

**Introduction:**

*We at CMCB are continuing to work hard to provide safe programming in our building, and online. We are taking careful steps to move forward thoughtfully, and with your safety in mind. These guidelines are subject to change, and we will notify you of changes. Thank you for being a member of our community!*

如果您需要国语翻译，请问Elizabeth, [ecai@cmcb.org](mailto:ecai@cmcb.org)  
 para Español, habla con Juan, [jsuarez@cmcb.org](mailto:jsuarez@cmcb.org)  
 pour le Français, S.V.P visitez Michael, [mdepasquale@cmcb.org](mailto:mdepasquale@cmcb.org)

**Table of Contents:**

Page	#
<b>PROGRAMMING OVERVIEW</b>	
Programming Availability	2
<b>PROTOCOL 1: Online Lessons</b>	
Guidelines for Online Lessons and Classes	3
<b>PROTOCOL 2: In-Person Lessons, Classes, and Visits</b>	
Guidelines for Entering CMCB Space (In-Person Visits)	4
Guidelines for In-Person Instruction	7
Guidelines for Instrument Protocol	7
<b>HEALTH AND SAFETY</b>	
When to come, and when not to come	8
What Happens If Symptoms Present Onsite	9
What Happens If A Positive Case Occurs in our Community	9
<b>POLICIES</b>	
Absence and Attendance Policy Change	10
CMCB COVID-19 Workplace Coordinators	10

### CMCB PROGRAMMING OVERVIEW:

#### Programming Availability:

- CMCB will continue offering online learning opportunities in the summer.
- All Wind, Brass, and Vocal instruction is currently taking place online.
- Music Therapy and caregiver classes (Little Notes, Music & Movement) will take place online.
- All Piano, String, Guitar, and Percussion private lesson students will have an online OR in-person programming option.
- In-person programming at CMCB until June 19th is limited to Tuesdays, Wednesdays, Thursdays and Saturdays. Beginning June 28th, in-person summer programming at CMCB is limited to Mondays, Tuesdays, Wednesdays, and Thursdays.
- All onsite ensembles and groups will be limited to 5 or fewer participants.
- CMCB is scheduling all programming to allow time for adequate cleaning measures to be taken in between lessons and classes. This helps ensure for safe transitions.
- **In the event that the Massachusetts Department of Public Health recommends closure after a student, family member, faculty or staff member who has been onsite tests positive for COVID-19, all lessons will shift online.**

For a full class listing, visit [register.cmcb.org](https://register.cmcb.org)

如果您需要国语翻译，请问Elizabeth, [ecai@cmcb.org](mailto:ecai@cmcb.org)  
para Español, habla con Juan, [jsuarez@cmcb.org](mailto:jsuarez@cmcb.org)  
pour le Français, S.V.P visitez Michael, [mdepasquale@cmcb.org](mailto:mdepasquale@cmcb.org)

### **GUIDELINES FOR ONLINE LESSONS AND CLASSES**

*We at CMCB are continuing to work hard to provide safe programming in our building, and online. We are taking careful steps to move forward thoughtfully, and with your safety in mind. We ask that you please abide by the following policies for programming taking place online this year. These guidelines are subject to change, and we will notify you of changes.*

#### **CMCB Policies for Online Lessons and Classes:**

- Regularly scheduled online lessons must occur within the hours that CMCB teaching operates:
  - Monday: 9:00AM - 7:00PM
  - Tuesday: 9:00AM - 8:00PM
  - Wednesday: 9:00AM - 8:00PM
  - Thursday: 9:00AM - 8:00PM
  - Friday: 9:00AM - 7:00PM
  - Saturday: 9:00AM - 5:00PM (*only through Saturday, June 19th*)
  
- Lessons with students who are under 18 years old should be conducted with an adult present. Although an adult does not have to be on the video call the entire time, they must acknowledge the video call by appearing on screen or provide additional written consent.
  
- Faculty and teaching artists should not directly call or text students who are: a) under the age of 18 or b) enrolled in a K-12 program without receiving written consent from a parent or guardian.
  
- Personal contact information (personal phone number, personal email, etc.) should not be shared directly with students who are: a) under the age of 18 or b) enrolled in a K-12 program without receiving consent from a parent or guardian.
  
- Students should refrain from taking screenshots and/or screen capture video recordings of CMCB faculty members during lessons without express permission.

- Lessons should occur in an open space in the student's home, or in a room with an open door (not in a bedroom with a closed door).
- Online lessons cannot be rescheduled in-person without approval from the registration team.
- Lessons will be synchronous (live).
- CMCB is a school space. Please act responsibly and with respect for our community at all times. Students should prepare for online lessons as they would in-person lessons, with appropriate attire for school and a space suitable for learning.
- Misbehavior, including inappropriate conduct such as use of profane/inappropriate/discriminatory language or images during CMCB activities will not be tolerated.
- **CMCB Online Lesson Consent Form:** All students and families must read and complete the [CMCB Online Lesson Consent Form](#). *Note: Whether students sign up for online or in-person programming, all CMCB students may engage in some level of online activity during the course of the school year. As such, it is important for everyone to acknowledge understanding of CMCB's online policies. **Students and families who completed the consent form during the 2020-21 school year do not need to complete this form again.***

如果您需要国语翻译，请问Elizabeth, [ecai@cmcb.org](mailto:ecai@cmcb.org)  
para Español, habla con Juan, [jsuarez@cmcb.org](mailto:jsuarez@cmcb.org)  
pour le Français, S.V.P visitez Michael, [mdepasquale@cmcb.org](mailto:mdepasquale@cmcb.org)

### **GUIDELINES FOR IN-PERSON LESSONS AND CLASSES:**

*We at CMCB are continuing to work hard to provide safe programming in our building, and online. We are taking careful steps to move forward thoughtfully, and with your safety in mind. We ask that you please abide by the following policies for programming taking place in person this year. These guidelines are subject to change.*

#### **Policies for All Visitors to CMCB:**

- In order to keep our community safe and healthy, all students, parents, caregivers, faculty and staff entering our buildings are required to read and sign our [COVID-19 Health and Safety pledge](#) for the summer if it had not already been signed for the 2020-2021 school year.
- Please take a moment to check in. Use the paper log located inside or check in using your mobile device.
- Please respect our community by wearing a face covering at all times. Masks are required for all individuals over the age of 2, per CDC Guidelines. Masks must **cover both the mouth and nose at all times.**
- All individuals are required to wash or sanitize hands upon entry to CMCB.
  - Hand sanitizer stations will be available in common areas.
  - All visitors, students, and faculty are encouraged to take frequent breaks for hand washing or disinfecting of hands with sanitizer.
- Please practice social distancing when moving around CMCB.
  - The CMCB lobby and hallway have been rearranged to allow for socially distant seating. Additional socially distant waiting space is available in Allen Hall and the Library. If you have questions on where the waiting areas are, please ask the Front Office.
- Students, parents and caregivers will not be able to enter the Front Office. There will be a partition installed to provide the opportunity for conversations with registration staff.

- Students, parents, and caregivers will not be able to enter offices, the kitchen, or use office equipment.
- Shared toys, crayons, and books have been removed for the safety of our community.
- Students, parents, and caregivers are asked to refrain from eating onsite unless necessary for a health condition. If you must eat while onsite, please make arrangements with the onsite Workplace Coordinator or the front office who will be able to assign a safe space for you.
- Please Note: Certain CMCB staff members will be working full days at CMCB, and in doing so, have specific guidelines about staff mask requirements. **These mask requirements are only applicable to CMCB staff members.** Current CMCB staff guidelines allow staff members to remove their masks when:
  - When mutually agreed upon, staff may follow current State and CDC guidelines when in a closed office space.
  - All staff members are required to wear their masks (**covering both the mouth and nose**) while in CMCB common spaces.
- CMCB is not allowing outside organizations to rent our space for the summer.

### CMCB Restroom Usage:

- Please help us to minimize crowding in the bathrooms by maintaining social distance. You may need to wait outside the bathroom to allow for space.
- Sanitizing wipes will be provided for everyone's encouraged use.
- CMCB staff and faculty members are not responsible for ensuring student safety in the hallways, common spaces, and restrooms. For students that need restroom assistance, parents and guardians should plan to arrive onsite early to use the restrooms and wash hands before class.

### Guidelines for In-Person Instruction:

- Students and faculty will wear a face covering, **covering the nose and mouth at all times**. This includes during lessons and classes. Students are responsible for bringing their own face covering.
- Faculty and students will keep a distance between them a minimum of 3 feet at all times. Students and faculty should not be able to physically touch one another.
- In the shared use of instruments, equipment, writing utensils, tools, music stands or other teaching aids during a class period, faculty members should sanitize their hands prior to handing materials to students. At the conclusion of the class or session, all instruments, equipment, writing utensils, tools, music stands or other teaching aids should be cleaned according to department guidelines. Faculty members should consult their supervisor with any questions.

### Guidelines for Instruments:

- All serious CMCB instrument repair requests should be submitted to the Community Music School Coordinator, Hannah Sigel, [hsigel@cmcb.org](mailto:hsigel@cmcb.org), to ensure that the proper cleaning protocols are followed for each instrument following repair.
- All students and faculty are encouraged to clean their instruments frequently as appropriate.
- String and Guitar students should plan to bring their own instrument (rented or owned) to their lessons and classes each week. Use of onsite instruments will be very limited.

如果您需要国语翻译，请问Elizabeth, [ecai@cmcb.org](mailto:ecai@cmcb.org)  
para Español, habla con Juan, [jsuarez@cmcb.org](mailto:jsuarez@cmcb.org)  
pour le Français, S.V.P visitez Michael, [mdepasquale@cmcb.org](mailto:mdepasquale@cmcb.org)

### HEALTH AND SAFETY GUIDELINES

#### **Monitoring for Symptoms:**

**Prior to coming to CMCB, all students, families, faculty and staff are required to monitor for symptoms of COVID-19.** If you have been symptom-free for the 72 hours prior to your programming or visit, you may come to CMCB, following mask protocol. If you have any symptoms, **STAY HOME** and contact your doctor. Symptoms of COVID-19 are as follows:

- Fever (100.4° or higher), chills, or shaking chills
- Cough (not due to other known cause)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Headache, when in combination with other symptoms
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

#### **CMCB COVID-19 Health and Safety Precautions:**

- If you are not feeling well, please **STAY HOME**. All lessons can be moved online. Call the Front Office to arrange moving your lesson online.
- Students, family members, and caregivers who are feeling ill or have experienced symptoms (e.g., fever, cough, sore throat) in the 72 hours prior to entry at CMCB are not permitted to attend in-person programming.
- If there is an active diagnosed COVID-19 case with whom you are in regular contact, **or** if you have been exposed to a diagnosed individual within the last 14 days, you may not enter CMCB.



- If you have suspected or known exposure or have been instructed to stay home by a doctor, please STAY HOME.

### **If a student feels ill at CMCB...**

- Any student who displays symptoms of COVID-19 *as noted above* will be instructed to leave the building immediately.
  - If a student is unable to leave immediately, they will be moved to an Isolation Room until they can be sent home.
  - ***Note: If a student becomes ill during a lesson, a parent or caregiver must be able to pick the student up within 10 minutes.***
- If a student is sent home from a Group Lesson, CMCB Staff will notify all parents/guardians of classmates for an option of immediate pickup.

### **If a member of our community tests positive for COVID-19 and has been onsite, we are committed to the following actions based on recommendations from the Massachusetts Department of Public Health**

- In the event that a visitor (student, caregiver, faculty, staff, contractor, etc.) who has been onsite tests positive for COVID-19, all lessons will shift online.
- **CMCB will contact the MA Department for Public Health to determine next steps with regards to deep cleaning and closure.**
- CMCB will inform employees, students and families of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and HIPAA (Health Insurance Portability and Accountability Act).

### ATTENDANCE POLICY

- For a student to participate in in-person programming at CMCB, **they need to register for an in-person lesson or class**. If they are registered for an in-person class and are sick or quarantining, the student may opt to have that lesson online instead of using an absence.
- Adult students and household heads are financially responsible for all scheduled lessons and classes for their enrollment period, regardless of absences and/or cancellations.
- In the event of either a planned or unplanned in-person absence, **the student may arrange with the faculty member to take an online lesson in its place at a mutually agreed-upon time**. Once both the student and teacher have signed off on the online make-up lesson taking place, the absence will be removed from the student record.
- In the event of a CMCB mandated closure due to COVID-19, it is expected that all in-person lessons and classes will continue online during the closure period.

### CMCB COVID-19 Workplace Coordinators

The COVID-19 Workplace Coordinators are Meghan Jasani and Michael DePasquale. The Workplace Coordinators are responsible for COVID-19 issues and their impact at the workplace. For questions about the Health and Safety plan or other concerns, contact them at [jasani@cmcb.org](mailto:jasani@cmcb.org) or [mdepasquale@cmcb.org](mailto:mdepasquale@cmcb.org).

如果您需要国语翻译，请问Elizabeth, [ecai@cmcb.org](mailto:ecai@cmcb.org)  
para Español, habla con Juan, [jsuarez@cmcb.org](mailto:jsuarez@cmcb.org)  
pour le Français, S.V.P visitez Michael, [mdepasquale@cmcb.org](mailto:mdepasquale@cmcb.org)