



Student COVID-19 Safety Expectations

Health & Safety at CMSS during Phase 2

Approved Face Masks

Our community shares respect for one another by wearing a face covering at all times. Masks are required for all individuals over the age of 2, per CDC Guidelines. Masks must **cover both the mouth and nose at all times**. For more information, please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.htm>

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

DO NOT choose Masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks

Do wear a mask that



- Covers your nose and mouth and secure it under your chin.
- Fits snugly against the sides of your face.

How NOT to wear a mask



Around your neck



On Your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

Musician Masks

Students and faculty 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.

Visitor Policy

For Phases 1-3, CMSS will be accessed by appointment only. To make an appointment to visit CMSS please contact the receptionist by phone at (413) 732-8428 or via email at Irobles@communitymusicsschool.com. During Phases 1-3 visitors are welcome to stay in their vehicles or wait on exterior grounds.

Essential visitors are parents/caretakers of students, vendors and contractors whose services are required for CMSS functioning (HVAC workers, security guard, etc.), and Emergency Services Personnel (police, fire, etc.). Essential visitors must always adhere to all CMSS Policies & Procedures.

Physical distancing and reduced capacity

Maintain at least 6 feet of social distance from others. Only one person or family should use the elevator at a time. Occupancy of all rooms is capped at 50% of usual capacity unless otherwise listed by CDC, state, or local policies. All staff and visitors must abide by maximum occupancy signage as well as any other signage throughout the building, and no CMSS visitors should enter the Public Health Institute of Western MA area on the 4th floor of the building.

Instrument Loans

During Phases 1-3 CMSS will not loan any "high risk" instruments unless otherwise approved by the Executive Director. During phases 2-3 "low risk" instruments are able to be loaned. At phase 4, all instruments can be loaned again.

COVID-19 Health & Policy Attestation

The following will be asked at the Stockbridge St. door prior to buzzing students and essential visitors into CMSS:

- 1) Have you experienced any of the following symptoms, within the past 72 hours?
Fever (100.4 or higher), chills, or shaking chills; Cough (not due to other known cause); Difficulty breathing or shortness of breath; New loss of taste or smell; Sore throat; Muscle aches or body aches; Nausea, vomiting, or diarrhea; Headache, when in combination with other symptoms; Fatigue, when in combination with other symptoms; Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- 2) Have you been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19 within the past two weeks?
- 3) Do you agree to follow all CMSS Policies & Protocols as stated in the Student COVID-19 Safety Expectations packet?

CMSS' Cleaning Protocol

Building-wide cleaning protocols are followed by our cleaning service (with special attention paid to restrooms, tabletops and high-touch surfaces) in accordance with CDC recommendations, and studio use is scheduled in accordance with CDC recommended "wait times".

CMSS' HVAC System

HVAC settings have been adjusted to provide optimal ventilation (e.g., "negative pressure" in the restrooms), and highest quality filters have been installed throughout the building.

Information & Guidelines for our Employees

CMSS complies with all COVID-19 safety standards required by the state of Massachusetts.

- 1) Working remotely is encouraged when possible, especially if you are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g. due to age or underlying conditions).
- 2) CMSS' building can be accessed between 9am and 8pm, Monday – Thursday, 9am – 7pm Friday, and 9am – 2pm Saturday.
- 3) Employees must stay home if they feel ill. If you experience shortness of breath please seek medical attention.
- 4) Everyone who enters the CMSS building must sign in and out of the Building Access Log at the front desk. This is for contact tracing if someone tests positive for COVID-19.
- 5) Maintain at least 6 feet of social distance from others. Only one person or family 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 any other signage throughout the building.
- 6) Face coverings that cover the mouth and nose must be worn at all times in common areas at CMSS, including the kitchen and hallways, even if you're not within 6 feet of someone else.
- 7) Disinfect the printer, postage meter, table, and all other shared equipment and commonly touched surfaces frequently. Disinfectant wipes are available in common areas. Our cleaning service also cleans every weekday.
- 8) Since we do not have a dishwasher, staff must avoid sharing dishes by keeping a set of dishes in their office. Wash and dry them after use and bring them back to your office rather than leaving them in the drying rack. Faculty and guests should use disposable items.
- 9) CMSS encourages employees to 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.
- 10) COVID-19 is very contagious and anyone can catch it, even with safety measures in place. CMSS strongly encourages employees (particularly those who have used the CMSS building) to self-identify positive cases of COVID-19, suspected symptoms, or any close contact to a known or suspected COVID-19 case to HR (Sierra Simmons) so that we can do the following: a) Shut down our site and fully disinfect all areas that the person came in contact with, and b) notify the Springfield Department of Health and Human Services and assist them with contact tracing, notification and/or testing as needed
- 11) If an employee has been working on site at CMSS and is diagnosed with COVID-19 or comes into close contact with an individual diagnosed with COVID-19, that employee should self-quarantine for 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.

If you have any questions or concerns, please contact Sierra Simmons, Development, Grants and HR Manager, at 413-750-9565 or ssimmons@communitymusicsschool.com. Contact Info for local health authorities: MA Department of Public Health: 617-624-6000 250 Washington St, Boston, MA 02108 <https://www.mass.gov/orgs/departments-of-public-health> Springfield Department of Health and Human Services: 413-787-6740 311 State Street, Springfield, MA 01105 <https://www.springfield-ma.gov/hhs/>

“What if...?”

What happens if symptoms present when onsite at CMSS?

If students start feeling COVID-19 symptoms (fever, chills, sore throat, cough, body aches, sore throat, nausea or vomiting, or diarrhea) while at CMSS, students should tell their instructor they don't feel well, stop the lesson, and go home immediately. Sanitize hands before exiting the studio, wear your mask, and retrace your steps when exiting the building so that you leave the same way you entered. We highly recommend that you self-quarantine immediately and seek professional medical advice. You will be able to return to in person lessons at CMSS after 14 days without symptoms. The instructor is responsible for notifying administration that a student has stopped a lesson due to COVID-19-like symptoms, so that additional cleaning, quarantining and contact tracing protocols can be activated. If symptoms result in the student undergoing a COVID test, we would appreciate knowing the results.

What happens if a positive case occurs at CMSS?

If an employee, student, or other visitor has been on site at CMSS, and is diagnosed with COVID-19 or comes into close contact with an individual diagnosed with COVID-19, that person should self-quarantine for 14 days. 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. Please report the situation to Sierra Simmons, Development, Grants and Human Resources Manager (413-750-9565 or ssimmons@communitymusicschool.com) so that we can fully disinfect all areas that the person came in contact with, notify the Springfield Department of Health and Human Services and assist with contact tracing, notification and/or testing as needed. 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.

What if someone doesn't follow policies & protocol?

First offense: Verbal warning by the person who witnesses the behavior (or Eileen McCaffery, Executive Director). Verbal warnings are reported to Sierra Simmons, HR Manager, and may be escalated to the Executive Director, if deemed warranted.

Second offense: Written warning from the Executive Director that outlines necessary changes in behavior. Second offenses may be escalated to “Third offense” if deemed warranted by the Executive Director.

Third offense for students: Student may not take any more in-person lessons until Phase 4 (written notification).

Third offense for faculty: Faculty may not teach any more in-person lessons until phase 4, and disciplinary write-up in personnel file.

Faculty, staff, students and families are encouraged to report to Sierra Simmons, who will coordinate with Eileen McCaffery, if they see someone disregarding protocol.

An anonymous comment box is also available in cases where people feel hesitant to verbally express concerns about policies and protocols.

What if a student wants an in-person lesson but an instructor does not?

If a student wants an in-person lesson but their instructor is not comfortable with in-person instruction, the instructor along with the registration team will determine an appropriate substitute teacher for the in-person lesson, in alignment with CMSS' general substitute teaching policy.

What if I'm more than 5 minutes late to my "one-off" in person lesson?

In order to maintain proper social distancing, it is important for you to show up on time to your lesson. If possible, please arrive 5 minutes early to your lesson to allow for ample time to get into your studio room safely. Students are always more than welcome to wait in their car in our parking lot until the time of their lesson. Students that are more than 5 minutes late will not be allowed into the building and must reschedule their lesson.

What if I've been vaccinated against COVID-19?

Even if you've been vaccinated, all CMSS faculty, staff, students, families, and visitors must continue to follow all safety protocols and procedures detailed in CMSS' Phasing Guidelines until we have transitioned to Phase 4 (COVID-19 is contained and no health advisories have been issued).

CMSS' Trusted Resources

[Johns Hopkins University Peabody Institute Guidance](#)

[University of Colorado Boulder](#)

[National Federation of State High School Associations & Collegiate Band Director National Association International Coalition Performing Arts Study III](#)

Entering CMSS during Phase 2

Guidelines for entering CMSS during Phase 2

- In order to keep our community safe and healthy, all students, parents, and caregivers entering our buildings are required to read and sign our COVID-19 Liability Waiver. Faculty and staff must sign the COVID-19 Safety Agreement.
- Entry into CMSS is by appointment only.
- Our community shares respect for one another by wearing a face covering at all times. Masks are required for all individuals over the age of 2, per CDC Guidelines. **Masks must cover both the mouth and nose at all times.**
- **Prior to coming to CMSS, all students, families, faculty and staff are required to monitor for symptoms of COVID-19.** If you have been symptom-free for the 72 hours prior to your programming or visit, you may come to CMSS, following mask protocol. If you have any symptoms, STAY HOME and contact your doctor. Symptoms of COVID-19 are as follows:
 - Fever (100.4 or higher), chills, or shaking chills
 - Cough (not due to other known cause)
 - Difficulty breathing or shortness of breath
 - New loss of taste or smell
 - Sore throat
 - Muscle aches or body aches
 - Nausea, vomiting, or diarrhea
 - Headache, when in combination with other symptoms
 - Fatigue, when in combination with other symptoms
 - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- When you arrive at the building, you will be asked a series of questions attesting to your health and CMSS policies prior to being buzzed in. These questions may be found in the CMSS COVID-19 Attestation document.
- All faculty, staff, and visitors entering the building must sign in on the Building Access Log.
- All individuals are required to wash or sanitize hands upon entry to CMSS.
 - Hand sanitizer will be available in common areas.
- Please practice social distancing (6 feet) when moving around CMSS. If able, you are encouraged to use the stairs and not the elevators.

- Non-essential visitors are welcome to wait in their vehicles or outside of CMSS, as our reception area is closed. Essential visitors are defined as 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 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 or the Student/Guardian Responsibility Agreement for Studio Space waiver if they wish to be at CMSS without a parent/caregiver).
- Communal toys, magazines, tangible items, and books have been temporarily removed for the safety of our community.
- Students, parents, and caregivers are asked to refrain from eating or drinking onsite unless necessary for a health condition.
- Although our restrooms are available for use, it is recommended that you try to plan to not use the CMSS restrooms if possible. Faculty should use the locked faculty restroom on the 2nd floor. Students should use the restroom on the same floor they're taking their lesson. Wipes and gloves are available in all restrooms with posters recommending that commonly touched surfaces get wiped after using the restroom, but before washing hands.

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.