



The Music Settlement
OHIO CITY · UNIVERSITY CIRCLE

CENTER FOR music

COVID-19 POLICIES & PROCEDURES STUDENT EDITION

UPDATED: Friday, August 21, 2020

TMS STUDENTS RETURNING TO CAMPUS:

- It is at the discretion of each Center for Music (“CFM”) faculty member if they would like to teach on campus at The Music Settlement (“TMS”) during the 2020 – 2021 school year.
- Students may elect to take lessons/rehearsals on campus during the 2020 – 2021 school year with faculty who are offering in-person lessons, or choose distance learning lessons. Students should contact their CFM teacher with their decision so appropriate scheduling arrangements can be made.
 - New students should contact CFM at Music@TheMusicSettlement.org for consultation on joining a studio.
- Upon enrollment, all CFM customers will be required to sign a social contract, agreeing to the CFM COVID-19 Policies and Procedures as listed below.

BASIC CFM COVID-19 POLICIES:

- **Personal Protective Equipment**
 - All faculty, students, and visitors (e.g. parents, guardians, guests, siblings) of TMS and CFM will be required to wear face masks at all times while on campus, unless eating, drinking, or playing a breath-supported instrument (including voice). This applies to all CFM students and visitors ages 5 and older.
 - Faculty, students, and visitors must provide their own masks. A limited number of masks will be available on-site for purchase in the event of an emergency.
 - Face shields may be worn *in addition to* a face mask, but not as a substitute for one. Face masks must be worn at all times.
 - Those with medical concerns preventing them from wearing a mask may present a formal request for special accommodations to the Chair of the Center for Music. A doctor’s note will be required.
- **Visitor and Guest Policy**
 - All lounge areas have been temporarily closed. No additional guests will be permitted to wait on-site during lessons or rehearsals. This includes, but is not limited to, siblings, other children, and parents/guardians.
 - If the studio is large enough, a parent/guardian may observe the lesson with the teacher’s permission, sitting in close proximity to the student.
 - Guests may wait in their vehicles or outside the TMS campus (weather permitting).



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- **Health Screenings**
 - Upon arrival to campus, all CFM faculty, students, and visitors must complete a health screening before proceeding to lessons/rehearsal.
 - **UNIVERSITY CIRCLE CAMPUS** – Health screenings will take place in the Burke Mansion. All faculty, students, and visitors must enter the University Circle Campus through the Burke Mansion, including those who utilize the Percussion Garage, Gries, and the Early Childhood Building.
 - After the health screening, faculty, students, and visitors will be given a marked sticker to indicate they have successfully completed their health screening and may proceed to their lessons.
 - **OHIO CITY CAMPUS** – Health screenings will take place in the main lobby.
 - Designated TMS administrative staff may be assigned to work the health screening area. If the screening station is not staffed by TMS administrative staff, faculty, students and visitors will self-screen and use provided thermometers to scan and screen in the Burke Mansion before proceeding to their lesson/rehearsal, and every time they re-enter the building.
 - Parents/Guardians are permitted to enter the TMS Campus with their student for screening, if necessary, and must undergo the same screening as students.
 - Children under the age of 12 are required to have a parent or guardian with them at all times.
 - Anyone who leaves a building and wishes to re-enter that building or another TMS building must complete a new health screening (see campus directions above).
- **Student Illness**
 - Students and visitors with a temperature over 100°F will not be permitted on TMS property.
 - Students who are not feeling well due to illness, but feel healthy enough to take their lesson, should stay home and contact their teacher within 24 hours of their lesson to request a distance leaning lesson. Normal make-up policies apply.
 - Students who are sent home from TMS due to being symptomatic will lose that day's lesson/rehearsal – no make-ups or credits will be issued.
 - Any student or visitor who develops symptoms throughout the day will be immediately isolated and sent home.
 - Students and visitors must be symptom-free without medication for at least 24 hours prior to returning to TMS property.
 - Students and visitors who have been diagnosed with, or have had contact with a confirmed or probable case of COVID-19 will be required to quarantine in coordination with the Ohio Department of Health prior to returning to TMS.



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- Students and visitors may return to TMS property when they have reported on their on-site health screening that:
 - They have been fever-free without medication and have also been completely free from all symptoms consisting with COVID-19, including cough and chills, for at least 72 hours.
 - At least 14 days have passed since the later of the onset of symptoms.
- **Personal Travel (Updated 8/21/2020)**
 - All faculty, students, and visitors are encouraged to follow the State of Ohio Travel Regulations when traveling outside the State of Ohio, but within the United States, for personal purposes.
 - When traveling outside the State of Ohio, faculty and students must observe a 72-hour quarantine upon return to Ohio and should self-screen for COVID-19 symptoms prior to return to TMS property.
 - Travel to one of the states reporting 15% or higher for COVID-19 as listed on the State of Ohio's Coronavirus website, or to a "hot spot" country listed on the Center for Disease Control website, will result in a 14-day quarantine prior to return to TMS property.
 - Follow CDC's International Travel Guidelines for international travel.
- **Social Distancing**
 - All faculty, students, and visitors must follow designated one-way traffic patterns within each TMS building, including designated exits.
 - All studios/rehearsal spaces will be marked with tape to indicate proper placement of chairs and stands to allow for adequate social distancing (6 ft minimum, depending on instrument).
 - Faculty, students, and visitors are encouraged to maintain 6 feet of separation and refrain from offering handshakes, high-fives, etc.
 - Floor markings will be utilized outside the Enrollment & Customer Service office.
 - Students and families are encouraged to complete bill payments by phone or online. Cash transactions are discouraged; check or credit/debit card is preferred.
- **Lessons & Rehearsals**
 - Students may not enter the rehearsal space until authorized to do so by their teacher/director.
 - Faculty and students must wash and/or sanitize their hands prior to the lesson/rehearsal.
 - Students must provide their own pencils to mark their own music.
 - Sharing of instruments will not be permitted.
 - Faculty may assist students with tuning their instruments, but must sanitize their hands before and after. (See restrictions below in **Instrument Departments**).
 - After the lesson/rehearsal is finished, students and visitors must exit the building promptly.



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OHIO CITY · UNIVERSITY CIRCLE

CENTER FOR music

COVID-19 POLICIES & PROCEDURES STUDENT EDITION

UPDATED: Friday, August 21, 2020

- **Instrument Loans**
 - TMS will continue to loan musical instruments to students and faculty. Instrument loans will be for the duration of the 2020 – 2021 school year or until the lessons/rehearsals end. The student/faculty member is responsible for returning the instrument to TMS promptly in the same condition in which it was loaned.
 - Brass instruments that are loaned out will not include a mouthpiece.
 - To request a loaner instrument, please contact CFM Administration at 216-421-5806 ext. 188.
- **Recitals, Events, and Masterclasses**
 - All recitals, events, and masterclasses will take place online at least through the end of 2020.

INSTRUMENT DEPARTMENTS

All of the above **BASIC CFM COVID-19 POLICIES** apply, in addition to these special considerations:

- **Accompaniment**
 - Social Distancing: See restrictions below based on instruments.
- **Brass**
 - Social Distancing: 10 – 15 feet or more
 - Brass faculty and students may remove their masks in order to play their instruments, but must wear their mask at all times when not playing.
 - Masks with a small slot for the mouthpiece may be worn while playing. These masks must be supplied by the faculty and/or student.
 - Sharing of brass instruments is not permitted.
 - Brass faculty may not assist students with tuning or adjusting their instruments.
 - Students and faculty must bring a personal receptacle to be used for emptying spit valves. The receptacle must be taken away at the end of the lesson and disposed of offsite, not on TMS property. CFM recommends lining the receptacle with a plastic bag for easy disposal.
- **J@MS (Jazz at the Music Settlement) Program**
 - Social Distancing: 9 feet or more
 - J@MS students must follow the protocols listed for their instrument's department.
 - Students will not be permitted to play multiple instruments per day. If necessary, the instruments must be provided by the individual student or sanitized between each use.
- **Percussion**
 - Social Distancing: 6 feet or more
 - Percussion students must bring their own drumsticks/mallets from home. TMS will have a limited supply available for purchase.
 - Lessons will be adapted to focus on one instrument per day.



The Music Settlement
OHIO CITY · UNIVERSITY CIRCLE

CENTER FOR music

COVID-19 POLICIES & PROCEDURES STUDENT EDITION

UPDATED: Friday, August 21, 2020

- **Piano/Keyboard**
 - Social Distancing: 6 – 9 feet or more
 - Pianos/keyboards may not be shared between faculty and/or students.
- **Rock & Pop Academy**
 - Social Distancing: 6 – 9 feet or more
 - Rock & Pop students must follow the protocols listed for their instrument's department.
 - Students will not be permitted to play multiple instruments per day. If necessary, the instruments must be provided by the individual student or sanitized between each use.
- **Strings**
 - Social Distancing: 6 – 9 feet or more
 - Students and faculty must provide their own bow, shoulder rest, and accessories.
 - Harp students may bring their own harp from home, if they so choose. Otherwise, faculty will designate a harp to be used by that student alone and another harp for faculty use.
- **Winds**
 - Social Distancing: 10 – 15 feet or more
 - Wind faculty and students may remove their masks in order to play their instruments, but must wear their mask at all times when not playing.
 - Masks with a small slot for the mouthpiece may be worn while playing. These masks must be supplied by the faculty and/or student.
 - Sharing of wind instruments is not permitted.
 - Wind faculty may not assist students with tuning or adjusting their instruments.
- **Voice**
 - Social Distancing: 15 feet or more. (Faculty and the accompanist must be at least 6 feet apart from each other.)
 - Voice students and faculty may remove their masks in order to sing, but must wear their mask at all times when not singing.

ENVIRONMENT:

- Water fountains will be closed. Students and faculty are encouraged to bring their own pre-filled water bottles from home.
- Restrooms at University Circle will be restricted as follows:
 - 1st floor restrooms in the Burke Mansion will be for student and visitor use only.
 - 2nd floor breezeway restrooms in the Burke Mansion will be for faculty use only.
 - 2nd floor restroom in the Burke Mansion next to the Computer Lab is a family restroom and will remain open for anyone to use.



The Music Settlement
OHIO CITY · UNIVERSITY CIRCLE

CENTER FOR music

COVID-19 POLICIES & PROCEDURES STUDENT EDITION

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- Kitchen areas and break spaces will be restricted to TMS employee use only.
- To provide adequate air flow, all studios/rehearsal spaces must run their air conditioning unit or a fan at all times. Windows may also be opened (weather permitting).
 - Studios without central air, a fan, or an air conditioning unit will not be utilized.

CLEANING PROTOCOLS:

- All TMS buildings will be properly and thoroughly sanitized and cleaned daily, overseen by our Buildings & Grounds crew.
- CFM faculty will sanitize their studio/rehearsal spaces after every lesson/rehearsal. Studios/Rehearsal Spaces will also be cleaned nightly by Buildings & Grounds.
 - In the event of back-to-back lessons, CFM faculty will utilize the last five minutes of lesson/rehearsal time to share practice suggestions and other feedback with students while sanitizing the studio for the next student.
- All TMS cleaning equipment has been pre-approved for use by our employees.

POLICY UPDATES

- Updates to this document will be communicated to CFM students, families, and faculty by email.
 - This document will be posted on the TMS website.

QUESTIONS, COMMENTS, OR CONCERNS? PLEASE CONTACT:

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