

CENTER FOR music

COVID-19 POLICIES & PROCEDURES STUDENT EDITION

UPDATED: Thursday, January 6, 2022

PERSONAL PROTECTIVE EQUIPMENT:

- As of this policy update, all faculty, students, and visitors (e.g. parents, guardians, guests, siblings) of TMS and CFM are **required** to wear face masks at all times while indoors on campus – **regardless of vaccination status**. This applies to all CFM students and visitors ages 2 and older, regardless of instrument. Wind and brass students must wear a mask with a mouth slit.
 - Masks are not required outdoors.
- Faculty, students, and visitors must provide their own masks.
- Face shields may be worn *in addition to* a face mask, but not as a substitute for one.
- See below for Special Accommodations to this policy.

PROOF OF VACCINATION:

- As of this policy update, **The Music Settlement is requiring proof of vaccination for all in-person ensembles, bands, orchestras, and vocal programs.**
 - “Proof of vaccination” refers to “full vaccination” as defined by the dosage for the specified brand of vaccine:
 - Pfizer-BioNTech = 2 doses
 - Moderna = 2 doses
 - Johnson & Johnson/Janssen = 1 dose
 - Boosters are not required for proof of vaccination, but are strongly recommended for all TMS students, staff, and faculty.
- Per the current CDC requirements, this means that **all students ages 5 and up who participate (or wish to participate) in the following programs must show proof of vaccination to attend in-person:**
 - Adult Brass Ensemble
 - Adult Orchestra
 - Arcos Chamber Orchestra
 - Beginning Chamber Orchestra
 - Champagne Flutes
 - Cleveland Pops Youth Orchestra
 - Flautrageous Flute Choir
 - Guitar Ensemble
 - J@MS (Jazz at The Music Settlement)
 - Junior Chamber Orchestra
 - Junior J@MS

- Klezmer Ensemble
- Magnolia Flute Ensemble
- Musical Mix and Mingle
- Percussion Ensemble
- Private Voice Lessons
- Rock & Pop Academy
- Settlement Singers Active Adult Choir
- Teen Brass Ensemble
- Youth Latin Jazz Band
- **Students must present their proof of vaccination to the Enrollment & Customer Service office before they will be allowed to participate in their program.** Cards may be scanned and emailed to ECS@TheMusicSettlement.org or presented in person to the ECS office during regular business hours (Monday – Friday, 9:00 am – 5:00 pm).
- See below for Special Accommodations to this policy.

SIGN IN:

- Upon arrival to campus, all CFM faculty, students, and visitors must sign in and declare they have not been exposed to COVID-19 and are not experiencing any symptoms.
 - **UNIVERSITY CIRCLE CAMPUS** – Sign ins 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 House, and the Early Childhood Building.
 - **OHIO CITY CAMPUS** – Sign ins will take place in the main lobby.
- Children under the age of 12 must be signed in by a parent or guardian and are required to have a parent or guardian with them at all times.

STUDENT ILLNESS:

- 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 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.
 - **Students and visitors may return to TMS property when they have reported to TMS that they have complied with ALL of the following:**
 - At least 10 days have passed since their positive COVID-19 test or close contact with a confirmed or probable case of COVID-19.
 - Fever-free without medication for at least 24 hours.
 - Completely free from all COVID-19 symptoms, including cough and chills, for at least 72 hours.

- **TMS is NOT relying on COVID-19 tests to determine an individual's return to campus.**

PERSONAL TRAVEL:

- There are no current travel restrictions.

SOCIAL DISTANCING:

- All studios/rehearsal spaces will be arranged with proper placement of chairs and stands to allow for adequate social distancing (3 ft minimum, depending on instrument).
- Faculty, students, and visitors are encouraged to maintain 3 feet of separation and refrain from offering handshakes, high-fives, etc.

SPECIAL ACCOMMODATIONS

- **Personal Protective Equipment**
 - If an individual chooses to not wear a facemask as required, each individual must instead take a rapid antigen COVID-19 test for every single visit they make to any Music Settlement campus.
 - The individual will procure and pay for their own rapid antigen test, and they will bring it with them to The Music Settlement in its original, unopened box. TMS will provide a location in our Atrium lobby for the individual to take the rapid test.
 - The individual will follow the instructions on the test kit and have the test proctored online with a TMS witness present during the process and results. The individual shall then present the official proctored results of the rapid test to the security guard or other available TMS staff member.
 - If the test result is negative, the individual may proceed to sign in at the front desk and proceed to the to the private lesson/recital/group class and will also be exempt from wearing a face mask for that visit only.
 - If the individual presents a negative test result, they will still be required to follow other TMS safety rules, such as social distancing and hand sanitization.
 - If the test result is positive, the individual must leave the TMS campus immediately and then follow the TMS policies for COVID-19 positive isolation.
 - Alternately, the individual may present the unopened box to the security guard or other available TMS staff member in the Atrium Lobby of The Music Settlement for inspection.
 - From there, the individual will distance themselves from others, open the box, follow the exact directions and take the test onsite. They will leave the test within sight of the TMS security guard or other available TMS staff member, and the individual will wait until the test results are ready for visual inspection by the security guard or TMS staff.
 - If the test result is negative, the individual may sign in at the front desk and proceed to the private lesson/recital/group class and be exempt from wearing a face mask for that visit only.
 - If the individual presents a negative test result, they will still be required to follow other TMS safety rules such as social distancing and hand sanitization.
 - If the test result is positive, the individual must leave the TMS campus immediately and then follow the TMS policies for COVID-19 positive isolation.

- **Proof of Vaccination**

- If an individual does not provide proof of full vaccination (defined as two vaccines from Moderna or Pfizer, or one vaccine of Johnson and Johnson) to The Music Settlement, as requested for participation in on-campus ensembles, bands, orchestras, and voice lessons, each individual must instead take a rapid antigen COVID-19 test for every single visit they make to any Music Settlement campus.
 - The individual will procure and pay for their own rapid antigen test and bring it with them to The Music Settlement in its original, unopened box. TMS will provide a location in our Atrium Lobby for the individual to take the rapid test.
 - The individual will follow the instructions on the test kit and have the test proctored online with a TMS witness present during the process and results. The individual shall present the official proctored results of the rapid test to the security guard or available TMS staff member.
 - If the test result is negative, the individual may sign in at the front desk and proceed to the ensemble/band/orchestra/voice activity and will also be exempt, if needed, from wearing a face mask for that visit only.
 - If the individual presents a negative test result, they will still be required to follow other TMS safety rules, such as social distancing and hand sanitization.
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 - If the test result is negative, the individual may sign in at the front desk and proceed to the ensemble/band/orchestra/voice activity and will also be exempt, if needed, from wearing a facemask for that visit only.
 - If the individual presents a negative test result, they will still be required to follow other TMS safety rules, such as social distancing and hand sanitization.
 - If the test result is positive, the individual must leave the TMS campus immediately and then follow the TMS policies for COVID-19 positive isolation.

INSTRUMENT DEPARTMENTS:

In addition to the policies listed above, these special considerations apply to the specific departments:

- **Accompaniment**
 - Social Distancing: See restrictions below based on instruments.
- **Brass**
 - Brass faculty and students must wear a mask with a small slit for the mouthpiece 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.
 - Bell covers are required for all instruments, supplied by the faculty and/or student.

- 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**
 - All J@MS students must provide proof of vaccination in order to participate in-person.
 - J@MS students must follow the protocols listed for their instrument's department.
- **Percussion**
 - Percussion students must bring their own drumsticks/mallets from home.
- **Rock & Pop Academy**
 - All Rock & Pop Academy students must provide proof of vaccination in order to participate in-person.
 - Rock & Pop students must follow the protocols listed for their instrument's department.
- **Strings**
 - 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**
 - Wind faculty and students must wear a mask with a small slit for the mouthpiece 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**
 - All voice students participating in private lessons or group programs must provide proof of vaccination in order to participate in-person.
 - Voice students and faculty must wear their mask at all times while singing.
 - Singers must maintain 10 – 12 ft. distance between themselves and all other individuals.

ADDITIONAL PROTOCOLS:

- Students must provide their own pencils to mark their own music.
- TMS will continue to loan musical instruments to students and faculty.
 - Brass instruments that are loaned out will not include a mouthpiece.

ENVIRONMENT:

- Water fountains are currently closed. Please bring your own pre-filled water bottles from home.
- All TMS studios have been equipped with a standalone HEPA/UV filter unit, or have had a HEPA/UV filter installed into the HVAC unit. Standalone filter units must be kept running at all times. HVAC units run constantly throughout the day.

CLEANING PROTOCOLS:

- All TMS buildings will be properly and thoroughly sanitized and cleaned regularly, overseen by our Buildings & Grounds crew.
- All TMS cleaning equipment has been pre-approved for use by our employees.

POLICY UPDATES:

- TMS has designated a COVID-19 Task Force Committee, led by our Board Chair Dr. Christopher M. Brandt. The Committee meets on a regular basis to routinely review and update our existing COVID-19 policies and procedures.
 - Following these meetings, the Center for Music updates this document accordingly.
 - 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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