

PYCO School of Music & Music Store's Covid-19 Safety Guidelines and Procedures

What we ask of everyone entering the PYCO School of Music & Music Store building:

- Face coverings are required for everyone entering or exiting the school of music and while walking through the hallways. If music-making requires face masks to be removed, the other party (teacher or student) should be masked and a protective screen needs to be placed between one another.
- Access to the building is restricted. Only teachers and students are allowed in the building. If an exception is necessary, parents must remain outside the teaching studio.
- There is limited seating in the waiting areas.
- Gatherings in one room cannot exceed 25 people. The number of participants in a group will be limited to allow for 6' distancing.
- Private instruction is allowed with 6' distance between teacher and student, or with screen protection between teacher and student if 6' distance is not feasible. The School of Music will provide protective screens for you upon request.
- **Teachers and students must wash their hands with soap and water, or use hand sanitizer, before and after their lesson. The cleaning of surfaces in the studios, such as doorknobs, desks, music stands, pianos, etc., must be done by the teacher in their studio.**
- School of Music staff disinfects common areas including the lobby, bathrooms, external door handles, etc.
- Use of water fountains is discouraged, so please bring your own water.
- Tell your students to use the bathroom at home before coming to the school to limit the use of public bathrooms, common spaces, and the amount of time spent in the school.

What will we do if a teacher comes into contact with a student exposed to COVID-19?

- Their studio will be closed for a minimum of 24 hours. During this 24-hour period the room will have fans running continuously to maximize circulation. After this time period, the carpets and all surfaces will be cleaned and disinfected.
- All teachers who used that studio up to 7 days after a person with COVID-19 was in that shared studio will be notified of potential exposure. All students who used the studio up to 7 days after potential exposure should also be notified. The School of Music staff will notify the teacher, but it is the teacher's responsibility to contact their students.
- Staff and students who have recently had [close contact](#) or taught someone with COVID-19 should [stay home and monitor their health](#).
- Potentially exposed teachers and students who exhibit symptoms of COVID-19 should self-isolate for 14 days and follow [CDC recommended steps](#).

Who needs to quarantine?

- Anyone who has been in close contact with someone who has COVID-19.

- **Teachers who have taught in-person with a student with COVID-19.**
- This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

What does PYCO School of Music and Music Store require of teachers and students utilizing our facilities?

- If a bathroom is used during the music store's business hours, notify an employee so it can be sanitized.
- If you have a student outside of store hours, we ask that you help us keep common areas clean by spraying 70% alcohol on high touch surfaces.
- Use physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart.
- When it is impossible for a student or teacher to play their instrument or perform music with a mask or face covering, the other party should wear a mask or face covering and a barrier needs to be placed between the teacher and student.
- NOTE: Each room's air supply (exhaust and return vent) is independent of all other rooms. *You do not share the air of neighboring rooms.*

PYCO SoM Employee* Safety Protocol

- The toilets, sinks, bathroom door handles, front entrance, and side exits are cleaned and disinfected at the beginning and end of each day.
- The exits and entrances are disinfected and wiped down multiple times a day.
- Employee temperature is taken at the beginning of their shift.
 - *The music store owns a contactless thermometer which can be left in a common area upon request. Temperature checking of teachers and students is not required and done at your own discretion.*
- Employees are provided with gloves and masks.

***The term "employee" applies to Pablo, Alex, Kim, Jenny and Jiany as they are the only employees of the PYCO School of Music and Music Store.**

Preventative measures teachers should take:

- Ask that students come to the school well hydrated and use the bathroom before arriving. The music store staff is able to clean the bathrooms at the beginning and end of day, but it is difficult to know when the bathrooms need disinfected throughout the day.

- Disinfectant spray will be in or just outside each bathroom. If teachers feel comfortable disinfecting the bathroom after personal use, we encourage you to do so. If you do not feel comfortable doing so, please inform a SoM employee and it will be cleaned upon request.
- Please sanitize and manage the inside of your studio. Sanitize high touch surfaces (stands, door handles, piano keys, chairs, screens) between each student.
- We have and will continue providing the necessary disinfectants. We ask that you help keep facility costs down by maintaining your own teaching space.
- Encourage students to stay home if they exhibit [symptoms](#) of COVID-19.
- Before each lesson ask your student if they have any symptoms and if they have traveled anywhere recently.

Documents cited and useful resources:

<https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>

<https://www.governor.pa.gov/wp-content/uploads/2020/04/20200415-SOH-worker-safety-order.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>