

# Hoff-Barthelson Music School

## Our Individual Responsibilities to Keep the HBMS Community Safe

### *A Guide for HBMS Personnel, Students, Family Members, and Authorized Visitors*

Since COVID-19 first appeared in Westchester County last spring, Hoff-Barthelson Music School—through the concerted efforts of faculty, staff and trustees, and with the support of students and families—has taken great care to develop and execute a range of interventions designed to reduce the risk of viral transmission occurring on campus. These range from upgrading our air filtration systems; procuring and distributing face masks, hand sanitizer and other essential supplies; delivering lessons and classes online; designing and implementing safety protocols, and more. Taken together, such interventions greatly reduce but don't completely eliminate the risk of transmission.

Maximizing the effectiveness of these interventions requires that everyone who walks through our doors is not only aware of the safety protocols described below, but that we all follow them consistently for as long as they remain in place.

Thank you in advance for your cooperation and commitment to our community's safety. Should you have any questions, please don't hesitate to contact Executive Director Ken Cole at [kcole@hbms.org](mailto:kcole@hbms.org) or 914-902-0721.

### **Being Screened Prior to Entry**

Prior to arriving at the School, all HBMS personnel, students, family members, and authorized visitors must complete a short **health assessment form** before making their way past our lobby to studios, offices and other facilities. Students taking lessons at the School's percussion studio at the Community Baptist Church will also be required to complete the assessment form.

A link to the form will be emailed to you the morning of each day you are scheduled to visit the school. Please complete your form prior to making your way to the School or percussion studio. Parents of students under the age of 18 must complete the form on behalf of their children. When you complete the form, your responses will be forwarded to our receptionists, who are responsible for screening all visitors. If you do not complete the Health Assessment in advance, you must complete it upon arrival; this may cause congestion in our lobby and at the percussion studio, something all of us want to avoid.

All persons entering our facilities must have their **temperature checked** by reception upon their arrival. Those found to have a temperature will be asked to return home immediately. If medical attention is required, HBMS personnel will assist with contacting family members and medical personnel.

### **Practicing Social Distancing**

Social distancing is required while on campus. To lower density, only staff, faculty, accompanists, students, **one parent/guardian per student under the age of 10**, and pre-authorized essential visitors will be allowed to enter our facilities. Siblings and other family members may not enter the building except to attend recitals (advanced reservations required) when these begin later this fall. Parents juggling the demands of tending to more than one young child at a time should notify the School in advance by emailing [studentservices@hbms.org](mailto:studentservices@hbms.org) prior to the day you are scheduled to visit, or calling 914-723-1169 the day of, so that we may assist.

The School has installed movable, translucent barriers in each studio to separate faculty from students/parents. These barriers can block aerosols expelled when one coughs or sneezes from making their way at high speed to other individuals in the same room. It is critical that they be used during lessons.

Upon our reopening on September 11, and until further notice, faculty will alternate between studios for each in-person lesson they teach. This will allow for the air in each studio to be removed between lessons.

### **Following Our Pedestrian "Traffic Signs" While in On Campus**

Only our main building and percussion studio (across the street at Community Baptist Church) will be open at the start of the Fall 2020 Semester. Everyone entering our main building must do so through the front door. Everyone leaving the main building must do so through the side door, which exits to our parking lot. (Stanchions will be in place to route students who have finished their lessons/classes/workshops around to the front of the building for pick-up). In the event of inclement weather, students awaiting pick up will be accommodated in our lobby. Should a student's parent or guardian be delayed in picking them up, the students will be accommodated in our lobby. Our central staircase will be our "up staircase" our side stair case is our "down staircase." No loitering in our hallways please!

## Being Prompt

Many families' schedules are strained as a result of the pandemic; however, the spaces where students and family members relax while not in a class or lesson are closed until further notice. Accommodating students who have arrived early, or whose ride home is delayed, increases risk for everyone on campus. Please aim to arrive no more than 5 minutes early for lessons or classes; those picking up students are asked to arrive 2-3 minutes early, never late.

## Observing Limits to Entry into Our Facilities

Students age 10 and above should attend their lessons unaccompanied; parent should not enter our facilities unless there are specific behavioral or accessibility concerns that require the parent to accompany the child. Families for whom this may be a concern are asked to notify Executive Director Ken Cole at [kcole@hbms.org](mailto:kcole@hbms.org) or 914-902-0721 prior to their first lesson of the fall semester.

Parents of students under 10 years of age may attend their child's lesson but must first notify the School at [studentservices@hbms.org](mailto:studentservices@hbms.org) at least one business day in advance of their intention to do so. Parents of Suzuki students need not give advanced notice as their participation in lessons is a key component of the program.

## Observing Capacity Limits for Studios, Offices and Other Spaces

In order to maintain safe social distancing within our offices, studios, and other spaces, we have set strict maximum occupancy levels for each space within our facilities. With the exception of our largest spaces on the first floor of the main building, studio occupancies are limited to two or three persons at one time. Occupancy levels are clearly marked on signs at the entrance to each room.

Only one person, or parent/guardian and child is permitted to use the elevator at a time. You must sanitize your hands immediately prior to and following your use of the elevator.

## Managing Young Children

The School may, at its discretion, require any student under the age of 10 to be accompanied by a parent/guardian at all times they are on our campus or in our percussion studio.

## Wearing Face Masks

All persons entering HBMS facilities, including the percussion studio, must wear a face mask/covering at all times. There are three exceptions: 1) persons under two years old 2) those with medical conditions that prevent them from wearing a mask, and 3) HBMS personnel, while they are eating a meal in a single-occupancy office or studio. The School encourages that meals be taken on the back porch while the weather allows.

HBMS students and parents/guardians should arrive on campus with their masks donned. The School will have a supply on hand for individuals who arrive mask-less.

## Sanitizing Hands and High-Touch Surfaces

Students, parent/guardians, must sanitize their hands immediately before and after each lesson. Touchless dispensers have been placed throughout our facilities and dispensers have been placed in each room and in the percussion studio.

Faculty are responsible for sanitizing instruments, equipment and materials within their studio touched by a student before the next student arrives.

The School's professional cleaning service will disinfect all spaces and high-touch surfaces each morning, and high-touch surfaces and restrooms will receive additional rounds of disinfection daily.

## Ensuring Ventilation/Air Purification Systems Are Running

All offices and teaching studios have been outfitted with HEPA air purifiers, which will be turned on prior to the first lesson of the day, turned off following the final lesson of the day, and left running at all times in between.

All studios and offices on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of our main building have also been outfitted with window fans. These fans should be set to exhaust the air from the room and turned on before, after and between lessons. Doing so will draw fresh air into the room.

Maintenance personnel will turn on air purifiers and window fans prior to the start of teaching each day, and turn them off after teaching has concluded at the end of the day.

Faculty should ensure that these air purifiers remain on at all times in between and that the exhaust fans are on before, after and between lessons.

We have upgraded the filters in our central HVAC systems to MERV 13, as recommended by government authorities.