



The Music Settlement
OHIO CITY · UNIVERSITY CIRCLE

CENTER FOR music

COVID-19 POLICIES & PROCEDURES STUDENT EDITION

UPDATED: Wednesday, August 3, 2022

PRIVATE INSTRUMENTAL LESSONS

- Face masks are no longer required for private instrumental lessons but are strongly encouraged. (See *Face Masks*.)
- All Center for Music (“CFM”) instrumental faculty may set their own studio policy regarding face mask requirements. If they choose to require students to wear face masks, the teacher must notify their students and families, as well as the Enrollment and Customer Service office.
- See below for Special Accommodations to these policies.

PRIVATE VOICE LESSONS AND VOCAL PROGRAMS

- All voice students are **required** to wear face masks at all times while on campus – **regardless of vaccination status**. (See *Face Masks*.)
- Proof of vaccination is also **required** for participation in any vocal offerings. (See *Proof of Vaccination*.)
- See below for Special Accommodations to these policies.

PRIVATE FLUTE LESSONS AND FLUTE ENSEMBLES

- Proof of vaccination is **required** for participation in *indoor* flute lessons. (See *Proof of Vaccination*.)
- Proof of vaccination is also **required** for participation in any CFM flute ensemble. (See *Proof of Vaccination*.)
- See below for Special Accommodations to these policies.

ENSEMBLES / BANDS / ORCHESTRAS / DANCE

- Face masks are no longer required for ensembles, bands, orchestras, or dance programs, but are strongly encouraged for all group activities. (See *Face Masks*.)
- All ensemble directors and group class instructors may set their own policy regarding face mask requirements. If they choose to require students to wear face masks, the instructor must notify their students and families, as well as the Enrollment and Customer Service office.
 - As of this update, the Cleveland Pops Youth Orchestra **will** be requiring face masks.
- With the exception of voice and flute ensembles, proof of vaccination is no longer required for participation in group programs but is strongly encouraged.
- See below for Special Accommodations to these policies.

SUMMER CAMPS

- Face masks are no longer required for summer camps at TMS but are strongly encouraged. (See *Face Masks*.)
- All Center for Music (“CFM”) camp directors may set their own policy regarding face mask requirements. If they choose to require students to wear face masks, the instructor must notify their students and families, as well as the Enrollment and Customer Service office.
- Proof of vaccination is no longer required to participate in summer camps at TMS but is strongly encouraged.
- See below for Special Accommodations to these policies.

FACE MASKS:

- Face mask policies apply to all CFM students and visitors ages 2 and older.
- Faculty, students, and visitors must provide their own masks.
- See below for Special Accommodations to this policy.

PROOF OF VACCINATION:

- Proof of vaccination policies listed above apply to all CFM students.
- “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.
- **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.

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 learning 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.**

SOCIAL DISTANCING:

- Faculty, students, and visitors are encouraged to maintain 3 feet of separation whenever feasible.

SPECIAL ACCOMMODATIONS

• **Face Mask**

- If an individual chooses to not wear a face mask when it is required, the individual must instead take a rapid antigen COVID-19 test for every single visit they make to any TMS campus.
 - The individual will procure and pay for their own rapid antigen test, and bring it to TMS in its original, unopened box. TMS will provide a location in the 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 into the building and will 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 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 proceed into the building and will 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 as defined above, the individual must instead take a rapid antigen COVID-19 test for every single visit they make to any TMS campus.
 - The individual will procure and pay for their own rapid antigen test, and bring it to TMS in its original, unopened box. TMS will provide a location in the 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 into the building.
 - 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 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 proceed into the building.
 - 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.

ENVIRONMENT:

- 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:

Matthew Charboneau – Chair, Center for Music
 216-421-5806 ext. 180 | MCharboneau@TheMusicSettlement.org