

The Music Studio

COVID-19 SAFETY PLAN

The Music Studio as a school comprises three distinct zones: public spaces, office spaces, and classrooms. Our comprehensive safety plan for operating amid the threat of COVID-19 includes precautions and procedures for each of these spaces, in five different categories: Physical Distancing, Protective Equipment, Hygiene and Cleaning, Communication, and Screening.

Public Spaces

Physical Distancing

- Class times will be staggered at 15-minute intervals so as to reduce hallway occupancy.
- Parents will be asked to wait in their cars (not in the hallway) before drop-offs and pick-ups and during Creative Keyboard classes and private lessons.
- Parents will be asked, if at all possible, to meet with teachers remotely if they have questions or concerns.
- Hallway benches have been removed to discourage in-building waiting.
- Bi-directional foot traffic will be reduced as much as possible: faculty, staff, visitors, and students will enter using the back door (parking lot entrance) and exit using the side door (McNutt Avenue entrance). Entrance and exit will be clearly marked.

Protective Equipment

- All faculty, staff, visitors, parents, and students will wear a face covering at all times while in the building.
- A sign will be posted to that effect at each entrance to the building, at the door of each classroom, and at the office door.
- Anyone who enters the building not wearing a face covering will be asked to leave.
- The Music Studio will provide faculty and staff with reusable face coverings at no cost.
- The Music Studio will stock disposable face coverings for those who have forgotten to bring one.

Hygiene and Cleaning

- A public hand-sanitizing dispenser will be placed in the hallway.
- The water fountain will be removed as a hygiene hazard.
- All shared surfaces--doors, door handles, and handrails--will be disinfected twice a day using New York State [registered disinfectants](#).
- The bathrooms will be thoroughly cleaned daily using New York State [registered disinfectants](#).

Communication

- Signs will be posted inside and outside of the building entrance to remind faculty, staff, and visitors to adhere to hygiene, social distancing rules, use of face coverings, and cleaning and disinfecting protocols.
- The Music Studio will maintain a dedicated page on its website listing all of its COVID safety protocols, updating as necessary.
- The Music Studio will communicate regularly with the other tenants of 1237 Central Avenue to ensure cooperation on all aspects of the COVID safety protocols.
- The Music Studio's Safety Plan will be posted in the entryway to the building and in both hallways.

Screening

- The Music Studio will coordinate with other tenants to ensure that appropriate staff screening is ongoing throughout 1237 Central Avenue.

Offices

Physical Distancing

- Teachers and staff will keep a 6-foot distance between them whenever possible.
- No more than two teachers will work at their desks in the Teachers' Room at one time.
- Teaching schedules will be staggered to reduce occupancy.
- The copier will be placed at a 6-foot remove from the nearest teacher desk, so that a teacher can make a copy while his or her colleagues are at their desks.
- Teacher meetings will occur remotely whenever possible.
- Teachers will not use each other's desks.
- Parents will be encouraged to pay their bills and communicate with the office by phone or email rather than in person.
- Visitors to the office will be asked to wait outside in the upstairs hallway, at six-foot distance from one another, according to posted social distancing markers, until the office assistant calls them in one by one.

Protective Equipment

- All faculty, staff, visitors, parents, and students will wear a face covering at all times while in the building.
- A sign will be posted to that effect at each entrance to the building, at the door of each classroom, and at the office door.
- Anyone who enters the building not wearing a face covering will be asked to leave.
- The Music Studio will provide faculty and staff with reusable face coverings at no cost.

- The Music Studio will stock disposable face coverings to give to those who have forgotten to bring one.
- The office assistant who interacts with the public will be further protected by a plexiglass screen.

Hygiene and Cleaning

- Faculty and staff will be encouraged to wash their hands thoroughly upon arriving to work.
- The Music Studio will provide hand sanitizer in the main office and the Teachers' Room.
- Faculty and staff will be encouraged to use the hand sanitizer provided by The Music Studio after every interaction with the public.
- All office surfaces, including desks, doors, doorknobs, copier, and sink, will be disinfected daily using New York State [registered disinfectants](#).
- There will be Lysol or Clorox wipes (or equivalent) next to the copier; anyone who uses the copier will be asked to wipe down the copier controls after use.

Communication

- The Office Assistant will maintain a daily log of all visitors and staff members who enter the office.
- Signs will be posted inside and outside of the office to remind faculty, staff, and visitors to adhere to hygiene, social distancing rules, use of face coverings, and cleaning and disinfecting protocols.
- Faculty and staff will receive monthly training, updated according to the New York State Department of Health's evolving standards, on proper hygiene, social distancing rules, use of face coverings, and cleaning and disinfecting protocols.
- If a faculty member, staff member, parent, student, or visitor was in close contact with others at The Music Studio and tests positive for COVID-19, The Music Studio will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as faculty members, staff members, parents, students, or visitors (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- The Music Studio will maintain a dedicated page on its website listing all of its COVID safety protocols, updating as necessary.
- The Music Studio will regularly use its social media platforms to encourage compliance with COVID safety protocols by its parents and students as well as the community at large.
- The Music Studio's safety plan will be posted in the office.

Screening

- Faculty and staff who are sick will stay home or return home immediately if they feel ill at work.
- The Music Studio will automatically email faculty and staff each day with a link to a health assessment form.
- Before leaving for work, faculty and staff will complete and submit the form.
- The form will ask about (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in the past 14 days.
- Faculty and staff will submit their current temperature; The Music Studio will provide thermometers to all employees.
- COVID-19 symptoms include a fever of 100.4 degrees F or greater, coughing or shortness of breath, headache, sore throat, recent loss of smell or taste, body aches, vomiting or diarrhea. If an employee has symptoms of COVID-19, he or she will stay home from work. Before returning to work he or she will be tested; a positive test must be reported to The Music Studio and must be followed by a 14-day quarantine. If the test is negative, the employee can return to work.

Classrooms

Physical Distancing

- All August classes will be limited to 4 students, with one parent participant each.
- Parents will be asked not to bring additional children to class if possible.
- When classes begin, parents and students will wait at the doorway of each classroom until the family in front of them uses the hand sanitizer and is seated.
- Parents and students will be seated in order of arrival, beginning with the keyboard farthest from the door, so that the next student to arrive will not have to pass them to get to their keyboard.
- Family units will be spaced at least six feet apart for most class activities.
- Class activities that require children to sit in a circle on the floor will be limited; when necessary, they will sit six feet apart at marked spots.
- For most movement and rhythm activities, children will stand directly in front of their designated keyboard. The teacher will maintain a six-foot distance.

Protective Equipment

- All teachers, parents, and students will wear a face covering at all times while in the building.
- A sign will be posted to that effect at each entrance to the building, at the door of each classroom, and at the office door.
- Anyone who enters the building not wearing a face covering will be asked to leave.
- The Music Studio will provide faculty and staff with reusable face coverings at no cost.

- The Music Studio will stock disposable face coverings to give to those who have forgotten to bring one.

Hygiene and Cleaning

- Door handles will be wiped down with disinfectant wipes between classes and lessons.
- Doors will be propped open between classes and lessons so that parents and students do not have to touch them to leave or enter.
- The Music Studio will provide hand sanitizer in every classroom.
- Students and parents will be asked to use the hand sanitizer before every class or lesson.
- Teachers will use hand sanitizer between classes and lessons.
- Every keyboard will be disinfected between students using New York State [registered disinfectants](#).
- The grand piano will be disinfected between users.
- Instruments and other classroom materials needed for each class will be prepared before class by a teacher or staff member wearing gloves for that purpose and placed NEAR each keyboard for that child's use only.
- Instruments and other classroom materials used in each class will not be used again until they are disinfected.
- All materials to be disinfected will be placed in a designated area in the classroom closet and removed for cleaning when the classrooms are empty.
- Classroom windows will be open whenever possible to increase ventilation

Communication

- Parents will be asked to sign a written agreement stipulating cooperation with all safety measures as part of their enrollment package.
- Teachers will maintain classroom attendance record. If the adult accompanying the child is not the normal one, his or her name will be entered in BLAH BLAH
- Signs will be posted inside and outside of the classroom to remind parents and students to adhere to hygiene, social distancing rules, use of face coverings, and cleaning and disinfecting protocols.
- If a faculty member, staff member, parent, student, or visitor was in close contact with others at The Music Studio and tests positive for COVID-19, The Music Studio will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as faculty members, staff members, parents, students, or visitors (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- The Music Studio will maintain a dedicated page on its website listing all of its COVID safety protocols, updating as necessary.
- The Music Studio will issue regular reminders of all COVID safety protocols through email notifications to parents and students.
- The Music Studio's safety plan will be posted in each classroom.

Screening

- Parents will be asked not to come to class or bring their children for lessons if they or their children are experiencing any known COVID-19 symptoms, include a fever of 100.4 degrees F or greater, coughing or shortness of breath, headache, sore throat, recent loss of smell or taste, body aches, vomiting or diarrhea.
- Parents and children will have their temperatures taken before entering the classroom; if they have a fever of 100.4 degrees or greater, they will be asked to leave.
- Parents will be asked to sign a document as part of the enrollment process that acknowledges their responsibility to self-screen before every class.
- The Music Studio will post signs outside each classroom reminding parents and students not to enter if they are experiencing COVID-19 symptoms.

References:

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)](#)

[New York State Office-Based Work Guidelines for Employers and Employees](#)

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf?fbclid=IwAR0-ccsUuOmhCm9UIQNtdz8ufxdPtQFXzKUpSiSzf9le9vv4hZumc-BUlyl