

HYDE PARK YOUTH SYMPHONY

2020-2021
Student Handbook





This handbook is a living document, intended to provide information about HPYS policies and answers to common questions. The most up-to-date handbook will always be available at thehpys.org/handbook. Please check back regularly to ensure you are reading the most recent version.

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FROM THE ARTISTIC DIRECTOR

Congratulations on your successful audition and welcome to the Hyde Park Youth Symphony! Now in our 66th season, we are proud to continue our tradition of training the next generation of performers, educators, and advocates of music and the arts.

Whether you aspire to a career in music performance or a lifetime of music appreciation and support, the HPYS is the right place for you.

As in any team, participation comes with both thrilling benefits and important responsibilities. You will have the unique opportunity to join together in creating musical experiences that you will carry with you for a lifetime.



To create an environment conducive to artistic creation and learning, all HPYS members, parents, and staff enter into an agreement with each other to understand and support the policies and procedures outlined in this Student Handbook. Students and parents are expected to read the handbook thoroughly—it will answer many frequently asked questions and give you a head start on the year.

Our staff and board are ready to help you each step of the way, and we look forward to working together for an unforgettable 2020-21 season!

Musically Yours,

Matthew Sheppard
Artistic Director

GENERAL INFORMATION

Contact Information

Logan Center for the Arts
915 East 60th Street, Suite 217
Chicago, IL 60637
773 236-1347

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Artistic Director
Youth Symphony Conductor
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Lindsay Wright
Executive Director
String Orchestra/Preparatory
Strings Conductor
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Board Of Directors

Shanett Coleman-Sarr
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Kathy Huff
Teshera Hull
Shannet Coleman

REHEARSAL SCHEDULE

Youth Symphony	Thursdays 5:00–7:00pm	St. Paul & the Redeemer 4945 S Dorchester Ave
String Orchestra	Thursdays 5:00–6:15pm	First Unitarian Church 5650 S Woodlawn Ave
Preparatory Strings	Thursdays 4:00–4:50pm	First Unitarian Church 5650 S Woodlawn Ave

Youth Symphony consists of the most experienced orchestral musicians in HPYS, generally including high school and advanced middle school students. Students with previous orchestral experience have the opportunity to hone their musical, technical, and ensemble skills in the orchestra while performing both standard orchestral repertoire and new works by contemporary composers. Youth Symphony is led by artistic director Matthew Sheppard in a season featuring collaborations and performances.

Preparatory Strings is made up of players looking to grow as individuals as they learn about playing in an ensemble for the first time. With string specialist Lindsay Wright, students build a technical foundation on which they can build in future years. Members receive more individual attention and technical instruction as they continue to develop both individual and ensemble skills. Students have weekly rehearsals while performing at some of the finest local community institutions.

String Orchestra consists of middle school students with at least three years of experience on their instruments seeking to build experience in an orchestral setting. Under the instruction of Lindsay Wright, String Orchestra members work to grow as ensemble musicians. Students rehearse weekly and perform on the main concerts with the Youth Symphony. Students have weekly rehearsals while performing at some of the finest local community institutions.

Chamber Music Program offers a wide array of performance opportunities for all types of chamber ensembles. Curriculum includes weekly coaching and masterclass opportunities from Hyde Park and University of Chicago musicians as well as recital opportunities, all while focusing on practical skills needed for small ensemble playing. The practice of both standard and contemporary works is encouraged to develop student repertoire. All Youth Symphony string players are eligible and strongly encouraged to participate in the Chamber Music Program.

SEASON SCHEDULE

Note:

This schedule, as with the Student Handbook overall, is a **living document** that will be updated as we confirm times and locations.

Event	Date	Time	Location
Rehearsals begin	September 24	4:00, 5:00	(See Rehearsal Schedule above)
No rehearsals: Thanksgiving	November 26		
HPYS Winter Gala	December 9	6:00	Virtual
Winter Concert	December 17	7:00	Logan Center, Live stream
Winter recess	December 18 - January 6		
Rehearsals resume	January 7	4:00, 5:00	(See Rehearsal Schedule above)
Between the Lines Concert	March 4	TBD	TBD
No rehearsals: Spring Break	March 25		
Spring Concert	May 20	TBD	TBD
2021-2022 Auditions	June 3-5	TBD	TBD

FUNDRAISING

Amazon Smile

If you shop on Amazon.com, you can select a non-profit to have Amazon donate to. Amazon will donate 0.5% of the amount you spent to the charity you select. To select HPYS, visit smile.amazon.com and select Hyde Park Youth Sinfonia.

Corporate Matching

Many companies will do corporate matching to donations. In a matched donation, the company will donate the equal amount that you donate. If you donate \$100, then company will donate \$100. For questions contact the executive director.

Corporate Sponsorship

HPYS is always interested in finding more sponsors. If you know of a company that would like to support the arts or arts education, please let us know. Development is an important part of any organization and every dollar counts. Big or small, any donation is good for the orchestra and directly impacts your child.

Spring Benefit

If you would like to volunteer at the event or help in another capacity, please let us know. Contact the executive director for more details.



Parent Giving

Tuition covers approximately 30 percent of the actual program costs to participate in HPYS. Additionally, we provide approximately 1 in 4 students with financial assistance. HPYS is able to keep tuition costs as low as possible and provide financial assistance because of the generosity of our supporters. We encourage all families to make an annual financial contribution in an amount with which they are comfortable. You can also help by connecting HPYS with local foundations and corporations, by checking with your company to see if they will match your gifts or by attending one of our annual fundraising events.

For more information and to donate, visit thehpys.org/donate.

FINANCIAL POLICIES

All tuition and fee amounts and their due dates by program for the 2020-21 season.

Youth Symphony	\$540.00
String Orchestra	\$460.00
Preparatory Strings	\$405.00

Payment Options

After completing the Student Registration Form, families will be sent tuition invoices via email. Our default method of payment is bank transfer. If you would prefer to pay another way, please contact us to discuss other options. A full payment or first installment of is due by September 17, 2020.

Installment Payments

Installment payments must be pre-arranged with the executive director: please contact us for more information.

Additional siblings discount

The first student is charged the full tuition amount and the (subsequent) siblings will receive a \$50 discount for their tuition.

Refunds

All fees and tuition payments are non-refundable.

Delinquent Accounts

Accounts with outstanding balances from the prior year will need to complete the prior year's payments before registering for the current year's programs. Accounts not in good standing on January 30, 2021 will be subject to a status review and could result in suspension from the HPYS programs.

Financial Assistance Application

The application must be received by September 17, 2020 to be considered. It can be found at thehpys.org/tuition-and-scholarships.

All information provided in Financial Assistance Applications is kept confidential. Families applying for financial assistance for more than one student in the HPYS orchestra should use one application only.

Applications will need to include the first two pages of the family's Federal Income Tax Form 1040 from their most recent tax filing. Any portion of Orchestra Tuition not covered by the Financial Assistance Award and Deposit will be due two weeks after the Award Letter is sent.

The Executive Board of Directors will be responsible for determining the number and amounts of awards provided. Some criteria that determine the award amount include: household income, number of children in the HPYS programs, number of programs in which the student(s) participate(s), and any special or unique family circumstances. Every effort will be made to meet the needs of students and their families.

AUDITION POLICIES

Entrance Auditions

Interested students must complete an entrance audition to join Youth Symphony, String Orchestra, or Preparatory Strings. Entrance auditions are held at the beginning of the season and periodically throughout the year at the discretion of the artistic director. Please review the Audition FAQ and Audition Requirements for more information.

Seating Auditions and Playing Check-ins

Seating auditions and playing check-ins are conducted to assess the strengths of the orchestra and as a means to encourage and track improvement through constructive feedback. These are held at the discretions of the conductors.

For more information, visit www.thehpys.org/auditions



Participation in School Music Programs

HPYS recognizes the importance of school music programs in their communities. HPYS highly recommends and strongly encourages its members to be active participants in those programs. The HPYS and the schools share a common goal of educating student musicians.

Instrument Liability

All HPYS students/families are responsible for their own instruments. Lost, stolen or damaged instruments (or instrument accessories) are not the responsibility of the HPYS. HPYS strongly encourages all members to have their instruments insured. Should any damage occur to your instrument while you are participating in a HPYS activity, please notify an HPYS staff member immediately.

ATTENDANCE POLICIES

Whether for in-person or virtual rehearsals and events, HPYS maintains its high standards through the commitment and dedication of its musicians. Consistent participation by each individual results in successful performances, and the attendance guidelines below define each player's responsibility in ensuring the collaborative success of the group.

Rehearsal Safety

In regard to this year's ever-changing circumstances, HPYS's objective is to maintain the highest standards of safety while providing the best possible ensemble experience for our students. To do so, we will implement strict safety guidelines for all students and staff that must be met during all HPYS events. These are based on the most up-to-date scientific studies and guidelines from applicable agencies, including but not limited to:

- [IL Department of Public Health](#)
- [IL State Board of Education](#)
- [IL Board of Higher Education](#)
- [Center for Disease Control](#)

At the end of this handbook, please see our Code of Conduct of Enforcement alongside other Policies and Procedures, which will ensure best practices. By meeting or exceeding each and every best-practice guideline, we will do our part to mitigate the risk of viral transmission while delivering our educational mission through music and the arts. With diligent preparation and thorough execution, we can continue to provide the artistic experience that is needed now more than ever.

In-Person Policies

All orchestra members should arrive at least **15 minutes before** rehearsal or sound check is scheduled to begin. Percussion and harp students should anticipate their setup needs and arrive earlier as needed. Tuning begins at the time noted on the schedule: personnel will be considered late if they are not in their seats when tuning begins. Remember to allow extra time for any potential travel delays (i.e. parking, traffic, train delays, citywide special events, and slow elevators).

Students should communicate in writing as soon as they are aware of a potential rehearsal conflict. Please note that verbal approval from either the conductor or any staff person is not sufficient. In case of a last minute emergency, students/parents should call or leave a voicemail message or send an email explaining your circumstance on the day of the absence. It is the responsibility of the students and their parents/ guardians to report long-planned absences such as scheduled school concerts, ILMEA auditions/ concerts, or mandatory school functions.

Students will be recorded as tardy if they have not arrived 15 minutes prior to rehearsal. As with absences, anticipated late-arrivals and early departures should be communicated in advance.

Absences

Members are expected to be at rehearsal unless they have an absence that they have announced prior to rehearsal--or if they are feeling sick. Scheduled absences should be communicated in advance, and unanticipated events should be communicated as soon as possible. Each student is allowed two excused absence per concert cycle, not including absences due to illness or for reasons listed in our COVID-19 policy document. Absences beyond this may jeopardize the student's participation in that concert cycle. Excessive absences and late arrivals/early departures may result in probation and/or dismissal from all HPYS programs.

Code of Conduct

Members of HPYS perform locally and tour as a group. All participating musicians are representatives of the organization, and the behavior and dress of each musician reflects upon the entire group. It is essential to respect the rights and property of others. We count on all participants to use common sense in avoiding situations and behavior that would put themselves or anyone else at risk, cause problems for the group, or adversely affect the safety, performance and enjoyment of all. HPYS enforces a zero tolerance policy with regards to the use of drugs and alcohol, smoking, any other illegal activities, and any form of harassment towards students and staff.

Probation

Excessive absences (including late arrivals and early departures) may result in disciplinary action at the discretion of the music director. These actions include placement on probationary status, dismissal from a concert cycle, and dismissal from the orchestra.

Students may be placed on probationary status at the discretion of the artistic staff: this includes but is not limited to routine lateness, early departures, or absences; lack of preparation; or disruptive/disrespectful behavior. Students on probationary status may be required to re-audition the following season and/or to perform a successful probationary jury prior to reentry. A successful jury demonstrates concert readiness at the discretion of the artistic staff. In the case of an unsuccessful jury, the student may not be permitted to perform in the concert.

Membership Termination

Acceptance of your position in any HPYS program is a year-long commitment. Reasons for any student's decision to terminate their membership mid-year will be reviewed by the artistic staff on a case-by-case basis, and may result in ineligibility to re-audition for HPYS. HPYS recognizes, however, that unavoidable situations may arise, such as serious illness in the family, or relocation due to a parent's job. In such cases, exceptions may be made to allow the student to re-audition.

Concert Dress Code

Students are expected to dress in "concert black," which consists of:

- Black pants, slacks, or skirt of some kind (skirt at least knee length)
- Black blouse or dress shirt (sleeves preferred)
- Black dress shoes, with dark socks, tights, or leggings.

PARENT INFORMATION

Parents of the HPYS musicians provide much of the daily support and encouragement that contribute to the overall success of the organization. The HPYS family also relies on parental support in planning and running important events, finding volunteers, and providing financial support through contributions.

Parent Orientation Meeting

This meeting, held in September, provides parents with important scheduling details, policy information, and different ways to get involved in special projects. Parent meetings are also a chance for parents to get to know each other, exchange ideas and discuss any logistical arrangements that may arise.

Parent Volunteers

We need you! HPYS thrives thanks to support from parents. Our parents provide service in a variety of areas, and there are opportunities to match every interest. If you are interested in volunteering for HPYS, see the “Volunteer Information” page of this Handbook.

Parent Support & Encouragement

In addition to providing the highest quality musical experiences, the HPYS strives to teach students about professionalism, responsibility, and personal integrity. The HPYS asks our parents to help their children fulfill their responsibilities to HPYS programs by encouraging 100% attendance, prompt arrival at rehearsals and concerts, private lessons to supplement the orchestral experience, and at-home practice and preparation.



VOLUNTEER INFORMATION

This information has been included in our 2020-21 Student Registration Form, but contact us anytime at ed@thehpys.org if you would like to volunteer in any of the following areas.

- ❑ **Student Recruitment**
Recruit students at the local schools, businesses and organizations. Make arrangements for the HPYS information (auditions, concerts, etc.) to be distributed at your child's school as well as other schools and in the area. Contact private music teachers. Assist in community outreach by being an ambassador of the HPYS.
- ❑ **Fundraising**
Help write proposals for civic, corporate, and foundation grants; provide leads for new sources of funding; apply for matching contributions by employers; solicit donations from local businesses and corporations; send copies of Annual Appeal letter to extended family members, friends, and businesses. Help with any fundraising events including the Spring Benefit.
- ❑ **Media**
Take photographs, make videos and/or sound recordings of concerts and rehearsals to be used with grant submissions, news releases, web page, brochures, etc.
- ❑ **Rehearsal Assistant**
Attend Thursday rehearsals; support the work of the coaches, conductors, and executive director.
- ❑ **Concert Arrangements**
Arrange for refreshments and the set-up, serving, and clean-up of refreshments; ushering/handing out programs; assist in transportation of instruments.
- ❑ **Communication**
Send out notices regarding auditions, concerts, and other events throughout the year. Also assist with Annual Appeal and Spring Benefit correspondences.



HPYS REHEARSAL SAFETY & COVID-19 PROTOCOLS

Fall 2020

Updated Sept. 8, 2020

Preliminary Statement

Our objective is to maintain the highest standards of safety during the pandemic while providing the best possible ensemble experience for our students. To do so, we will implement strict safety guidelines for all students and staff that must be met during all HPYS events. These are based on the most up-to-date scientific studies and guidelines from applicable agencies, including but not limited to:

- IL Department of Public Health
- IL State Board of Education
- IL Board of Higher Education
- Center for Disease Control
- University of Colorado Performing Arts Aerosol Study

The CDC recommends six critical means to manage the spread of COVID-19: 1) regular handwashing, 2) avoiding contact within six feet, 3) using a mask, 4) covering coughs and sneezes, 5) cleaning and disinfecting, and 6) monitoring health daily.¹ HPYS will use all six of these to create multiple layers of protection and prevention.

By meeting or exceeding each and every best-practice guideline, we will do our part to mitigate the risk of viral transmission while delivering our educational mission through music and the arts. With diligent preparation and thorough execution, we can continue to provide the artistic experience that is needed now more than ever.

Code of Conduct and Enforcement

HPYS members are required to read the season handbook and certify that they have read, understood, and agreed to all policies and procedures set forth. For the 2020-21 season, the code of conduct will include language specific to the COVID crisis and mitigation strategies in place. For HPYS events, these strategies include:

- **Mask wearing** at all times when indoors
- **Social distancing** at six feet or more at all times
- **Frequent handwashing** using readily available personal sanitation resources
- **Mandatory temperature checks and symptom reporting** upon arrival for all staff and students
- **Abiding by specific traffic patterns** to facilitate social distancing and avoid cross-flow
- **Keeping students with staff and volunteers at all time** to help protect and preserve facilities

By participating in HPYS, all members agree to uphold this code of conduct at all times. These policies will be strictly enforced by staff. With the unique community ethos of musical ensembles and HPYS, we expect—and will mandate—full compliance to remain on-site. Additional masks will be on-hand for students who forget or sully their masks, and check-in stations must be passed upon arrival to ensure compliance.

¹Center for Disease Control (CDC), *Coronavirus Disease 2019 (COVID-19): Prevent Getting Sick*.

Additional Policies and Procedures

Additional organizational policies and procedures are in place to ensure best practices. Developed in partnership with [hosts], our partners for Fall 2020, and with guidance and input from our peer organizations in music education and performance, they are tailored to our unique laboratory experience as musical ensembles. These new procedures include:

- **Reduced occupancy limits** for all spaces to account for six-foot social distancing bubbles
- **Amended schedules** that limit on-site time to a maximum of 50%, reducing opportunity for contact as well as overall facility use (bathrooms, etc.,)
- **Expanded use of large rehearsal spaces**, particularly those with superior ventilation and high ceilings
- **Restricted access to students, staff, and volunteers only:** parents and families will not enter [host]
- **Elimination of meals and snacks during events**
- **Regular sanitation of facilities and equipment**, including between each rehearsal and student use

Instrument Specific Guidelines

Best practices for each specific instrument and instrument family will be observed. Based on aerosol studies commissioned in April by the Vienna Philharmonic, as well as the more comprehensive scientific findings by the University of Colorado, the following guidelines will be in place:

- **String players are not at increased risk.** Playing a string instrument is considered safer than even having a mild-mannered conversation² at six-feet, as it requires no increased respiration.
- **Percussion players must adjust their habits.** Rather than operating as a unit of percussionists who interchange instruments, players must occupy their own specific range and set of instruments. Gloves should be worn when possible, and equipment must be sanitized between use.
- **Keyboard players must sanitize between use.** Gloves are not recommended.

Woodwind and brass players have a more nuanced set of guidelines that must be addressed individually. The guidelines from both the University of Colorado and Vienna confirm that six feet of distancing are appropriate in almost all cases³ (exceptions notated below).

A comprehensive discussion of wind guidelines requires an understanding of how the instruments function. With the exception of the flute, all wind instruments function by focusing a tight and narrow stream of air directly into the instrument. This stream of air meets a resistor (the mouthpiece in case of brass instruments, and the reed in case of woodwinds excepting the flute), which causes the stream to be set in motion as a vibrating column of air that produces waves, rather than a steady stream. This distinction is critical, as it informs how the air moves and spreads. Air does not steadily stream out the bell the way that it would when being blown through a straw; rather the energy input by the player is converted into *vibrations*, which contains the air in a far more closed

²The Performing Arts Aerosol Study (PAAS) makes it clear that talking without a mask is more risk-prone than playing without a mask: “No talking should occur in the room without a mask being properly worn.” (pg. 42)

³PAAS, pg. 40 “Initial CFD findings confirm the effectiveness of social distancing directives to keep 2m/6ft apart as this is the boundary of the region around an infected person in which the risk of infection begins to rise steeply...” and pg. 43 “Social distancing should occur as suggested by the CDC. Currently that distance is a 6x6 foot space around each student with the student sitting in the center.”

space than if air were being actively *blown* through the instrument. This distinction is what makes wind playing less problematic in terms of viral spread than it would initially seem.

The following guidelines are specific to wind instruments:

- **All players must wear masks at all times.** We will produce and procure masks based on patterns developed by United Sound. These will allow players to leave masks on at all times during rehearsals, rather than removing while playing.⁴
- **Trombone players must have nine feet of distance.** Specifically, this requires six feet in front of the player and three feet behind, creating an oval rather than a social-distancing circle.
- **Oboe players are at mildly increased risk.** Current studies reflect that six feet of distancing is sufficient, and ten feet more than sufficient.
- **Condensation and reed-soaking water must be mopped and disposed of safely.**⁵ This can be done by simply having a towel to absorb any condensation, and a cap for reed-soaking containers.

Beyond these instrument specific guidelines, we are exploring an additional possibility as an extra layer of safety: **bell covers**⁶. Bell covers will be made of nylon or cloth, and they will extend across the bell for wind instruments to further reduce any outward projection of air (which, as described above, is already minimal). They would function as masks at the end of each instrument.

Ensemble Setup Guidelines

All ensembles will be set up with social-distancing bubbles in place, as well as extra space for entry/egress. Students will navigate directly to their numerical assigned place, minimizing cross-flow. The layout of each space varies due to the structure of individual rooms, with students all facing the same direction and in rows rather than curved lines so as to minimize aerosol movement.⁷

Instructors must observe specific guidelines for their distancing, vocalizations, and behavior. These include:

- **An expanded ten-foot bubble** to reflect the reality of increased talking from a conductor, in addition to their facing the musicians.⁸
- **Masks used at all times, with microphones available.** This accomplishes three things: 1) allows for maximum social distancing⁹, 2) allows for teacher voices to be kept at a low conversational volume,¹⁰ which minimizes aerosol spread, and 3) allows for students to hear instructors louder and compensate to some degree for the mask and low volume.

⁴PAAS, pg. 42 "Masks should be worn by all students and staff prior to entering the performing arts room. Masks should continue to be worn until all students are seated and ready for instruction...In instrument groups where a mask cannot physically be worn the mask should be worn over the chin and replaced during periods where the student is not playing." Also see IL State Board of Education, pg. 37 "It is permissible for band members to remove their masks during the time they are playing, but only if necessary."

⁵PAAS, pg. 44.

⁶PAAS, pg. 29 "Masks, nylon bell coverings all reduced particle concentrations"

⁷PAAS, pg. 43.

⁸ISBE, pg. 38.

⁹ISBE, pg. 42 "It is recommended that educators have access to technology to broadcast instruction to maximize social distancing (e.g., megaphone or microphone)."

¹⁰PAAS, pg. 44 "teachers are assumed to talk the most and as a result should wear the most efficient mask possible that is readily available, which are surgical masks."

Emergency Response Protocols

A critical part of mitigating the risk of viral spread is having firewall procedures in place. These firewalls exist to minimize any chance of transmission within our community in the event that a member is exposed to COVID outside of our events. By incorporating our policies outlined above as well as the following emergency response protocols, we are both mitigating outside risk of exposure and creating internal firewalls.

The Symptom Screening Script is designed so that only [host] and HPYS staff will make decisions about entry, retain privileged health information, and navigate any contact tracing.

1. Students or staff with a fever (100.4 or higher) or answers to the screening questions that indicate higher risk upon arrival will be 1) discreetly channeled into a secondary questioning area, 2) moved to an isolation room, 3) sent home, and 4) asked to immediately test for COVID-19 and quarantine while results are pending. Results must then be communicated to HPYS before this person is allowed to participate physically in events.
2. If a student/staff member has been in close contact¹¹ with someone who has tested positive for COVID-19, that person will be asked to test, and to “self-quarantine for 14 days from their last exposure regardless of test outcome.”¹²
3. HPYS will conduct contact tracing for anyone in the HPYS community testing positive for COVID-19 and act according to these guidelines. Our policies and procedures are designed to eliminate any possibility of close contact, which is the best possible protection against COVID-19.
4. All health information will be treated as strictly confidential for students, staff, and volunteers. The exact steps of the Symptom Screening Script are designed to observe HIPAA policies, and to eliminate the opportunity for students or volunteers to learn privileged health information about individual students, leaving these decisions fully in the hands of staff. Names are given only as the final step in the volunteer check-list, enhancing privacy. Staff will hold all information strictly confidential.
5. [Host] will be informed of any students or staff testing positive for COVID, in accordance with HIPAA policies.

¹¹CDC, *Contact Tracing for COVID-19*, “For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.”

¹²CDC, *Contact Tracing for COVID-19*.

