

# Hoff-Barthelson Music School

## RETURN TO CAMPUS PLAN

This *Return to Campus Plan* outlines health and safety protocols that will be in effect beginning September 11, 2020, when HBMS begins its gradual, multiphase resumption of on-campus activities. It applies to all members of our Hoff-Barthelson community—faculty, staff, students and family members, trustees, as well as other visitors—while on campus or in our teaching spaces at the Community Baptist Church.

These guidelines are subject to state and local regulations and our own public health assessment. They will evolve with the changing severity of the pandemic, and as we are able to identify and implement new safety measures and procedures.

Over the next weeks and months, we will continue to explore opportunities to safely bring us all back together in person; our decisions will be based on scientific research and guidelines developed by trusted authorities.

Examples of ideas currently being explored are the use of outdoor spaces in area parks for suitable lessons and rehearsals; providing students taking online lessons opportunities to rehearse with one of our accompanists in one of the School's large performance spaces (the Joan Behrens Bergman Auditorium or Recital Hall); making our large performance spaces available for occasional in-person lesson use by faculty who otherwise teach online; and more.

Community input is invited as we work to increase the level of activity on campus, and as to how we might better serve the educational and social/emotional needs of our students during this challenging time.

We welcome questions and suggestions from students, family members, faculty, staff, and accompanists. If you've a question to ask or a suggestion to share, please contact [Executive Director Ken Cole](#).

### Campus Density and Social Distancing

- Social distancing is required by the School. Everyone on campus is expected to follow social distancing practices. Specific recommendations for lessons are detailed below by discipline. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick, including our family members and friends.
- To de-densify our campus so that recommended safety protocols can be maintained, we will be making the adjustments described throughout the remainder of this plan in the next two sections.

### Programmatic Adjustments for Fall 2020

- Our orchestral ensembles (Symphonette, Chamber Orchestra, Wind Ensemble and Festival Orchestra), as well as Chamber Music Program, have been placed on hiatus for the Fall Semester. We will make a determination in mid-November as to whether these important programs can resume for the Spring Semester.
- In the meantime, we encourage students in these programs to enroll in our new [Virtual Performance Program](#), which combines ensemble coaching with music technology instruction towards the goal of each student producing a virtual performance of their VPP ensemble by the end of the Fall Semester.

- With few exceptions all other classes, ensembles and instrument clubs will be conducted online. An overview of our plans for Adult, K-12 and Early Childhood classes and ensembles is available [here](#).
- For full details, click the links below:
  - [Adult Classes and Ensembles](#)
  - [K-12 Classes](#)
  - [K-12 Ensembles](#)
  - [Early Childhood Classes](#)
- Conditions permitting, we will begin to reintroduce in-person performance workshops and recitals, with social distancing, masking, temperature checks, capacity limits, and other protocols in place. However, we continue to offer workshops and recitals online until the pandemic is behind us.

### Limits on the Use of HBMS Facilities

- Entrance to the School will be limited to staff, faculty, accompanists, students, one parent/guardian per student, and essential visitors (e.g., cleaning crews, repairmen, trustees). Siblings and other family members will not be allowed to enter the building but rather to wait in their cars outside.
  - Students under the age of 10 may be required to be accompanied at all times when in one of our facilities.
  - Students 10 and older must attend in-person lessons unaccompanied unless special accommodations are required.
  - If the parent/guardian will be auditing a lesson, s/he may remain in the studio; otherwise, all parents/guardians must leave the building until they return to pick up their child at the end of the lesson. ***Not all studios can safely accommodate anyone beyond the student and the teacher.***
  - Parents/guardians who wish to observe lessons in person and/or faculty members who wish for parents to observe lessons in person, should notify [studentservices@hbms.org](mailto:studentservices@hbms.org) at least one week in advance. (Note that it is assumed that a parent or guardian of a child in our Suzuki Program will attend each lesson; notification is not therefore necessary for Suzuki families.)
- To reduce the need for students, faculty and families to visit our Business, Finance and Registration Offices, all forms needed to reserve accompaniment, schedule a student for a workshop or recital, audition for programs and/or festivals, etc., will be posted online, in fillable formats. Information on how to access these forms is incorporated into our Faculty and Student Handbooks.
- The Parent Lounge will be closed and access to the Music Resource Center will be strictly limited.
- No one will be allowed to linger in hallways, offices or other public spaces. Only students whose parents have been unavoidably delayed may wait in the main lobby.
- All rooms will be designated with signs indicating maximum capacity for specific instructional use. Maximum occupancy in teaching studios will be either 2 or 3 persons, depending upon the size of the room. Small studios will be reserved for faculty members delivering online lessons.
- Use of the kitchen and faculty lounge is limited to faculty and staff only; maximum occupancy is two people – one in the lounge, the other in the kitchen. Meals must be eaten socially-distanced on the back porch or alone, in one's studio or office.

- Everyone one must enter the Main Building through the Main Lobby. Except in inclement weather or an emergency, all persons studying, teaching and/or working in the JBB Auditorium or on the second and third floors must exit through the side stairs/door leading to the parking lot; stanchions will be installed to route students back to the front of the building for parent-pick up while keeping them out of harm's way. The side entrance remains available at all times to individuals with disabilities.
- The elevator is reserved for those with mobility issues and is limited to one person at a time or parent/guardian and child. Hand sanitizer should be used before and after using the elevator.

### Screening Protocols

- All faculty, staff, students and parents will be required to complete a short online health assessment prior to their arrival on campus. The survey can easily be completed on any internet-connected smart phone, tablet or laptop.
- Other visitors will complete the questionnaire upon arrival.
- Everyone entering any HBMS facility must have their temperature taken (via touchless thermometers). No one found to have a fever may enter our facilities.

### In the Event of Illness

- In the event an individual develops signs of illness while at the School; s/he will be asked to remain in place and family members and/or medical personnel will be called immediately.
- If an individual student at the School tests positive for COVID-19, or has symptoms associated with COVID-19, we will notify the Department of Health and work with them to contact all individuals that may have come into contact with, or are in the class of the possible exposure (while maintaining confidentiality).
- HBMS will close affected spaces for 24 hours at a minimum and will clean and sanitize before re-entry is permitted.

### Telecommuting and Online Lessons

- Staff deemed non-essential for onsite student instruction will continue to work remotely for a significant share of their work hours each week until further notice.
  - As noted above, digital versions of all forms faculty and parents commonly use have been developed and will be available via our website at [www.hbms.org](http://www.hbms.org) so as to reduce the need for in-person visits to our Business Office, Registrar's Office and Finance Office.
  - Whether working from home or on campus, staff will be available by phone and email during our regular office hours. If you need assistance and don't know whom to talk to, please call our front desk at 914-723-1169, Monday – Saturday from 9:00 am to 5:00 pm and the receptionist on duty will connect you with the appropriate staff member.

## Online vs. In-Person Lesson Policy During the Fall 2020 Semester

- The health and safety of our students, faculty, staff, accompanists, families, and friends are of paramount importance. To protect those among us who may be at high risk and/or living with or caring for someone at high risk:
  - Faculty may continue to teach private lessons online during the Fall 2020 semester.
  - Likewise, students/families who prefer to continue private lessons online are welcome and encouraged to do so.
  - Weekly lessons may alternate between online and in-person as conditions dictate.
  - Should a student need support in order to optimize the benefit they derive from online lessons, please contact Dean [Chris Kenniff](#) at your earliest convenience.

## Universal Face Coverings

- Face masks or face coverings must be worn by everyone in our facilities, as well as in our Percussion Studio at the Community Baptist Church.
- Exceptions to the requirement for universal face coverings inside are limited to eating or drinking on the back porch of the main building or alone in a single-occupancy office or studio.
- Students and parents/guardians are expected to supply their own face masks; however, the School will have a supply on hand in the event an individual arrives having forgotten to don a mask.
- Signs reminding the reader of best practices (social distancing, face masks) will be placed throughout campus.

## Hand Hygiene

- Students must use hand sanitizer before and after each lesson.
- Touchless hand sanitizing stations will be placed in high-traffic areas throughout the buildings, including lobbies, hallways, restrooms, and inside the elevator.
- Hand hygiene signage will be placed in prominent locations/high-traffic areas throughout our facilities.

## Cleaning and Sanitizing

- The School's professional cleaning service will disinfect all spaces and high-touch surfaces each morning. When disinfecting, cleaning crews will wear proper PPE (mask, gloves, etc.), sweep/mop floors, use the proper EPA chemical products, cover all surfaces, and allow proper drying time.
- High-touch surfaces including railings, elevator buttons, handles, etc., will receive additional rounds of cleaning with disinfectant each day by HBMS staff.
- Bathrooms will be cleaned with disinfectant at least twice daily.
- Each office and studio will be provided with disinfectant and towels or disinfecting wipes; faculty will wipe piano and electric piano keyboards and other high-touch surfaces within studios between each lesson.

## Ventilation

- All campus spaces have been reviewed for ventilation functionality to ensure adequate air exchange.
- Merv13 air filters will be installed in the School's central HVAC systems, serving the first floor of our Main Building and all of Helton House.
- The large HVAC units serving the JBB Auditorium and the second and third floors of our Main building also bring fresh air into the building and expel stale air.
- Portable HEPA air purifiers will be installed in studios and offices.
- Windows in offices may be open at any time.
- Window fans will be installed in studios to draw in fresh air and expel stale air before the teaching day begins, during breaks between lessons, and when the teaching day ends. Unfortunately, Scarsdale noise ordinances prohibit opening studio windows during lessons, rehearsals and performances.
- Portable barriers to minimize airflow between teachers and students will be installed in all teaching studios, offices and lobbies.

## Private Lesson Protocols for Strings, Guitar, Harp, Percussion, Piano, and Composition

- Masking is required for all participants.
- The teaching studio must accommodate social distancing of 6 feet.
- Portable barriers between student and teacher must remain in place and not be touched or moved except by HBMS maintenance personnel.
- HEPA filters must be left on at all times except between the hours of 10:00 pm and 8:00 am.
- Window fans must be turned on to expel air before the first lesson of the day, during breaks between lessons, and when the lesson day ends. (They may not run during lessons due to local noise ordinances.)
- Studios will be disinfected daily.
- Faculty will be responsible for cleaning of music stands, piano keyboards and other high-touch surfaces within the teaching studio via disinfectant wipes before and after each lesson.

## Private Lessons for Wind and Brass

- Playing wind and brass instruments releases aerosols that can contain live viruses such as COVID-19 into the air. All wind and brass lessons will continue online until the [International Performing Arts Aerosol Study](#) is able to definitively identify tools and techniques are effective in dramatically reducing aerosol transmission when these instruments are played. (Examples include "instrument masks," bags, "wind defenders" and other devices that attach to or completely envelop wind instruments without unduly interfering with sound production.)
- The six-month study is expected to conclude later this year. Once results are available, students and faculty members may be required to use devices shown to reduce aerosol transmission effectively, during in-person lessons, rehearsals, workshops, and recitals. The School will share the results of the study with faculty, students and families upon their release.

- Faculty and students will be required to practice water key etiquette. Drape water valve and collect condensate in towel or WindSorb Disinfect towel/WindSorb after use.

### Private Lessons for Voice

- Unfortunately, singing has proven to be highly effective at transmitting COVID-19, while the [International Performing Arts Aerosol Study](#) currently underway is seeking to identify techniques and tools to reduce aerosol transmission during singing; effective solutions remain elusive. All private voice lessons, rehearsals, workshops, and performances for singers must therefore be conducted online during the Fall Semester.

### Accompaniment

- HBMS accompanists will provide individually-tailored accompaniment recordings to all in-person and online string, wind, brass, and voice students upon request by their teacher.
- Accompanists will not visit individual lesson studios; however, accompaniment service will be provided in large, dedicated rehearsal spaces, with partitions between student and accompanist. Only student and accompanist may enter the dedicated rehearsal space; faculty may audit accompaniment sessions via Zoom or Facetime from their home or HBMS studio.
- Faculty may schedule in-person rehearsal time for their students with accompanists in advance. These rehearsals can be scheduled during the student's regular lesson times if their teacher wants to oversee the rehearsal. Depending upon lesson length and accompanist availability, these rehearsals may be limited to 10 minutes (for 30- and 45-minute lessons) and 15 minutes for longer lessons.
- All participants in live accompaniment sessions must follow all possible safety guidelines, including masking.
- Wind and Brass players may begin in-person rehearsal time with accompanists pending results of ongoing research described in the section above *Private Lessons for Wind and Brass*

### Performance Workshops, Informals and Recitals

- Performance workshops, informals and recitals will continue to be offered online for all students, including those studying winds, brass and voice, until further notice.
- In October, conditions permitting, workshops, informals and recitals may begin to be offered in person for strings, guitar, harp, percussion and piano. The JBB auditorium, our largest space, will be used to ensure social distancing between all participants.
- Participation in in-person workshops and informals is limited to 5 students per session.
- Participation in in-person recitals is limited to 24, inclusive of students, accompanists, faculty, and family members.
- All participants in in-person workshops, informals and recitals are required to wear masks.
- The School's maintenance crew will be responsible for cleaning music stands, piano keyboards and other high-touch surfaces with disinfectant wipes before and after each session.

## Make-Up Policy Amendment

- For the period that social-distancing measures necessitated by COVID-19 remain in effect, the School may deliver all private lessons online.
- If a faculty member is not able to conduct private lesson instruction in person due to COVID-19 related concerns (e.g., the teacher is in a high-risk group or has been exposed to COVID-19 and is under quarantine) the faculty member may deliver private lesson instruction online.
- If a student is not able to attend a private lesson in person due to COVID-19 related concerns (e.g., the student is in a home that remains under quarantine) the faculty member may deliver private lesson instruction online.
- Online private lessons offered under the above-listed conditions but rejected by the student will not be made-up.