



a non-profit community music school

Music Works Northwest COVID-19 Safety Plan - March 2022

Music Works Northwest

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GENERAL COVID-19 POLICIES

- All students/families, faculty and staff members returning to the building must complete and sign a COVID-19 waiver prior to their first lesson
- Everyone at Music Works is required to wear a mask or face covering while in the building, except as outlined below
- Music Works requires that all faculty, staff and volunteers are fully vaccinated for COVID-19
- Music Works requires that all students, audience members, and anyone who enters the building who is 12 years old or older be fully vaccinated for COVID-19 or show proof of a negative PCR COVID-19 test from the previous 72 hours

COVID VACCINE POLICY

- In order to keep all of our students safe everyone aged 12 and older who enters Music Works Northwest will need to show proof of being fully vaccinated for COVID-19, or proof of a negative PCR COVID-19 test from the previous 72 hours. Music Works students who are currently taking in-person lessons and are 12 or older may register their vaccine status with the Music Works Registrar so that they do not have to show proof of vaccination prior to every lesson. This can be done by emailing a photo of their vaccine card (or other proof as outlined below) to registration@musicworksnw.org (preferable) or showing their vaccination proof to the Registrar prior to their in-person lesson. Parents and caregivers who wish to enter the building will need to show proof of vaccination or negative PCR test upon entry. Audience members who attend in-person events will also need to show proof of vaccination or negative PCR test. Students taking in-person lessons who are turning 12 do not need to suspend lessons while in the process of getting vaccinated. Details regarding acceptable vaccination proof are listed below.
- Several forms of vaccination proof will be permitted, including:
 - Centers for Disease Control and Prevention (CDC) COVID-19 vaccination record card or photo of card.
 - Printed certificate or QR code from [MyIRMobile.com](https://myirmobile.com). (MyIR Mobile is currently limited to English language only. For language assistance, or additional help getting your records, call the Washington State Vaccine Helpline at 833-VAX-HELP (833-829-4357) or email waissrecords@doh.wa.gov).

- Other official immunization record from within or outside the United States, including from your health care provider. A photo or photocopy of this card is also acceptable.
- Full vaccination is defined as two weeks after the second dose of Pfizer or Moderna vaccine or two weeks after one dose of Johnson & Johnson vaccine. No personal identification with proof of vaccination will be required. All Music Works faculty, staff and volunteers who conduct in-person lessons and classes are fully vaccinated against COVID-19.
- Anyone aged 12 and older who wishes to enter the building and is unvaccinated or cannot prove vaccine status will be required to show proof of a negative PCR COVID-19 test taken in the last 72 hours. They may also elect to take virtual lessons which do not require proof of vaccination. Individuals under 12 years of age are not required to be tested for entry. Masks will still be required for all who enter the building.

SCREENING

- Music Works asks all 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. 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
- Students who are feeling sick may request an online lesson instead of an in-person lesson
- Anyone who has been at Music Works and is diagnosed with or has had close contact with a confirmed or probable case of COVID-19 is required to notify the Executive Director, knestvold@musicworksnc.org, and communicate the date of the illness and anyone they may have had contact with at Music Works.

COVID EXPOSURE

- Any fully-vaccinated person with close contact to a confirmed case of COVID-19 who does not have symptoms of COVID-19 does not need to quarantine, but should test 5-7 days after exposure and continue to monitor for symptoms for 14 days following exposure. Any unvaccinated person with close contact to a confirmed case of COVID-19 is required to quarantine for 7 days. Unvaccinated individuals with close contact will be allowed to return to Music Works after 7 days and a negative COVID-19 test. Close contact is defined as being within 6 feet of someone with a confirmed case of COVID-19 for at least 15 cumulative minutes over a 24 hour period
- Faculty in quarantine will schedule virtual lessons with students
- 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 has had close contact and may have been exposed.

PHYSICAL DISTANCING

- Employees, faculty and students are encouraged to maintain six-foot separation in all interactions. 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. No in-person lessons with unvaccinated individuals at this time
- **Voice:** Singers in group settings must wear a mask and maintain a minimum of 6 feet of physical distance. Singers in private voice lessons may remove their masks during the lesson. No in-person lessons with unvaccinated individuals at this time
- **Music Therapy:** In addition to face masks, all music therapists will wear gloves for the duration of each in-person music therapy session
- **Music Therapy:** All materials used in music therapy sessions will be sanitized directly after each session

REHEARSAL/PERFORMANCE GUIDELINES

- Performers must follow instrument-specific guidelines as listed above
- Students, faculty and audience members in a group setting will wear masks at all times, regardless of vaccination status

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 Fully-vaccinated voice, brass and wind students may remove their masks during lessons or performances
- Music Works will provide surgical 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

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 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
 - Guidelines for Piano Keyboard cleaning:
 - Use alcohol-based disinfectants; do not use bleach-based disinfectants or products containing citrus
 - Use disposable towels to clean the keys. Put the towel in the trash after use and wash your hands
 - Follow up with a dry towel – never leave liquids on the piano or keys

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
- 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

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