

COVID-19 Preparedness Plan for Holy Names Music Center

Holy Names Music Center is committed to providing a safe and healthy environment for all our teachers and students. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Screening and policies for persons exhibiting signs and symptoms of COVID-19

All teachers and students will self screen each day before coming in to the music center to teach lessons.

Self Screening: Take your temperature at home. Do you have fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell? Any temperature of 100.4°F or higher is considered a fever. If you have a fever, any of the above symptoms, or have been in contact with anyone with a suspected or confirmed case COVID-19 you should remain at home.

If at any time during the day an individual starts experiencing symptoms they will go home and the areas they have been in contact with will be cordoned off until they have been appropriately disinfected which should be done immediately when possible.

Teachers will stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer. If a member of HNMC faculty or staff has a household member sick with COVID-19, that employee-service provider must follow the isolation/quarantine requirements as established by the State Department of Health.

Holy Names Music Center has implemented leave policies that promote workers staying at home when they are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Holy Names Music Center will inform employees of their possible exposure to COVID-19 in the workplace, and will require them to quarantine for the required amount of time, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Teachers and students may choose to connect with remote lessons online.

Respiratory etiquette and Social Distancing

Cloth facial coverings will be worn by every individual not working alone, or other accommodations will be made to limit exposure such as the use of plexiglass screens.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered without damage
- Be worn by children over age 2

A minimum six-foot separation will be kept between persons within the music center in all interactions. When strict physical distancing is not feasible for a specific task, other prevention measures will be implemented, such as use of barriers, minimization of use of narrow, enclosed areas and waiting rooms, staggered breaks, and appointment times.

Studio doors must remain closed during lessons per Phase 2 one on one meeting guidelines, and the back entrance doors to the building will need to remain closed and locked.

Additional Procedures to Maintain 6 foot Distancing:

Students and families have been instructed to text teachers upon their arrival at the music center. They will wait to hear back from their teacher before entering the building to allow time for the studio to be clean for them and for other students to exit the building so the minimum 6 foot distancing can be maintained. Teachers should enter and exit on the side of the building they are teaching. Students will be instructed to enter on that side as well. Teachers have been asked to communicate clearly to students if there has been a change in their regular teaching location so they know where to go and what side to enter on, and allow a little buffer time in scheduling for students to enter and exit the building without coming in contact with one another and to sanitize touched surfaces between students. If a bottleneck problem arises with students coming to lessons because of multiple teachers in one part of the building at the same time we will coordinate efforts to schedule lessons on different days or for some at the 15 and 45 min mark vs the 30 and hour mark among teachers to help stagger arrivals and departures. Teachers are asked to contact the office to reserve rooms and times.

Families entering the music center will be asked to not bring extra guests to lessons and to wait outside or in their car. Parents of young children please limit to one accompanied adult.

The HNMC office staff will continue to do most work remotely. The office door will remain closed even when staff are present. Please contact us via email or phone at music@hnmc.org or (509) 326-9516. Leave a message for your call to be responded to. Office staff can be reached remotely at regular posted hours. We are always happy to assist with any question or concern.

Electronic payments are preferred at this time, but checks may be mailed to us or dropped in the mail slot in the office door. Cash payments will not be accepted.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of frequently touched surfaces by our Maintenance Manager. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

In addition to regular maintenance and increased sanitation of frequently touched surfaces within the building, by our maintenance manager, teachers will sanitize all used surfaces within the studio including but not limited to: music stands, keyboards, and doorknobs between students. Appropriate cleaning supplies will be kept in each active studio. Teachers will be responsible for notifying the maintenance manager via email when cleaning supplies are running low. Teachers are asked to: Plan ahead that enough supplies are available for the day. Know where to access back up supplies. Be mindful of all touched surfaces and clean up after themselves appropriately.

Proper Sanitizing Procedure per CDC:

Wear disposable gloves to clean and disinfect.

Clean surfaces using soap and water, then use disinfectant.

Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

Disinfect: Recommend use of EPA-registered household disinfectant.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend: Keeping surface wet for a period of time (see product label).

Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

*More detailed cleaning and disinfecting instructions can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Teachers and Students are asked to be mindful of shared items and instruments, clean and disinfect all shared items between users and try to avoid sharing sheet music among members of different households.

Recommended hygienic practices by the U.S. Centers for Disease Control (CDC) include:

Not touching the face with unwashed hands or with gloves;

Covering the mouth and nose when coughing or sneezing.

Washing hands and gloves often with soap and water for at least 20 seconds;

Using hand sanitizer with at least 60% alcohol;

Cleaning and disinfecting frequently-touched objects and surfaces

Read: "How to Protect Yourself & Others" at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Communications and training

This COVID-19 Preparedness Plan was communicated via online training documents to all workers on 6/5/2020. All teachers have been asked to sign upon receiving the information as a condition of teaching at the music center during Phase 2. Students and visitors are advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Required postings are at each entrance and visible places throughout the building. This COVID-19 Preparedness Plan has been certified by **Holy Names Music Center** management and was posted throughout the workplace 6/15/2020. It will be updated as necessary.

In accordance with Phase 2 requirements we have set up a web form for you to express any concerns and ideas to improve safety you may have as we move forward. It can be accessed here: hnmc.org/ideas-and-improvements

Holy Names Music Center invites you to address us with any questions or concerns in any way you feel comfortable as we navigate this together. Your safety and well being is our utmost concern. We are so grateful for our association with you and the chance that we have to continue to work together to provide music to benefit our community!

Holy Names Music Center