



**The Lesbian & Gay Big Apple Corps
Policy and Procedures for Indoor Performances/Rehearsals**

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Preamble/Statement of Purpose

In March of 2020 at the start of the global COVID-19 pandemic the Lesbian & Gay Big Apple Corps suspended all in-person activities. Rather than shutting down operations completely, the Band took the opportunity to innovate, proceeding to develop online rehearsals and virtual concerts. These have been successful in keeping much of the Band engaged with each other and with our community. Nonetheless, we remained eager to make music together in person as soon as it was safe.

Now, after more than a year, conditions have improved enough for us to do so. The threat, however, has not disappeared completely and certain precautions are necessary to keep people safe. The Lesbian & Gay Big Apple Corps is committed to the welfare of its members/musicians, volunteers, and audience members. With the goal of reducing the risk of infection as much as possible, the COVID Indoor Protocols Committee and Board of Directors have reviewed the most reliable information available as well as the guidelines from the Centers for Disease Control, the State of New York, and the City of New York to develop the policies and procedures within this document.

We hope those who do not feel comfortable participating even with these precautions in place will join us again as soon as conditions improve further.

Introduction

The policies and procedures within this document have been adopted by the Lesbian & Gay Big Apple Corps (“Band”) to keep our members/musicians, volunteers, and contractors (“Band personnel”), and audiences safe as the COVID-19 (SARS-CoV-2) virus continues to spread in our community.

No protective measure or combination of measures can completely eliminate the risk of contracting an airborne illness such as COVID-19; this Plan aims to reduce the risk as much as practicable. It has been prepared by the LGBAC COVID Indoor Protocols Committee informed by the best relevant information available at the time of its adoption. The Committee and Board will continually monitor the most current state and local guidelines and update these policies and procedures as appropriate.

Section I. COVID-19 Risk-Reducing Measures

The following measures have been adopted as policy to reduce the risk of COVID-19 transmission at Band events. If more restrictive guidelines or public health orders are issued by either the federal government, the State of New York, New York City, or the jurisdiction in which the Band is operating, they will supersede the measures spelled out below. The Band will follow any additional precautions, restrictions, or policies put in place by any venue in which the Band performs. All Band personnel are required to adhere to these policies at all times.

A. Health and Safety Officer. The Board of Directors shall appoint at least one person to serve as a Health and Safety Officer for the Band. This person(s) will assist in executing the policies and procedures in this document and serve as a resource for those with questions or concerns about them.

B. Health and Safety Plan. The Band will prepare and file Health and Safety Plan documents for events as required by New York City Department of Public Health.

C. Vaccination Self-Screening. All Band personnel are required to be fully vaccinated against COVID-19 in order to participate in any in-person, indoor Band activity. A person is considered “fully vaccinated” for COVID-19 two weeks after they have received the second dose in a two-dose vaccine series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

- i) All Band personnel will be required to show proof that they are fully vaccinated along with ID that matches the name on their vaccination card.

D. Participant Agreement. Each participant will sign an attestation of full vaccination and agreement to abide by the provisions of this Plan to be kept on file with the Band Secretary. This form will also include instructions on performing a self-assessment before attending any Band activity. [This form is included as an appendix to this document.]

E. Signage. Signs will be posted at the entrances to the Band’s indoor rehearsal and performance locations. These will include COVID-19 health screening questions, required protective measures, and instructions whom to contact with questions.

F. Hand sanitizer. The Band will provide hand sanitizer at all Band rehearsals and performances.

G. Briefings. The Band will be briefed aloud on the required safety precautions by the Health and Safety Officer, a member of Band leadership, or their designee at the beginning of each rehearsal and backstage before each performance.

H. Masks. Even though all participants will be vaccinated, masks are to be worn when not playing. The Band will provide masks to those who do not have their own. Please do not alter the mask that you are wearing. If you want to wear a performance mask, then you must wear a non-altered mask when not playing.

I. Barriers. To reduce the spread of aerosols expelled while playing wind instruments, bell covers (for instruments with bells) and shields affixed in front of the embouchure holes of flutes are required.

J. Percussion equipment. Percussion part assignments should be made to avoid sharing of equipment when possible. Blown instruments (train, slide, and bird whistles and the like) may never be shared.

K. Water keys. Indoors, instrument water keys must be emptied into a rag. These rags will be provided by the band and should be brought to every rehearsal/performance for each person using one. All wind instruments must avoid creating aerosols when removing condensation from their instruments (i.e. they must be swabbed, not shaken).

L. Eating. Eating and drinking anything (except for water) during onstage rehearsals and performances is not allowed.

M. Drinking water. Although the Band may from time to time provide new, sealed bottles of drinking water, in general each Band member is expected to provide their own water in a reclosable container.

N. Equipment sharing. No musical instruments, equipment, mouthpieces or other components may be shared between individuals. The only exception is the use of percussion instruments and equipment following the policy above.

O. Attendance records. An accurate list of names of all Band personnel present at all rehearsals and performances must be recorded by the Health and Safety Officer. Attendance lists will be archived by the Band Secretary to aid in contact tracing if needed.

P. Guests. Any guests at rehearsals or performances must be fully vaccinated and comply with all requirements under this policy.

Q. Audiences. Rules for indoor audience safety will be determined for each performance after evaluating the physical layout of the venue and the rules established by house management. Outdoor audience members are expected to comply with the current public health department regulations; the Band acknowledges it cannot regulate outdoor audiences.

R. COVID-19 e-mail “hotline.” The Band will establish the email address “covid@lgbac.org” for Band personnel and others to communicate with Band leadership including the Health and Safety Officer(s) about anything related to COVID-19 and this Plan.

Section II. Possible COVID-19 Exposure Reports

A. Policy.

1. All Band personnel and audience members must immediately notify the Band if they test positive for COVID-19 under the following circumstances:
 - (a) if they are symptomatic and were present at a Band activity during the period starting 48 hours before the onset of symptoms and ending 10 days after the onset of symptoms; or
 - (b) if they are asymptomatic and were present at a Band activity during the period starting 48 hours before the test sample was taken and ending 10 days after the date on which the test sample was taken.
2. The anonymity of the reporting party will be protected at all times. Their name and identifying information (name, age, instrument, section, gender identity, etc.) is not to be disclosed outside Band leadership except when requested by a civil public health authority or express written permission given by the reporting party.
3. Any Band personnel making such a report will be immediately temporarily restricted from all in-person Band activities.
4. Band personnel who have been temporarily restricted from in-person Band activities due to a positive COVID-19 test may return when they can present a negative PCR test result to the Health and Safety Officer or their designee.
5. Within 48 hours of receiving the report the Band will follow the procedure outlined below.

B. Procedure.

1. Within 48 hours of receiving a report described in the previous section, a Health and Safety Officer or a member of Band leadership will speak directly to the reporting party to determine if the above criteria (§ 2.A.1) are met for further action by the Band:
2. If the above criteria are met, the Band will
 - Contact the appropriate Department of Public Health (i.e. the department with jurisdiction where the possible exposure to the Band took place) to seek guidance regarding reporting, contact tracing, and any further action.
 - Make every effort to contact everyone present at the event via email, phone, or by other means. The Band acknowledges that while it may be rather simple to send an email notification to Band personnel or ticketed audience members,
 - Immediately restrict the reporting party from participating in in-person indoor Band activities. The reporting party may return to in-person band activities upon presenting a negative PCR test result to the Health and Safety Officer or their designee.
 - Create a record of the report and the actions taken under this Section which will be filed with the Secretary of the Board of Directors. [An incident report form is included as an appendix to this document.]
3. All affected persons will be informed that:
 - The Band has received a report that someone present at a Band event they attended has either had tested positive for COVID-19 themselves,
 - The reporting person has been temporarily restricted from in-person Band activities,
 - The notified person may have been exposed to the COVID-19 virus,
 - They are encouraged to monitor themselves for symptoms of COVID-19 infection (e.g. fever, chills, cough, difficulty breathing, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and/or diarrhea) and seek testing and/or medical attention if they do,
 - They have the right to a copy of this document, and

- A representative from the Band (a member of Band leadership or a Health and Safety Officer) is available to answer questions about this Plan and the specific incident. Contact information for that representative will be given

C. Documentation.

1. A written incident report will be completed detailing the pertinent facts including:

- The date the report was received
- The date of the possible exposure at a Band event
- The date the report was started
- The name of the person completing the Incident Report
- The name of the person reporting their exposure to a COVID-19 positive person or their own positive COVID-19 test.
- A checklist of the criteria met or not met (if criteria are not met, stop here)
- The actions taken by the Band
- Temporary restriction from in-person Band activities
- Notification of the other event attendees
 - Date the incident report form was filed with the Secretary of the Board of Directors.

2. When complete, the Incident Report form will be archived by the Secretary of the Board of Directors. [An incident report form is included as an appendix to this document.]

Section III. COVID-19-Related Notifications

The following disclosures of COVID-19-related risk and notifications of this Plan will be given as follows.

A. Band Personnel. Before resumption of in-person Band activities, an email summarizing the current risk of COVID-19 and outlining the important points of this document will be sent to all Band personnel on the email list. The email will include an attachment of a .pdf version of this document and contact information for those with questions. In addition, they will receive a verbal briefing reminding them of the required precautions before each rehearsal and performance as described above. As the Plan is amended, a mass email will go out to inform Band personnel of the changes.

B. Audience Members. A summary of the venue's safety rules and a link to this Plan will be posted with any online ticket purchasing site or audience registration page. All audience members will be

subject to the rules set forth by the venue. They will hear a verbal announcement before any indoor Concert Band performance reviewing the safety measures being taken.

C. The Public. A summary of the Band's efforts to minimize the risk of COVID-19 infection (this plan) will be posted on the Band's website (lgbac.org). [The wording of this notice is included as an appendix to this document.]

Appendix 1: Participant Agreement Form

LGBAC Participant Agreement

I, _____ under penalty of perjury declare:

1. That I am fully vaccinated against COVID-19*
2. That I will comply with all current provisions of the Lesbian & Gay Big Apple Corps' 2021 COVID-19 Indoor Health and Safety Plan.
3. That I will perform a self-assessment for symptoms of COVID-19 infection prior to attending any Band activity.

Signed: _____ Date: _____

*A person is considered "fully vaccinated" for COVID-19 two weeks after they have received the second dose in a two-dose vaccine series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson/"J&J"/Janssen).

COVID Self-Assessment

If you have any of the symptoms below, DO NOT ATTEND ANY BAND ACTIVITY and consider seeking medical attention.

fever (>100.4°F/38°C)	muscle or body aches	feeling unusually weak or
chills	sore throat	fatigued
shivering	headache	runny or congested nose
loss of taste or smell	shortness of breath	nausea or vomiting
cough	difficulty breathing	
	diarrhea	

Appendix 2. Public Notice to Appear on the Band's Website

The Band's Safe Return Plan

The Lesbian & Gay Big Apple Corps Band is thrilled to resume live, in-person, indoor events. We have worked with health experts to develop a plan to protect the health of our musicians, our volunteers, and you, our cherished audience. We would like to inform you of the following.

The risk of infection with COVID-19, a serious airborne virus, is still with us. There are proven ways to reduce the spread of the virus including vaccination, social distancing and wearing a mask. Getting a COVID-19 vaccine greatly reduces the risk of serious illness and death from the virus. We encourage everyone to get vaccinated.

When you attend one of our performances, you will be informed of any safety rules you need to follow. We thank you in advance for your cooperation.

Attendance at any LGBAC event is always 100% voluntary. By attending any of our events, it is assumed you are aware of the COVID-19-related risks of in-person activities and that you accept those risks. If you have any reservations about attending one of our concerts, we strongly encourage you not to attend. You can always safely enjoy our [YouTube channel](#) at home and support us with your donation [here](#) on our website.

Please contact the Band at covid@lgbac.org with any questions you have about our COVID-19 plan. And thank you for sticking with us through the past year and a half. We look forward to entertaining, educating, and advocating for you “live and in person” once again!

Appendix 3: Incident Report Form for Possible COVID-19 Exposure

The Lesbian & Gay Big Apple Corps
Incident Report for Possible COVID-19 Exposure

FOR INTERNAL USE ONLY

**NOTE: The anonymity of the reporting person will be protected at all times.
No identifying information (name, age, instrument, section, gender identity, etc.) is to be disclosed
outside Band leadership except when requested by civil public health authorities.**

Date report received: _____ Date filed with Band Secretary: _____

Date this Incident Report was started: _____

Name of person completing this report: _____

Name of person reporting the potential exposure to the Band: _____

Criteria Review

Date of the event the reporting person attended: _____

This person reports they:

have received a positive test for COVID-19 and attended a band activity within the 48 hours
preceding a positive test/onset of symptoms

Actions Taken

(check all that apply)

The person has been notified that they are temporarily restricted from all in-person Band activities,
effective immediately

The person has been informed that they will need to follow local public health guidelines before
returning to Band activities.

The local department of health has been contacted. Summarize local department of health guidance
here:

The individuals who were present at the event have been placed on the “Persons Contacted” list,
contacted, given the notice below, and provided with a copy of the Band’s 2021 COVID-19 Indoor Health
and Safety Plan.

