

Hoff-Barthelson Music School

COVID-19 Safety Guidelines as of June 7, 2022

The safety protocols detailed below, effective June 7, 2022, are intended to ensure that **all** students, from 9 months to 80+ years of age, are equally able to benefit safely from the high-quality music learning opportunities – in-person lessons, workshops, recitals, classes, and ensembles – HBMS provides.

- 1) **Following CDC and NYS Guidance:** HBMS follows CDC and NYS guidance for Pre-K-12 Schools and for Childcare Providers regarding masking and social distancing during instructional activities, as well as NYS guidance for small scale arts and entertainment venues. Our policies are updated as CDC and NYS guidance evolves.
- 2) **Ventilation and Filtration:** The School will continue to operate and maintain our upgraded ventilation and air-purification systems, including MERV 13 and HEPA filters, window fans, and central HVAC units, to ensure a continuous mix of fresh and filtered air flows through all instructional, office and public spaces.
- 3) **Social Distancing:** Adults who are unvaccinated or whose vaccination status is unknown must always maintain at least six feet of distance from others.
- 4) **Reducing Density:** All persons using HBMS facilities must observe capacity limits throughout our buildings to avoid overcrowding. Students and family members are encouraged to enjoy our back porch and, when the weather is pleasant, our back yard while waiting, working, or socializing. All persons are asked to be mindful of keeping our hallways, restrooms, stairwells and other indoor spaces clear.
- 5) **Drop Off:** Children should be dropped off no more than 3-4 minutes before their first class/lesson is scheduled to begin. Parents of children between 3 and 6 years of age enrolled in musicianship classes (which are held in our first-floor classrooms: the JBB Auditorium, Recital Hall or Room 101) are asked to bring their children directly to their classrooms or private lesson studios.
- 6) **Release and Pick Up**
 - Students attending classes held in our Recital Hall or Room 101 are released to our Main Lobby.
 - Older students attending lessons and/or classes held in our Auditorium or our Second or Third Floor Studios in our Main Building are asked to exit the building through our side stairwell and side door, then to proceed to our front steps for pick up.
 - Parents of younger students attending lessons in any of our facilities may pick their children up outside the studio at the end of the lesson.
 - Parents of children between 3 and 6 years of age attending classes (held in our Auditorium, Recital Hall, or room 101) are asked to return to their child's classroom in-person 5 minutes before the class is scheduled to end to pick up their children.
 - If the weather is pleasant, students aged 7 or older will be asked to wait outside on our front steps for pick up. If the weather is inclement, these children will be asked to wait in our main lobby or on our back porch.
- 7) **Face Coverings:** Masks must be worn at all HBMS performances. Students and faculty members may remove masks while performing only.
- 8) **Vaccination:** All HBMS employees — faculty, accompanists, and staff — are fully vaccinated. Except for activities listed below, the School does not mandate vaccination for students or visitors unless NYS does so for Pre-K-12 schools. All participants, including faculty, staff, students, and visitors in the following activities must be fully vaccinated prior to their first in-person session:

- In-person lessons for wind, brass, and voice students ages 5 and older
- Festival Orchestra
- Chamber Choir
- Sight Singing – High School
- Sight Singing – Advanced Placement
- Flute Club
- Wind Ensemble
- Advanced Jazz Ensemble
- All adult ensembles and classes

Individuals participating in events drawing large audiences may be required to show proof of vaccination prior to entry. Such vaccination requirements will be communicated in advance.

9) **Health Screenings:** The School has suspended mandatory health screenings but reserves the right to reinstate such screenings in response to changing pandemic conditions and/or NYS and CDC guidance. Students who are sick and/or who have had a known exposure event are asked to remain home and request an online lesson; students in certain musicianship classes may also elect to participate virtually. Individuals participating in events drawing large audiences may be required to complete a health screening prior to entry. Such requirements will be communicated in advance.

10) **Make-Up Policy Amendment:** The following amendment to the School’s make-up policy remains in effect, as revised on June 25, 2021, until further notice: During the COVID-19 Pandemic, the School may offer private lessons in-person or online. If a student is not able to attend a private lesson in person due to COVID-19 related concerns (e.g., the student may have been exposed to COVID-19, is asymptomatic, yet must remain home under quarantine) the faculty member may deliver private lesson instruction online. If a faculty member is not able to conduct private lesson instruction in person due to COVID-19 related concerns (e.g., s/he has tested positive for COVID-19, even though fully vaccinated) the faculty member may deliver private lesson instruction online. Lessons offered online but rejected by the student will not be made-up. The School will consider exceptions in cases of hardship on the part of the student (e.g., s/he is ill, does not have access to the necessary technology, has learning disabilities that interfere with online learning, etc.). Requests for exceptions must be submitted by the family/student via email to studentservices@hbms.org

Requests for make-up lessons will be honored if a message is left on the School’s voice mail system by pressing “0” or by speaking with the Receptionist by 10:00 am the day of the lesson on weekdays. For lessons scheduled before 10:00 am on Saturday, a message must be left on the School’s voice mail system by 8:00 am; the School must be notified by 9:00 am for Saturday lessons scheduled at or after 10:00 am.

Requests to substitute an online lesson for an in-person lesson must be submitted by the same procedure at least two hours in advance of the start of the lesson.

Questions may be addressed to HBMS Executive Director Ken Cole at 914-902-0721 or kcole@hbms.org.