



**HYBRID INSTRUCTION HANDBOOK**

**Fall 2020**



## TABLE OF CONTENTS

<b>Introduction and Checklist for Entry into WCMS</b>	<b>page 2</b>
<b>Face Mask Mandate</b>	<b>page 3</b>
<b>Hand Hygiene</b>	<b>page 3</b>
<b>Cleaning Practices</b>	<b>page 3</b>
<b>Physical Distancing and Reduced Capacity in Building</b>	<b>page 4</b>
<b>Air Circulation and Ventilation</b>	<b>page 5</b>
<b>WCMS Visitor Policy during Phase 3 of the COVID -19 Pandemic</b>	<b>page 6</b>
<b>COVID Screening Upon Arrival</b>	<b>page 7</b>
<b>“On Time” protocol, Excused/Unexcused Absences, and Make-Up Lessons</b>	<b>page 8</b>
<b>In Case of Suspected or Confirmed Illness While at WCMS</b>	<b>page 9</b>
<b>WCMS Response to Symptoms or Positive Test Report for COVID-19</b>	<b>page 10</b>

## Introduction and In-Person Lesson Checklist

We are excited to begin offering in-person music instruction to students who are signed up for the hybrid model. The successful re-opening of the WCMS building to the public will depend on everyone working together to keep our “home for music” a safe and healthy place to be. Please take the time to read and fully understand the health and safety protocols contained in this handbook. If you have any questions or concerns about these protocols, or about studying in person at Winchester Community Music School, please do not hesitate to contact Laurie Russell, Executive Director ([lrussell@winchestermusic.org](mailto:lrussell@winchestermusic.org)) or Sara Schwindt, Assistant Director ([sschwindt@winchestermusic.org](mailto:sschwindt@winchestermusic.org)).

Please remember that the decision to offer in-person instruction may change at any time if local COVID-19 cases rise or if the guidance from state and local public-health officials changes. As always, the best place to find the most recent updates on WCMS’s response is [on our website](#).

In addition to the details and resources contained in this handbook, here is a quick-reference checklist that you may find helpful in preparing for any visits to WCMS.

- If feeling unwell, stay at home and contact your teacher for remote instruction or to cancel your lesson
- Wear an approved face mask properly at all times while in the building
- Maintain physical distancing of at least 6’ at all times
- Practice hand hygiene, including using hand sanitizer before entering and exiting your assigned studio
- Complete a health attestation questionnaire using a QR code on a smart device, or questionnaire with greeter every time prior to entering the building
- Use the designated entrance/exit for your lesson location
- Assist with simple hygiene procedures in the designated teaching studio in the last few minutes of the lesson.
- Students should not eat or drink while in the facility
- Students and essential visitors are encouraged to use the restroom at home before coming to WCMS
- Students must exit directly and expeditiously upon completion of the lesson. Students under the age of 9 may have one caregiver escort them to their class; the caregiver must then exit the building after dropping off the student. If desired, the caregiver may return at the end of the lesson to pick up the student or we recommend meeting the student at the exit door.

## Face Mask Mandate

WCMS employees, WCMS students, and any approved visitor to the property are **mandated to wear face masks** which correctly cover the mouth and nose while on the property or in the building as of re-opening in September 2020.

Approved face masks are those consistent with CDC recommendations. Specifically – masks cannot be made of a fabric that makes it hard to breathe, cannot have exhalation valves, and should not be those intended for healthcare workers including N95 respirators or surgical masks. The CDC does not recommend the use of gaiters or face shields. [Click here](#) for guidance about acceptable types of face masks and how to wear and handle them.

Faculty and staff may remove masks temporarily in the following scenarios:

1. When working alone in a cleaned studio or in non-teaching areas where employees are reliably separated by more than 6 feet from others. Discretion is advised due to the potential for co-workers to intermittently come within 6 feet of one another.
2. While eating and drinking only in studios, offices, or designated locations.
  - a. In these locations, employees must ensure that they are at least 6 feet away from others, perform hand hygiene, remove the mask, eat/drink, and then replace the face mask and perform hand hygiene again when finished eating and drinking.

## Hand Hygiene

Handwashing and hand sanitizing will be required for students and adults. In accordance with state guidelines, students and adults will be required to practice hand hygiene when they arrive at the school, and before dismissal. Hand sanitizer is provided in every studio and hand sanitizer stations are at entrances to the building.

## Cleaning Practices

Sanitation will be provided by a combination of students, faculty, staff and our janitorial contractor. All shared spaces will be cleaned and disinfected at least daily and high-touch surfaces will be cleaned multiple times per day on a regular schedule using CDC approved products. Special attention will be given to studio surfaces, bathrooms, door handles, shared objects, and high-traffic areas. Disinfecting supplies will be available for use in each studio.

The last 2-3 minutes of each lesson will be spent by **the student and teacher** wiping down high-touch surfaces such as piano keys, doorknobs, and light switches. This should occur **before** the scheduled end of the lesson time so that the next lesson can begin on time.

## Physical Distancing and Reduced Capacity in Building

Students and adults will maintain physical distancing in and out of the teaching studios in accordance with state guidance. Faculty will be assigned days to be in the building to reduce room scheduling conflicts and assure the lowest possible population density.

Each in-person faculty member will be assigned a pair of studios on their teaching day and will alternate their lessons between the two studios to allow for sanitizing and additional HVAC air exchange in each room between lessons. Each teaching studio will allow for 6-foot social distancing between faculty and student.

To maintain building capacity limits and minimize cross-traffic, all faculty, staff, students, and visitors will be required to use a designated entrance and exit depending on their studio or office location.

- At this time, everyone will enter using the front entrance to the school.
- In the future, we may move to the following protocol:
  - Studios 1-13, the Living Room, or the Dining Room should use the **Front Entrance**. (The main portico entrance facing Highland Ave.)
  - Studios 14-22 or Nichols Hall should use the **Basement Entrance**. (The Basement Entrance is near the right-hand parking lot and is located at the bottom of the accessibility ramp.)

Before each lesson, check ASAP (our online registration system on [winchestermusic.org](http://winchestermusic.org)) to confirm location (room number if at WCMS, or remote). If you need help logging into ASAP, please contact our Registrar, Samara Martin ([smartin@winchestermusic.org](mailto:smartin@winchestermusic.org)). You may enter the building no earlier than 5 minutes prior to the start of your lesson time.

Essential visitors and students must exit directly and expeditiously upon completion of the lesson. Students under the age of 9 may have one caregiver escort them to their class; the caregiver must then exit the building after dropping off the student. If desired, the caregiver may return at the end of the lesson to pick up the student or we recommend meeting the student at the exit door.

Should there be a case of COVID-19 among WCMS students, faculty, or staff, it is crucial that we have an accurate record of who was in the building. The WCMS building can be divided into two distinct “zones,” that we will implement if and when the density of the building increases. Each zone will have its own entrance and exit (Front Entrance or Basement Entrance as described above). In the event that you do need to go from one zone to the other, please exit the building through your designated exit, go to the other entrance, and complete the health screening for that entrance and check in with the greeter.

## **Air Circulation and Ventilation**

We recognize the importance of ventilation and air cleaning to create safe environments that will reduce risk with an airborne virus. We have worked with our HVAC company to do an evaluation of air filtration, ventilation, and air handling systems in every room of our building. We have upgraded air filters to the CDC recommended MERV13 standard. Routine maintenance, and special disinfecting procedures have been performed on all HVAC systems to verify the optimal operation of all air handling and ventilation equipment.

The WCMS mechanical ventilation systems forcibly brings outdoor air inside and then distributes that fresh air to different areas of the building. Our HVAC system has been adjusted settings to maximize the flow of outdoor air. ***Please note: Opening windows will negatively impact the system itself, and reduce the circulation of clean air throughout the building.***

Teachers are assigned two studios for the days they are teaching at WCMS, rotating to a different studio after each lesson. This allows more time for additional air exchange between lessons. Doors should remain open when studios are not in use to increase air circulation.

## **WCMS Visitor Protocols during Phase 3 of the COVID-19 Pandemic**

Due to Covid-19, WCMS is setting forth protocols that minimize the number of people in the building at any one time, minimize the number of people any one individual is exposed to throughout the day, and to promote physical/social distancing.

WCMS will be restricting access to the building to only students who have registered for in-person lessons, faculty on the days they are teaching from WCMS, and limited staff.

For the purposes of these protocols, visitors include all individuals who are not students or WCMS employees who seek entrance to WCMS premises. Only essential visitors will be allowed into the building.

Essential visitors are defined as:

- Support persons for students including parents/caretakers of students who are under the age of 9 years old, and approved companions for students with physical and/or emotional disabilities. (Support persons must stay in the teaching studio with the student during the lesson.)
- Vendors and Contractors whose urgent non-deferrable services are deemed essential for the functioning of WCMS activities
- Emergency Services Personnel (e.g., EMS, Fire Department)
- Law Enforcement

Essential visitors must always adhere to all WCMS requirements including symptom attestation and masking while on premises, physical distancing whenever possible, and avoidance of crowding.

Non-essential visitors may be on the premises, but not in the building. They are welcome to stay within their vehicle or be on the exterior grounds wearing a mask while maintaining appropriate 6 ft distancing.

## COVID Screening Upon Arrival

Prior to entering the WCMS building, all students, staff, faculty and essential visitors will be screened for symptoms consistent with COVID-19 per current guidance, contact with individual with confirmed COVID-19 infection or pending, compliance with travel restrictions in case of travel in the last 14 days to any area subject to the [MA COVID-19 Travel Order](#).

Screening is done by scanning a QR code on your smartphone's camera. NOTE: The first time you complete the screening, it will ask you for your personal information. You only need to enter this info once for each entrance—it will remember you for all future visits as long as you're using the same device/smartphone. To save time before your first visit to WCMS, you may want to log in to your designated entrance website and pre-enter your personal info. The QR code will open an application on your phone to complete a screening questionnaire for your designated entrance:

Front entrance (studios 1-13, Living Room, and Dining Room):

<https://wcms.netcov.com/site/FRONTDOOR>

Basement entrance (studios 14-22 and Nichols Hall):

<https://wcms.netcov.com/site/BASEMENTLOBBY>

A paper attestation form will be available as a backup for those who need it.

If you answer “no” to all screening questions, your phone will display a green “cleared to enter” screen which must be shown to the greeter prior to entering the building. Any answer of “yes” will show a red screen and the individual will not be cleared to enter.

### **“On Time” protocol, Excused/Unexcused Absences, and Make-Up Lessons**

In order to maintain building-capacity limits, WCMS will have a strict “on time” protocol in place. Private lessons will be required to end at the scheduled time, regardless of when instruction began, to avoid students waiting in the hallways for their lessons to begin. Therefore, please be sure to arrive at WCMS in time to complete the health attestation screening, check in with the greeter, and go to your lesson location before the scheduled start of your lesson. You may enter the building 5 minutes prior to the start of your lesson time. (In the event that a lesson begins late because of a delay on the teacher’s part, the lesson will still need to end on time; but the teacher will arrange with the student to make up the missed time on a later date.)

Students are financially responsible for all scheduled lessons during an enrollment period, regardless of whether lessons take place in person or remotely. The WCMS policy on excused/unexcused absences and make-up lessons is still in place. In the event that a scheduled in-person lesson cannot be taken on-site, the teacher and student should arrange for a remote lesson instead. Students are entitled to one excused absence with one free make-up lesson per teacher, per semester. **Please remember that absences must be reported at least 24 hours in advance in order to be excused.**

If the student cannot come to WCMS for a scheduled on-site lesson because they or someone in their household is unwell or for any other reason, they should let their teacher know as early as possible so the lesson can be taken remotely at the regular time. Make-up lessons will not be given for on-site lessons that have to be switched to remote, except in the case of the student’s one excused absence with 24 hours’ notice. Consistent with existing WCMS policy, lessons which are canceled by the teacher will be made up.

## **In Case of Suspected or Confirmed Illness While At WCMS**

All people entering WCMS should check daily for the following symptoms:

- **Fever** (100.0°Fahrenheit to higher), chills, or shaking chills
- **New sore throat**
- **New cough**
- **New runny nose/nasal congestion** (not due to other known causes, such as allergies)
- **New shortness of breath**
- **New muscle aches**
- **New loss of smell or taste**
- **Atypical symptoms concerning for COVID-19 (e.g. COVID toes)**
- **Headache**, when in combination with other symptoms
- **Nausea, vomiting, or diarrhea**
- **Fatigue**, when in combination with other symptoms

Per health guidance, students, faculty, or staff who demonstrate any of the above symptoms while at WCMS, must be isolated and sent home.

- If a student is symptomatic while at WCMS, the student will be isolated and WCMS will contact families for immediate pick up.
- Families should prepare a plan to promptly respond and pick up their child from WCMS should they be called.

It is strongly encouraged that symptomatic visitors, faculty, and staff with any of the above signs or symptoms obtain COVID PCR testing. This recommendation is subject to change due to potential advancement in testing technology. See "Return to WCMS" for requirements before any return to the building.

## **WCMS Response to Symptoms or Positive Test Report for COVID-19**

WCMS will work with the Winchester Department of Public Health to support all efforts for identifying, quarantining, and contact tracing should a student, faculty, or staff member become symptomatic or test positive for COVID-19. Privacy of those involved will be maintained at all times.

### **Contact tracing/Notification**

- If any faculty, staff, student or visitor is symptomatic and/or has a positive test result for COVID-19 at home, the individual must stay home. In addition to contacting your health care provider (HCP), you must then contact WCMS.
- WCMS will inform those individuals who, based on CDC and State guidelines, were potentially exposed that a person has tested positive for COVID-19, taking care to not disclose the identity of the infected person.
- Anyone with potential exposure should consult with their physician and self-monitor for signs of illness. They should remain at home if symptoms develop, or if required to quarantine, until they receive a medical provider's certification or until they otherwise meet CDC guidelines for when it is safe to return to WCMS.
- In all cases of a positive test, the person may only return to the WCMS campus with a note from their health care provider or the Massachusetts Community Tracing Collaborative, and permission from WCMS administrators.

### **Cleaning Protocol**

WCMS will conduct a thorough 'Decontamination' cleaning procedure - potentially including but not limited to changing HVAC filters, sanitizing the facility, and working closely with our vendors to ensure proper materials, equipment, and procedures are used.

### **Return to WCMS After Symptoms or Positive Test Report**

Any student, faculty, or staff member returning to school who has tested positive for Covid-19, will need to meet the return to school requirements set forth by WCMS, in coordination with the Winchester Department of Public Health.

- Per the guidance, returning to school following a positive Covid-19 case should be based on time and symptom resolution.
- Typically, people who test positive can resume public activities after 10 days and once they have:
  - a. gone for 3 days without a fever (and without taking fever-reducing medications like Tylenol); and
  - b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
  - c. *received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative).*