

REOPENING
FALL 2020



BROOKLYN
MUSIC SCHOOL
—discover the joy of music—

Introduction



The novel coronavirus, COVID-19, is extremely contagious and has been declared a worldwide pandemic by the World Health Organization. The Brooklyn Music School has put in place the preventative measures described in this document, which are consistent with orders, regulations and guidance issued to date by national, state and local authorities to prevent or reduce the spread of COVID-19. Such orders, regulations and guidance are subject to change at any time and without notice to or the knowledge of BMS.

BMS CANNOT AND DOES NOT REPRESENT OR GUARANTEE THAT ALL INDIVIDUALS ENTERING BMS PREMISES ARE FREE OF COVID-19; THAT ALL SUCH INDIVIDUALS WILL AT ALL TIMES ADHERE TO THE PREVENTATIVE MEASURES BMS HAS PUT INTO PLACE; THAT BMS WILL BE ABLE TO ENFORCE, OR WILL IMPLEMENT, EACH OR ALL SUCH MEASURES AT ANY GIVEN TIME; OR THAT BMS IMPLEMENTATION OF SUCH MEASURES WILL IN FACT PREVENT EXPOSURE TO OR INFECTION WITH COVID-19. NOR, BY IDENTIFYING OR IMPLEMENTING THESE MEASURES, DOES ANY OMISSION OR ERROR BY BMS WITH RESPECT TO THEIR IMPLEMENTATION CONSTITUTE NEGLIGENCE BY BMS.

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August 17, 2020

Dear BMS Families:

None of us could have predicted what could have transpired this past spring and we are so grateful to the many families that entrusted us as we quickly switched to online learning. Now, as we explore returning to BMS, I would like to present this plan recognizing that uncertainty still lies. As we navigate this difficult time, BMS' guiding principles are:

- Commitment to safety
- Cooperation from all participants
- BMS offers lots of online options
- Trying to achieve some type of normalcy for our families
- Retooling as circumstances demand

The following gives an **OVERVIEW** of our plan. They are discussed in detail below.

Entering and exiting the building. The interior front door to the building will remain locked at all times.

- All persons entering the building will be buzzed through the vestibule door by the Registrar/Administrative Assistant at the front desk.
- All people exiting the building will use the first floor theater entrance.
- Please maintain social distancing as you enter and exit the building.

Overall capacity limits. On-site capacity will be reduced by 50%.

- Parents of children who are 10 years old and over must drop off their children at the front door/vestibule area, and can pick them up after their lesson/class.
 - Please do not arrive more than 15 minutes prior to lesson/class time.
- All dance classes will be restricted to 7-8 students.
- All common areas in the building will have new capacity restrictions, which will be posted outside of each area.
- All chairs in the lobbies will be removed.



Daily Health Questionnaire. All staff, faculty, and essential visitors must answer and sign a daily health questionnaire/symptom tracker, before they enter the building.

- Visitors must also provide contact information, in order to facilitate contact tracing, if needed.

Protective Equipment and Sanitation. All staff, faculty, students and essential visitors must wear facial coverings/masks at the Music School at all times and during all classes..

• If you are sick, stay home, and contact the Registrar, and/or your teacher.

- Make up lessons may be scheduled for online classes.

- Any student who becomes or appears sick at the school, will be quarantined.
- The building will be cleaned throughout the day, in accordance with CDC guidelines.
- Shared instruments will be cleaned between each use.
 - Pianos will be cleaned in accordance with Steinway COVID-19 guidelines, using EPA and CDC approved cleaner.
- Strings teachers will wear disposable gloves when handling student's instruments.
- Students must bring their own strings, instruments, pencils and music.
- Each studio has a window that can open, as well as one clean, working fan that will help contribute to air flow.

• **Social Distancing.** All voice, brass, and flute lessons will remain online, as well as the Stage Struck class.

- Other lessons and classes may remain online, as needed.

- All ensemble classes will take place in the recital hall.
- Monthly recitals will have restrictions on participation, and how many audience members can be present.
 - BMS will also record or live stream the recitals for audience

Closing in Case of a positive COVID test. In the event of a positive COVID test by any student, faculty or staff, the Music School will close for 24 hours, then commence a deep cleaning. All community members will be immediately informed as a general alert, and anyone we know who came into "close contact" with that individual will be specifically informed.

• According to the latest CDC guidance, close contact is considered contact with a COVID positive individual within 6 feet for 15 minutes or more; and anyone who has come into close contact with the individuals who tested positive are instructed to quarantine for 14 days, contact their health care provider, monitor symptoms, and get a COVID-19 test. All other community members should monitor for COVID-19 symptoms.

General Guidelines



As BMS begins a phased re-opening, we have adopted these protocols to best prepare the building, staff and patrons in response to the COVID-19 crisis. The practices contained herein provide multiple layers of protection to everyone entering or residing in the building, and are informed by the guidance issued to date by governmental and public health authorities, including the Centers for Disease Control and Prevention and the New York State and City Departments of Health, and are consistent with requirements set forth to date in New York's Regional Guidelines for Re-Opening New York. This document will be updated as needed.

Covid Protocols Coordinator

Covid Protocols Coordinator (“CPC”). Will be the point of contact for all students, faculty, and staff, to ensure compliance with these protocols, manage contact tracing, and response efforts, and to coordinate with public health officials.

Daily Health Checks. The CPC will oversee the conduct of daily health (temperature taking and symptom checking) of faculty, staff, students, and visitors.

Absenteeism. The CPC will monitor absenteeism of students and staff.

Daily Procedures: BMS Staff

Following CDC recommendations, BMS will use the following equipment and measures to ensure continued cleanliness:

- **TRAINING:**
 - All Building Operations Staff will be retrained for use with EPA approved disinfectant products. BMS Custodial Staff will be retrained on new cleaning protocols for frequency, identifying high-touch surfaces, and new cleaning practices
- **SOCIAL DISTANCING:**
 - Social distancing of maintaining minimum 6' distance from other individuals will be practiced by Building Operations Staff throughout the day where possible
- **PERSONAL PROTECTIVE EQUIPMENT (PPE):**
 - PPE will be required for all Building Operations Staff working at a custodial or maintenance capacity. Face masks, gloves and eye protection will be provided, especially for those who may be at higher risk of infection. All PPE will be disposed of in a secure designated receptacle with clear guidelines on best practices for disposal
- **CONFIRMED CASES:**
 - Should a BMS Staff have a suspected or confirmed case of COVID-19, they will follow the same procedures outlined for all individuals at BMS.

Prior to Returning to BMS

Training. All staff and faculty will be required to complete a mandatory online training and education module prior to the start of the semester.

Testing. If you are a faculty or staff member planning to return to BMS, it is strongly recommended that you be tested for COVID-19 within 14 days prior to your arrival. You will not need to share your test results with BMS, unless you test positive. [Find a testing location near you.](#)

Screening. All students, staff, and faculty will be required to complete a screening questionnaire for 14 consecutive days. In the screening questionnaire, you must answer several questions daily, including:

- Are you experiencing any [symptoms of COVID-19](#)?
- Are you experiencing any symptoms not related to allergies?
- Are you experiencing any [emergency symptoms](#)?
- Have you been in [close contact with someone](#) who has tested positive for, or has or had symptoms of, COVID-19 within the past 14 days?

Cleaning and Sanitization Protocol: Pre-Opening

Pre-Opening Checklist:

- Custodial Team will clean and sanitize the building using CDC guidelines and recommended [cleaning products](#).
- All [EPA-approved disinfectants](#) and cleaning solution stock has been replenished.
- All supplies are fully stocked across all areas of BMS including, but not limited to hand sanitizer dispensers, disinfectant wipes, and PPE.
- All safety protocol and wayfinding signage has been posted throughout building.
- Pre-opening communication has been released by BMS Building Manager.
- All Custodial Team members have received regular briefings and trainings from the BMS Building Manager.
- PPE – including masks and gloves – are in use by BMS Custodial staff.
- All offices/classrooms have been cleaned and disinfected prior to re-opening. All rooms have been sanitized.
- All carpets have been vacuumed.

Cleaning and Sanitization Protocol: Daily Cleaning Guidelines

The following guidelines indicate the minimum frequency of which these public spaces will be cleaned using EPA-registered disinfectants that are effective against COVID-19. Cleaning will be conducted by BMS Custodial Staff

LOBBY

- Registration desks – 3x/day
- Door handles and push bars – 3x/day
- Security desks – 3x/day
- Lobby Furniture - 2x/day (depending on volume)

STAIRWELL

- Stairwell rails, door handles and push bars – 3x/day
- Check and replenish hand sanitizer dispensers throughout building – 2x/day

RESTROOMS

- Clean and disinfect – 3x/day
- Check and replenish soap and hand sanitizer dispensers - 3x/day
- Check and replenish paper towel supply - 3x/day
- Check and replenish sanitizing wipes or equivalent for users to wipe down surfaces before they leave - 3x/day

Cleaning and Sanitization Protocol: Daily Cleaning Guidelines

Classrooms

- Sanitize all tables, chairs and door handles between classes
- Sanitize all high-touch areas between users
- Instructors to wipe down program surfaces and equipment between classes
- Check hand sanitizers in room – 2x/day
- Small to medium-sized rooms cleaned – 2x/day
- Larger program spaces cleaned – 3x/day
- Classroom carpets vacuumed – 2x/day

Cleaning and Sanitization Protocol: Supplies

Following CDC recommendations, BMS will use the following equipment and measures to ensure continued cleanliness:

- **SURFACE CLEANING PRODUCTS:**
 - **DISINFECTANTS:** To disinfect and sanitize all surfaces, we have ensured that all products used meet EPA approval for use against COVID-19. For a full list see [here](#).
 - **WIPES:** As recommended by the CDC, if wipes are to be used for sanitizing surfaces, ensure that they contain at least 70% alcohol. These will be placed in high traffic areas alongside hand sanitizers.
- **INDIVIDUAL CLEANING PRODUCTS:**
 - **HAND SANITIZER:** If soap and water are not readily available use a hand sanitizer containing minimum 60% alcohol. Free standing dispensers will be placed in high-traffic areas, along with disinfectant wipes.
 - **HAND WASHING:** BMS will ensure that there is sufficient soap, water and paper towels for frequent hand washing of 20 seconds each time.
- **PERSONAL PROTECTIVE EQUIPMENT (PPE):**
 - **MASKS:** Masks are required for all individuals entering the BMS. For individuals who do not have a mask but may need to enter the building, select masks may be stocked for use. Non-medical masks are recommended to be used. Children under 2 should not be wearing a mask.
 - **GLOVES:** It is recommended by the CDC that gloves are used for cleaning and caring for individuals infected with COVID-19.

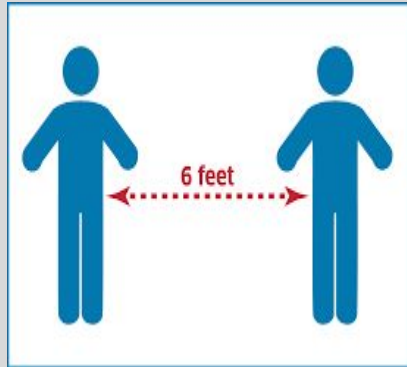
PPE



• **PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- All individuals entering the building are required to wear a face mask throughout their time at BMS, except for individuals 2 years old or younger.
- Masks should fit snugly but comfortably against the side of the face, completely cover the nose and mouth - limiting transfer of respiratory droplets, secured with ties or ear loops, and allows for breathing without restriction.
- For those that may need to dispose of their mask, ensure that it is done so in a designated receptacle.
- Cloth face coverings will be recommended over surgical masks or N-95 respirators, as those are reserved for health care workers. Face covering requirements will be reinforced with instructional signage.
- Do not share your face coverings.
- Wash cloth face coverings with regular laundry detergent before the first use and after each use, and do not use for more than one day at a time.
- Replace cloth face coverings immediately if they become soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Do not use disposable face coverings for more than one day, and place them in the trash after use, or if they become soiled or damaged (e.g., stretched ear loops, torn, or punctured material) or visibly contaminated.

Social Distancing



- **Distancing.** The Centers for Disease Control and Prevention (CDC) currently recommends that people remain a minimum of six feet apart.
- **Limits on gatherings.** Except for private lessons where social distancing is respected, all persons should limit gatherings (e.g., no face-to-face meetings, one person at a time in kitchen areas, etc.).
- **Occupancy:** Signage will be posted in all rooms noting the maximum occupancy. No area shall exceed more than 25% of usual capacity.
- **Shielding:** Partitions or barriers will be installed as needed in spaces that include face-to-face relations, such as in classrooms, at the registrar and other administrative services.
- **Classrooms:** The layouts of classrooms have been altered to accommodate six feet of social distance between each person, including the instructor. Faculty should maintain six feet of social distance from students while in classrooms. Face coverings will be required in all classrooms.
- **Common Areas:** Common areas like hallways, stairwells, lounges, and offices will be outfitted with signage to assist people in socially distancing. Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance/exits, where possible. Signage will provide clear direction. In common areas or lounge spaces furniture should not be moved.
- **Office Areas:** All workspaces will be arranged so staff are able to maintain safe social distance. Staff and faculty should limit or avoid (through remote work, staggered shifts, etc.) being in a shared office space with others when possible.

Testing and Quarantine

1. **For all BMS faculty and staff:**
 - a. A COVID-19 diagnostic test is highly recommended in the 14 days prior to arriving on campus. Check your state and local area for turnaround time for test results, which varies greatly.
 - b. Any faculty or staff member who receives a positive COVID-19 diagnostic test may not enter the premises. These individuals should self-isolate off-premises and consult with their healthcare provider.

2. **Any member of the BMS Community (student, faculty or staff) who develops symptoms of COVID-19 must isolate for 10 days after symptoms first appear. If an individual has had close or proximate contact with a person with COVID-19, they must quarantine for 14 days.** Individuals who are symptomatic ([symptoms of COVID-19](#)) or who have had close or proximate contact with a person with COVID-19 should consult with their healthcare provider for an evaluation and further treatment as needed. According to the CDC, isolation and other precautions for most persons with COVID-19 illness can generally be discontinued 10 days after symptoms begin and at least 24 hours after symptoms, including fever, have resolved without the use of fever-reducing medications.

Contact Tracing

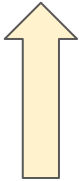
Contact Tracing

- BMS Covid Protocols Coordinator (“CPC”) will identify students, faculty, staff, or visitors who may have had close contact with someone who is confirmed positive for COVID-19 in the 14 days prior to that person testing positive.
- The CPC will work with New York State or local government contact tracers to complete the contact tracing.
- The CPC will communicate with the local health authority regarding its contact tracing and follow its guidance and recommendations.
- The CPC or local health authority will notify BMS family members and visitors about confirmed positives as necessary and appropriate, discuss recommendations of the local health authority, and determine whether exposed community members will need to quarantine before they can return to campus.

Confirmed Case Procedures

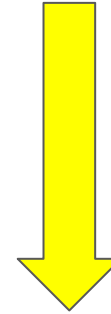
Identify & Relocate

1. Once a suspected or confirmed case of COVID-19 is identified, that individual will be removed from BMS as soon as possible.
2. For children and young adults - parents/guardians will be immediately contacted to pick up the individual involved.
3. In the event that a person is not able to leave immediately, an isolated enclosed space will be provided.



Communication & Employee Protection

1. Should BMS become aware of a confirmed case, we will contact the relevant authorities and follow their guidance.
2. BMS will record all confirmed cases.
3. Any areas where the confirmed individual used for a prolonged period will be immediately be closed off.



Employee Leave & Return

To Return to BMS upon recovery, the individual will need to meet 3 requirements outlined by the CDC:

1. At least 3 days (72 hours) have passed since recovery (no fever).
2. Improvements in respiratory symptoms (e.g. coughing)
3. At least ten days have passed since symptoms first appeared.



Disinfect the Area

1. BMS Staff will wait 24 hours prior to cleaning and disinfecting to minimize exposure for other individuals.
2. During this time, they will open doors and windows to increase circulation where possible.
3. Once the waiting period is over disinfect all areas closed off following CDC guidelines by using EPA approved disinfectants

Entrance and Lobby Protocols: Entrance/Exit

Clear entry and exit protocols are essential in mitigating virus spread within BMS. The following protocols align with CDC guidelines provided in the Resuming Business Toolkit.



ENTRY:

- All Entrances for BMS students will be through the main (center) entrance, which will remain locked and require being *buzzed* in.
- The *North/Theater* ramp will still be used for those with impaired physical mobility, and those with strollers.
- Students will need to fill out a questionnaire before entering the building.



QUEUEING:

- Upon entry, all individuals must complete a health screening questionnaire.
- Families may have to wait outside the building to allow for individuals to queue for the screening process while maintaining 6' distance.
- Students will need to be screened before entering the building.



SCREENING:

- Screening procedures are indicated on the following page.

EXIT

- All exits will be made through the *South/Theater Lobby* entrance.
- Gatherings around the exit will not be allowed.

Entry Protocols. These protocols are in effect for every entrance to the building.



Face Masks

- All individuals (above the age of 2) are required to wear a facemask in order to enter the building.
- Anyone without a mask will not be permitted into the building.
- All patrons will be instructed to keep their masks on at all times while in the building.

Security

- A security guard will be stationed at entrance.
- All security guards will be required to wear face masks and gloves.
- Patrons and employees will be required to wash hands or use hand sanitizer upon entry.

Self-Screening Questionnaire

- Daily self-screening questionnaires will be administered to all employees. Questions advised by the CDC include recent travel history, previous exposure and symptoms for self screening.
- This also provides an attendance log for BMS in the event that contact tracing is required.
- Any individual who does not meet the requirements after completing the self-screening questionnaire will be denied access to the building.

Temperature Check

- A touch-free infrared thermometer will be used to take each person's temperature upon building entry, including children.
- Individuals conducting the temperature check will be trained to clinically triage results.
- Any individual with a valid temperature reading of 100.4° or higher will be denied access to the building. They will then follow the Confirmed Cases Procedures.
- Individuals who bike or run to BMS may have a higher temperature upon arrival. They should cool down before having their temperatures taken.

Logging Attendance

- All individuals entering the building will be recorded due to OSHA regulations in the event that contact tracing is required.
- Students entrance will be logged in by the security guard using an Ipad, digital registration or daily health questionnaires.
- Any technology used with data sharing capabilities will be in compliance with HIPAA.

Communication and Messaging

Signage. BMS will post CDC recommended signs at entrances, classrooms, administrative offices and other areas on protective measures to be taken to stop the spread of covid-19.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

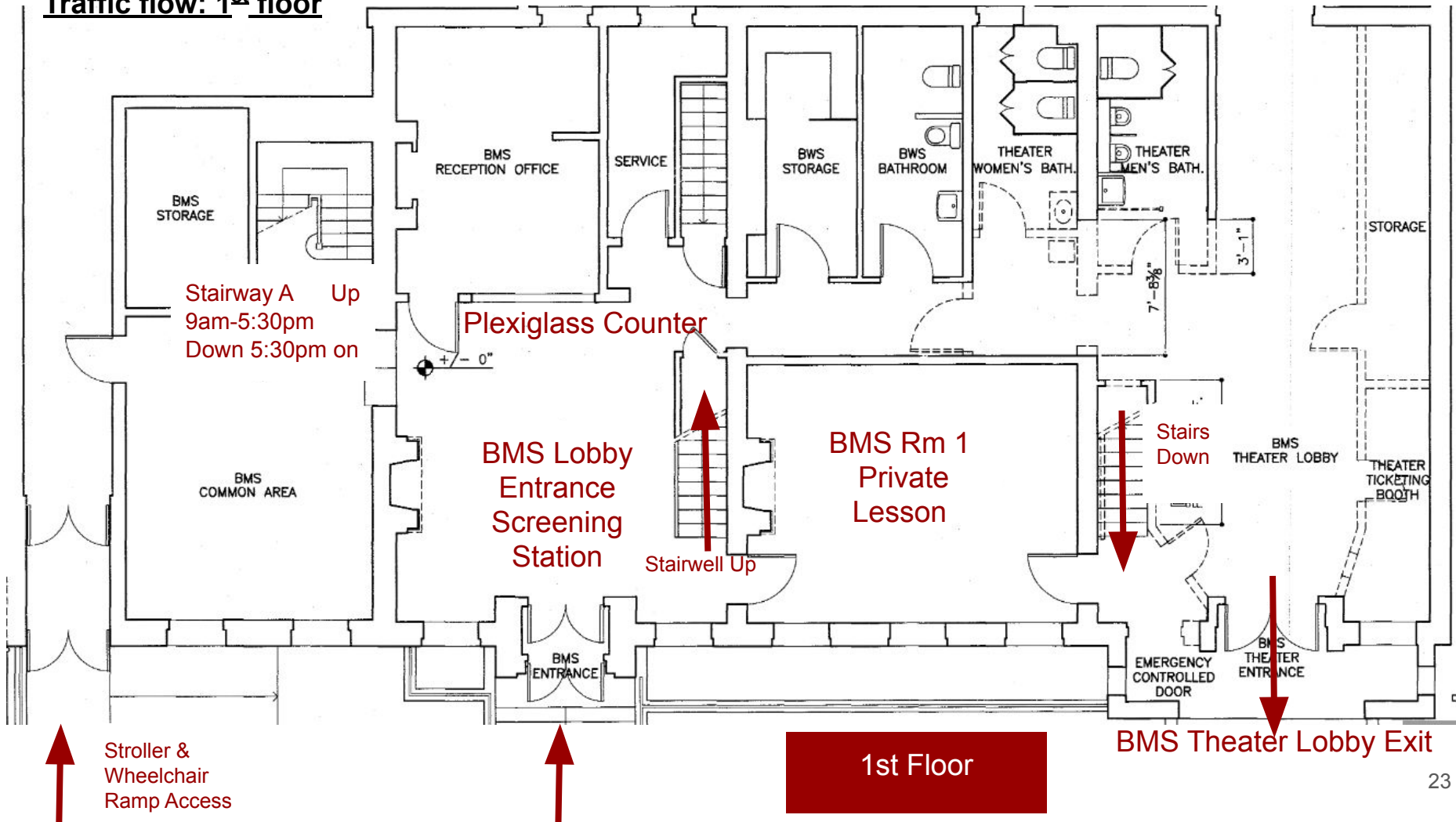
Announcements. BMS will post announcements of new Protocols or protective measures at conspicuous places on the premises.

Contingency Planning

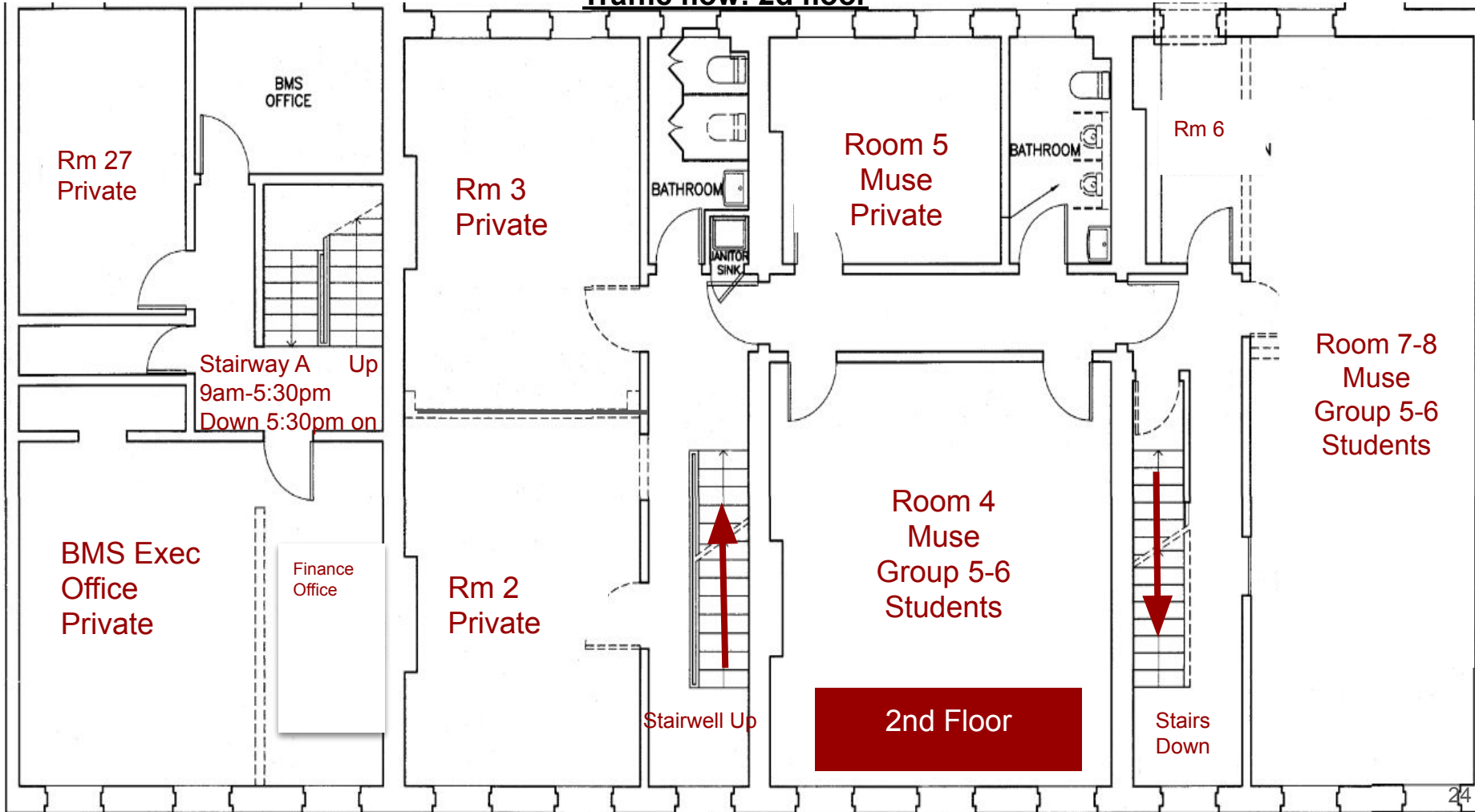
Contingency Planning

- BMS' plans to return to campus for in-person learning for the fall semester are contingent upon our region of the state being in Phase 4 of New York State's reopening plan at that time.
- The BMS Community will be notified as soon as possible if our current plans must change.
- BMS is creating comprehensive plans in the event that the school has to move to fully-remote learning and working mid-semester. These plans will be shared with the community once available. Please be sure to check the BMS website frequently as we are updating this information as it becomes available.

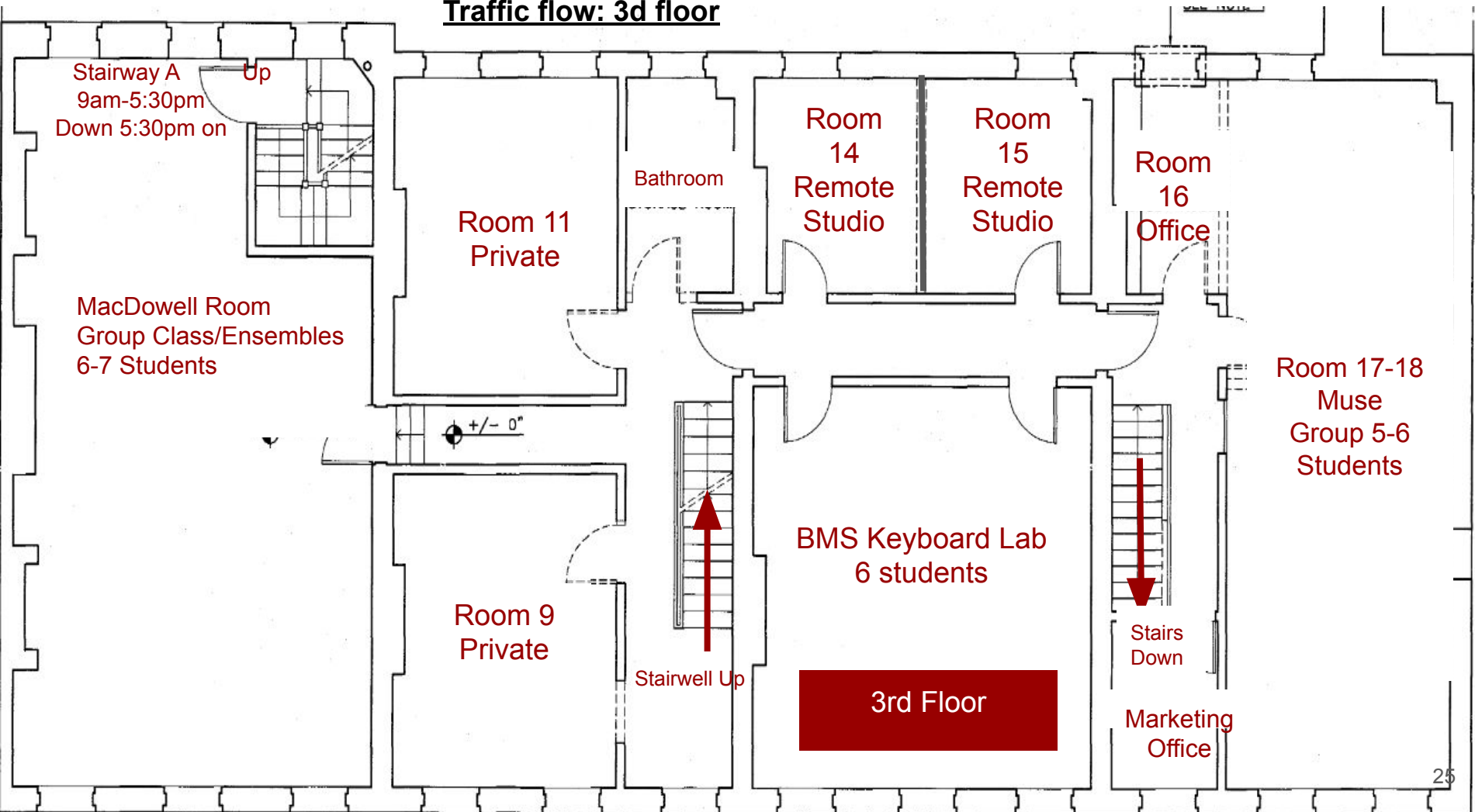
Traffic flow: 1st floor



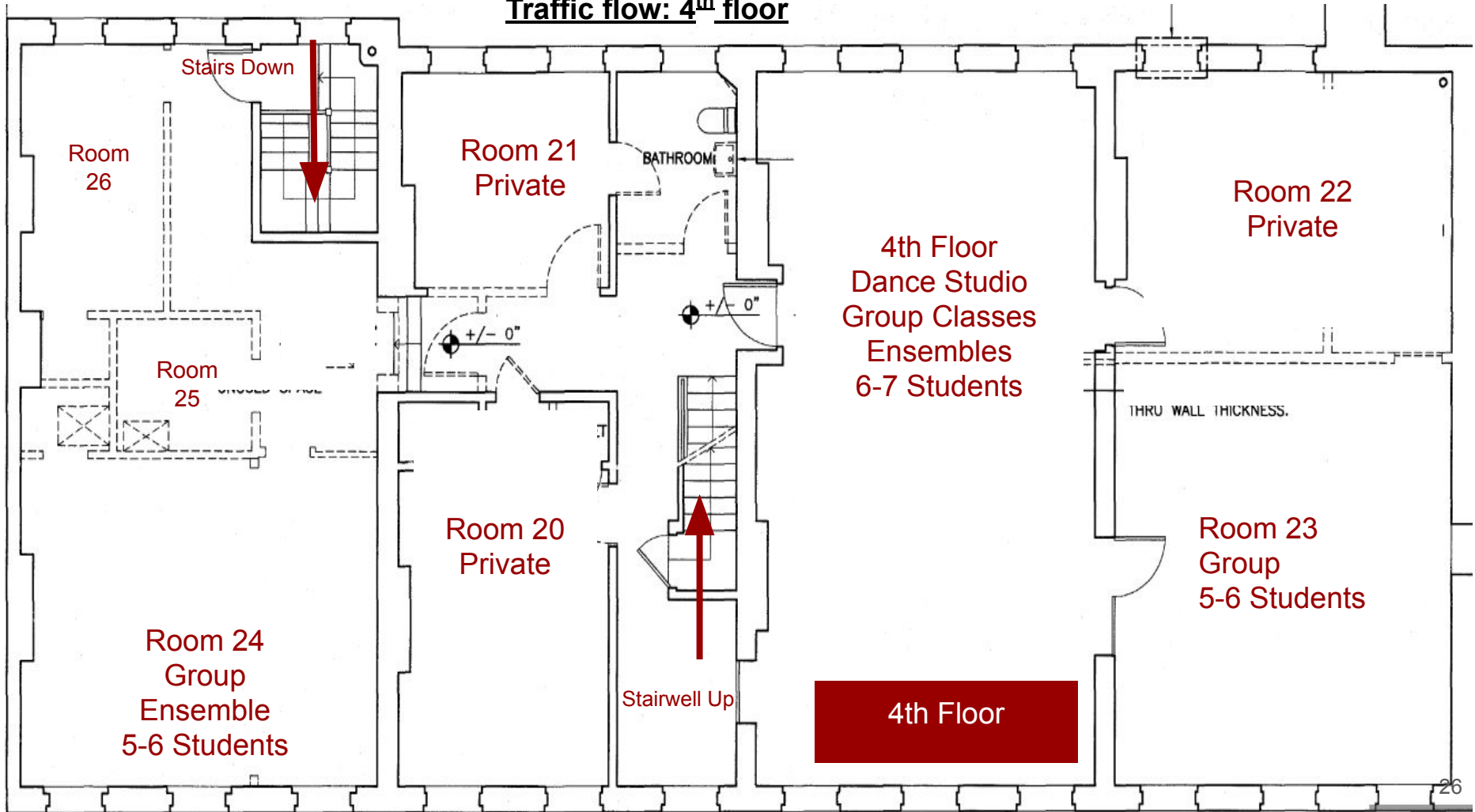
Traffic flow: 2d floor



Traffic flow: 3d floor



Traffic flow: 4th floor



Resources

- [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)
- [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\) | US EPA](#)
- [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)
- [The Arts Are Reopening!](#)
- [NY Forward | New York Forward](#)
- [Reopening and Recovery](#)
- [Welcome to NYSArts Online!](#)
- [Reopening Youth Programs](#)
- [GUIDANCE FOR CLEANING AND DISINFECTING](#)
- [Guidance on Preparing Workplaces for COVID-19](#)
- [How to Protect Yourself & Others](#)
- [COVID-19 - Control and Prevention | Environmental Services Workers and Employers](#)
- [Social Distancing, Quarantine, and Isolation](#)
- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [NY State on Pause](#)
- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [Social Distancing, Quarantine, and Isolation](#)