



Commonwealth of Kentucky,

Enclosed is the reopening plan for the Louisville-Jefferson County Youth Orchestra, dba Louisville Youth Orchestra (LYO), a 501(c)3 non-profit organization based in Louisville (FEIN 61-0597184), serving students across Kentuckiana. Our mission has been, and continues to be, "to provide a musical experience of the highest quality for all dedicated young musicians and to provide artful and meaningful education programs for young audiences throughout our diverse communities, regardless of race, creed, gender, gender identity, sexual orientation or economic circumstances." We have been educating students for 61 years, and look forward to doing so in our 2020-2021 season.

In this document, you will find a general description of our organization, followed by plans for employee training and safety officer implementation. Next will be suggestions for running our program following guidelines set forth by federal, state and local entities. The last section is an appendix that includes further information supporting our reopening protocol. Because some of the information about our season is unknown, including how many students will apply, some aspects of this report were written based on pre-COVID-19 information.

The Louisville Youth Orchestra (LYO) reopening plan was created in part using CDC, OSHA, COPPA and ADA Federal guidelines, and the Kentucky State "Healthy at Work" recommendations, as well as local standards from the University of Louisville Research Laboratories Reopen Plan and the Arts & Culture Alliance (ACA). Additionally, the Vienna Philharmonic "Breath Experiment" pictures are included (Appendix E) to show the air flow around different string and wind instruments, which we used to help guide our seating arrangements. We are currently following the results of the ongoing University Of Colorado/University of Maryland Aerosol Emissions Study to further inform our safety procedures. The committee will continue to monitor all guidelines and will adapt as needed.

We look forward to approval of our plan, including any suggestions set forth by the Commonwealth of Kentucky.

LYO Reopening Committee:

Melody Welsh  
LYO Executive Director

Ed Klein  
LYO Board Member

Cindy Watson, Chair  
LYO Board Member

Doug Elmore  
LYO Music Director and  
Symphony Orchestra Conductor

Norm Epley  
LYO Board Member



## **I. General Information about LYO**

A. Business office: the LYO rents a small office located at the St. Matthew's Pavilion (4121 Shelbyville Rd, Louisville, KY, 40207). The office, primarily used by the executive director and business manager, is also accessible to the site managers and conductors. No one has to be there at the same time and employees can communicate their need to use the office to avoid more than one person working at a time. Working from home is available to all employees in terms of day-to-day business. Our rehearsal spaces are identified below in part D.

B. Employees:

1. One full-time employee:
  - a. Executive Director (year-round)
2. Twelve part-time employees:
  - a. 1 business manager (year-round)
  - b. 2 site managers (seasonal)
  - c. 2 assistant site managers (seasonal)
  - d. 8 ensemble conductors (seasonal)

C. The 2020-2021 Season dates: rehearsals and concerts begin September 20th and end on April 25th.

D. Ensembles listed by rehearsal days and locations: Room sizes are adequate for size of each group with 6 feet of distance between each student.

1. Sunday rehearsals: staggered start and end times, multiple rooms
  - a. St. Matthew's Pavilion (4121 Shelbyville Rd, Louisville, KY, 40207)
    - i. Room 1 – groups will meet consecutively with 30 minute break between each rehearsal
      - a. Treble Ensemble (approx. 10 members plus one conductor)
      - b. Single Reed Ensemble (approx. 10 members plus one conductor)
      - c. Brass Ensemble (approx. 10 members plus one conductor)
      - d. Percussion Ensemble (2 groups of approx. 12 members plus 1 conductor)
    - ii. Rooms 2 and 3
      - a. Repertory Orchestra (approx. 60 members plus one conductor):  
strings in Room 2, winds/brass in Room 3
    - iii. Rooms 4 and 5
      - a. Symphony Orchestra (approx. 60 members plus one conductor):  
strings in Room 4, winds/brass in Room 5
  - b. Dance Louisville (8023 Catherine Lane, Louisville, KY, 40222): groups will meet consecutively with one hour in between rehearsals
    - i. Serenade Orchestra (approx. 35 members plus 1 conductor)
    - ii. Concert Orchestra (approx. 40 members plus 1 conductor)



2. Tuesday from 4-5: currently planning on a virtual class
  - a. Roosevelt-Perry Elementary School (1615 W. Broadway, Louisville, KY, 40203)
    - i. Presto! Strings (approx. 10 members, plus one parent per student, and one conductor)
3. Wednesday from 4-5: currently planning on a virtual class
  - a. Coral Ridge Elementary School (10608 National Turnpike, Fairdale, KY, 40118)
    - i. Presto! Strings (approx. 10 members, plus one parent per student, and one conductor)

E. Communication with students and families:

1. General updates available via our website: [www.lyo.org](http://www.lyo.org)
2. Weekly updates through One Call Now (an email and phone messaging system)
3. Regular emails from conductors to their specific ensembles

## II. Employee training and safety

A. Employee training and safety:

1. LYO will provide safety measures training to all employees in accordance with Federal, State, and local guidelines, prior to the start of the season.
  - a. Volunteers and ad hoc employees will also be required to complete training before any in-person work.
2. Training will include overviews of how to recognize signs of illness, procedures to follow upon identification of sick member, including appropriate communication to staff and families (following ADA privacy guidelines). Other training may be viewed at: <https://youtu.be/ti7QnbFjCSI>

B. Safety officers:

1. Dance Louisville and St. Matthew's rehearsal locations utilize site managers, who oversee the running of rehearsals, including room set-up (chairs), taking attendance, providing music, and addressing student and conductor needs as they arise. For the 2020-2021 season, these site managers will be appointed as safety officers, to additionally oversee correct spacing of chairs for correct social distancing, mask guideline adherence, as well as manage students that become ill during rehearsal.
2. Presto! Strings have only a conductor present, due to small class size and rehearsal days. The conductor will act as safety officer at these locations (when in-person classes resume).

## III. Audition and rehearsal protocol

A. Auditions:

1. Auditions will be via video submission. Information is available on the LYO website and has been emailed to all members with emails on file.



2. Fee payments for members may be paid online. In person payment may be made by using official LYO envelopes (provided), and inserted into payment box available at each rehearsal location, or mailed to business office.

B. Rehearsals: Groups of 50 people or less

1. Cleaning: Following OSHA and CDC guidelines, regularly touched areas will be cleaned and disinfected each week before rehearsals start, in between groups, and at the end of rehearsals. Items include door/doorknobs, bathrooms, chairs, any percussion instruments that must be shared, and the area designated for those who become ill.
2. Rehearsal start and end times will be staggered, so that only one ensemble's members will need to enter or exit the building at one time, to help ensure social distancing (St. Matthew's location).
3. Total rehearsal times will be limited to 90 minutes for string groups and 60 minutes for winds and brass to reduce exposure. Percussion ensembles will also be capped at 60 minutes.
4. All employees, students and volunteers will monitor their temperature and health prior to the start of every rehearsal or concert, in accordance with the Health Assessment forms. Employees and volunteers will have their temperatures checked upon entering the rehearsal location, as well. Students and employees will have modified attendance/sick leave policies to allow for COVID-19 related absences.
  - a. Student Health Assessment (Appendix A)
  - b. Employee Health Assessment (Appendix B)
  - c. Modified Attendance/Sick Leave policies (Appendix C)
5. All employees, students and volunteers will wear masks when entering or exiting the rehearsal building, and during rehearsals, except for the following: wind and brass may remove masks in order to play their instruments, and they will use masks if they don't perform on a piece, or any other time when they are not performing. Conductors will use microphones to be heard, so that they may speak in softer voices.
  - a. Medical excuses must be on file to be excused from wearing a mask.
6. Each student will use their own instrument, bow, mouthpiece, reeds, percussion mallets, and stand and pencil, with the exception of the members of the percussion ensemble who will be using instruments provided in the percussion studio. Brass players must bring a towel or other absorbent cloth onto which they can empty their spit valves.
7. Room and instrument set-up:
  - a. Chairs will be set up to allow for 6 feet of distance between all members (Appendix D).
  - b. Flute players will be placed in a vertical row at the right end of the wind section, so that no members are placed to their right (Appendix E).
8. There will be no breaks during rehearsals to avoid congregating. Students may leave as needed to use the restroom. Employees and students should bring their own water to drink.



9. IN THE EVENT OF ILLNESS OF STUDENT, CONDUCTOR, OR OTHER EMPLOYEE/VOLUNTEER DURING SCHEDULED REHEARSALS:

- a. A student who feels ill or notices other signs of COVID-19 should alert the conductor immediately, leave the rehearsal room with all items, and go directly to the site manager/safety officer. The student will be asked to move to the designated safety area to await parent arrival and dismissal.
- b. A conductor who feels ill or notices other signs of COVID-19 should leave the rehearsal room with all items and go directly to the site manager/safety officer. The conductor will leave the building and the safety officer will go to the rehearsal room to monitor students and send a ONE CALL NOW text to alert parents to return immediately to the rehearsal location. Dismissal guidelines will be followed.
- c. Other employees or volunteers at the rehearsal should alert the site manager/safety officer that they are leaving the building.
- d. Production manager/safety officer should text any or all conductors/employees that they are leaving.

10. Contact Tracing

- a. In the event of illness of students or conductor in a specific ensemble, local health officials, other employees, and all families of students in said ensemble will be notified of any possible cases of COVID-19, while maintaining confidentiality as required by ADA.
- b. In the event of illness of site manager/assistant site manager/other employees/volunteers at a specific rehearsal location, local health officials, other employees, and all families of students in said rehearsal location will be notified of any possible cases of COVID-19, while maintaining confidentiality as required by ADA.

**IV. Other risk mitigation:**

- A. Hand sanitizer will be available in every rehearsal room.
- B. Limit parent interaction/entrance to buildings to volunteers and those who have children ages 9 and younger to help them set up (parent should directly to rehearsal room and leave immediately after set up is complete).

**V. Ticket sales and Concert Attendance:** when live concerts are allowed. We are currently planning on recording ensembles for virtual concerts.

- A. Ticket sales will be moved online. Tickets may be purchased and printed via the LYO website in advance of the concert. For those unable to buy tickets online, ticket sales will be provided at the concert venue.
- B. Concert attendance for students: masks required and all health assessment procedures will be followed by students and employees/conductors.



1. Cleaning: chairs by LYO, doors and bathrooms by venue.
2. Upon arrival to concert venue, members will be directed to rooms assigned to each ensemble to allow for proper distancing. Larger ensembles will have multiple rooms.
3. Chairs will be set up with proper distancing.
4. Limit number of groups per concert to allow for plenty of space at the venue.

C. Concert attendance for audience:

1. Audience members will bring printed out tickets and show them to LYO employee/volunteer for admittance. No papers need to exchange hands.
  - a. Exception for those that need to purchase tickets at concert venue
2. Seating and social distancing
  - a. Families should sit together
  - b. Multiple groups in one row should sit 3 seats apart
  - c. Alternate rows will be blocked off for further distancing

D. Contact Tracing

1. In the event of illness of students or employees at a concert venue, local health officials, other employees, and all families of students at said concert will be notified of any possible cases of COVID-19, while maintaining confidentiality as required by ADA.
2. In the event of illness of a concert attendee, local health officials, employees, and all families of students at said concert will be notified of any possible cases COVID-19, while maintaining confidentiality as required by ADA.

## **VI. Merchandise Sales**

- A. Our spirit wear is sold through an online store and shipped directly to the buyer.
- B. Our official t-shirts are sold through an online store near the end of our season, but are shipped to the LYO. Purchased shirts can be picked up at a designated area of the rehearsal location in labeled bags as students enter or exit the building.
- C. Magnets and stickers are normally sold in person. Sales can be moved to the LYO website and the magnet/sticker can be picked up at concerts via envelope at ticket sales booth/table.

## **VII. Rehearsals and concerts during shutdown**

- A. In the event of a shutdown, or return to groups of 10, the LYO will cease in-person operations.
- B. Individual ensemble rehearsals will be conducted virtually, with the conductor leading the



virtual class.

- a. COPPA guidelines will be followed
- b. Parents will sign permission form at start of season

C. Rehearsals will be held during the same hours as in-person rehearsals.

D. To increase youth protections, site managers, the business manager and executive director, will have access to all virtual activity, just as they had access to attend live rehearsals.

E. Live concerts will be suspended. Conductors and students may combine individual recordings to create a virtual concert.



## APPENDIX

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## APPENDIX A - STUDENT HEALTH ASSESSMENT

**Student Health Assessment:** to be signed at the start of the season

The LYO is committed to promoting the health and safety of all employees and students. This includes, in part, the enforcement of physical distancing, wearing of masks, access to hand sanitizer, and encouraging hand washing. The LYO cannot be successful in holding in-person rehearsals without the commitment of all families and students to do their part in fulfilling this commitment. Those that cannot wear a mask for medical reasons must provide documentation from a medical professional.

By signing this form, you agree to maintain social distancing, wearing a mask, and monitoring your health each Sunday, **immediately prior to rehearsal or concert**, by answering the following questions:

**Question 1: Have I had any of the following symptoms in the past 24 hours?**

- ✓ Fever of 100.4 or higher
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Sore throat
- ✓ Muscle aches
- ✓ Chills
- ✓ Gastrointestinal symptoms (i.e. nausea, diarrhea, vomiting, etc. unrelated to an underlying medical condition)

**Question 2: Is there anyone in your household, or have you had other close contact with anyone, who is showing COVID-19 symptoms or has been diagnosed with COVID-19?**

If you answered NO to these health questions, and your temperature is below 100.4, you can attend rehearsal. Students should continue to monitor their health while at rehearsal, and should notify their conductor immediately if they begin to feel ill or notice any COVID-19 symptoms.

If you answered YES to any of these questions, or your temperature is above 100.4, then the student must stay home, and not attend rehearsal. A parent must notify the production manager of the situation so proper attendance records may be kept. The student should self-isolate at home and follow current Kentucky Department for Public Health and/or CDC guidelines available at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

**Guidelines for Returning to Work/Rehearsal after COVID-19 related absence:**

In order to return to work/rehearsals after saying "yes" to any question on the health assessment, we require the student to provide a "Return to Work" notice from your medical healthcare provider. This document should not include a diagnosis or confidential health information.

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Date\_\_\_\_\_



## APPENDIX B – EMPLOYEE/VOLUNTEER HEALTH ASSESSMENT

**Employee/Volunteer Health Assessment:** to be signed by employee at the start of the season, volunteers may sign when arriving. The LYO is committed to promoting the health and safety of all employees and students. This includes, in part, the enforcement of physical distancing, wearing of masks, access to hand sanitizer, and encouraging hand washing. The LYO cannot be successful in holding in-person rehearsals without the commitment of all employees to do their part in fulfilling this commitment. Those that cannot wear masks for medical reasons must provide documentation from a medical professional.

By signing the form, you agree to maintain social distancing, wear a mask, and monitoring your health each Sunday, **immediately prior to rehearsal or concert**, by answering the following questions:

**Question 1: Have I had any of the following symptoms in the past 24 hours?**

- ✓ Fever of 100.4 or higher
- ✓ Cough
- ✓ Shortness of breath
- ✓ Sore throat
- ✓ Muscle Aches
- ✓ Chills
- ✓ Gastrointestinal symptoms (i.e. nausea, diarrhea, vomiting, etc. unrelated to an underlying medical condition or pregnancy)

**Question 2: Is there anyone in your household, or have you had other close contact with anyone, who is showing COVID-19 symptoms or has been diagnosed with COVID-19?**

If you answered NO to these health questions, and your temperature is below 100.4, you can attend rehearsal. Employees should continue to monitor their health while at rehearsal; should they begin to feel ill or notice other COVID-19 symptoms, rehearsal should be canceled immediately, parent notified to pick up their students as soon as possible.

If you answered YES to any of these questions, or your temperature is above 100.4, then the employee must stay home, and not attend rehearsal. The employee must notify the executive director of the situation so that the correct rehearsal can be canceled or substitute found, and proper attendance records may be kept. The employee should self-isolate at home and follow current Kentucky Department for Public Health and/or CDC guidelines available at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

**Guidelines for Returning to Work/Rehearsal after a COVID-19 related absence:**

In order to return to work/rehearsals after saying "yes" to any question on the health assessment, we require the employee to provide a "Return to Work" notice from your medical healthcare provider. This document should not include a diagnosis or confidential health information.

Employee /Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_



## **APPENDIX C – Attendance and Sick Leave Policies**

**I. Modified Student Attendance Policy:** all COVID-19 related absences, whether the student has COVID-19, or has been in close contact with someone who has COVID-19, will be excused absences, and will not affect student’s placement in the LYO. Any absence that is not COVID-19 related will follow the standard absence rules.

### **II. Modified Sick Leave Policy for Employees:**

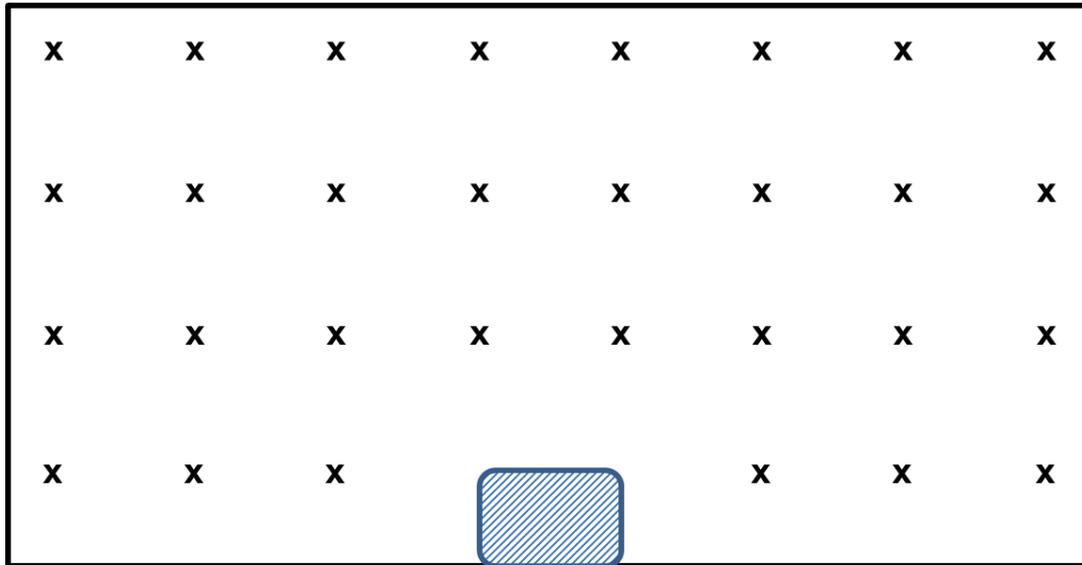
#### **A. Health and Safety:**

Personnel must be constantly mindful of issues or activities that may affect the health and safety of LYO’s young musicians, their families, audiences, visitors, and co-workers. During any public health emergency such as the COVID-19 pandemic, the LYO and its personnel will fully comply with directives and restrictions from federal, state, and local authorities. Examples include prohibiting attendance to anyone who has a fever or is feeling ill, requiring masks to be worn, enforcing requirements for social distancing, etc. LYO may also establish more restrictive requirements for certain instruments, performance seating, etc.

#### **B. Sick Leave Policy:**

All part-time personnel receive a job description and execute an employment agreement prior to the beginning of each season. The LYO fully complies with the Family Medical Leave Act (FMLA) and provides reasonable provisions for illnesses and other absences. These provisions are detailed in each employee’s annual agreement and may vary among job types according to their responsibilities. Employees who exceed these provisions will be reviewed by the Executive Committee of the Board of Directors to determine whether special considerations might be needed.

**APPENDIX D – EXAMPLE REHEARSAL ROOM LAYOUT**



46' x 24' room

x - Student

Cross-Hatched Box - 4' x 6' for Conductor

6 feet between individuals

2 feet to wall on 3 sides

4 feet to wall in front (conductor side)

Total Capacity = 30 students + 1 conductor

**APPENDIX E – VIENNA PHILHARMONIC “BREATH EXPERIMENT”  
PICTURES**



**APPENDIX D - VIENNA PHILHARMONIC “BREATH EXPERIMENT”**  
**continued**

