

## Music Works Northwest COVID-19 Safety Plan Updated November 2022

Music Works Northwest  
1331 118<sup>th</sup> Ave SE, Suite 400  
Bellevue, WA 98005  
Phone: 425-644-0988  
Email: [registration@musicworksnw.org](mailto:registration@musicworksnw.org)  
Tigran Arakelyan, Executive Director: [tigran@musicworksnw.org](mailto:tigran@musicworksnw.org)

### 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 (age 5+) is required to wear a mask or face covering while in the building. Masks are recommended at Music Works for ages 2-4. Exceptions are made for individuals who are unable to wear a mask.
- As of November 2022, we no longer require proof of vaccination for staff, faculty, volunteers or students in order to enter the building or participate in our programming. **Some faculty may still require proof of vaccination in order to participate in their lessons and classes.** Classes that require proof of vaccination will be noted in the description.

### SCREENING

- 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.
- If any of the above 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

### COVID EXPOSURE

- 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, [tigran@musicworksnw.org](mailto:tigran@musicworksnw.org), and communicate the date of the illness and anyone they may have had contact with at Music Works.
- 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.
- Any person who wishes to enter Music Works and has been exposed to COVID-19 should refer to the CDC website for the most recent guidelines. If they have any questions regarding the guidelines they should contact the Executive Director, [tigran@musicworksnw.org](mailto:tigran@musicworksnw.org).

- Faculty in quarantine will schedule virtual lessons with students or reschedule

### **PHYSICAL DISTANCING**

- As of November 2022, we are no longer asking parents and caregivers to wait in their cars during student lessons. Parents and caregivers are welcome to accompany their student to lessons and/or wait in the lobby during lessons.
- Music Works has installed sneeze guards at the front desk
- Music Works will continue to offer online lessons and classes to all students who request this

### **INSTRUMENT-SPECIFIC GUIDELINES**

- **Brass, Woodwinds, Voice:** Students and teachers in private lessons may remove their masks during the lesson.
- **Music Therapy:** All materials used in music therapy sessions will be sanitized directly after each session

### **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](mailto:registration@musicworksnw.org).
- 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
- Piano keyboards and other high touch areas in studios will be sanitized before the first lesson of the day and sanitizing materials will be available at the front desk for those who wish to sanitize more frequently
  - 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 the start of in-person lessons or classes
- 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 Tigran Arakelyan, Executive Director, [tigran@musicworksnw.org](mailto:tigran@musicworksnw.org)