

COVID PROTOCOLS AND PROCEDURES - Fall 2021

At Concord Community Music School, the safety of our students, families, faculty, staff and visitors is paramount. We have adopted the following health and safety protocols and procedures related to Covid for programming at the Music School this fall.

Our policies reflect our mission of *access for all*, as we work to create a safe and inclusive environment that gives special consideration to the most vulnerable in our community, recognizing that we have varying degrees of health and comfort in our *home for musical friendships*. We regularly check updated guidance at the local, state and federal levels, and continuously monitor the dashboard of community spread to make new determinations when necessary. We are closely following industry-specific guidance from the [International Coalition of Performing Arts Aerosol Study](#) (click link for updated guidelines as of August 12, 2021).

Method of Instruction

CCMS will offer both in-person and virtual instruction this coming year. As public health conditions are rapidly changing, virtual teaching will be used to provide as much continuity as possible. Students enrolling in in-person activities should be prepared that some lessons or classes may take place online when a student or faculty member is unable to attend in-person. CCMS provided all instruction online for the past school year, so faculty are well versed in providing excellent instruction in virtual formats. Some of our classes are only offered in person, while others are fully virtual, and some are offered in a hybrid format – please note the method of instruction when registering for your lessons or classes. Individual instruction method (in person, virtual or hybrid) is mutually determined by the teacher and student.

BEFORE YOU ARRIVE

Health Screening

The best way to keep our school safe is to keep Covid-19 and other viruses out of the CCMS building.

- **Please stay home if you have new or unexplained Covid symptoms** (*including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or sense of smell, sore throat, nasal congestion/runny nose, nausea or vomiting, diarrhea*), **have had close contact with a confirmed case of Covid-19 in the last 14 days, or you have traveled internationally or on a cruise ship in the past 10 days.**
- If you must stay home for any of the above reasons and you still feel well enough to learn, you may participate in your scheduled activity through online access. All individual lessons will be available online. If you have a group class, some classes may offer remote access, a class recording, or other learning materials. If you have an ensemble rehearsal, your conductor/coach may give you notes for practice.
- If your faculty member tests positive for COVID-19 or has contact with a confirmed case of COVID-19 and is well enough to teach, you will be offered online lessons or classes until the faculty member is cleared to return to in-person teaching.

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- Students should arrive on-time but not early to their lesson as the waiting areas are not currently available for waiting or gathering.
- To reduce building traffic, attendance at CCMS activities should be limited to enrolled students and one parent/caregiver when required.

BUILDING CHECK-IN PROCEDURE:

- All students, staff, faculty, and visitors must complete a health and safety pledge form prior to entering the building. The form is available online and printed copies are available at the Reception Desk.
- All visitors entering the building must review the posted health screening questions and will not enter the building if they have new or unexplained Covid symptoms, have had close contact with a confirmed case of Covid-19 in the last 14 days, have traveled internationally or on a cruise ship in the past 10 days, or test positive for Covid-19.
- Masks are required for all people entering the building (age 2 and up). If you do not have a mask, a paper mask will be provided at the check-in station.
- All students and visitors must observe social distancing (staying 6' from each other) when moving throughout the building.
- Students and visitors should sanitize hands upon entry using the touchless sanitization stand.

INDIVIDUAL INSTRUCTION - ON-SITE

- **All teaching studios are equipped with portable medical grade HEPA air purifier.** Note: When air purifier is operating, please leave windows closed to allow for proper function and even air exchange. Windows may be opened between lessons if desired.
- Students should maintain a 6' distance from their instructors during the lesson time.
- Private lessons in voice should take place in only the largest spaces, or outdoors if possible, maintaining at least a 6' distance and masked.
- All CCMS music stands, instruments, tables and chairs used during the student's lesson will be disinfected by faculty after the lesson.
- Any persons who do not follow this safety protocol will be dismissed from their onsite program.

CLASSES AND ENSEMBLES - ON-SITE

- All adult ensemble members must be vaccinated for the following in-person programs:
 - Songweavers chorus (hybrid course- virtual option available)
 - Northern Lights chorus
 - Canterbury Singers
 - New Horizons Band
 - Music & Movement classes (parents/caregivers attending classes)
- Class enrollment will be limited to allow for social distancing.
- All choral ensembles and ensembles for wind/brass instruments should take place outdoors if weather permits, or in our largest spaces and following distancing protocols (6' for voice and all instruments; 6 x 9' for trombones.). ***For adult ensembles of entirely vaccinated members, distancing may be reduced to 3'.**

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- Participants should be masked when indoors, and instrument bell covers/slit masks are highly recommended to be worn when playing indoors.
- All other ensembles that wish to rehearse indoors may use our ensemble rooms, performance halls, or our outdoor spaces.
- Instruments shall not be shared between group members and distancing requirements must be strictly adhered to.
- All students must wear face coverings during their indoor ensemble meeting, regardless of vaccination status.
- All CCMS instruments, music stands, chairs, and tables used during the ensemble's rehearsal will be disinfected after each class by the teaching faculty member.
- Any persons who do not follow this safety protocol will be dismissed from their onsite program.

REPORTING CONTACT AND POSITIVE COVID-19 TESTS

If a student or a member of the student's household has been diagnosed with or is suspected to have Covid-19, please follow CDC guidelines and quarantine for 14 days. If you suspect that a member of your household was in the CCMS building while infected with Covid-19, please notify the administrative office at 603-228-1196 so we can take appropriate action to protect our students, faculty and staff.

PROCEDURES

Health Screening

Please review the health screening questions for each person in your party. If anyone in your party answers yes to any of these questions, we ask that they do not enter the building.

- Do you have any symptoms of COVID-19? (*Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste or sense of smell, sore throat, nasal congestion/runny nose, nausea or vomiting, diarrhea*)
- Have you had a positive test for COVID-19 or have you been in close contact with someone who is suspected or confirmed to have had COVID-19 in the past 14 days? (Note: healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment are not considered to have a close contact exposure and should answer "No" to this question; if you have had close contact followed by a negative PCR test 3-5 days after exposure, you may also answer "No").
- Have you traveled in the prior 10 days internationally (outside of the U.S., except for essential travel to/from Canada*) or on a cruise ship? *Essential travel to/from Canada includes for work, school, personal safety, medical care, care of others, or parental shared custody. Essential travel also includes travel for students and their parents or guardians who are visiting institutions of higher learning or preparatory high schools as potential future students, including allowing the students to remain at the schools for overnight stays.

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Switching to a Virtual Lesson or Class (for health reasons)

- In order for a student to switch from an in-person lesson or class to a virtual lesson or class due to health reasons (e.g. symptoms of COVID-19 or another health screening reason), the student (or parent/guardian) should contact the office and/or teacher with as much advance notice as possible.
- If a faculty member must switch to virtual instruction due to health reasons (e.g. symptoms of COVID-19 or another health screening reason), the faculty member will give students as much notice as possible, either directly or through the CCMS office.
- Virtual instruction may be offered in place of in-person lessons during the student's regular lesson time only, under the following conditions:
 - The student or teacher is ill or symptomatic but feels well enough for a lesson.
 - The student or teacher is travelling and does not want to forfeit the lesson (must be pre-arranged in advance).
 - CCMS is closed due to inclement weather and the student and teacher have internet access.
 - A resurgence of Covid-19 mandates a temporary closing of the facility.

COVID-19 Reporting for close contact with a confirmed case of COVID-19 or a positive COVID-19 test result

- A report can be made by emailing or calling Kristin Selesnick, Director of Administration at kselesnick@ccmusicschool.org or (603)228-1196 x105.
- After reporting, see procedures for close contacts or positive tests regarding self-isolation and when the affected individual may return to in-person activities.

If an employee, student or other attending individual tests positive for COVID-19

- If the individual is in a CCMS space when a positive result is received, the individual must immediately mask (if they were unmasked) and go home.
- Report test result to CCMS Office (see COVID-19 Reporting Procedure)
- Close contacts within CCMS should be identified and notified
- Individuals should follow NH Covid Response Guidelines for isolation and recovery: <https://www.covid19.nh.gov/resources/self-isolation>
- Individuals may return to in-person activities when they have met conditions for ending self-isolation.
 - With symptoms
 - At least 10 days since symptoms started
 - Fever free without medication for 24 hours
 - Symptoms improved
 - Without symptoms
 - At least 10 days since collection date of COVID-19 test
 - No symptoms
- CCMS may close the affected location temporarily, depending on the specifics of the case. If a location is closed, all lessons and classes will take place online to the greatest extent possible.

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If an employee has close contact with a confirmed case of COVID-19

- Close contact is closer than 6 feet for 15 minutes or more during a 24-hour period.
- Employee must work from home for 14 days after exposure or until receiving a negative PCR test performed at least 3-5 days after exposure as long as they have no symptoms.
- Complete COVID-19 Report
- Employee must remain masked for the full 14 days after exposure with no exceptions.

If a student or other attending person enrolled in an in-person program has contact with a confirmed case of COVID-19

- Close contact is closer than 6 feet for 15 minutes or more during a 24-hour period.
- Individual must not enter a CCMS space for 14 days after exposure or until receiving a negative PCR test performed at least 3-5 days after exposure as long as they have no symptoms.
- Complete COVID-19 Report
- Individual must remain masked in CCMS spaces for the full 14 days after exposure with no exceptions.

If there is a cluster of confirmed cases at CCMS

- If there are 3 or more confirmed cases of COVID-19 among people who attended an in-person CCMS program in the past 7 days, CCMS will suspend in-person activity in the affected locations temporarily.
- CCMS will deep clean affected locations before reopening to in-person activities.
- All programming will continue online during in-person closures to the greatest extent possible.