



## Guidelines and Procedures

### During Covid-19

COVID-19 has resulted in a Global Pandemic which is changing the daily operations 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 lessons, including voice, woodwind, and brass lessons, may occur in person within the facility at the discretion of Music Academy faculty.** Outdoor lessons remain available to teachers and students.
  - Teacher and student must be masked. Masks may be removed at the faculty's own discretion if both teacher and student are fully vaccinated.
  - Woodwind and brass lessons: A mask must be always worn except when playing the instrument. A bell or instrument-end cover must be always used when playing.
- In-person classes and camps will be limited in size to ensure proper social distancing requirements are met. All students and teachers must always wear a mask except when eating or drinking.

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

- Effective September 16, 2020, all faculty and staff are required to sign a "personal oath" before returning to the facility to teach. 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.**

- Students and faculty should not come to The Music Academy if they have or have had in the past 14 days a fever or chills, cough, shortness of breath, loss of taste or smell, nausea or vomiting, fatigue, new muscle or body aches, headache, sore throat, congestion or runny nose.
- Students or a student's parent (if student is under the age of 18) should ask themselves the following questions prior to each lesson. When answering "yes" to any one question, contact your teacher. The teacher may choose to either teach the lesson virtually or reschedule.
  - Have you traveled internationally in the last 14 days?
  - Have you experienced any of these symptoms in the last 14 days: fever or chills, cough, shortness of breath, loss of taste or smell, nausea or vomiting, fatigue, new muscle or body aches, headache, sore throat, congestion or runny nose?
  - Do you live with someone or have you been exposed to someone who was diagnosed with COVID-19 (Coronavirus) within the last 14 days?
- Students should use hand sanitizer and/or wash their hands prior to their lesson.

#### **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 turned on during all in-person lessons.
- A six-foot distance is always required between individuals (in common areas and in teaching studios). The Allen Recital Hall and Performance Hall may be used for teaching and the rooms must be reserved in advance.
- One-way traffic through the building. Please follow the red arrows taped to the carpet at all times.
- A few chairs will be available in waiting areas to accommodate individuals who must remain in the building while a lesson is in progress.
- A 30-minute break is no longer required between lessons, but rather it is optional. At the faculty's own discretion, lessons may be taught back-to-back.
- 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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