

**RCM School Year 2020-2021
PHASE 1**

Phase 1 will start with in-person lessons for only piano, guitar, violin and viola students. To begin this school year as safely as possible for students, faculty & staff, the following protocols will be followed and re-evaluated during the first months of lessons. Please note that students & faculty always have the choice of in-person or remote lessons.

General Information:

- A maximum of four (4) teachers will be in the building at any given time
- Pending air-flow evaluations of our robust HVAC system, we are prepared to have teachers switch between two (2) separate studios to allow for beneficial air renewal in each room between lessons
- All studios used in Phase 1 will have windows open at all times
- Tablets have been purchased and are available for on-line lessons when teacher is on-site at RCM
- During Phase 1, we will strive to be lenient regarding make-ups for missed lessons and late cancellations due to illness. As always, please let the office and teacher know asap if you are unable to make any lesson.
- No entry through the back entrance is allowed during Phase 1

Physical Distancing for in-person lessons:

- Students aged 13 or older may be dropped off in front of the building for entry
- Students age 12 and under must be accompanied by a parent into the lobby
- In order to maintain social distancing, parents/guardians cannot join the student in their lesson
- Studios large enough to accommodate a teacher and student while maintaining a 6-ft distance have been designated and reconfigured
- Each studio has a rolling plexi-glass barrier to place between faculty and student
- Only employees will be allowed in the administrative office & kitchen area

Protective Equipment:

- Face coverings will be worn by students, faculty, staff and parents/guardians while in the building
- RCM has disposable masks available
- Trash receptacles are located at the front exit for used disposable face coverings

Hygiene, Cleaning, and Sanitizing:

- Touchless hand sanitizer at school entrance to be used by all who enter the building
- Hand sanitizer dispensers are located throughout the building & students and teachers will be required to use hand sanitizer or wash their hands before and after each lesson
- Sanitizing wipes/hand sanitizer in every studio
- Alcohol spray (70%) is located in each studio and will be used between lessons to safely sanitize the piano keyboards by wiping it down with the alcohol & a soft cloth. It will also be used to sanitize any other hard surfaces between lessons. All will be wiped again at the end of each day.
- RCM's professional cleaning service is following CDC guidelines for properly disinfecting the building, and in particular the restrooms.

Communication:

- Parents/guardians, students and faculty members are receiving re-start procedures via e-mail and on our website
- Signage throughout the building to maintain 6-ft. social distancing; reminder about hand sanitizing

Screening:

- All students entering RCM will have been screened at home by their parents/guardians using a Health Screening List sent from RCM to all families. The screening is inclusive of having their temperature taken and questions regarding their health.
- Upon entry to the building, all will sign a log in the lobby that self-certifies their health screening and exposure
- If a student is unable to screen their temperature at home, we have installed a no-touch infra-red wall-mounted thermometer next to the front door which will read temperature aloud & digitally
- Staff & faculty will complete the at home screening as well, taking their temperatures and signing the log every day to certify their health and exposure.

- Certification will be aligned with up to date CDC "Symptoms of Coronavirus" and DOH Guidelines. Temperature will need to be below 100.0 for entry. Any student, faculty or staff member who cannot certify good health including a temperature below 100.0 & lack of exposure, will be required to remain at home, advised to follow CDC guidelines, & consider seeing their health care provider.
- Contact information for enrolled students is available in our student database in the event of an outbreak and need for the Rockland County Dept. of Health to communicate or contact trace
- Students coming from a school district that has closed due to a COVID-19 outbreak, will pivot to on-line music lessons for a period of 2 weeks, after which their situation will be reevaluated
- Any student, faculty or staff member who contracts COVID-19, must contact RCM to let them know and must refrain from in-person lessons and coming to the building for a minimum of 14 days

At-home health screening questions:

If you or your child have any of the following symptoms, please do not come to the school for an in-person lesson.

1. *Cough*
2. *Fever of more than 100 degrees F*
3. *Shortness of Breath/Difficulty breathing*
4. *Sore Throat, Runny Nose*
5. *Headache*
6. *New Loss of taste or smell*
7. *Vomiting or Diarrhea*

When you get to school, you and/or your child (if over 13 years of age) will be asked to sign a log certifying that you are healthy, have a fever less than 100 degrees F, and that you have not been exposed to anyone with COVID-19 in the last two weeks.