



Preucil School of Music

Building Policy for Reopening in a COVID Pandemic

Created by the COVID-19 Strategic Planning Committee

October 2020

This policy is to keep Faculty, Staff, Students, Families, Volunteers and Guests safe and healthy. This policy has been adopted by the School given the current knowledge of the COVID-19 virus. This policy will be continually updated as Federal, State and Local government guidelines and restrictions change. Changes and new information will be shared immediately with Faculty and Staff. Each Faculty and Staff member has the personal responsibility to follow [CDC recommendations](#) and School COVID-19 policies to reduce the spread of the COVID-19 virus in our community.

Building Modifications:

- Buildings will continue to be closed to the general public. No one may enter the building without an appointment or lesson.
- Building spaces will be reconfigured to enhance social distancing in common areas (entrances, stairwells, hallways, restrooms, studios, etc.). Furniture will be arranged to enhance social distancing.
- Signage will be placed throughout the buildings to enhance social distancing in common areas.
- Changes will be made to minimize surface contact in buildings. These will include touchless soap and sanitizer dispensers, touchless paper towel dispensers, leaving doors open unless they need to be closed for security or safety, closing the kitchens, etc.
- North Campus
 - Benches will be spaced to maintain adequate social distancing.
 - Lobby table chairs will be removed.
 - Water fountains will be covered.
 - The kitchen will be closed. Teachers will bring their own coolers, storage containers, silverware, tableware, etc. for their beverages and food.
 - Administrative office has a Plexiglas safety panel installed in the customer service window.
 - HEPA filters have been installed throughout the HVAC system and will be replaced every 2-3 months.
 - Halo ultraviolet light units have been installed throughout the HVAC system.
 - The building was built with an air exchanger that brings treated fresh air into the building. In a completely sealed environment, the exchanger replaces the existing air in the building with fresh air every 6 hours. The HVAC fans will run continuously during building occupancy, therefore, all circulating air will be treated by the HEPA filters and Halo ultraviolet light units.

- **Main Campus**
 - Waiting areas will be designated throughout the building.
 - Kitchen table chairs will be removed.
 - Water fountains will be covered.
 - Keurig should be only used by Faculty or Staff.
 - The kitchen will be closed for use. Faculty and Staff will bring their own coolers, storage containers, silverware, tableware, etc. for their beverages and food.
 - Administrative office has a Plexiglas safety panel installed in the customer service window and a table in front of the window.
 - HEPA filters have been installed throughout the HVAC system and will be replaced every 2-3 months.
 - Halo ultraviolet light units have been installed throughout the HVAC system.
 - The HVAC system will be retrofitted with a fresh air exchanger. The HVAC fans will run continuously during building occupancy, therefore, all circulating air will be treated by the HEPA filters and Halo ultraviolet light units.

Masks and Social Distancing:

Masks and social distancing are important tools in reducing COVID-19 droplet transmission. To increase social distancing, the School will:

- **Require face masks to be worn by everyone in the building at all times.** The only exception is for Faculty or Staff alone in their studio or office.
- Require social distancing, at least six feet at all times. Teachers will not touch the student and will only touch an instrument with parent's approval.
- Support remote work options for Faculty and Staff who choose to teach or work from home. Enhancing this practice will reduce the number of individuals in the buildings.
- Install or provide protective barriers in areas where proper social distancing cannot be practiced, such as offices or studios. Teachers reserve the right to teach with a standing protective barrier or not. Parents reserve the right to request a protective standing barrier.
- Implement social distancing practices both inside buildings and on campus grounds. Common areas (such as hallways, stairwells, entrances and restrooms) will be configured to allow for social distancing with appropriate signage.

Personal Protection Equipment:

- Each building entrance/lobby has a touchless sanitizer dispenser on a stand. The sanitizer in the dispensers is scent free.
- Each studio has a small sanitizer pump, microfiber cloths and sanitizing wipes. (The Administrative office has refills and additional supplies.)
- Touchless sanitizer dispensers have been installed on the walls in Schubert (NC), Small Activity Room (NC) and Lower Level Rehearsal Room (MC).
- Touchless soap and hand dispensers have been installed in all bathrooms.
- Administrative offices have Plexiglas safety panels installed in the customer service windows.

- The Administrative office has extra masks, hand sanitizer, disinfecting wipes and spray disinfectant. School supplied masks are not for general Faculty, Staff, Student or Parent use. The School will only provide masks for extenuating circumstances.
- The Administrative office has disposable gloves if a situation warrants the use of protective gloves.
- Studios being used as face to face (F2F) teaching spaces will be equipped with a portable HEPA filter.

Cleaning:

- CDC [guidelines](#) for cleaning and disinfecting will be followed.
- High-touch areas, public areas, bathrooms and equipment that was used during an employee's time working in the buildings will be cleaned and disinfected each night by the custodians.
- Studio surfaces or equipment used or touched by a Student or Accompanying Adult will be cleaned by Teacher after each lesson.
- Areas known to be occupied by a person COVID-19 positive/presumed positive will be closed off for at least 24 hours. If more than seven days has passed since the person was in the area, only routine cleaning and disinfection is needed.
- Cleaning and disinfecting products will be available to Faculty and Staff. If a Faculty or Staff member requires a special product, please contact Tom Birkenholz at tbirkenholz@preucil.org.
- Magazines, pamphlets, toys, lost and found, pens, pencils, etc. will be removed from public areas.

Faculty and Staff:

- Each day, Faculty and Staff should take their own temperature at home or before entering the buildings. If their temperature is 100.4 or over, they should stay home and not enter the building. Each administrative office and face to face teaching studio will have a thermometer.
- Faculty and Staff must wear a mask in the common areas, hallways, lobbies and bathrooms. Faculty should wear a high-quality mask.
- Masks or face shields are not required if alone in their studio or office.
- Masks are required when there is any F2F interaction with another person in close proximity such as hallways, administrative office, studios, etc.
- Face shields may be used but must be used with masks.
- Eye protection is recommended but not mandatory.
- Employees will be responsible for keeping their own personal work areas clean, tidy and organized.
- Students, Faculty and Staff will be responsible for practicing recommended hand hygiene before and after using commonly shared items such as doorknobs, music stands, benches, chairs, etc.
- Faculty must sanitize commonly used items (doorknobs, music stands, benches, chairs, etc.) after each use. This includes Group Teachers sanitizing all furniture used after rehearsals when the class leaves (A set amount of chairs and music stands will be left out in Walder Hall eliminating the need of extra stands and chairs from the closets. Only used chairs and stands need to be sanitized).

- Faculty and Staff must immediately go home if they become sick during their shift or while teaching.
- Faculty and Staff who have symptoms of COVID-19 or have a positive diagnosis may not enter the buildings and must notify School Management ASAP.
- Faculty and Staff must notify School Management if they have been exposed to COVID-19 within the past two weeks.
- Students, Parents, Guests or Vendors who have symptoms of COVID-19 or have a positive diagnosis must not enter the buildings.
- Students, Parents, Guests or Vendors must notify School Management if they have been exposed to COVID-19 within the past two weeks.
- Faculty or Staff who have recovered from COVID-19 must have a physician's release and a negative COVID-19 test to resume teaching or working in the buildings.
- Administrative Staff who share an office space must be scheduled so they do not work at the same time. The space must have an hour in between shifts to air out. At the beginning and end of their shift, Administrative Staff should sanitize commonly touched areas such as copier buttons, phones, doorknobs, keyboards, computer mouse, etc. with a disinfecting wipe.
- Faculty must not enter the Administrative Office when it is occupied.
- Faculty and Staff must not enter other studios/offices when they are occupied without permission from the person occupying the space.
- Faculty and staff must adhere to proper hygiene, cough or sneeze in their inside elbow. If someone sneezes into their hand, they must immediately go wash or sanitize their hands.
- Faculty and staff should wash or sanitize their hands when first entering the building.
- Faculty and Staff are to have no F2F meetings. All meetings must be virtual.

Students/Guests:

- The buildings remain closed to the general public. No one should enter the buildings without a scheduled lesson or appointment.
- **Each family will receive a Studio Safety Policy (website, email or letter) prior to their first F2F lesson. This policy details all safety procedures that will be implemented. The parents and students will be notified the procedures are MANDATORY and must be complied with to enter the building and receive lessons.**
- No one will enter the building or take a F2F lesson if they are experiencing any COVID-19 symptoms (fever of 100.4 F or more, shortness of breath, muscle pain, sore throat, chills, cough, difficulty breathing, headache, loss of taste/smell or other illness symptoms).
- Student and Parent must not enter the building if anyone in their household is contagious. Once family members are no longer contagious, as confirmed by a physician or COVID-19 test, they may resume lessons.
- All Teachers, Staff, Students, Parents or Accompanying Adults should follow the current guidance from the [CDC](#) regarding quarantine and isolation if there is a COVID exposure.
- Waiting areas will be minimized and spaced for safety and social distancing.
- Students and families will not be allowed to loiter or wait for longer than 5 minutes in the lobbies or hallways.

- In the hybrid approach, lessons alternate F2F and virtual. The exception is families that have siblings. 60 minutes is the maximum time a room can be used before it is ventilated. (For more information, please refer to the Hybrid Approach document.)
- The studio must be left unoccupied to air out for at least 30 minutes before the next F2F lesson so that airborne pathogens will settle to the floor.
- Only one student with a Parent/Adult is allowed to enter the building 5 minutes prior to the lesson. A sibling may only enter the studio with the teacher's permission.
- Siblings are not allowed to wait in the waiting areas.
- Students and their Accompanying Adult will have their temperature checked before entering the teacher's studio.
- Students, Families and Guests should not enter a building without a lesson or appointment and they should not enter the building unannounced.
- **EVERYONE must wear masks in the building. Those who refuse to wear a mask covering their mouth and nose will be asked to leave and their student will not be taught F2F. They will be taught via virtual lessons at another time at the availability of the teacher.**
- Students and Parents must immediately leave the building through the nearest exit door when the lesson has finished.
- A Guest visiting the Administrative office must maintain social distancing with the customer service window.

Exposure and Notification (Contact Tracing):

- Faculty and Staff need to keep a detailed log (to be supplied) of whom they come into contact with and when. Teachers should log the dates and times of student lessons and who accompanied the student.
- If we become aware of a student with COVID or exposed to COVID, Management will notify each Student/Family that came into contact with the Teacher after the date and time of the Teacher's exposure to the COVID exposed student. The Teacher will self-quarantine for two weeks and not teach F2F during that time.
- Should Faculty or Staff become COVID positive, Management will contact each person who came into the building and would have had exposure to the Employee. If everyone who was in the building with the COVID positive person wore a mask and practiced proper social distancing, then they don't have to self-quarantine.
- Faculty or Staff that came into contact with the COVID positive person without a mask or proper social distancing should self-quarantine for two weeks after the exposure.
- Should a person who visited a building, administrative office or studio notify us of their COVID positive status, the building will be closed and thoroughly cleaned before lessons can resume.

Protection for Populations with Vulnerability (High Risk Factors)

Certain populations are at higher risk to contract the COVID-19 virus or have an increased risk of morbidity and mortality due to age or underlying health conditions. Additionally, members of the Preucil School community may live with others who are in vulnerable populations. Staff and Faculty are encouraged to speak with their health care provider and self-identify to the Director of the School if they have concerns regarding a medical vulnerability. Strategies to mitigate the risk to vulnerable populations include:

- Allowing remote work and remote teaching
- Providing workspaces that minimize contact with others (such as a single office or physical barriers).
- Encouraging Students, Faculty and Staff with vulnerabilities to wear both a face covering and face shield and keeping with social distancing guidelines.
- Using online technologies for meetings and events.

Faculty and Staff with high risk factors should strongly consider not teaching F2F or have F2F interactions. High risk factors are people 65 years and older, underlying medical conditions such as chronic lung disease, moderate to severe asthma, heart conditions, people who are immunocompromised due to cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, prolonged use of corticosteroids and other immune weakening medications, severe obesity, diabetes, kidney disease, liver disease and others.