



Private Lessons during Phase 2 at CMSS

Overview

During Phase 2, students who play low risk instruments may request “one-off” in-person lessons. Students who play any kind of instrument may also request use of a studio space in order to take a virtual lesson. These learning experiences are limited to one hour total and must be scheduled ahead of time so that the school can operate at a reduced capacity while following increased health and safety protocols to keep our community safe.

Students and faculty who wish to schedule an in-person learning experience during Phase 2 must agree to follow certain procedures before, during, and after the lesson. Before scheduling your lesson, please take a moment to read about those procedures here.

Definitions for Phase 2 Private Lessons

Essential visitors: parents/caretakers of students, vendors and contractors whose services are required for CMSS functioning (HVAC workers, security guards, etc.), and Emergency Services Personnel (police, fire, ems, etc.)

- Students under age 18 must have a parent/caretaker in attendance in the studio while taking their lesson (exception: students 16+ and their parent/guardian may sign the Student/Guardian Responsibility Agreement for Lessons waiver if they wish to attend their lesson without a parent/caregiver).
- Essential visitors must always adhere to all CMSS policies and protocol.
- Non-essential visitors must wait in their vehicles or be on exterior grounds.

“High Risk” Instruments: According to the aerosol studies at University of Colorado Boulder and Johns Hopkins Peabody Prep Institute, CMSS has defined high risk instruments as instruments that require removal of a mask, or adapted masks (i.e. musician masks) to play. High risk instruments include: all brass, all woodwinds, music therapy, and vocal instruction.

“Low Risk” Instruments: Low risk instruments/subjects do not require removal of a mask to play. Low risk instruments include: all orchestral strings, all guitars, piano, percussion, music production, and music composition.

“One-Off”: Non-consistent, single-scheduled in-person meetings/lessons that take place during Phase 2. One-off lessons are designed for students whose musical development needs support during primarily remote programming.

Before In-Person Private Lessons (Phase 2)

1. Student and instructor decide that an in-person lesson is appropriate and both parties are amenable. Instructor and student together identify what potential dates and times work, and the instructor contacts the reception staff via call/email in order to schedule the lesson.
 - a. Reception staff follow a reduced capacity schedule, allowing 24 hours in between each room use, and minimizing contact with others in the building.
2. Reception staff emails the student the COVID-19 Liability Waiver, the Student COVID-19 Safety Expectations, the Student/Guardian Responsibility Agreement for Lessons waiver (if applicable), and confirmation of their lesson day, date, and time. The instructor is copied on the email.
3. The instructor arrives 15 minutes before the student in order to ensure the room is set up properly (using gloves if they need to arrange any furniture), being sure to wear their mask at all times.
 - a. While the instructor warms up, they must still wear their mask and sit in the faculty designated seat.
 - i. The instructor ensures that a container of sanitizing wipes is located near the student's chair before the lesson.
 - b. Students are allowed in the building no more than 5 minutes before their allotted start time. They must wear a mask and only bring their instrument and music (no water bottles, extra backpacks, etc.).
 - c. Students more than 5 minutes late will not be allowed into the building and must reschedule.
 - d. Any non-essential visitors must remain in the car.
 - e. Students under age 18 must be accompanied by a parent/caregiver at all times, including in the studio space while taking their lesson (exception: students 16+ and their parent/guardian may sign the Student/Guardian Responsibility Agreement for Lessons waiver if they wish to attend their lesson without a parent/caregiver).
4. The student buzzes in at the Stockbridge St entrance, and the reception staff reads the CMSS COVID-19 Attestation and waits for the students' response before buzzing them in. Essential visitors accompanying minor students must also complete this process.
5. After the student is allowed in, they must sign the COVID-19 Liability Waiver if they have not done so already. Essential Visitors must also complete this process.
6. The student (and parent/caregiver, if applicable) proceeds to their studio room.

During In-Person Private Lessons (Phase 2)

1. The student, instructor, and essential visitor (if applicable) must wear masks covering both the nose and mouth during all moments of in-person instruction, including during set up and clean up.
2. Low Risk musicians maintain 6 feet social distancing at all times, staying within the 6'x6' "zone" in front of their chair while setting up their instrument. Parents/caregivers sit in the designated "Essential Visitor" chair. Jackets and bags are placed behind the student, away from the instructor.
3. Physical touch of any kind (high fiving, repositioning of arms/hands) is prohibited.
4. Learning experiences last no more than 60 minutes - including set-up and pack-up.
5. If an instructor needs to touch a student's instrument, gloves are provided for their anticipated use.
 - a. The student leaves their instrument in a safe resting position, steps 6 feet away from the instrument and then the teacher can pick up the instrument. The same handoff protocol is used when handing the instrument back to the student.
6. No singing or shouting is allowed.
7. No sharing of anything: stands, bows, rosin, pencils, pens, tuners, music, music books, tangibles for instruction, etc.

- a. Lessons for piano, or drum set must have two separate set ups. Students may not share the same instrument (or musical equipment/tangible items) as the instructor.

After In-Person Private Lessons (Phase 2)

1. Student packs up 5 minutes before the end of the scheduled instructional time. This is an important part in ensuring the stairwells are not crowded while students are transitioning to and from their lessons.
 - a. Instructors are responsible for starting and stopping the lesson on time.
2. Sanitizing wipes and gloves are provided to wipe down all surfaces touched.
 - a. The instructor and the student are responsible for using the sanitizing wipes to clean music stands, piano/keyboards, percussion equipment, door knobs, light switches, chairs, mics, amps, cables, speakers, and any other surfaces that they personally touched during the lesson.
 - b. If the student is accompanied by a parent/caregiver, they are responsible for sanitizing the designated "Essential Visitor" chair they sat in during the lesson.
3. After the instructor sanitizes everything they have touched, and ensures the student has done the same, they will allow the student to leave first, maintaining space between them.
4. The instructor leaves the studio, shutting the door behind them, and flipping the sign on the outside of the door to "Leave Empty for 24 Hours".
5. The instructor and the student retrace their steps in order to leave the building the same way they entered.
6. Sign out with reception staff at the front desk before leaving the building.

Requesting a "Remote Learning" Room (Phase 2)

- 1) A student contacts their instructor or reception staff to request a remote learning room.
- 2) Reception staff work with the student to schedule their remote learning room.
 - a) Reception staff follow a reduced capacity schedule, allowing 24 hours in between each room use, and minimizing contact with others in the building.
- 3) Students under age 18 must be accompanied by a parent/caregiver at all times, including in the studio space while taking their virtual lesson (exception: students 16+ and their parent/guardian may sign the Student/Guardian Responsibility Agreement for Studio Space waiver to assume FULL responsibility for not being supervised by CMSS staff while they're in the studio space).
- 4) Reception staff emails the COVID-19 Liability Waiver, the Student COVID-19 Safety Expectations, the Student/Guardian Responsibility Agreement for Studio Space waiver (if applicable), and confirmation of their lesson day, date, and time. The instructor is copied on the email.

Utilizing a "Remote Learning" Room (Phase 2)

- 1) 15 minutes before the time of the lesson, the reception staff prepares the room (using gloves).
 - a) Unlock the studio door and prop it open, sanitize all commonly touched surfaces, plug in and log into the laptop, and ensure the sign on the outside of the door is flipped to "Ready for Use".
- 2) Students are allowed in the building no more than 5 minutes before their allotted entrance time. They must wear a mask and only bring their instrument and music (no water bottles, extra backpacks, etc.).
 - a. Students more than 5 minutes late will not be allowed into the building and must reschedule.
 - b. Any non-essential visitors must remain in the car.
 - c. Students under age 18 must be accompanied by a parent/caregiver at all times, including in the studio space while taking their lesson (exception: students 16+ and their parent/guardian

may sign the Student/Guardian Responsibility Agreement for Studio Space waiver to assume FULL responsibility for not being supervised by CMSS staff while they're in the studio space).

- 3) The student buzzes in at the Stockbridge St entrance, and the reception staff reads the CMSS COVID-19 Attestation and waits for the students' response before buzzing them in. Essential visitors accompanying minor students must also complete this process.
- 4) After the student is allowed in, they must sign the COVID-19 Liability Waiver if they have not done so already. Essential Visitors must also complete this process.
- 5) The student (and parent/caregiver, if applicable) proceeds to their studio room.
 - a) The student (and parent/caregiver, if applicable) must remain masked at all times. Students playing a high risk instrument must have a musician mask in addition to their regular mask and a bell cover lined with MERV 13 material.
 - b) Do not leave the room unless it is for an emergency purpose.
 - c) Do not allow anyone to enter the room with you that is not your parent/caregiver.
- 6) Sanitizing wipes and gloves are provided to wipe down all surfaces touched.
 - a) The student is responsible for using the sanitizing wipes to clean music stands, piano/keyboards, percussion equipment, door knobs, light switches, chairs, mics, amps, cables, speakers, and any other surfaces that they personally touched during the lesson.
 - b) If the student is accompanied by a parent/caregiver, they are responsible for sanitizing the designated "Essential Visitor" chair they sat in during the lesson.
- 7) The student closes the door behind them and flips the sign on the door to "Leave Empty for 24 hours".
- 8) On the way out, the student signs out with reception staff and verbally confirms that the laptop has been left in the room, the door is closed, and that the sign is flipped to "Leave Empty for 24 hours".
- 9) The student retraces their steps in order to leave the building the same way they entered.
- 10) Reception staff double checks from the outside of the room that the laptop has been left in the room. 24 hours later, reception staff collects and sanitizes the laptop.