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 are staggered as much as possible to reduce hallway occupancy.
* Parents are 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 are asked, if at all possible, to call, email, or meet with teachers remotely if they have questions or concerns.
* Hallway benches have been removed to discourage in-building waiting.
* Bi-directional foot traffic is 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 are clearly marked.

### Protective Equipment

* All faculty, staff, visitors, parents, and students wear face coverings at all times while in the building.
* A sign is 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 is asked to leave.
* The Music Studio provides faculty and staff with reusable face coverings at no cost.
* The Music Studio stocks disposable face coverings for those who have forgotten to bring one.

### Hygiene and Cleaning

* A public hand-sanitizing dispenser is placed in the hallway.
* The water fountain has been removed as a hygiene hazard.
* All shared surfaces--doors, door handles, light switches, and handrails--are disinfected twice a day using New York State [registered disinfectants](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf).
* The bathrooms are thoroughly cleaned daily using New York State [registered disinfectants](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf).

### Communication

* Signs are 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 maintains a dedicated page on its website listing all of its COVID safety protocols, updating as necessary.
* The Music Studio communicates 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 is posted in the main hallways on The Music Studio bulletin board.

### Screening

* The Music Studio coordinates with other tenants to ensure that appropriate staff screening is ongoing throughout 1237 Central Avenue.

# **Offices**

### Physical Distancing

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

### Protective Equipment

* All faculty, staff, visitors, parents, and students wear face coverings at all times while in the building.
* A sign is posted to that effect at each entrance to the building and in the main hall.
* Anyone who enters the building not wearing a face covering is asked to leave.
* The Music Studio provides faculty and staff with reusable face coverings at no cost.
* The Music Studio stocks disposable face coverings to give to those who have forgotten to bring one.
* The Assistant to the Director who interacts with the public is further protected by a plexiglass screen.

### Hygiene and Cleaning

* Faculty and staff are encouraged to wash their hands thoroughly upon arriving to work.
* The Music Studio provides hand sanitizer in the main office and the Teachers’ Room.
* Faculty and staff are encouraged to use the hand sanitizer provided by The Music Studio after every interaction with the public.
* All exposed office surfaces, including desks, doors, doorknobs, copier, and sink, are disinfected nightly using a custom-designed UV-C lighting sanitation system.
* All office surfaces, both exposed and unexposed, including desks, doors, doorknobs, copier, and sink, are disinfected weekly by professionals using New York State [registered disinfectants](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf) and Victory Complete electrostatic sprayers.
* Lysol or Clorox wipes (or equivalent) are available next to the copier; anyone who uses the copier is asked to wipe down the copier controls after use.

### Communication

* The Assistant to the Director maintains a daily log of all visitors and staff members who enter the office.
* Signs are 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 receive regular 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 maintains a dedicated page on its website listing all of its COVID safety protocols, updating as necessary.
* The Music Studio regularly uses 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 is posted in the office.

### Screening

* Faculty and staff who are sick are asked to stay home or return home immediately if they feel ill at work.
* The Music Studio emails faculty and staff each day with a link to a health assessment form.
* Before leaving for work, faculty and staff complete and submit the form.
* The form asks 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.
* The form also requests that faculty and staff submit their current temperature; The Music Studio provides thermometers to all employees if needed.
* COVID-19 symptoms include a fever of 100 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 stays 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 classes where parents stay are limited to 4 students, with one parent participant each.
* All classes where parents do not stay are limited to 6 students.
* Parents are asked not to bring additional children to class if possible.
* When classes begin, parents and students wait at the doorway of each classroom until the family in front of them uses the hand sanitizer and is seated.
* Parents and students are seated in order of arrival, beginning with the keyboard farthest from the door, so that the next student to arrive does not have to pass them to get to their keyboard.
* Family units will be spaced at least six feet apart for most class activities.
* When class activities require children to sit in a circle on the floor, they sit six feet apart at marked spots.
* For most movement and rhythm activities, children stand directly in front of their designated keyboards.

### Protective Equipment

* All teachers, parents, and students wear a face covering at all times while in the building.
* A sign is posted to that effect at each entrance to the building and in the main hall.
* Anyone who enters the building not wearing a face covering is asked to leave.
* The Music Studio provides faculty and staff with reusable face coverings at no cost.
* The Music Studio stocks disposable face coverings to give to those who have forgotten to bring one.

### Hygiene and Cleaning

* Door handles are wiped down with disinfectant wipes between classes and lessons.
* Doors are propped open between classes and lessons so that parents and students do not have to touch them to leave or enter.
* The Music Studio provides hand sanitizer in every classroom.
* Students and parents are asked to use the hand sanitizer before every class or lesson.
* Teachers use hand sanitizer between classes and lessons.
* Every keyboard is disinfected between students using New York State [registered disinfectants](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf).
* The grand piano is disinfected between users.
* Instruments and other classroom materials needed for each class are 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 are not used again until they are disinfected.
* All exposed classroom surfaces, including pianos, keyboards, carpets, benches, walls, doors, doorknobs, etc., are disinfected nightly using a custom-designed UV-C lighting sanitation system.
* All classroom surfaces, both exposed and hidden, on pianos, keyboards, carpets, benches, walls, doors, doorknobs, etc., are disinfected weekly by professionals using New York State [registered disinfectants](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf) and Victory Complete electrostatic sprayers.
* For group classes, students (and parents when they attend) remove their shoes at the start of class and store them in designated areas adjacent to their keyboards. Extra socks are available if needed.
* For individual lessons, students have the option of either removing their shoes or disinfecting them with disinfectant spray.
* Classroom windows will be open whenever possible to increase ventilation.

### Communication

* Parents are asked to sign a written agreement stipulating cooperation with all safety measures as part of their enrollment package.
* Teachers maintain a classroom attendance record. If the adult accompanying the child is not the normal one, he or she will be asked to fill out a Non-Routine Accompanying Adult form, to facilitate any potential future contact tracing.
* Signs are 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 maintains a dedicated page on its website listing all of its COVID safety protocols, updating as necessary.
* The Music Studio issues regular reminders of all COVID safety protocols through email notifications to parents and students.
* The Music Studio’s safety plan is posted in each classroom.

### Screening

* Parents are 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 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 have their temperatures taken before entering the building; they may not enter if they have a fever of 100 degrees or greater.
* Parents are asked to sign a document as part of the enrollment process that acknowledges their responsibility to self-screen before every class.

## References:

[OSHA Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/Publications/OSHA3990.pdf)

[CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[New York State Office-Based Work Guidelines for Employers and Employees](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf)

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf?fbclid=IwAR0-ccsUuOmhCm9UlQNtdz8ufxdPtQFXzKUpSiSzf9Ie9vv4hZumc-BUlyI>