



Preucil School of Music

School Policy on COVID-19

Created by the COVID-19 Strategic Planning Committee

Updated January 2022

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 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 the 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.

We all must understand that some elements of the academic year may change due to the COVID-19 pandemic. Lessons and programs could be impacted during the 2021-22 academic year.

Each family will receive an updated Studio Safety Policy via email. The policy is also available on the school's website.

Building Modifications:

- Buildings are open to the general public.
- Everyone entering the building must wear a mask.
- Building spaces have been configured for social distancing in common areas (entrances, stairwells, hallways, restrooms, studios, etc.). Furniture has been arranged to allow for this.
- Signage has been placed throughout the buildings to indicate social distancing in common areas.
- Changes have been made to minimize surface contact in buildings. These include touchless soap and sanitizer dispensers and touchless paper towel dispensers.
- North Campus
 - Benches are spaced to maintain social distancing.
 - Lobby table is not to be used.
 - Water fountains are covered and/or turned off.
 - The kitchen is open to faculty and staff only.
 - The administrative office has a Plexiglas safety panel installed in the customer service window.
 - HEPA filters have been installed throughout the HVAC system and are replaced every 3 months. There are portable HEPA filters in each teaching space.
 - 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 have been designated throughout the building.
 - Kitchen table chairs have been removed.
 - Water fountain has been covered.
 - Keurig should only be used by faculty or staff.
 - The kitchen is open to faculty and staff only.
 - The administrative office has a Plexiglas safety panel installed in the customer service window.
 - HEPA filters have been installed throughout the HVAC system and are replaced every 3 months. There are portable HEPA filters in each teaching space.
 - Halo ultraviolet light units have been installed throughout the HVAC system.
 - The HVAC system has been 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.

- The school requires 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.
- The school requires social distancing on school property of at least three feet for all faculty, staff, students, families, volunteers and guests. Teachers will not touch the student or instrument without the parent's permission. Common areas (entrances, stairwells, hallways, restrooms, studios, etc.) are configured for social distancing.
- Faculty and Staff should not enter another's work or teaching space without permission.
- Remote work options are available for faculty and staff who request to teach or work from home due to health or personal concerns.
- Protective barriers are available in teaching studios or spaces. Teachers reserve the right to teach with a protective barrier. Parents reserve the right to request the use of a protective barrier.

Personal Protection Equipment:

- Each building entrance/lobby/auditorium has a touchless sanitizer dispenser on a stand. The sanitizer in the dispenser is scent free.
- Each studio has a small sanitizer pump, microfiber cloths and sanitizing wipes.
- 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.
- Administrative offices have extra PPE supplies such as masks, hand sanitizer, disinfecting wipes, disposable gloves, spray disinfectant, etc.
- Each administrative office and teaching space has a touchless thermometer. These may be used by teachers who prefer to check temperatures of students or families entering their teaching

space. If a person's temperature is 100.4 or over, they should stay home and not enter the building.

Cleaning:

- CDC [guidelines](#) for cleaning and disinfecting are followed.
- High-touch areas, public areas, bathrooms and equipment that was used during an employee's time working in the buildings are cleaned and disinfected each night by the custodians.
- Piano keyboards are sanitized by the teacher after each lesson.
- Areas known to be occupied by a person COVID-19 positive/presumed positive will be closed and thoroughly cleaned and sanitized before using again. If more than three days have passed since the person was in the area, only routine cleaning is needed.
- Cleaning and disinfecting products are 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. have been removed from public areas.

General Policies:

Faculty and Staff:

- Faculty and staff are highly encouraged to be fully vaccinated.
- Faculty and staff must wear a mask in the common areas (entrances, stairwells, hallways, restrooms, studios, etc.) Masks are not required if alone in a studio or office. Masks are required when there is any face to face (F2F) interaction with another person in proximity, such as F2F lessons, meetings, conversations or working on a project.
- Faculty and staff are responsible for practicing good hand hygiene before and after using commonly shared items such as doorknobs, light switches, bathrooms, etc. The best method for cleaning and sanitizing hands is washing with soap and water. Hand sanitizer may also be used.
- Faculty or staff who are not comfortable with F2F meetings can participate in the meeting virtually.
- Administrative staff who share an office space should be scheduled so they do not work at the same time unless they have mutually agreed to work in the same space.
- Faculty or staff must not enter an administrative office when it is occupied without permission from the person occupying the office. Masks must be worn by all in this instance.
- Faculty and staff must not enter other teacher's studios when they are occupied without permission from the person occupying the space. Masks must be worn by all in this instance.

Students and Parents:

- All students and parents entering the building must wear a mask at all times. Masks are available in the office if you forgot one. Those who refuse to wear a mask covering their mouth and nose will be asked to leave and will not be taught F2F. They will be taught via virtual lessons at another time at the availability of the teacher.
- Students and families coming into the building for a lesson will not be allowed to wait for longer than 5 minutes in the lobbies or hallways.
- 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.

- Parents and siblings are not allowed to wait outside the studio or in the building during lessons.
- Students and an accompanying adult may have their temperature checked before entering the teacher's studio.
- Students and parents should not enter a building without a lesson or appointment.
- Students and parents must immediately leave the building through the nearest exit door when the lesson has finished.

Exposure, Isolate, Quarantine & Symptoms:

School management will review each COVID-19 exposure or diagnosis brought to their attention and make decisions based on CDC guidelines, ICCSD guidelines, and the best interest of the school.

Exposure is defined as being within 6 feet of someone with COVID-19 for a cumulative total of 15 minutes or more over 24-hour period.

Isolate if you have received a positive test or have symptoms. You must isolate for 5 days from the first day your symptoms appeared.

Quarantine if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 5-7 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 10 days following exposure or until their test result is negative.

CDC Quarantine and Isolation Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

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. Full CDC list: [symptoms](#).

Faculty and Staff:

- Faculty and staff should stay home if they are not feeling well and go home if they become sick during their shift or while teaching.
- Faculty and Staff must notify school management if they have been exposed to COVID-19.
- Faculty and staff who currently have [symptoms](#) of COVID-19 or have had a recent positive diagnosis may not enter the buildings and must notify school management ASAP.
- Faculty and staff who have recovered from COVID-19 must not return to work or to lessons until 5 days have passed since symptoms first appeared **and** 24 hours with no fever (without the use of fever-reducing medications) **and** other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recovery and does not delay the end of quarantine.

Students and Parents:

- Students and parents who currently have [symptoms](#) of COVID-19 or have had a positive test result may not enter the building. Students and parents must not return to in person lessons until 5 days have passed since symptoms first appeared **and** 24 hours with no fever (without the use of fever-reducing medications) **and** other symptoms of COVID-19 are improving. Loss of

taste and smell may persist for weeks or months after recovery and does not delay the end of isolation.

- Other fully vaccinated family members that have not had a positive diagnosis and do not have symptoms do not need to quarantine, as outlined by [CDC](#) guidelines. However, a teacher may ask for a negative test result from the family member before returning to in person lessons. Unvaccinated family members need to quarantine for 5 days and get tested at least 5 days after exposure.
- **Please be very transparent with your teacher about any COVID exposures during school, travel, or regarding other family members.**

Contact Tracing:

- Teachers will keep track of whom they taught and when. They must maintain a record of the dates and times of student lessons and who accompanied the student.
- Should faculty or staff become COVID-19 positive, management will contact each person who had close contact with the employee. If everyone in the building with the COVID-19 positive person wore a mask and practiced proper social distancing, they do not have to self-quarantine or get a COVID test.
- Faculty or staff that encountered a COVID-19 positive person without a mask or proper social distancing should self-quarantine for 10 days after the initial exposure or get a COVID test five days after the initial exposure.

Protection for Populations with Vulnerability (High Risk Factors):

Certain populations are at higher risk of contracting 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 disclose to the Director of the School if they have concerns regarding medical vulnerability. Strategies to mitigate the risk to vulnerable populations include:

- Allowing remote work and remote teaching.
- Providing workspaces that minimize contact with others (ex. single office or physical barriers).
- Using online technologies for meetings and events.

Faculty and Staff with high risk factors or who live with a vulnerable person are strongly encouraged to not teach F2F or have F2F interactions. High risk factors are people 65 years and older, people with 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.