers. If you wish to test and/or have results read on site, please arrive no later than 6:30PM to allow ample time for processing.
- Staggered entrance times may be assigned to musicians. If staggered entrance times are assigned, and you arrive prior to your assigned time, please wait in your vehicle until your assigned time. If staggered entrance times are assigned and you find you will be late, please call the HSO staff member on site to coordinate on a safe entrance.
- At the designated arrival time, please proceed to the Belding stage door (accessible via the ramp in the Belding loading dock). Only approved personnel are permitted to enter or exit through the Belding stage door. Musicians should NOT enter the building through the box office or front of house entrances.

- Upon entrance, proceed to the security desk, and provide your name to the security guard. The security guard will be provided with a list of approved (fully vaccinated and/rapid tested) personnel.
- **N-95 or KN-95** masks are required for all musicians at all times indoors, regardless of vaccination status, by order of the City of Hartford Executive Order issued on **January 3, 2022**. **Based on recent CDC findings, cloth masks are NOT acceptable.** [Effectiveness of Cloth Masks for Protection Against Severe Acute Respiratory Syndrome Coronavirus 2 - Volume 26, Number 10—October 2020 - Emerging Infectious Diseases journal - CDC](#) String, percussion, and keyboard players are required to wear their masks at all times while on site. Wind and brass players are permitted to remove their masks only in designated performance areas in order to play, otherwise, masks should be worn at all times. **The HSO will have black KN-95 masks for all employees upon arrival.** Please remember to put your mask back on to move outside of your designated performance area, or to converse with other musicians/staff/crew.

PRE-SERVICE

- For the safety of all, musicians are required to remain in designated backstage or performance areas after they have signed in.
- All shared equipment, including but not limited to chairs, music stands, and shields will be disinfected by a crew member after set up. Disinfectant wipes will be made available should musicians wish to re-clean any items prior to use. Please dispose of any cleaning supplies appropriately.
- Warm-up should take place on stage or in designated warm-up areas. Please do not play unless you are in an indicated performance area. Playing is NOT permitted in the dressing rooms.
- Musicians are responsible for bringing their personal instruments, music, instrument stands, etc. on stage. Please plan for adequate set up time accordingly.
- Individual water bottles will be provided, but musicians are encouraged to bring their own reusable containers. Single use cups will also be available at water coolers located in the backstage area.
- Musicians should only use restrooms in the backstage area or in the dressing rooms. Please do NOT utilize front of house restrooms, to limit cross-over between front and back of house.
- The Bushnell will provide hand sanitizer for all employees.

DURING THE SERVICE

- **For String, Percussion, and Keyboard players:** Masks will remain on for the duration of the service. Strings will be seated two to a stand, in a traditional formation.
- **For Wind and Brass players:** Masks will remain on until musicians are in the designated performance area. Once a musician reaches their designated performance area, masks can be removed. When not in use, masks can be placed in a coat or shirt pocket, on a player's lap, or around the neck (for masks designed to go over the head rather than hooking onto the ears). Masks should NOT be placed on chairs, stands, or on the floor at any time. **Masks should be worn during tacit movements and extended rests.** Garbage cans lined with absorbent material and/or absorbent pads for the floor will be provided for the purpose of emptying water from keys, valves, swabs, etc. Please do NOT empty any instruments directly on to the floor. Musicians will be distanced to the greatest extent possible and in consultation with the Music Director.
- Additional safety measures including additional distancing and/or use of barriers may be implemented for wind and brass musicians.

POST-SERVICE

- In order to ensure safety of all employees, individual musicians should be responsible for removing any of the items they brought on stage, including individual water bottles. Please dispose of items, including but not limited to, water bottles, tissues, cleaning wipes, and masks as instructed.
- Designated crew will be responsible for cleaning shared items such as chairs, music stands, and shields following the performance.
- Attendees will NOT be permitted to enter the backstage area at any time. Additionally, musicians will NOT be allowed to enter the front of house area until they are ready to leave the venue.
- Once you leave the backstage area, you will not be permitted to re-enter, so be sure to take all personal items with you. Should a musician require multiple trips to move personal equipment, please ask a crew member for assistance.

GENERAL ITEMS

- For the safety of all, please refrain from moving between front and back of house to the greatest extent possible.
- Currently, guests are NOT permitted backstage at any time. Please plan accordingly.
- If at any time during a service you begin to feel unwell, please notify Jarek, Colette, or Charlie immediately.
- If you experience any symptoms or are diagnosed with Covid-19 within fourteen (14) days following any service, you must notify the HSO immediately for the purposes of contact tracing.
- Signage displaying social distancing protocols, cleaning and disinfecting protocols, PPE protocols for employees and patrons, instructions for employees to stay home if sick/experiencing symptoms, instructing customers not to enter if they are experiencing symptoms, and the 211 hotline number for employees and customers to report potential violations will be displayed at all locations.
- Patrons are required to wear masks, regardless of vaccination status. For the most up-to-date audience health and safety requirements, please visit [Health & Safety: COVID-19 | The Bushnell](#).
- Social distancing markers may be utilized to maintain distance, limit movement, and direct the flow of traffic in all front of house, backstage, and performance areas. Please follow these directions at all times.
- HSO will work with the venue to ensure that bathrooms are cleaned regularly, and will provide a cleaning schedule to musicians in advance whenever possible.
- All eating in backstage areas is prohibited. If you need to eat, please return to your vehicle or another off-site area. As usual, eating on stage is not permitted.
- Masking for stagehands is required at all times, regardless of vaccination status.
- Employees traveling across borders (state and national) should observe the proper travel recommendations and quarantine requirements for the State of Connecticut.

Please make every effort to ask questions about these practices prior to your return to in-person work.

If you have any questions, please direct them to Colette Hall at chall@hartfordsymphony.org.

Thank you in advance for your understanding and cooperation!