



Guidelines and Procedures

During Covid-19

COVID-19 has resulted in a Global Pandemic which is changing the daily operation of The Music Academy of NC. The following policies and procedures are designed to keep all members of our community safe and are expected to be followed by all. This is a fluid document that will change as the information about COVID changes.

In-person and virtual lessons:

- **Entering the MANC facility is optional.** Faculty may choose to continue with virtual lessons as others return to face-to-face teaching. Students may also continue with virtual lessons even though an instructor is teaching face-to-face at MANC.
- All voice, woodwind, and brass lessons will remain virtual until further notice.
- All group classes will also remain virtual until further notice.

Health protocols and screenings for those returning to in-person lessons:

- All faculty and staff are required to sign a “personal oath” before returning to the facility on September 16, 2020. The oath acknowledges an employee’s understanding of the potential risks, precautions to take when at work and outside the facility, and who to notify as well as what to do if they suspect they have been exposed or are experiencing symptoms. **The form only needs to be completed once.**
- Anyone entering the facility must take their temperature upon arrival. Anyone with a temperature of 100.4 degrees Fahrenheit or higher must leave the facility immediately and the Executive Director should be notified. Faculty will self-screen. A volunteer, staff member, or faculty member will take student temperatures and report their information via an internal process.
- All students or parents (if a student is under 18) must complete and sign a waiver prior to each lesson until further notice.

- Students should use hand sanitizer and/or wash their hands prior to their lesson.
- Students and faculty should not come to The Music Academy if they have or have had in the past 14 days a cough, a fever, shortness of breath, difficulties breathing, flu-like symptoms, gastrointestinal upset, or experienced a loss in taste or smell.

Precautionary protocols:

- Everyone is required to wear a face covering or mask at all times when in common areas within our facility. Individuals may choose to remove face coverings when alone in their individual studios but **MUST** wear face coverings when in studios with another individual.
- MANC will supply portable air filters for each occupied studio. The air filters must be on during all in-person lessons.
- Only studios with an operational window may be used for in-person lessons. The only current exception is our Performance Hall, it too may be used for in-person lessons.
- A six-foot distance is required between individuals at all times (in common areas and in teaching studios). The Allen Recital Hall and Performance Hall may be used for teaching but the rooms must be reserved in advance by a department chair.
- One-way traffic through the building. Please follow the red arrows taped to the carpet at all times.
- Please, only one individual in the restroom at all times. Those waiting to use the restroom should remain in the hallway and maintain a six-foot distance from others.
- Waiting areas are closed. A few chairs will remain to accommodate individuals who must remain in the building while a lesson is in progress.
- A 30-minute break is required in between lessons. At the faculty's own discretion, an exception may be made for siblings who have back-to-back lessons.
- Only one adult may accompany young students to their lessons. Parents of older students are encouraged to drop their child off at our front entrance and remain in their car for the duration of a student's lesson. Parents or guardians who typically accompany their child to a lesson will need to discuss with their teacher prior to the lesson.

Facility protocols:

- Door handles, handrails, and bathrooms will be disinfected every day. The door handles and other touched surfaces will be disinfected after each student for those studios in use.
- Keyboards will be disinfected after each use with alcohol or alcohol disinfecting wipes. Please, do not use bleach, it will damage the keys.
- The Music Academy is enforcing a clean desk policy until further notice. All full time staff are required to keep their desks free of clutter and disinfected each day used.
- Water fountains will be closed until further notice.

Confirmed case of COVID-19:

- The Music Academy's response to an exposure will be to determine which studios have been affected, require those studios to revert back to virtual lessons, and notify the MANC community. **Information about the infected person's name or identity will not be shared.**

- Should a student or faculty member who has entered the facility later develop COVID-19 symptoms or receive a positive result for COVID-19, the individual must self-report to either their teacher or the Executive Director. The student or faculty member should transition to virtual lessons for at least 14 days or until they receive a negative COVID-19 test result.
- MANC may at any time revert back to virtual lessons should the senior administration and board of directors deem it necessary for the health and safety of our MANC community.

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