



COVID-19 Safety Guidelines and Procedures

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Introduction

As we continue to navigate the COVID-19 pandemic, we are appreciative of the opportunity to gather our students, faculty, staff and community members back in our brownstone. We will remain flexible with personal preferences for online or in-person learning, but for those who are comfortable we have outlined our reopening preparedness, expectations for our community members and our protocols to keep everyone safe and healthy.

During times like this, the safety and well-being of our schools' families and staff, as well as those in the broader community around us, are our primary concern. If you have questions about the School or our programs, please email us at: info@bsmny.org, or leave us a message at (212) 663-6021. We will continue to deliver as much information as possible in a timely manner and as necessary proactively update you on any measures we are taking as we closely follow directions from public health experts.

The following resources were also considered in the reopening planning:

1. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
2. <https://www.osha.gov/Publications/OSHA3990.pdf>
3. <https://www.dol.gov/coronavirus>
4. <https://coronavirus.health.ny.gov/home>
5. <https://www1.nyc.gov/site/coronavirus/index.page>
6. <https://nafme.org/covid-19/>

Thank you also to the following for sharing their resources and procedures with us or with the community at large: Brooklyn Music School, Greenwich House Music School, Lucy Moses School, Brooklyn Conservatory of Music, Third Street Music School Settlement, Diller Quaille, Juilliard Prep, and Manhattan School of Music.

Opening Phases Overview

In response to the COVID-19 pandemic, Bloomingdale School of Music (BSM) will follow the phased guidelines for public health outlined by the State of New York and New York City. These practices are focused on protecting employee, student, and community health and safety, ensuring appropriate physical distancing, ensuring proper infection control, and communicating clearly with the public.

Because a pandemic is an unpredictable situation, we will stay up-to-date with current COVID-19 status in our area to adjust our policies to preserve public health. We will provide updates on any changes through email, our website and social media.

Phase Green Health and Safety Practices for In-Person Business

- **Anyone entering Bloomingdale's Brownstone that is over the age of 5 must be vaccinated**
 - Masks are optional while inside the building.
 - There will be a limited number of masks to distribute to the public Touchless hand sanitizer stations will be present throughout the school and information about healthy safety practices will be posted throughout the building.
- BSM is open to the public from 10am-7pm Monday-Friday and on weekends during the September - June school year; Summer (July and August) hours are 9am-7pm Monday-Thursday, 9am-5pm on Fridays and 9am-2pm on Saturdays. Building Hours
- Staff and faculty can still work all hours remotely, pending supervisory approval.
- Because a pandemic is a fluid situation, leadership staff will continue to stay informed and adjust our policies to preserve public health, providing updates through email, our website and social media. **In the event that a student, faculty, or staff member tests positive or has been in close contact with someone who has tested positive they are expected to inform the School**, and we will communicate it to our community.

Phase Yellow: Health and Safety Practices for Limited Opening

- BSM's doors are closed to public entry and in-person instruction.
- Bloomingdale Community is continuing to follow the healthy practices such as hand washing and wiping down spaces, as well as:
 - Staying home when sick.
 - Utilizing the hand sanitizer available at all entrances & exits, in studios, and all public spaces.
 - Assuring that bathrooms are fully stocked with soap and paper towels.
- Staff and faculty are working mainly remote, but come to school on a very limited basis as needed and approved by supervisors.
 - All employees are required to be fully vaccinated against the COVID-19 virus and masks are required while inside the building.
 - Everyone is enforcing/keeping 3-feet of social distance while in the building.
 - Staff and faculty are self-screening, via provided survey, prior to entering the school.
 - Staff, faculty, and hired contractors are required to sign in and out of the building via a provided digital form.
 - The concert hall is limited for faculty recordings in preparation of concerts. A staff member must be present. Masks must be worn.

- Masks may be removed in closed offices for vaccinated employees in groups of 4 or less with the door closed, otherwise masks are required.

Phase Red: Health and Safety Practices for Mandated Quarantine

- Bloomingdale is closed to the public, but operates online 7 days a week during normal business hours.
- There is no instruction in the building; instruction is strictly virtual - faculty and families are teaching and learning remotely through video conferencing platforms.
- All Staff members work remotely: answering messages and emails from home, partaking in numerous weekly meetings in online video platforms.
- Facilities and operations staff are evaluating daily to assess when we can enter the building safely.
 - Under special circumstances staff or faculty may be allowed to enter the building: If a staff or faculty member enters the building, they are required to wear a mask.
 - When traveling to BSM, all staff and faculty must wash their hands frequently in warm water (or use alcohol based hand sanitizer) before, during and after we enter the building.
 - Before leaving BSM, every visitor must take 5 minutes to wipe down surfaces they touched with disinfectant. Disinfectants are present in every room.
- To reach a member of our Registration staff, please email us at registrar@bsmny.org or check the website for an announced alternate phone number.

Unsure about something? Email the Registration team at registrar@bsmny.org or if you are an employee check with your supervisor.

Safety Protocols Overview

COVID-19 Vaccinations

In compliance with developing guidelines issued by federal, state, and our local government, **Bloomington will be requiring that all vaccine-eligible staff, faculty, students, and clients over the age of 5 be fully vaccinated against COVID-19.**

We will be requiring proof of vaccination for any vaccine -eligible person entering our building including: parents and caregivers, siblings and relatives (who are vaccine-eligible), visiting performers, concertgoers, vendors and contractors and anyone else coming through our doors **starting on September 15, 2021. For students 5-11, the requirement for the first dose will be as of February 7, 2022.**

To meet the vaccine requirement, all vaccine eligible individuals coming into BSM's building were required to be two weeks past either your second dose of Pfizer or Moderna vaccines or a single dose of the Johnson & Johnson vaccine by no later than October 15th, 2021. **For students 5-11, the requirement for the second dose will be as of March 7, 2022.**

Vaccine-eligible students who remain unvaccinated will be asked to shift to remote learning, attending lessons online. Currently students under the age of 12 are still permitted to take in-person lessons without being vaccinated. We will continue to monitor guidance around this.

Personal Protective Equipment (PPE)

The use of Personal Protective Equipment (PPE) is optional at BSM, but we continue to encourage it in public spaces to help reduce the spread of the virus through droplets and aerosols. You may need to wear additional personal protective equipment (such as face shields) depending on the instrument a student plays (voice, woodwinds or brass), and the room where the lesson/ensemble is taking place.

Face Covering Requirement

It is optional for any individual who is over age two and able to medically tolerate a face covering to wear a cloth mask, medical mask, N95 mask or clear mask - when in common or shared areas on site.

Exceptions

- All Early Childhood classes will remain masked including students, faculty, and parents/caregivers in the classroom.
- Any unvaccinated visitors under 5 must continue to wear face masks while in BSM facilities.
- **Concert patrons attending any in school event or function will remain masked.**
- Still required for voice lessons and large ensembles

A face covering is generally a cloth, bandana, or other type of material that covers an individual's mouth and nose. Individuals are welcome to use their own face coverings, or BSM will provide one to anyone entering campus who does not have one. Individuals may elect on their own to wear certain masks which are classified as respirators, such as a N95 or KN95 mask. These types of masks are subject to specific requirements of the wearer and provider, as outlined by the US Occupational Safety and Health Administration (OSHA). BSM

students, faculty, and staff are not permitted to require any other person to wear a N95 mask, KN95 mask, or any other similar mask that is classified as a respirator.

Per the CDC, if you recently had a confirmed case of COVID, or were recently exposed by a close contact, you are required to wear a mask in the building up to 10 days after your negative test.

To get the most benefit from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use, if provided.
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Do not let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Do not lay your face covering on any surface that may contaminate either the covering or the surface.
- Do not use it if it's damaged or has holes, unless it is the only face covering you have access to.

Other Personal Protective Equipment

We will maintain stock of other PPE, including gloves and face shields, which will be made available to students, faculty, and staff upon request. Physical protection barriers (e.g., sneeze guards) will be utilized to reduce aerosolization spread, where appropriate. This will include our registration desks and administrative offices entrance where there is a high frequency of face-to-face contact.

Hand Sanitizer and Wipes Stations

Additional alcohol-based hand sanitizer dispensers will be deployed throughout the school building to ensure it is widely available. Sanitizing wipes will be deployed throughout studio spaces and stocked with wipes found on the EPA's list of products qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19.

Stay Home if You Are Sick

It is critically important that individuals who are not feeling well stay home and do not attempt to enter Bloomingdale's brownstone.

What to do if a person appears/gets sick at Bloomingdale

Identifying and acting on early warning signs can be an important tool in preventing the spread of COVID 19. In the event that a faculty member feels a student is too sick to be in their classroom or a student gets physically sick in the classroom, the family should be contacted to retrieve the child, if it is an adult student they should leave the premises. The faculty member should email [Brandon Vazquez](#) and the [Registration Team](#) to let them know of the sick student and also leave the building immediately. As follow up the staff will begin the COVID-19 communications plan for possible exposure.

Any signs of illness onsite should be handled as possible COVID-19. Please see page 12 for additional guidelines around exposures and confirmed cases.

Physical Distancing

Special consideration regarding physical distancing will be provided for vulnerable populations within our community, but these considerations must be balanced with the needs of our students and Bloomingdale's educational mission. When New York State COVID-19 alert level is "Very High," the school will make efforts to increase physical distancing in the brownstone.

Staff in shared offices should work with their supervisor and co-workers to determine how on-site staffing should be coordinated. In instances where employees in a shared office must be on site at the same time, alternate workspaces or other accommodations will be provided.

Guests Artists, Lecturers, and Presenters

Approval from the Executive Director, Senior Director of Operations, or Senior Director of Programming will be required in advance for guest artists, lecturers, or other presenters to be permitted on site.

Substitute Teachers

Approval from the Senior Director of Programming will be required in advance for substitute teachers to be allowed on site. We encourage faculty to schedule a makeup lesson, online if needed, rather than a substitute situation.

Contractors, Vendors, Professional Service Providers, Donors, Prospective Donors

While in-person meetings are permitted, offsite, outdoor, and virtual meetings can still be accommodated..

General Public

The general public should check in with the Registration Team on the lower level at the first window.

Cleaning The Brownstone

Enhanced cleaning protocols are being implemented throughout Bloomingdale's Brownstone, with a focus on regular disinfection of common areas and high-touch surfaces in accordance with CDC guidelines. All cleaning products used will be EPA approved for COVID-19.

NY State requires that Employers:

1. Conduct regular cleaning and disinfection at least once after every shift, daily, or more frequently as needed, and;
2. Frequent cleaning and disinfection of shared objects (e.g., tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
3. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and the DOH (Department of Health).
4. Method of cleaning shall be performed according to CDC requirements and with products approved by the CDC as provided at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The CDC cleaning and disinfection recommendations are:

1. Clean dirty surfaces with soap and water before disinfecting them.
2. To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and is appropriate for the surface.

3. Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

For more information visit:

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

The EPA has identified a wide range of products for use against SARS-COV-2. You can research products at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Bloomingtondale has a partnership with Harlem Cleaning Services who clean the building daily and will ensure the spaces the individual who has been exposed to or confirmed with the COVID-19 virus are cleaned and sanitized.

Instrument Cleaning

Shared instruments will be cleaned in between each use. Pianos will be cleaned in accordance with Steinway COVID-19 guidelines, using EPA and CDC approved cleaner.

String students should bring their personal instrument to and from Bloomingtondale. Aside from tuning, instructors are encouraged not to touch student instruments and should not allow students to touch their personal instruments. When handling instruments to tune, faculty are encouraged to wear disposable gloves.

Wind and Brass students should bring their personal instrument to and from Bloomingtondale. Wind and brass instructors are encouraged **not** to touch student instruments and should not allow students to touch their personal instruments when possible.

Percussion students should bring their personal sticks/mallets to and from Bloomingtondale. Percussion instruments will be cleansed according to CDC guidelines and using cleaning solutions safe for the drum heads, bars of mallet instruments, etc.

Bloomingtondale will limit the borrowing of on site instruments. Interested parties should reach out to [Ling Lopez](#) and will be considered on a case by case basis. Students who arrive at Bloomingtondale will not be able to arrange for a borrowed instrument, be sure to bring your equipment.

Personal Hygiene

Bloomingtondale encourages all community members to practice the best personal hygiene possible - this includes hand washing, cough and sneeze etiquette, and mindfulness of touching your face. Individuals should wash their hands for at least 20 seconds or use alcohol-based hand sanitizer frequently while in the building. NY State requires that employers "provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible."

Other Considerations for the Brownstone

Below are additional guidelines and protocols being implemented for specific types of rooms and other areas at the brownstone.

Performance Venues

Performance venues may only be used when they have been reserved in advance. No use of any performance venue is permitted without **an advance, confirmed reservation**. These spaces include David Greer Recital Hall as well as the Baisley Powell Elebash Library/Studio.

All applicable guidelines that are part of the "David Greer Recital Hall Policies and Procedures" (**Addendum B**) must be observed, including time limits based on instrumentation and appropriate vacancy time in between activities.

Additional guidelines specific to performance venues include, but are not limited to:

- Entrances & exits from stage will be made from & to the house in most venues
- Production staff are the only people allowed in backstage areas. This includes things like retrieving music stands and chairs – performers should ask production staff if they need something.
- Performers must bring their own water
- Microphones and other equipment may only be used by one person in a given rehearsal/performance, and must be disinfected in between each use

Teaching Studios

Teaching studios may only be used when they have been reserved in advance. No use of any studio is permitted without an advance, confirmed reservation. Reservations may be made with the Registration Team directly. The Registration Team will advise of any necessary time limits or need for time between occupants.

Students and faculty may **NOT** enter any room without a reservation, even if it is empty. Students and faculty **MUST** exit the room at the end of their reservation time to allow for adequate air turnover before the next reservation.

Faculty and students are encouraged to use the provided disinfectant wipes to wipe down piano keytops, music stands, doorknobs, and other high-touch surfaces both when they enter the room **AND** before they exit the room.

Common Areas

Masks are optional in common areas, however community members are encouraged to be respectful of the choices of others.

Restrooms

Enhanced cleaning, sanitizing, and disinfecting procedures are being implemented throughout the building. This will include daily cleaning and disinfection of every restroom.

Building Operations

HVAC Systems

We have worked closely with construction and building consultants to upgrade our HVAC systems and ensure the operation of our heating, ventilation and air conditioning systems align with current industry standards as specified by the American Society of Heating, Refrigerating, and AirConditioning Engineers (ASHRAE). In addition to upgrading and adding ventilation to both the east and west side of the bottom floor, we have also built a new mechanical heating/cooling system into the 2nd floor of the building that will integrate required

fresh air exchange as per code. Performance spaces, rehearsal spaces, classrooms, teaching studios, and practice rooms are being scheduled with unoccupied time in between uses in order to allow for the appropriate number of air changes within the space before it is used next, and we will open the windows of the classrooms in use.

Shutdown

Due to circumstances beyond our control, it may be necessary to restrict access to or close Bloomingdale's brownstone as mandated by local or state health officials. In the event of a closure, families will be communicated with by email, via our website and social media accounts. Lessons, classes and ensembles will pivot to online learning via video platforms and all staff will be required to work from home. Please see the phased reopening plan summary on page 4.

Confirmed Cases & Communications

Exposure and Confirmed Cases

Students, family members, staff, or faculty who appear to have COVID-19 symptoms, such as fever, cough, or shortness of breath, upon arrival to Bloomingdale, or become sick during the day with COVID-19 symptoms, should immediately be separated from others and/or sent home.

People with these symptoms may have COVID-19:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. For more information on symptoms, visit

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Response to a Confirmed COVID-19 Case

Isolating confirmed COVID-19 cases and identifying newly infected individuals early is an important way to reduce and/or contain spread of the virus. We have implemented the following procedures in cases where a member of our community is infected with COVID-19.

Notifying Bloomingdale

For the health and safety of the entire Bloomingdale community, it is important that students, faculty, or staff who test positive for COVID-19 contact Bloomingdale as soon as possible so that appropriate steps can be taken. Students who test positive for COVID-19 should contact [The Registration Team](#). Faculty and Staff should contact [Brandon Vazquez](#).

Bloomingdale's Role in Notifying Others

Bloomingdale will contact anyone who may have been exposed and we will protect the identity of the person who has been exposed. It is the policy of Bloomingdale School of Music that the identity of individuals with positive COVID-19 must remain confidential when notifying patrons and employees of a potential exposure or confirmed infection as required by the Americans with Disabilities Act (ADA).

If a student or employee tests positive for coronavirus, they should immediately contact their health care provider. The Leadership Team and/or Registration Team should:

1. Inform fellow classmates or employees of their possible exposure to COVID-19 at the school but do not provide the name or identity of the person who has it.
2. Do not tell the name of the student or employee who has tested positive to others - you must protect their confidentiality as required by the Americans with Disabilities Act (ADA).
3. Student and employees' medical records concerning coronavirus must be kept confidential.
4. Ensure the spaces the individual has been in are cleaned and sanitized.

Isolation and Quarantine

In accordance with guidelines from the CDC and NYC DOH, students, faculty, and/or staff who have come in close contact with an infected individual will be asked to initially self-quarantine or self-isolate. In the event of a self-quarantine, online lessons will be an option for both faculty and students. See below for additional guidelines on quarantine and isolation in the event of an exposure or confirmed case.

Calculating Quarantine

The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

IF YOU

Were exposed to COVID-19 and are NOT [up to date](#) on COVID-19 vaccinations

Quarantine for at least 5 days

- **Stay home**
 - Stay home and [quarantine](#) for at least 5 full days.
 - Wear a [well-fitting mask](#) if you must be around others in your home.
 - [Do not travel](#).
- **Get tested**
 - Even if you don't develop symptoms, [get tested](#) at least 5 days after you last had [close contact](#) with someone with COVID-19.

After quarantine

- **Watch for [symptoms](#)**
 - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- **Avoid travel**
 - It is best to [avoid travel](#) until a full 10 days after you last had close contact with someone with COVID-19.
- **If you develop symptoms**
 - [Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a [well-fitting mask](#) around others.

Take precautions until day 10

- **Wear a well-fitting mask**
 - Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.
- **If you must travel during days 6-10, [take precautions](#).**
- **Avoid being around people who are [more likely to get very sick](#) from COVID-19.**

IF YOU

Were exposed to COVID-19 and are [up to date](#) on COVID-19 vaccinations

No quarantine

- You do not need to stay home unless you develop symptoms.

- **Get tested**
 - Even if you don't develop symptoms, [get tested](#) at least 5 days after you last had [close contact](#) with someone with COVID-19.

Watch for symptoms

- Watch for [symptoms](#) until 10 days after you last had close contact with someone with COVID-19.
- If you develop symptoms
 - [Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a [well-fitting mask](#) around others.

Take precautions until day 10

- Wear a well-fitting mask
- Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.
- [Take precautions if traveling](#)
- Avoid being around people who are [more likely to get very sick](#) from COVID-19.

IF YOU

were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)

No quarantine

- You do not need to stay home unless you develop symptoms.

Watch for symptoms

- Watch for [symptoms](#) until 10 days after you last had [close contact](#) with someone with COVID-19.
- If you develop symptoms
 - [Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a well-fitting mask around others.

Take precautions until day 10

- Wear a well-fitting mask
- Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.
- [Take precautions if traveling](#)

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU

Tested positive for COVID-19 or have symptoms, regardless of vaccination status

Stay home for at least 5 days

- Stay home for 5 days and [isolate](#) from others in your home.

- Wear a [well-fitting mask](#) if you must be around others in your home.
- [Do not travel](#).

Ending isolation if you had symptoms

- [End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.
- Ending isolation if you did NOT have symptoms
 - [End isolation after at least 5 full days](#) after your positive test.

If you got very sick from COVID-19 or have a weakened immune system

- You should isolate for at least 10 days. [Consult your doctor before ending isolation](#).
- Take precautions until day 10
- Wear a well-fitting mask
 - Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
- Do not travel
 - [Do not travel](#) until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.
 - Avoid being around people who are [more likely to get very sick](#) from COVID-19.

Credit: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

If a student or employee is continually exposed to Coronavirus (a member of their household has tested positive), they must stay home for at least 5 days and monitor their symptoms. The individual is required to take two negative tests at least 24 hours apart before returning and must continue to test and wear a mask for up to 10 days after your last exposure. If the student or faculty member's instrument does not allow for wearing a mask during this time period, the lesson must be held online. Wind, brass, and voice lessons must be held online during this period.

Lessons & Ensembles

Online Lessons

Faculty members who are not comfortable returning will continue teaching online. If a faculty member is comfortable returning we will make in-person learning an option for their students; if a student would prefer to continue lessons online, the faculty member will be able to teach live from Bloomingdale or from their personal home or studio.

While private lessons will occur on the preferred online platform agreed upon by the instructor and student, we strongly recommend that students and faculty coordinate and test the platform that has been agreed upon in order to eliminate/reduce time spent dealing with technological issues during your lesson time.

General In-Person Learning

The following is a list of important steps and measures that all employees and community members of Bloomingdale should understand and follow as we begin to return to on-site teaching and learning.

- The best way to continue to protect you and our community remains washing hands OFTEN, not touching your face, and wearing a face covering.
- BSM faculty members reserve the right to request students in their lessons, classes, and rehearsals to remain masked. Similarly, students and parents request the right to request their instructor to remain masked. Instructors and families should communicate their preferences to each other to ensure a smooth and respectful transition.
 - If any issues should arise, please notify leadership staff as soon as possible, if you have any questions about this please let us know. We are working to ensure everyone - faculty, students, and parents feel comfortable and this will take communication and mutual respect along the way.
- Masks will continue to be available at the front desk upon request.
- If you are sick, stay home, and contact the Registrar, and/or your teacher. In case of sickness, lessons can be shifted online or make-up lessons may be scheduled with the faculty as per the Missed Class Policy. Makeups can be done online or in-person.
- If a student becomes or appears sick at the school, they will be asked to leave, their family will be contacted and we ask that the student not return until they are no longer presenting with symptoms and are feeling better.
- The building will be cleaned at least once per day, in accordance with CDC guidelines. Staff will clean common areas, such as lobbies, restroom sinks, door handles, etc.
- All ensemble classes will take place in the recital hall or a large studio (Library, Studio 42). Students must bring their own instruments, pencils and music.
- Studios with windows may be opened to improve air circulation;; fans can be provided as available and needed; air conditioners may also be used in studios with clean filters and regularly checked by BSM staff for proper use.
- In the event of a positive COVID case in our community, anyone we know who came into "close contact" with that individual will be specifically informed.
 - According to the latest CDC guidance, *close contact* is considered contact with a COVID positive individual within 6 feet for 15 minutes or more; and anyone who has come into *close contact* with the individuals who tested positive are instructed to quarantine for 14 days, contact

their health care provider, monitor symptoms, and get a COVID-19 test. All other community members should monitor for COVID-19 symptoms.

- o Lessons will move to online platforms in the event that a faculty member is unable to teach in-person or there is an outbreak within a class or studio.
- Space and Ventilation Tips:
 - o Open windows whenever possible to create maximum ventilation.
 - o If you have a box fan or window fan, this can help as well. Make sure the fan is blowing out.
 - o An outdoor lesson can also be a great option for some instruments, particularly during warmer weather. If you think this might work for you, ask your teacher!
 - o During colder weather or in spaces with less natural ventilation, an air purifier can also be very helpful in creating a safe lesson environment.

Ensembles & Lessons

All in-person lessons are required to take place on BSM's campus, and efforts will be made to ensure that appropriate precautions and safety measures are adhered to. Rooms on site will be made available to accommodate socially distanced in-person lessons. Off-campus in-person lessons and events that are not approved and hosted by Bloomingdale administration are prohibited. Online and hybrid options will be available for faculty and students who may wish to learn remotely.

The following guidelines and practices will be in place for private lessons taking place in person, on campus:

Private Lessons for Strings, Guitar, Percussion, Piano

1. Face coverings optional for all participants.
2. Teaching in a studio that will accommodate physical distancing of 3 feet.
3. Lessons of no more than 60 minutes.
4. To manage room and building capacity, we are limiting the number of times faculty members transfer rooms and the use of rooms that do not allow social distancing when possible. Practice room sign out and room rentals will be available on a limited basis.
5. Faculty/students are encouraged to wipe down all instruments when entering and exiting a room.
6. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.

Private Lessons for Woodwind and Brass Students

1. Face covering and face shield are encouraged for the teacher (and accompanist, if applicable) at all times.
2. Face covering is encouraged for students when not playing.
3. Instrument bells should not be directed toward others.
4. When requested, we will schedule lessons in rooms that will better accommodate 6-feet of physical distancing.
5. Lessons of no more than 60 min.
6. Faculty/students are encouraged to wipe down all instruments when entering and exiting a room.
7. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.

Private Lessons for Singers

1. Teacher and pianist in one room with face coverings; with students standing 6 feet away wearing a covered or [clear facemask](#).
2. Lessons of no more than 60 minute.
3. Faculty/students are encouraged to wipe down pianos and surfaces when entering and exiting a room.
4. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.

Ensembles, Group Classes, Summer Workshops/Symposiums

1. Face coverings required for all individuals. May be removed only by wind/brass players only when playing their instruments.
2. Room vacancy of 15 minutes between group classes and rehearsals when schedules permit to allow adequate air exchange via HVAC system; length of time depends on the specific room.
3. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.

Early Childhood Classes

1. Face coverings required for all individuals over the age of 2.
2. Limit to no more than 16 individuals per room, regardless of room size.
3. Classes of no more than 60 minutes.
4. Room vacancy of 15 minutes between group classes and rehearsals when schedules permit to allow adequate air exchange via HVAC system; length of time depends on the specific room.
5. Faculty/families are responsible for wiping down all instruments when entering and exiting a room.
6. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.

Room Traffic Management

- Establish routines for students entering the classroom, sanitizing hands, and gathering and setting up instruments and music folders
- Please be aware that creating and implementing these new routines will result in more setup/takedown time and less rehearsal time.
- Students singing in groups will need to sing forward-facing, not in a circle or facing each other.

For more information on CDC recommendations around COVID-19 in Schools, Child Care, and College visit <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Administrative Offices

Each supervisor has been working with those who directly or indirectly report to them to determine how they meet our goals of safety for all. Employees should work with their supervisor to evaluate staffing options and phased approaches to returning to campus which align best with their department's needs.

Employees are encouraged to maintain a hybrid work schedule if their roles allow, to decrease the density of people in the brownstone. These options may include leveraging video conferencing and phone solutions to remotely replicate instances where many departments would normally be open during business hours to receive walk-ins. Staff in shared offices should work with their supervisor and co-workers to determine how on-site staffing should be coordinated. Special consideration will be provided for vulnerable populations within our community, but these considerations must be balanced with the needs of our students and BSM's educational mission. Limits on in-person visits to administrative offices will remain in effect as local guidance dictates.

On-Site Work

Capacity Restriction: The Occupational Safety and Health Act (OSHA) requires employers to furnish each worker employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm. Keeping that recommendation in mind, employee's schedules should be worked in such a way that accommodates them plus all clients, students and customers.

Steps and Protocols for employees at work:

1. BSM requires all employees who will be entering BSM's premises to be fully vaccinated with the COVID-19 vaccination, unless they are entitled to a reasonable accommodation exempting them from this requirement. Exemption requests may be made in writing to [Brandon Vazquez](#).
2. Employees are allowed to remove their face coverings, but encouraged to continue to wear them in public spaces. If you are in spaces with other people - masks are optional.
3. Stagger schedules for employees to allow for social distancing in smaller offices spaces.

Scheduling and Commuting: Bloomingdale allows for a hybrid works schedule to allow for social distancing in smaller offices. Employees must work with their supervisor to confirm their office schedule and continue communication regarding their location and times of work.

Individual and Shared Work Areas

Students, faculty, and staff are encouraged to clean personal and shared work areas before and after use, using wipes found on the EPA's list of products qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19. Bloomingdale will provide such wipes at stations located throughout campus. Pianos, Percussion, and Other Shared Instruments Students and faculty are encouraged to wipe down all shared equipment with disinfectant wipes before and after use.

On a Final Note

Bloomingdale is doing everything within staff member's control to keep our community safe while making the building available to faculty and students ready to continue their learning in person. The leadership team is aware that not everyone will be comfortable with returning to in-person learning and we will continue to make virtual classrooms an option as needed. Above all else we hold our community at the heart of our music making, teaching and learning and we will continue to work to provide a safe and clean school for that community. We understand that returning to workplaces will no doubt create different levels of concern and anxiousness for some employees. The elements of these plans are taking into consideration the latest government guidelines, and health and safety information available, so that BSM programs and sites are proceeding with appropriate caution as NYC businesses and services reopen.

That said, employees who continue to have, or believe they have, confirmed medical reasons for a waiver for in-person work should consult with their supervisor and the HR team for a review of options available to you. These options might include reasonable accommodation to continue to work from home (if available), or utilizing sick leave or FMLA provisions. However, it is crucial for employees to understand that "fear" and "concern" about returning to the workplace is not an accepted or appropriate rationale for refusal to begin in-person activities as required without a valid medical reason. Please be advised that an employee that is in violation of the policies/guidelines above or who doesn't attend mandatory training may be subject to disciplinary action, up to and including dismissal.

As COVID-19 continues to spread across our country; it has been difficult to predict. There may be more closings and restrictions put in place after we return to our workplaces. This document is a guide for returning to our work sites and does not cover every single situation that may arise. If you need further guidance, ask your Program Director or a HR representative

ADDENDUMS

ADDENDUM A: DAVID GREER RECITAL HALL POLICIES AND PROCEDURES

In an effort to best protect, monitor, and preserve our brand new concert hall and Steinway piano, we have put in place new policies and procedures that went into effect in January 2020. Please read below:

The David Greer Recital Hall will be scheduled by administration for the following school activities:

- Faculty Concerts
- Sharing Hours
- Scheduled group classes
- BSM ensemble rehearsals
- Rentals
- BSM related recordings (pre-screenings, auditions, etc)
- Faculty, Staff, and Board Meetings
- Faculty studio recitals

Faculty who would like to use the space (outside activities mentioned above), need to make a request through a new Google Form ([Concert Hall Request Form](#)). School related activities will receive priority. Anything outside school activities will be considered based on availability with information submitted on the form.

The Concert Hall is not available for private lessons unless scheduled by Student Services.

How to request time in David Greer Recital Hall:

- Moving forward, all requests to use David Greer recital hall must be submitted via new google form, ([Concert Hall Request Form](#)). Requests will be reviewed on a daily basis. If we cannot accommodate requests to use the recital hall, we will look to provide an alternative space upstairs.

Misc Information:

- David Greer Recital Hall is locked at all times. The key can be found in the main office.
- After usage please return the key to main office; make sure the Steinway piano is covered; and doors to the concert hall are locked.
- Please do not place anything on top of piano.

ADDENDUM B: PIANO CLEANING AT BLOOMINGDALE

- For our Steinway & Sons polyester finishes a quick wipe-down and dry-off using alcohol should be fine. We do not recommend this for our lacquer finishes.
- This will be ok for our Boston and Essex polyester finishes as well.
- For lacquer finishes, a soft cloth with a mild soapy solution – followed by a thorough wipe-off with a damp cloth to remove the soap residue – is an excellent way to clean the finish. This should be followed immediately with a dry cloth to remove remaining moisture from the surface.
- As an alternate method, which might comply more with CDC guidelines, use a bleach solution. Use 4 teaspoons of bleach per 1 quart of water. Clean the case with this solution and immediately wipe off with a water-dampened cloth followed by a dry cloth to remove any remaining moisture. This will work for both lacquer and polyester finishes.
- To clean the keys (ivory included), we suggest hydrogen peroxide (available at pharmacies). Apply the hydrogen peroxide undiluted to a cotton swab and clean the keys back to front. Immediately wipe away any excess moisture with a dry cotton swab.
- Avoid any moisture on the sides of the keys. If in a teaching environment, repeated cleaning as described above will not harm the keys.