

MEMORIAL UNIVERSITY
School of Music
H1N1 Preparedness Plan

Introduction:

Memorial University is anticipating that the university community will be affected by the H1N1 pandemic this fall and possibly winter. The university's *Academic Subcommittee on Emergency Preparedness* has been working on an institution-wide plan to address the anticipated absentee rate of 15-35% for students, faculty and staff. Absenteeism is expected due to illness, concerns regarding personal safety, caring for sick family members and/or lack of availability to child care due to closure of schools and daycare facilities. In preparation for the development of unit level plans, the emergency preparedness subcommittee has drafted H1N1 Planning Objectives and Assumptions (see Appendix A). Academic units in the university have been asked to develop unit-level plans to address these planning objectives.

The goals of planning are: (a) to ensure the safest possible environment for students, faculty and staff; (b) to minimize disruptions to teaching, research and business activities; and (c) to return to a state of normalcy as quickly as possible.

This plan is based on the principles adopted by all Deans and Directors in that it reflects:

- Fairness to Students;
- Academic Integrity;
- Open and Timely Communication.

The following outlines the School of Music's plan to meet these goals. This plan is congruent with the university's planning objectives and assumptions, appropriate for implementation across programs and clinical sites.

As indicated in the preparedness plan, interventions target pandemic level I (mild, <15% absenteeism), pandemic level II (moderate, 15-35% absenteeism), and pandemic level III (severe, >35% absenteeism). The goal of the university is to remain open across all three levels of the pandemic.

Objective #1: Ensure the safest possible environment for students, faculty and staff.

- A. Educate students, faculty and staff concerning signs and symptoms of H1N1 and preventive measures **(Level I)**.
 - a. Signs detailing appropriate procedures to minimize the spread of the H1N1 virus to be posted in the School of Music. This same information will be distributed to all students, staff and faculty on the School of Music's @mun.ca e-mail distribution lists.
 - i. Clean – wash hands thoroughly
 - ii. Cover - cover your coughs and sneezes
 - iii. Contain – stay at home
 - b. Signs detailing H1N1 symptoms to be posted
 - Abrupt onset (few hours)
 - Fever (greater than 37.8)

- Body Aches
- Nasal congestion
- Cough
- Sore Throat
- Headache
- Fatigue

This same information will be distributed to all students, staff and faculty on the School of Music's @mun.ca e-mail distribution lists.

- c. Public presentations will be scheduled at times convenient for all students, staff and faculty in the School of Music on the nature of H1N1, symptoms, procedures to follow and the details of the School's H1N1 preparedness plan, with particular attention to issues of vulnerability specific to the School of Music. These issues include
 - i. Shared instruments, including practice, classroom and performance keyboard instruments, instruments in use for secondary techniques classes, and unique instruments for ensemble use (e.g., baritone sax, bass clarinet, percussion instruments).
 - ii. Facilities for shared use, including practice rooms, shared graduate offices. Notices will be posted on all practice room doors regarding specific measures which should be taken to reduce the risk of the spread of infection.

This same information will be distributed to all students, staff and faculty on the School of Music's @mun.ca e-mail distribution lists.

B. Vaccinate students, faculty and staff against H1N1 and seasonal flu (Level I).

As information becomes available faculty, staff and students will be updated regarding vaccination for H1N1 and seasonal flu. Immunization programs will be coordinated through Public Health. The University will work collaboratively with Public Health to provide access to space, where possible, to facilitate an immunization program. The School of Music will use its e-mail distribution lists to disseminate this information to all students, staff and faculty.

C. Provide Sanitary Working Environment

- a. Wall-mounted hand sanitizers will be posted on each floor and in the Music Resource Centre (MRC). On the first floor the hand sanitizer will be located in the practice corridor outside the student lounge. On the second floor, the hand sanitizer will be located outside the seminar room.
- b. Rubbing alcohol and cotton applicators for use in wiping down keyboards will be available in the student lounge, in the faculty photocopy room and backstage in both Cook and Petro-Canada Halls. Students will be encouraged to wipe down keyboards before each use. Faculty are requested to wipe down keyboards between each lesson. Information on safe and efficient methods for disinfecting shared musical instruments, including keyboards, will be included in the public presentations referenced above.
- c. Mike Kelly, the building custodian will disinfect public counter tops three times daily in the main office (M-2000), the MRC and MU-2034.

Objective #2: Minimize disruptions to teaching, research and business activities.

A. Course Delivery

- a. Lecture/Seminar Courses – Procedures to minimize the disruption to teaching in lecture and seminar courses in the School of Music will mirror those in effect elsewhere on campus. Courses which are set-up for supplementary instruction through D2L may shift a greater proportion of instruction to that medium. Other measures, including use of directed readings, on-line sources (including reference to the on-line streaming resources of the QEII library) will be employed at the discretion of the instructor. In most cases, make-up classes will not be feasible for courses using lecture or seminar delivery modes.
- b. Ensembles – The viability of ensemble activity is to some extent determined by the degree to which the entire ensemble is present and participating. Rehearsal situations for large ensembles also present occasions for rapid transmission of contagious diseases like H1N1. For these reasons, high levels of absenteeism may necessitate the cancellation of ensemble rehearsals or performances. Instructor’s discretion and common sense will govern the decision making in these instances. Decisions regarding the cancellation of rehearsals or performances by School of Music ensembles will be taken in consultation with the director.
- c. Individualized instruction (applied studies, chamber music, directed study) – The School of Music delivers a large proportion of its curriculum through individualized instruction. In most instances these courses are constructed as much by progress as they are by content and the inability to maintain a regular schedule of meetings will compromise the delivery of the curriculum. For courses delivered through individual lessons or meetings, every attempt will be made to make-up lessons missed due to H1N1 through rescheduled lessons. In the case of applied studies courses in the “A” semester of an A/B sequence, some missed lessons may be pushed over to the “B” semester. In the case of other types of courses delivered by individualized instruction, more liberal use of INC marks may be authorized by the director.

B. Evaluation methods.

Note the following university regulation (5.6.3, page 63 of the 2009/10 University Calendar) which permits a change in evaluation method subsequent to issuing the course outline during the first week of classes. Faculty must seek approval from the “head of the academic unit”.

5.6.3 Changing the Method of Evaluation

1. The explanation of the method of evaluation, as made available to the class in the first week of lectures, shall be changed only if:
 - exceptional circumstances warrant the change; and
 - the head of the academic unit approves the proposed change; and
 - accommodation is made for students who demonstrate to the faculty member that they are disadvantaged by the change.

Absenteeism due to H1N1 by itself in or combination with other defensible absenteeism will be considered to represent an exceptional circumstance and the School of Music intends to invoke General Academic Regulation 5.6.3 as warranted.

- a. Absenteeism by individual students – Leniency in the application of evaluation requirements and the enforcement of deadlines will be granted to individual students who are forced to miss classes due to the contraction of H1N1 or the requirement to attend to a family member afflicted. A range of accommodations can be considered, including extended deadlines for assignments, revision to the weightings of specific assignments, substitution of assignment types, averaging of quiz results based on a reduced number of quizzes, etc. The discretion to invoke such changes rests with the course instructor who may consult with the director. In the case of courses delivered by individualized instruction, see section 2.A.c above.
- b. Class cancellations – In instances where more than a week of lecture or seminar class instruction has been cancelled due to instructor absence or compromisingly high levels of absenteeism, a revision of the evaluation methods for the course will be initiated by the instructor. The decision to revise the evaluation methods and the nature of the revision should be developed in consultation with the students registered in the course. The proposed revision will be submitted for approval to the director. Once approved the revision will be communicated to all students registered in the course by e-mail using @mun.ca accounts. Revisions to the method of evaluation may include revision to the weightings of specific assignments, substitution of assignment types, averaging of quiz results based on a reduced number of quizzes, etc. In the case of courses delivered by individualized instruction, see section 2.A.c above.
- c. Absenteeism in courses with mandatory participation requirement – Numerous School of Music courses are noted in the University Calendar as “required attendance.” This requirement is premised on the participatory nature of many aspects of the School of Music curriculum. Additionally, many of these same courses have indicated in their respective course syllabi that failure to participate dress rehearsals and performances as a requirement for passing the course. Where students cannot participate in dress rehearsals or performances due to H1N1, the attendance requirement will be waived and evaluation methods will be substituted as outlined in B.a. above. Where a performance is cancelled due to H1N1, the method of evaluation for the course will be revised, as per B.b. above.

C. Communications (**Levels I, II and III**)

To ensure speedy access to information concerning health bulletins, students, faculty and staff will be instructed to consult the university H1N1 website and their @mun.ca email accounts.

- a. All faculty and staff and students will be referred to MUN H1N1 website for information (www.mun.ca/h1n1)
- b. Faculty
 - i. Class Cancellations
 1. Faculty shall notify by phone the front office staff as soon as possible, using voice mail if no one present.

2. Faculty shall send an e-mail to the class list available through the Banner registration system informing students of class cancellations.
 3. Front office staff will regularly check the voice mail and retain an electronic record of all cancellations on the shared network drive, immediately sending a notice of class cancellations to Marketing and Communications for posting to the University website as per normal procedures. Notice will also be posted on the classroom door if notice of cancellation is received by the office two hours or less before class time.
- c. Staff
- i. A staff member who is absent due to H1N1 will be required to notify Maria Noseworthy or her designated alternative (Laura Taylor) **and** complete forms as per the requirements of Human Resources. Maria will maintain an electronic record of all sick leave on the shared network drive, with access restricted only to herself, her designated alternate, the Manager of Administration and Finance and the Director.
- d. Students
- i. All students will be advised of the means of communication regarding H1N1 by posting and sending the following message:

The University is monitoring the potential and actual impacts of the H1N1 situation on our community. For H1N1 information, visit <http://www.mun.ca/h1n1/>. Also remember that the University will communicate with you through this website and directly with you at your @mun.ca account.
 - ii. For the fall semester, students are **not** required to produce a medical note for H1N1 illness in accordance with a ruling by the Senate Committee on Undergraduate Studies (SCUGS) on September 10, 2009.
 - iii. School of Music students **must** advise their applied studies instructor by e-mail or phone at the onset of an illness. This will permit applied studies instructors to adjust lesson schedules and make plans for make-up lessons on anticipated return dates. Applied studies instructors will notify ensemble directors and the School of Music office of student absence and anticipated return dates
 - iv. Students are also encouraged to self-report absences using the Banner system. They will be required to indicate if the absence is due to personal H1N1 illness or the absence is due to the need to care for someone with H1N1.
- e. The general trend in student absence is monitored by faculty members, in particular by ensemble directors and applied studies instructors as attendance is mandatory for these courses

- f. A single Excel report that lists class cancellations and staff sick leaves will be sent by noon on Fridays to both the office of the Vice-President (Academic) and the department of Human Resources.

D. Research and Graduate Studies

- a. Individual Faculty members are responsible for developing plans to manage research programs during an H1N1 pandemic. Special requests for support must be communicated to and approved by the director.
- b. Graduate supervisors need to exhibit flexibility with respect to graduate students meeting course or other requirements in the event they become ill with H1N1 (e.g. rescheduling comprehensive examinations, deferring examinations, etc.). Monitoring of any changes in supporting the needs of graduate students will be the responsibility of the Associate Director – Graduate Studies.
- c. The Centre for the Study of Music Media and Place is affiliated with the School of Music, but located separately from it in the St. John's Arts and Culture Centre. Monitoring of any changes in supporting the needs of faculty, graduate students or staff will be the responsibility of Maureen Houston, the MMAP Secretary.
- d. Ensemble directors have discretion to monitor the hours of work for graduate assistants to ensure appropriate outcomes for both the student and the ensemble.

E. Academic Service

- a. In the event that deadlines relating to P & T Committee matters cannot be met because of H1N1 illness of its members, the Director must be advised as early as possible in order to seek a variance so that a faculty member's review and progress is not adversely affected.

F. Outreach/Donor Relations

- a. Music@MUN concerts – The Music at Memorial Concerts series is a major public activity that runs through the course of the academic year. In the instance where individual concerts have to be cancelled or postponed due to performer illness, the decision to cancel the concert will be taken by the artist(s) in consultation with the Director of the School of Music.
 - i. For ensemble performance, it is at the discretion of an ensemble director to determine the viability of planned concerts. S/he will notify the Director of the School of Music.
 - ii. The Concerts and Facilities Coordinator will communicate the cancellation to the external community via the music@MUN listserv, website and posted notices.
 - iii. In the event of cancellation or postponement of concerts or events under the sponsorship of external organizations or granting agencies, the Director of the School of Music will communicate with the sponsor regarding the cancellation/postponement.
 - iv. The actual operation of the Music @ Memorial concert series is dependent on the availability of student assistants to perform many of the backstage and front of house tasks. It is the responsibility of the Concerts and Facilities Coordinator to maintain an up-to-date call-up list of students available for replacement if required.

- v. In the event of absenteeism due to H1N1 of more than 35% of student assistants essential to maintain the Music @ Memorial concerts series, a decision whether or not to suspend the series will be taken by the Director in consultation with the Concerts and Facilities Coordinator and the Chair of the Concert Committee.
- b. Tours
 - i. It is at the discretion of the ensemble director to determine the viability of tours, working closely with the Director and Manager of Administration and Finance to ensure appropriate notification is provided to hotels, transportation companies, venues, sponsor, partners etc..
- c. Facilities Rentals
 - i. It is the responsibility of the Concerts and Facilities Coordinator to ensure sufficient student assistants are available for rentals, as specified in the rental agreement. She will maintain a call-up list for rapid replacement. In the event of absenteeism due to H1N1 of more than 35% of student assistants essential to maintain the Music @ Memorial concerts series, a decision whether or not to cancel or amend a rental will be taken by the Director in consultation with the Concerts and Facilities Coordinator and the client.
- d. Receptions and Hosted Activities(e.g. Scholarships)
 - i. The decision to cancel or postpone receptions (e.g., the annual scholarships reception, donor appreciation luncheons, etc.) will be taken by the Director of the School of Music in consultation with the Development Officer.

G. Administration

a. Staff Backfilling

- i. A staff replacement plan has been developed:

Position	Incumbent	1st Alternate	2nd Alternate
Manager of Administration and Finance	K. Matthews	None	None
Secretary to the Director	M. Noseworthy	L. Taylor	M. Houston
Intermediate clerk stenographer	L. Taylor	J. Costello	None
Development Officer	D. Hayward	None	None
Concerts and Facilities Coordinator	J. Hart	R. Blenkinsopp	Senior Student Assistant
Music Technology Specialist	R. Blenkinsopp	None	None
Accounting Clerk	J. Costello	None	None
MMaP Project Coordinator	K. Harris-Walsh	None	None
MMaP Secretary	M. Houston	None	None
Digital Studio Supervisor	S. Crewe	None	None

- ii. Remote access will be made available to the Director, the Manager, and Music Technology Specialist and Concerts and Facilities Coordinator.
- b. Annual Administrative Cycles -- In the event of significant staff shortages due to H1N1 during periods where administrative work cycles have key and timely elements, the decision to cancel or postpone the activity will be taken by the Director, in consultation with the Manager of Administration and Finance and appropriate university officials external to the School of Music. Examples might include the Admission/Audition cycle, CEQ Administration, Jury and Credit-Recital Scheduling.