



Manchester Community
MusicSchool

COVID-19 Guidelines

August 3, 2020

General Protocol

- All employees, faculty and students/clients need to remain home, if one or more of the following are true:
 - Showing signs and symptoms of illness
 - Been in contact with someone who has been confirmed COVID-19 positive in the past 14 days
 - Traveled outside of New England in the past 14 days
 - Higher at risk for complications related to COVID-19 or close family member is at higher risk for complications
- Use hand sanitizer and/or wash hands thoroughly before and after any activity. There are now designated MCMS bathrooms on each floor and they are marked with signs.
- Respect social distancing of 6 feet
- Wear a mask when moving about the building
- If administrative assistance is needed, an appointment must be made in advance whenever possible
- Building will be closed to any unsupervised activities until further notice (i.e. use of practice space)
- As much as possible, online alternatives will be offered for all on-site activities to ensure equity for those more at-risk
- Rooms used during the day will be sanitized at the end of the last session or end of the day

Entering Building / Screening

- Whenever possible please limit the number of people entering the building to those actively part of a scheduled activity (weather permitting please wait for your student outside or in the car.)
- Please take your temperature before arriving at the facility and do not enter the building if you have an elevated temperature.
- Please use hand sanitizer and then sign log upon entering the building. (A log will be kept so that if someone gets sick, others that may have been near this person can be contacted.)
- Go to the designated waiting area outside your classroom and wait for your teacher to come and get you.

Staff / Faculty / Volunteers

- Must sign in and comply with employee screening requirements upon arrival. (see screening requirements below.)
- Must maintain social distancing of 6 feet even while teaching
- Must wear a mask in all public spaces and whenever within less than 6 feet of a client/customer in their studio
- Must stay home if sick or not feeling well
- Must notify employer if tested positive for COVID-19 and/or has been exposed to a known case of COVID-19
- Will be permitted to work from home whenever possible
- Increase hygiene practices including hand washing, avoid touching the face, eyes and mouth
- Practice good respiratory etiquette – cough/sneeze into tissue or elbow rather than your hands, throw tissue away immediately
- At end of day/session, follow the cleaning protocol and sign the room log

Employee / Volunteer Health Screening

1. Upon arrival you will be asked the following questions:
 - a. Is your temperature 100 degrees or higher today?
 - b. Have you been in close contact with a confirmed case of COVID-19?
 - c. Have you had a fever or felt feverish in the last 72 hours?
 - d. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - e. Are you experiencing any new muscle aches or chills?
 - f. Have you experienced any new change in your sense of taste or smell?
 - g. Have you traveled outside New England in the last 14 days?
2. If you answer yes to any of the above questions you will be asked to leave until you are clear of symptoms and have been cleared to return to work.

Specific Program Guidelines

EARLY CHILDHOOD

- There will be a limit on the number of “bodies in the room” for each class to follow social distancing guidelines.
- Time will be left between classes to allow for all medium to high touch surfaces, used chairs/benches and used tables/desks to be sanitized.
- Students will be encouraged to bring and use their own materials (no sharing of instruments)
- Students should bring their own mats to sit on (i.e. yoga mat or something similar)
- Only one parent and children actively signed up for the class will be allowed in the room

PRIVATE LESSONS

Phase 1 - Will include lessons on the following instruments (that can be played wearing a mask)

Piano, harp, violin, viola, cello, bass, guitar, percussion

- Mask use is required in all public spaces and in the all lesson studios unless given permission to remove it by the instructor.
- Students must bring all of their own equipment (including a pencil, and if possible music stand)
- Students and faculty members must maintain social distancing of 6 feet.
- Students must wash hands immediately before entering the studio, and should do so again upon leaving the studio in the closest restroom
- Faculty members will:
 - Sign in and out on log sheet on classroom door (this ensures we know whether or not a room has been used)
 - Open the studio door to allow students in the room to leave before going to get the next student
 - Wipe down all high touch surfaces, used chairs/benches and used tables/desks and music stands
 - Piano studios wipe down keys, bench and piano perimeter using a disinfecting wipe
 - Pay attention to what else a student might have touched in the room and wipe down those items as well
 - Ensure good air ventilation (open window)
 - Invite next student in for their lesson

- Parents (and other family members if absolutely necessary) must sit in the lesson or preferably wait outside the building
- During Phase 1, no one may wait in the hallway while their student is taking a lesson
- During Phase 1, Phase 2 and 3 instruments can be taught with permission outdoors maintaining social distancing of at least 10 feet (weather permitting.)

Tentative Phase 2 – Will include lessons on the following instruments

All Phase 1 instruments and clarinet, oboe, trumpet, trombone, tuba, saxophone, bassoon

- Students must bring all of their own equipment (including a pencil, and if possible music stand)
- Wind and brass students must bring a sealable, wide mouth container and a cloth to empty spit valves into as needed during the lesson
- Wind and brass students and faculty members must maintain social distancing of 10 – 16 feet. (indoors)
- Students and faculty must employ any safety screen/barrier provided
- Students must wash hands immediately before entering the studio, and should do so again upon leaving the studio in the closest restroom
- Faculty members will:
 - Open the studio door to allow students in the room to leave before going to get the next student
 - Wipe down all high touch surfaces as needed
 - Ensure good air ventilation (open window)
 - Follow all instrument specific cleaning protocols given by the department chair
 - Invite next student in for their lesson
- Parents (and other family members if absolutely necessary) must sit in the lesson or wait outside the building
- During Phase 2, no one may wait in the hallway while their student is taking a lesson

Tentative Phase 3 – will include lessons on the following instruments

All Phase 1 & 2 instruments and flute, voice

- All guidelines listed in Phase 2 plus additional guidelines as more information becomes available

ENSEMBLES

Phase 1 – All ensembles limited to a maximum of 6 members as social distancing space requirements allow. See private lessons for instruments included in each Phase.

- Mask use is required for indoor activities
- Students must bring all of their own equipment (including a pencil, and if possible music stand)
- Students and faculty members must maintain social distancing of 6 feet
- Students must wash hands immediately before and after rehearsals
- Rehearsals should take place outdoors whenever possible
- Only participating ensemble members and coach are allowed in the room
- Parents and family members are encouraged to wait outside the building. Indoor mask use is mandatory

Phase 2

- More information will be provided as guidelines become available
- Outdoor rehearsals are required for any Phase 2 instruments in addition to social distancing of 10 -16 feet

Phase 3

- More information will be provided as guidelines become available

VENDORS

- Refer to General Protocols
- Under no circumstances shall vendors enter classrooms while student and/or their families are present

MUSIC THERAPY

- Families/caregivers are asked to use the MCMS ground floor entrance (with accessible ramp) to enter the building during Phase 1
- Mask use is required in all public spaces and in all sessions unless given permission to remove it by the therapist. (If mask use is difficult, please discuss and make a plan with your therapist prior to entering the building.)
- Clients, Music Therapists, and family/caregiver must maintain social distancing of 6 feet.
- Clients must wash hands (and use sanitizer) immediately before entering the MT room, and should do so again upon leaving the MT room
- Clients encouraged to bring their own instrument (i.e. guitar, ukuleles, specific rhythm instruments)
- Music Therapists will:
 - Sign in and out on log sheet on MT room door (this ensures we know whether or not a room has been used)
 - Open the MT room door to allow clients in the room to leave before going to get the next client
 - Wipe down all high touch surfaces, used chairs/benches and used tables/desks, and music stands
 - Follow all instrument specific cleaning protocols
 - Pay attention to what else a student might have touched in the room and wipe down those items and touch points as well
 - Ensure good air ventilation (Open windows, air conditioning)
 - Invite next client in for session
- There will be 2 designated waiting areas. One chair will be available outside MT room 101 and outside of room 107. Parents/family member or caregiver must sit in the designated area for the MT room that will be used.

PUBLIC AND PRIVATE PERFORMANCES

All General Protocol as indicated above apply. Additional guidelines below:

- Everyone must wear masks at all times while in the facility, with the exception of musicians performing where the use of a mask impedes the physical ability to perform
- Commonly touched surfaces, bathrooms, workrooms and performer waiting areas to be cleaned and disinfected at a minimum every 2 hours
- All people present will maintain 6 feet of distance between one another (see additional guidelines below for circumstances involving wind instruments or singing by performers)
- At least one MCMS staff person will be present at all times to monitor that these guidelines are being observed
- All audience members, staff and performers will sign in, complying with normal screening procedures.

Performance and Audience Guidelines

- **Admissions will be limited to 50% occupancy**
- Audience members are encouraged to pre-purchase tickets/indicate their attendance in advance so the facility can be set to accommodate their family group
- Back to back performances will have at least 30 minutes in-between
- Venue seating will be set to allow a minimum of 6 feet in all directions between all family groups/couples
- MCMS staff will monitor distances between audience members to insure compliance
- Each performance will be 2 hours or less to allow for required cleaning and sanitization
- No food or beverages will be sold or distributed in the building for performances
- Performances may not have intermissions that cause large numbers of people to exit simultaneously
- Audience members will be instructed at the beginning of the performance on guidelines for exiting the facility following the performance.
- Entrances and exits for the performance venue will be planned to minimize congestion
- Congregating in lobbies or waiting lines should be minimized. All lobby seating and tables to be removed except as required by ADA compliance.
- Audience members will be at least 26 feet away from any performance involving wind players or vocalists (Phase 2 or later only)
- Audience members will be restricted from going backstage to interact with performers