



a non-profit community music school

Music Works Northwest COVID-19 Safety Plan

Music Works Northwest

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This safety plan applies to both vaccinated and unvaccinated people, except where noted below under "Guidelines for Vaccinated Students and Employees"

PHYSICAL DISTANCING

- Employees, faculty and students will maintain six-foot separation in all interactions, except as specified below under guidelines for vaccinated individuals. 6 ft. markers have been placed in teaching studios and at the front desk.
- Parents and caregivers may accompany students into the building before and after lessons but will be asked to wait in their cars and not in the lobby during student lessons. If parents or caregivers want to attend a lesson with their student this must be arranged in advance of the lesson by contacting registration@musicworksnw.org and receiving permission. This will allow Music Works to make any required changes to the room scheduling to accommodate required distancing.
- Music Works will schedule the majority of lessons in the large classrooms, in order to maximize social distancing.
- Music Works has installed sneeze guards at the front desk.
- Only one person may use the restroom at a time unless they are being accompanied by a caregiver. Please knock before entering.
- Music Works will continue to offer online lessons and classes to all students who request this.
- Additional guidelines for Music Works' summer camps are included in a separate document.

INSTRUMENT-SPECIFIC GUIDELINES

- **Strings, Percussion, Piano and Guitar:** Maintain a minimum of 6 feet of physical distance and wear masks
- **Brass, Woodwinds:** Maintain a minimum of 9 feet of physical distance and wear masks EXCEPT while playing, and use bell covers
- **Voice:** Solo singers may sing without a mask but must maintain 15 feet of physical distance. If masked, a minimum of 6 feet of physical distance is required
- **See below for exceptions for fully vaccinated individuals**

REHEARSAL/PERFORMANCE GUIDELINES

- Performers must follow instrument-specific guidelines as listed above
- For any class or camp that includes students under the age of 12, everyone will wear a mask, regardless of vaccination status.
- For any rehearsal or performance that includes students under the age of 12, all audience members and performers will wear masks, except as outlined above for specific instrumental performers

PROTECTIVE EQUIPMENT

- Music Works will require all employees, faculty and students to wear masks or cloth face coverings while in the building. Exceptions include individuals who are deaf or hard of hearing, or who rely on facial cues as part of communication, and individuals who have a medical condition or disability that makes wearing a facial covering inappropriate. Employees and customers must communicate this exception in writing in advance of their lesson or appointment by contacting registration@musicworksnw.org See below for Guidance regarding exceptions for fully vaccinated individuals.
- Music Works will provide masks for all employees, faculty and students. Employees, faculty and students may elect to wear their own mask, provided it meets minimum Department of Labor and Industries' requirements.
- Music Works will provide gloves for all on-site cleaning and disinfecting.

GUIDELINES FOR FULLY VACCINATED STUDENTS AND EMPLOYEES

- Students who provide proof of vaccination status to their teacher or to the Music Works Registrar will be allowed to have private lessons without masks and social distancing. Students who decline to provide proof of vaccination will be asked to remain masked and follow social distancing guidelines.
- Masks must still be worn before and after lessons in all public areas at Music Works regardless of vaccination status. This is to provide protection for the young students at Music Works who are not yet eligible for the vaccine.
- Faculty members who are conducting private lessons without masks will also provide proof of vaccination status to the Music Works Administration.

HYGIENE and CLEANING

- Music Works will have hand sanitizer and masks at the front door, for use immediately upon entering the building.
- Music Works will ask all students to wash their hands or use hand sanitizer before and after each lesson or class.
- Music Works will have hand sanitizer available in all teaching studios and classrooms.
- Music Works' administrative staff and faculty will be familiar with this plan and assist in following regular cleaning and sanitizing schedules, and for reminding students of hygiene and face covering requirements.
- Music Works will maintain a cleaning schedule that includes frequent cleaning and sanitizing, with a particular emphasis on commonly touched surfaces. The cleaning schedule will be kept at the front desk and will be monitored by administrative staff.
- Music Works will minimize the sharing of musical instruments. Piano keyboards and other high touch areas in studios will be sanitized between each lesson and after the final lesson of the day by the faculty member using that room or studio.

COMMUNICATION

- Music Works will provide all employees and faculty a copy of this plan, as well as information regarding the coronavirus and how to prevent transmission.
- Music Works will provide all students and their families a copy of this plan prior to their return to in-person lessons.
- Music Works will post signage throughout the building reminding employees, faculty and students of hygiene, social distancing rules and facial covering requirements.
- All students who elect to take in-person lessons or classes will be asked to sign a COVID-19 waiver prior to their first lesson.
- Music Works will maintain a record of all employees, faculty and students who are in the building. Faculty and student schedules will correspond to the Mind/Body schedule. This record will be confidential, and only used by the Executive Director in the event of necessary contact tracing.

SCREENING

- Music Works will ask employees and faculty members to take their temperature each day before coming to the building.
- Employees, faculty and students who feel sick are asked to stay home. Additionally, anyone with a temperature of 100.4 or above will be asked to stay home. Students who are feeling sick may request an online lesson instead of an in-person lesson.
- Any employee, faculty member or student who has been exposed to COVID-19 should stay home.
- Any employee, faculty member or student with cough, shortness of breath, fatigue, muscle aches or loss of taste or smell should stay home. In addition, if any of these symptoms develop at Music Works that person should go home immediately. Any spaces they were in will be closed off and not used again until cleaned and sanitized.

POSSIBLE CONTAMINATION

- Music Works asks all employees, faculty and students to notify Music Works' Executive Director if they or a family member tests positive for COVID-19.
- If an employee or faculty member tests positive for COVID-19, Music Works' Executive Director will notify state and local health departments and cooperate with contact tracing.
- In the event that Music Works learns of a positive COVID-19 test or exposure of an employee, faculty or student, Music Works will assist in contact tracing for everyone who was in the building at the same time and may have been exposed. Music Works will also temporarily close the building and deep clean and disinfect the entire building.

OTHER – Special Considerations for the Music Therapy Department

- All music therapists will wear a mask and gloves for the duration of each in-person music therapy session
- All clients who are able to tolerate a mask will be required to do so at all times while at Music Works
- Parents and caregivers should plan to arrive no earlier than 5 minutes before
- All clients will wash their hands or use hand sanitizer at the beginning and end of the session or after touching their face

- Whenever possible, music therapists and clients will maintain six-foot distance throughout the in-person music therapy session
- All materials used in a session will be sanitized directly after each session
- All materials that are not easily sanitized (puppets, scarves, etc.) will be removed from use
- Whenever possible the music therapy room will remain unused for at least 15 minutes before next use
- All clients' belongings (coats, personal toys, etc.) should remain outside of Music Works unless permission explicitly given
- All clients will be sent a copy of "Music Works Northwest COVID-19 Reopening Safety Plan" and "Special Considerations for Music Therapy Department" before the first in-person session

Thank you for working with us to help us maintain the safety of all our students, faculty members and employees. Please direct any questions about this plan to Karen Nestvold, Executive Director, knestvold@musicworksnw.org