



Crowden

Music changes everything

COVID-19 Handbook

Summer Programs 2020

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Introduction

This COVID-19 Handbook has been developed to help Crowden Music Center staff and faculty prepare for the many aspects of responding to the COVID-19 pandemic.

Purpose

The Crowden Music Center is taking actions to respond to the COVID-19 pandemic with the goal of providing a safe working and learning environment for our students, faculty, staff, and visitors.

This document provides guidance specific to Crowden that will allow all employees to manage operations in a safer and more effective way throughout the pandemic. The objective is not to eliminate all potential risks, but to provide a systematic and feasible path for operation within the pandemic environment.

Crowden will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices.

Note: Nothing in this document is intended to supersede existing Crowden policies that may apply in certain situations or circumstances.

Scope

This handbook provides guidelines and procedures for existing and potential conditions onsite at Crowden Music Center. The plan outlines the expectations and requirements for Crowden staff and students, as well as providing authority for personnel to enact the plan, in whole or in part, in the event of a COVID-related incident affecting the Crowden community.

Crowden Music Center encompasses The Crowden School and Crowden's community lessons, ensembles, classes, camps, and workshops. In addition, the building provides rehearsal and performance space to outside organizations as renters. This handbook is intended to provide information about Crowden's COVID-19 response as it relates to all on-site activities. The handbook addresses internal and external communications; training and sustainability; and actions Crowden is taking to prepare for, mitigate, respond to, and recover from COVID-19 -related circumstances. The handbook applies to all buildings and all events that occur on campus, regardless of the time or day of the week.

COVID-19 Staff Liaison and Response Team

Crowden Music Center has designated its Chief Operating Officer, Marion Atherton, as the primary point of contact for COVID-19 concerns. Marion can be reached by email at matherton@crowden.org, or by phone at 510.559.6910 x119.

The COVID-19 Response Team is a cross-departmental group of Crowden staff and faculty members who are responsible for the creation, maintenance, and execution of Crowden's COVID-19 Response Plan. Each team member is familiar with the entire COVID-19 response plan, since any given individual might be absent from the campus during an incident. The members of the Response Team are listed in Appendix A.

Operating Scenarios

The Crowden Music Center strongly believes that students are best served by an in-person learning environment. At the same time, Crowden’s highest priority is the safety of its students, families, staff, and faculty.

To that end, Crowden understands the need for flexibility in a changing environment, as external conditions and public health guidelines evolve. This handbook addresses three possible scenarios for operations:

- Scenario 1 “Closed Campus”: Closed campus, with remote learning and no public access
- Scenario 2 “Hybrid Operations”: Hybrid operations, with a combination of on-site and remote learning, and limited public access
- Scenario 3 “Full Operations”: Full resumption of on-site learning and public gatherings

The Executive Director makes the determination of which Operations Scenario will be employed, in consultation with the COVID-19 Response Team and in response to guidelines provided by government officials.

Communications and Notification

Crowden Music Center is in communication with local authorities about all COVID-related developments, and maintains a comprehensive COVID-19 communications plan to provide clear and timely internal and external communication with the Crowden organization, staff, students, parents/guardians, and our greater community.

The following practices will be utilized to disseminate information when appropriate:

SCHOOL MESSENGER

All Crowden employees and families are subscribed to School Messenger, Crowden’s emergency alert notification system. Users can use an app to configure their preferences for modes of notification (text, email, or phone call). Crowden will use School Messenger to provide time-sensitive notifications to the community of any COVID-19 incidents. It is Crowden policy that all faculty, staff, and enrolled students and their families receive School Messenger alerts in case of emergency.

EMAIL UPDATES

Crowden will include non-emergency notifications in its regularly schedule email updates, and additional email communications as needed.

WEBSITE

Crowden maintains a centralized collection of COVID-19 announcements and resources on its website at www.crowden.org/covid.

SOCIAL MEDIA

Crowden will post announcements on Facebook, Twitter, and Instagram as appropriate.

Educating Staff, Students, and Families

Crowden will take the following steps to ensure that staff, students and families are familiar with and ready to comply with the policies outlined in this handbook:

- Send all staff, students and families a copy of the COVID-19 Handbook, and require that they agree to abide by it.
- Host zoom training sessions, allowing for Q&A.
- Hold on-site COVID-19 orientation sessions for faculty and students at the beginning of the program.
- Post signage throughout the campus with reminders of rules and protocols.
- Place distance markers on the floors to indicate appropriate social distancing guidelines.
- Ensure that teachers and staff reinforce the expectations throughout campus.
- Employ hall monitors to regularly patrol the campus and remind staff and students of expectations as needed.

Resources

CROWDEN.ORG/COVID

A copy of this handbook, and other COVID-19 resources, are available online at www.crowden.org/covid. The Crowden community is encouraged to visit this website to view Crowden's COVID-19 ongoing plans and policies.

GOVERNMENT AND INSTITUTIONAL GUIDELINES

The Crowden Music Center has developed, and will continue to revise, its COVID-19 response protocols in compliance with guidelines issued by state and local governments, as well as experts in the field.

These guidelines include:

- [Alameda County Reopening Guidelines for Schools](#)
- [California Public Health COVID-19 Guidelines for Schools](#)
- [California Dept. of Education Guidelines for Schools](#)
- [American Academy of Pediatrics Guidelines for Reopening Schools](#)

Healthy Hygiene

Face Coverings

All adults and children are required to wear cloth face coverings while on Crowden property, unless they have a particular developmental condition or health diagnosis that limits their ability to wear a face covering. This includes all staff, faculty, students, and families inside or outside of Crowden buildings, during drop-off and pick-up times. Face coverings may be removed when eating or drinking, and special care should be taken to maintain a safe social distance of at least six feet.

Students and families are encouraged to bring their own reusable masks. Disposable masks are available at the front desk for students or families who forget to bring their own.

Face shields are permissible as a substitute for cloth face masks for teachers and students who are unable to wear masks. Face shields should be worn with cloth drape across the bottom and secured (i.e., tucked into shirt, tied around back of neck).

Handwashing

All faculty, staff and students are required to wash their hands frequently with soap and water, scrubbing for at least 20 seconds.

Handwashing breaks are built into the program schedule, providing time for students and faculty to wash their hands throughout the day. Hands should also be washed before and after eating, drinking, and after touching your face or using the restroom.

Hand sanitizer is available in every classroom. Students and faculty are required to sanitize their hands before entering the classroom, and again upon exiting.

Avoid Touching Your Face

CDC guidance recommends that people avoid touching their face to prevent the spread of infections. Recognizing that this is difficult and requires conscious effort, adults should remind children when they notice face touching.

Coughs and Sneezes

Crowden asks that all members of the community observe the recommended protocol for covering coughs and sneezes, by covering them with the insides of elbows, upper arms, or tissues. Handwashing is required after coughing or sneezing.

Refrain from Physical Contact

Hugging, handshakes, or any greeting/expression that requires physical contact is not permitted. Crowden suggests alternative greetings and non-physical forms of encouragement (e.g. clapping instead of high-fives, waves instead of handshakes).

Checking for Signs and Symptoms

Self-Screening, Staying Home

Students, families, and staff are required to self-screen for COVID-19 symptoms before reporting to Crowden each day. Students and staff must stay home and seek medical guidance if they, or anyone in their household, are feeling sick. Report any symptoms to Crowden as soon as possible. Reports may be submitted via phone or email to the front desk (510.559.6910, or frontdesk@crowden.org).

On-Site Screening

All students, staff and faculty will be required to answer basic screening questions, and undergo a visual and temperature screening, before entering the campus.

Staff and faculty will monitor students throughout the day for signs of illness. If a student is exhibiting symptoms of COVID-19, staff will notify the parent or guardian and ask them to bring the student home.

Likewise, staff or faculty members exhibiting symptoms should leave the campus. Please see *When Someone Get Sick* on page 8.)

Reporting Symptoms and/or Exposure

All faculty, staff, students, and parents/guardians are required to self-report any COVID-19 symptoms, known exposures, or overnight travel within your household. See the list of symptoms below. Do not wait for a confirmed case to report symptoms. Crowden will follow-up about any reported symptoms and establish the conditions for returning to campus. Confirmed cases of COVID-19 must be reported immediately.

Crowden will track and document incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

COVID-19 SYMPTOMS IN ADULTS AND CHILDREN

The symptoms of COVID-19 are similar in children and adults. However, children with confirmed COVID-19 have generally presented with milder symptoms.

Common symptoms include:

- fever
- cough
- sore throat
- fast or shallow breathing
- chills
- muscle pain or fatigue
- headache
- a loss of taste or smell

Possible symptoms that tend to present more in children include:

- cold-like symptoms, including runny nose or congestion
- belly pain
- vomiting or diarrhea
- a rash
- swelling of the hands or feet
- joint pain
- dizziness

Testing

Crowden encourages all faculty, staff, students and families to be tested regularly for COVID-19. For information about how to be tested, please visit <https://covid19.ca.gov/testing-and-treatment/>.

Cleaning, Disinfection, Ventilation

Daily Cleaning Schedule

Crowden's janitorial service thoroughly cleans and disinfects the building each night.

Frequently-Touched Surfaces

Crowden staff sanitizes all frequently touched surfaces regularly throughout the day. This includes bathroom surfaces, door knobs, light switches, water fountains, etc.

Teachers are required to sanitize frequently-touched classroom surfaces (chairs, desks, pianos, music stands, etc.) before leaving each day.

Ventilation

Air conditioning and ceiling fans will be used in rooms where available. Classroom windows will be open during program hours, as the weather allows. Classes will be held outside when possible.

Restrooms

Restrooms are thoroughly cleaned and disinfected by Crowden janitorial staff each night. In addition, staff sanitizes frequently-touched restroom surfaces twice each day.

Any person who uses a restroom is required to use the disinfectant wipes provided to wipe all surfaces touched: toilets and toilet handles, sinks, faucets, paper towel dispensers, and door handles.

Disinfection in Case of Known Exposure

Crowden has established a special disinfection protocol to be used when known positive cases of COVID-19 have been reported in the community. This protocol is based on CDC recommendations and can be found in Appendix D.

EPA-Approved Cleaning Substances

Crowden uses disinfectants that meet the US Environmental Protection Agency's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

Protection from Cleaning Substances

Disinfection takes place outside of program hours, to protect faculty, staff and students from exposure to chemicals. Custodial staff has been equipped with protective equipment, including gloves, eye protection, and disposable gowns, as required by the product instructions.

Social Distancing

Six Feet of Distance at All Times

All people on campus are expected to stay at least six feet away from others — the distance respiratory droplets from a cough or sneeze are thought to travel.

Arrival and Departure

All persons entering Crowden must enter through the front entrance unless otherwise instructed. A staff person will take attendance and administer the screening protocol.

Students will not be admitted to the campus more than 15 minutes prior to the start of the program.

Students must depart the campus promptly at the end of the program each day. Students will not be supervised by Crowden staff after program hours.

In the Classroom

Chairs and stands are to be positioned in classrooms at a distance of at least 6-feet, as indicated by the floor markers. Students are expected to store their personal belongings (instruments, supplies, etc.) in designated areas, and not touch the belongings of others.

Visitors

No visitors are allowed on Crowden's campus, except by appointment. Parents or guardians with questions about the program should contact Crowden by phone or email.

Limiting Sharing

Personal Belongings

Students are expected to bring any personal belongings in a single bag or backpack, which they should bring with them to their classroom. Students must keep their personal belongings to themselves, and may not share or touch items that belong to others. The following items are required:

- Instrument
- Music
- Rosin
- Folding stand
- Extra strings
- Rock-stops for cellists and bassists
- Pencils
- Snacks and drink

When Someone Gets Sick

Crowden takes seriously ensuring the health of our staff and students. We encourage sick persons to remain home until well. We also have systems in place to respond to illnesses that take place on campus. They are described below, with details outlined in Appendix C.

Isolating Symptomatic Individuals

If a person displays or reports symptoms while on campus, they are isolated until they leave campus. Children are kept under adult supervision until they leave in the care of a responsible adult.

Following-up with Symptomatic Individuals

If a sick person exhibits COVID-19 symptoms, Crowden follows up within 24 hours and remains in regular contact until diagnosis is denied or confirmed.

Notifying Concerned Parties of Confirmed COVID-19 Cases

If the sick person is confirmed positive for COVID-19, Crowden consults with local health officials and activates notification procedures to inform concerned parties.

Assessing Need for Closure

Depending on the circumstances, a confirmed case of COVID-19 onsite may trigger full or partial closure of Crowden. The Executive Director, in consultation with health officials and Crowden staff, makes the determination and orders closure if necessary.

Partial or Total Closure

Crowden monitors local and campus-wide conditions to be alert to circumstances that may warrant Center closure.

The Executive Director, in consultation with local authorities and Center staff, orders closure based on circumstances including:

- State or local orders
- Center concerns regarding local conditions
- Confirmation of positive cases of COVID 19 at the Center

The Executive Director, in consultation with local authorities and Center staff, orders re-opening when it is deemed safe to do so.

Closure Procedures are outlined in Appendix E.

Appendix A: Contact Information

City of Berkeley Public Health Officer:

Lisa Hernandez 510.981.5300 LiHernandez@cityofberkeley.info

Crowden Music Center COVID-19 Liaison:

Marion Atherton 510.559.6910 x119 matherton@crowden.org

CROWDEN MUSIC CENTER COVID-19 RESPONSE TEAM: (510) 559-6910

Doris Fukawa, Executive and Artistic Director
Marion Atherton, Chief Operating Officer and Acting Director, Community Programs
Debra Mauro, Chief Financial Officer
Jen Strauss, Director of Communications
Brad Johnson, Principal, The Crowden School
Eugene Sor, Associate Artistic Director and Music Director, The Crowden School
Heidi Mattson, Vice Principal, The Crowden School
Rachel Durling, Lower School Music Coordinator, The Crowden School
Stephannie Tornow, Database and Operations Manager
Rachel Ahrenstorff, Program Coordinator, Community Programs

Appendix B: Criteria to Return to Campus for Persons Diagnosed With COVID-19

Crowden's uses CDC's Return-To-Work Guidelines for Healthcare Workers in developing its criteria for people diagnosed with COVID-19 to return to campus (see <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>).

Persons diagnosed with COVID-19 may exhibit symptoms or may show no detectable symptoms. The criteria for return differs depending on the circumstances.

CRITERIA FOR SYMPTOM-BASED COVID-19

Persons diagnosed with COVID-19 who has symptoms will be admitted on campus under the following circumstance:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared

CRITERIA FOR TEST-BASED COVID-19

Persons with laboratory-confirmed COVID-19 who had no symptoms will be admitted on campus under the following circumstance:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test
- If they develop symptoms after testing, the symptom-based criteria overrides the diagnostic test criteria and begins from the date symptoms present

Appendix C: Procedures When a Person Is Sick

All students, staff, and visitors entering Crowden are required to undergo a temperature test and wear a cloth face covering. Persons with a temperature of 100.4 or higher, or exhibiting COVID-like symptoms will not be allowed in the building.

All staff members are trained to identify COVID-19 symptoms and initiate isolation procedures. All staff, students and visitors are informed of the need to self-identify and initiate isolation procedures if symptoms are present.

Isolating Symptomatic Individuals

Crowden has designated the Meyer Room as the primary isolation area for sick persons.

The **Chief Operating Officer** is alerted when a person onsite becomes ill and, if available, coordinates the care of the individual until they leave the property. If the Chief Operating Officer is unavailable, another staff member is designated for this responsibility.

If the sick person is an adult and indicates their ability to safely transport themselves from the property, they sign the ***Illness Release Form*** and are released from the building. If the sick person is unable to transport themselves off-site, they arrange transport by another means. In cases of emergency, a staff member is designated to transport the person to a healthcare facility.

If the sick person is a child under the age of 18, they are escorted to the isolation area and required to remain there until they can be transported home or to a healthcare facility. The sick child is supervised by the **Chief Operating Officer** or other designated staff member. Ideally the sick child's parent/guardian transports them offsite in a timely matter. If circumstances require the child to be immediately transported to a healthcare facility, a responsible adult is designated to do so.

Responsible adults are one of the following:

- Parents or guardians of the sick child
- Adults approved by the parents or guardians of the sick child
- An adult staff member of Crowden

The responsible adult signs the ***Illness Release Form*** and transports the sick child from the property.

Following-up with Symptomatic Individuals

The Chief Operating Officer monitors sick persons who have been on campus and are suspected of COVID-19 as follows:

- Contacts the sick person within 24 hour to determine the status of the illness and remains in contact at least until a positive or negative COVID-19 diagnosis is determined
- Updates ***Sick Person Follow-up Checklist*** for each conversation
- When sick person receiving negative confirmation is not a staff member or student of Crowden School or Community Programs: ceases communication, completes the *Sick Person Follow-up Checklist*, and closes the case.
- When sick person receiving negative confirmation for COVID-19 is a staff member or student of Crowden School or Community Programs: advises them of best practices for remaining isolated during illness, completes the *Sick Person Follow-up Checklist*, and closes the case
- When sick person is confirmed positive for COVID-19: initiates as soon as possible procedures described in the section below entitled *Notifying Concerned Parties of Confirmed COVID-19 Cases*.

Notifying Concerned Parties of Confirmed COVID-19 Cases

As soon as possible after confirmation of sick person’s positive COVID-19 diagnosis the Chief Operating Officer:

- Informs the Executive Director
- Received approval from Executive Director to initiate notification procedures
- Activates ***Notification of Confirmed COVID-19 Case Checklist*** in coordination with Communications Director:
 - Notifies local health officials
 - Notifies staff, students, and visitors (if possible) who may have been exposed to sick person
 - Posts notifications on Crowden website and social media
 - If sick person is Crowden School student or Community Programs student, informs Department head(s) to activate *Sick Student Protocols*
 - Serves as point of contact for all questions and inquiries regarding notification
 - Completes *Notification of Confirmed COVID-19 Case Checklist*

Assessing Need for Closure

In consultation with local health officials and Crowden staff, Executive Director determines need for partial or full closure and activates closure procedures if warranted. See *Appendix E Partial or Total Closures* for details.

Appendix D: Disinfection After Known Exposure

- The Chief Operating Officer or designee manages all aspects of cleaning and disinfection of the exposed properties
- The Chief Operating Officer or designee identifies and ensures immediate closure of exposed areas
- Chief Operating Officer completes the Exposed Property Cleaning and Disinfection Incident Report to identify and track cleaning protocols

- The exposed areas are cleaned and disinfected by a designated staff member. Designated staff member completes the Exposed Area Cleaning and Disinfection Protocols sheet for each area cleaned.
- After areas have been cleaned, Chief Operating Officer
 - inspects the areas
 - reviews and approves the Exposed Area Cleaning Protocols Form
 - Places signage at areas to indicate closure and locks or cordons off area when possible
 - Determines area re-opening date and time
 - Transmits Notice of Area Closure to all staff
- The Chief Operating Officer informs departments impacted by area closures, so that they can address space usage issues caused by area closures

Appendix E: Closure Procedures

Procedures to Determine Closures

EXTERNAL CONDITIONS

Emergencies

- Chief Operating Officer is subscribed to AC Alert to receive email/text emergency alerts for Berkeley and Alameda County
- Upon receipt of alerts, Chief Operating Officer immediately informs ED
- ED assesses situation and determines if Center closure is warranted
- ED implements Center closure if necessary

Other External Conditions

Chief Operating Officer:

- Checks on a daily basis local and State orders and health department notices to monitor disease transmissions in the area. Information sources include:
 - Alameda County Public Health Department: <http://www.acphd.org/2019-ncov.aspx>
 - State of CA: <https://covid19.ca.gov/>
- Consults and collaborates as needed with local peer institutions regarding closure considerations
- Documents findings
- Reports findings as needed to ED
- ED assesses situation and determines if Center closure is warranted
- ED implements Center closure procedures if necessary

Internal Conditions

Chief Operating Officer:

- Monitors and tracks health screening results of students, staff members, and visitors
- Reports screening results to ED as needed
- Immediately alerts ED when notified that staff, students, or visitors tested positive for COVID-19
- Ensures that privacy and confidentiality rights are maintained
- Upon receiving notice that screened person tested positive for COVID-19, ED:

- Consults with Alameda County Health Office to determine if partial or total closure is warranted
- Documents process for decision
- Activates Center closure procedures if warranted

CLOSURE PROCEDURES

ED convenes the Closure Taskforce and activates closure procedures. Closure Taskforce consists of: TBD

- Director of Communications activates closure notification procedures
- Chief Operating Officer determines if deep cleaning and disinfection are necessary and ensures completion
- If closure is related to positive COVID-19 case reported on campus, ED, in coordination with local health officials, identifies required tracking, reporting, and communication procedures and ensures compliance
- Communications Director coordinates with ED and department heads as necessary for follow-up communications with various constituencies for duration of closure
- ED, with support from Closure Taskforce, monitors conditions to determine length of closure and activates re-opening procedures when it is determined safe to do so