

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 or 914-902-0721.

When Confronted with a Positive Case or Potential Exposure at HBMS

When confronted with a positive cases or potential exposure within the HBMS community of COVID-19, the School is following the protocols defined by the NYS Department of Health which can be found [here](#).

In addition, a Safety Protocols Checklist has been developed to support the faculty teaching in-person lessons. Faculty may access this form via the [employee portal on the HBMS website](#).

Need to Quarantine

If anyone in your household is quarantining and you are participating in in-person instruction or working on site, you **must** switch to online instruction for the duration of the family members' quarantine.

In the event that you learn that you, or anyone living with you, may have been exposed to COVID-19, please notify Ken Cole, Executive Director, as soon as possible by calling 914-902-0721, or by e-mailing kcole@hbms.org. All information will be handled confidentially.

Being Screened Prior to Entry

Prior to arriving at the School, all HBMS staff, 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 or in another off-campus location are also required to complete the assessment form prior to their arrival.

A link to the form will be emailed to you the morning of each day you are scheduled to visit (or on Friday afternoon for those engaging in in-person activities on Saturday mornings). Please complete your form at least 30 minutes prior to your arrival. 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 form in advance, you must complete it upon arrival; this may cause congestion at the entrances to our facilities, something all of us want to avoid.

All persons entering our facilities who have not completed their Health Assessment Form in advance must have their **temperature checked** 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.

All persons entering an off-campus location for in-person instruction must check their temperature prior to their arrival.

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). 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 or calling 914-723-1169 prior to the day you are scheduled to visit 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. (Please note that we are also supplying fresh air to each teaching space and using either MERV 13 or HEPA filters to remove viral particles from the air in all teaching spaces.)

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 purified between lessons.

Following Our Pedestrian “Traffic Signs” While On Campus

Everyone entering our main building must do so through the front door. Students and employees attending instruction in the Recital Hall or Room 101 must depart the building through the building’s front door. All others must exit 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 lingering 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 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 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 and expected 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 and other off-campus teaching spaces, 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 with their masks donned.

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 2nd and 3rd 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.

Revised December 9, 2020