



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 are also consulted in setting our policies:

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 Quaile, Juilliard Prep, and Manhattan School of Music.

Opening/Closing 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 is strongly encouraged to 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.
- 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 a provided survey, prior to entering the school.
 - 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 recommending that all vaccine-eligible staff, faculty, students, and clients over the age of 5 be fully vaccinated against COVID-19.**

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. Both faculty and students may reserve the right to require mask wearing during a lesson or group class.

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 have masks available 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 distance 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 distance 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 if requested.

Cleaning The Brownstone

Bloomingdale's Brownstone is cleaned daily, 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

Pianos are cleaned in accordance with Steinway COVID-19 guidelines, using EPA and CDC approved cleaner.

Bloomingtondale will limit the borrowing of on site instruments. Interested parties should reach out to the Registration team at registrar@bsmny.org 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. Bloomingtondale will provide and maintain hand hygiene stations for personnel, encourage handwashing with soap, water, and paper towels, and provide 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.

Common Areas

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

Restrooms

Regular 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, as of September 2023 we will have also built a new mechanical heating/cooling system through the entire building that will integrate required fresh air exchange as per code.

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>

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.

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](#).

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.



When to Isolate

Regardless of vaccination status, you should isolate yourself from others when you have COVID-19.

You should also isolate yourself if you are sick and suspect that you have COVID-19 but do not yet have [test](#) results. If your results are positive, follow the full isolation recommendations below. If your results are negative, you can end your isolation.



IF YOU TEST

Negative

You can end your isolation



IF YOU TEST

Positive

Follow the full isolation
recommendations below

When you have COVID-19, isolation is counted in days, as follows:

If you had no symptoms

- Day 0 is the day you were tested (not the day you received your positive test result)
- Day 1 is the first full day following the day you were tested
- If you develop [symptoms](#) within 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset

If you had symptoms

- Day 0 of isolation is the day of symptom onset, regardless of when you tested positive
- Day 1 is the first full day after the day your [symptoms](#) started



Isolation

If you test positive for COVID-19, stay home for at least 5 days and isolate yourself from others in your home.

You are likely most infectious during these first 5 days.

- [Wear a high-quality mask](#) if you must be around others at home and in public.
- Do not go places where you are unable to wear a mask. For travel guidance, see CDC's [Travel webpage](#).
- [Do not travel](#).
- Stay home and separate from others as much as possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation](#) at home, if possible.
- Don't share personal household items, like cups, towels, and utensils.

- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (like trouble breathing), seek emergency medical care immediately.
- Learn more about [what to do if you have COVID-19](#).



Ending Isolation

End isolation based on how serious your COVID-19 symptoms were. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

If you had no symptoms

You may end isolation after day 5.

If you had symptoms and:

Your symptoms are improving

You may end isolation after day 5 if:

- You are fever-free for 24 hours (without the use of fever-reducing medication).

Your symptoms are not improving

Continue to isolate until:

- You are fever-free for 24 hours (without the use of fever-reducing medication).
- Your symptoms are improving.

If you had symptoms and had:

Moderate illness (you experienced shortness of breath or had difficulty breathing)

- You need to isolate through day 10.

Severe illness (you were hospitalized) or have a weakened immune system

- You need to isolate through day 10.
- Consult your doctor before ending isolation.
- Ending isolation without a viral test may not be an option for you..

If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

Regardless of when you end isolation

Until at least day 11:

- Avoid being around people who are more likely to get very sick from COVID-19.
- Remember to wear a high-quality mask when indoors around others at home and in public.
- Do not go places where you are unable to wear a mask until you are able to discontinue masking (see below).



Removing Your Mask

After you have ended isolation, when you are feeling better (no fever without the use of fever-reducing medications and symptoms improving),

- Wear your mask through day 10.

OR

- If you have access to antigen tests, you should consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10.

Note: If your antigen test results are positive, you may still be infectious. You should continue wearing a mask and wait at least 48 hours before taking another test. Continue taking antigen tests at least 48 hours apart until you have two sequential negative results. This may mean you need to continue wearing a mask and testing beyond day 10.

After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

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

Lessons & Ensembles

Online Lessons

To better accommodate various comfort levels around in person learning and to expand Bloomingdale's teaching past our Upper West Side brownstone, we are happy to offer both in person and online learning options. The vast majority of BSM's faculty are available to teach virtually aside from their in person work and there are some faculty who teach primarily via online platforms.

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.
 - 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.
- 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, families should notify the instructor and the registration team immediately. The registration team will provide information on when students can return to in-person learning based on current safety guidelines. Should a faculty member report a positive case the families will be notified as soon as possible.
 - Lessons will move to online platforms in the event a student tests positive, a faculty member is unable to teach in-person, or there is an outbreak within a class or studio.
- Space and Ventilation Tips:
 - Open windows whenever possible to create maximum ventilation.

- 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.

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

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.

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 encourages all employees who will be entering BSM's premises to be fully vaccinated with the COVID-19 vaccination, unless they are entitled to reasonable accommodations 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.

Individual and Shared Work Areas

Students, faculty, and staff are encouraged to clean personal and shared work areas (including shared instruments such as piano and percussion equipment) 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.

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. 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. 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 remain open following a pandemic.

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. Bloomingdale's Leadership Team continues to support the faculty and staff in their preferred work locations and methods, while also continuing to maintain the forward motion of the school coming out of the COVID-19 Pandemic.

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.