



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](#)