



# Community Music School of Springfield

## COVID-19 Mitigation Policies for Space Rental

Version: March 11, 2021

1. Prior to coming to CMSS, you must self-screen to ensure that you are symptom and risk free. COVID-19 has had a wide range of symptoms ranging from mild to severe. Symptoms to self-screen for include: Cough, Sore throat, Chills, Shortness of breath/difficulty breathing, Fever of 100 degrees or higher, Loss of taste or smell, Other less common symptoms, including nausea, vomiting, or diarrhea. Symptoms may appear 2-14 days after exposure to the virus. If you have experienced any of the symptoms outlined above in the last 14 days, you should NOT come onsite.

2. In addition to self-screening for symptoms, you should also determine if any of the following apply to you prior to coming to CMSS:

- You have tested positive for COVID-19 in the past 14 days
- You have been in close contact with someone who is suspected of or has tested positive for COVID-19 in the past 14 days (Close contact is defined as within 6 feet for 10+ consecutive minutes, or intermittently for a total of 15+ minutes in a 24 hour period.)
- You have traveled somewhere within the past 14 days that requires you to self-quarantine upon return
- You have been asked self-quarantine by a doctor or local public health official in the past 14 days

If any of these additional considerations apply to you, you should NOT come onsite.

3. Everyone who enters the CMSS building must sign in and out of the Building Access Log at the lobby inside the Stockbridge Street entrance.

4. Maintain at least 6 feet of social distance from others. Only one person or household should use the elevator at a time. Occupancy of all rooms is capped at 50% of usual capacity unless otherwise listed. All staff and visitors must abide by maximum occupancy signage as well as all other signage throughout the building.

5. Face coverings that cover the mouth and nose must be worn at all times in common areas at CMSS, even if you're not within 6 feet of someone else.

6. Disinfect all other shared equipment and commonly touched surfaces frequently. Disinfectant wipes are available in common areas.

7. Wash hands frequently for at least 20 seconds; particularly after touching a shared item or door. Use hand sanitizer when hand washing is not an option. Sanitizer is available in all common areas.

8. CMSS strongly encourages anyone who has used the CMSS building to self-identify positive cases of COVID-19, suspected symptoms, or any close contact to a known or suspected COVID19 case to Sierra Simmons, Development, Grants and HR Manager, at 413-750-9565 or [ssimmons@communitymusicsschool.com](mailto:ssimmons@communitymusicsschool.com) so we can fully disinfect the area and perform contact tracing.

9) Visitors should only access the areas of the building necessary to conduct their business. Non-essential attendees and audience members are prohibited

**By signing below, I certify that I have read and understand the policies outlined above, and agree to comply with said policies, as well as all signage, and any additional direction from CMSS staff.**

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_