



Crowden

Music changes everything

COVID-19 Handbook

Summer Programs 2021

June 2021

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Introduction

This COVID-19 Handbook is an update of Crowden's Fall 2020 COVID-19 Handbook (last modified on 10/6/20). 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. Crowden will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices. The objective is not to eliminate all potential risks, but to provide a systematic and feasible path for operation within the pandemic environment.

A key goal in this plan is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of transmission; but no one layer is 100% effective. It is the combination of layers that is most effective and have been shown to decrease transmissions.

The California Department of Public Health has order the following list of interventions with the lower numbers being more effective in reducing the risk of transmission. Though scientific comparative assessments are limited, the top three items are likely of similar importance:

1. Face coverings

2. Stable groups
3. Physical distancing
4. Adequate ventilation
5. Hand hygiene
6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact
7. Surveillance or screening testing

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

Face Coverings

In compliance with the California Department of Public Health's requirements, all adults and children ages 2 and older are required to wear cloth face coverings while on Crowden property. 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. Mask must:

- Cover your nose and mouth
- Not have an exhalation valve
- Face shields are permissible as a substitute for cloth facemasks for those who are unable to wear masks. Face shields need to be worn with cloth drape across the bottom and secured (i.e., tucked into shirt, tied around back of neck).

Healthy Hygiene

Handwashing

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

Personal Belongings

Students are expected to bring any personal belongings in a single bag or backpack. Students must keep their personal belongings to themselves, and may not share or touch items that belong to others.

Daily Cleaning Schedule

Crowden's janitorial service thoroughly cleans the building each night, and the custodial staff cleans all frequently touched surfaces with soap and water regularly throughout the day. This includes bathroom surfaces, doorknobs, light switches, and shared equipment such as photocopiers.

Ventilation

Classroom windows will be open during program hours, as the weather allows. Crowden's air conditioning system has been adjusted to the setting that brings in outside air.

Crowden has placed portable high-efficiency air purifiers in classrooms and offices. Breaks take place outside in designated areas, weather permitting.

Disinfection after Known COVID-19 Case

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. 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.

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.

Physical Distancing

Maintaining Distance

A range of physical distancing recommendations have been made nationally and internationally, from 3 feet to 6 feet. Faculty and staff are required to keep a distance of 6 feet from students, faculty, and staff. Students should maintain a minimum of 3 feet between themselves.

In the Classroom

Chairs and stands are to be positioned in classrooms at a distance of at least 3-feet between students and at least 6-ft for faculty, 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.

Moving Through Campus

Students, staff, and faculty are required to maintain social distancing when moving through the campus. The schedule has been designed to avoid the mixing of stable groups, and to minimize congregate movement through hallways.

Students are expected to follow directional signs dictating the flow of movement especially within hallways.

Breaks

Lunch and breaks will take place outside in designated areas based around stable groups. Students are required to sit at least six feet apart. Food and drink items may not be shared with others. Students must bring their own drinking water, as the use of public water fountains is not permitted. Face coverings may be removed for eating and drinking but must be worn as soon as eating is finished. Students must wash their hands before and after eating.

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.

Stable Groups

Students will be assigned to small stable groups as required by public health guidelines provided by the City of Berkeley Public Health Division and County of Alameda Public Health Department. While on campus, students are required to stay with their groups.

Program activities will be scheduled in such a way as to prevent the intermixing of groups and administrative staff will be mindful of social distancing, to limit the risk as they interact with different cohorts of students.

Entrance and Egress

All persons entering Crowden must enter through their assigned 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. Crowden staff will not supervise students after program hours.

Health Screenings

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.

Reporting Symptoms and/or Exposure

All faculty, staff, and students are required to self-report any COVID-19 symptoms or known exposures within your household (see the list of symptoms below).

Reports must be submitted via email to info@crowden.org. 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. Crowden will track and document incidents of possible exposure and notify local health officials, staff and families 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 or chills
- Cough
- Shortness of breath or difficulty breathing
- Headache
- New loss of taste or smell
- Sore throat
- Nausea, Vomiting, or Diarrhea

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.

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.

Criteria for Return to Campus

Crowden uses the California Department of Public Health's criteria to determine eligibility for return to campus.

CRITERIA FOR THOSE WHO EXHIBIT SYMPTOMS OF COVID-19:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
- Other symptoms have improved; AND
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus)

OR

- at least 10 days have passed since symptom onset.

CRITERIA FOR THOSE WHO TEST POSITIVE FOR SARS-COV-2, AND WHO HAVE HAD SYMPTOMS:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

Testing

Crowden requires that students and faculty submit a negative COVID-19 test taken within two weeks prior to the start of the program. Crowden will provide a list of available test sites to registrants, including free on-site testing on Crowden's campus. Proof of vaccination is accepted in lieu of a negative COVID-19 test.

Educating Staff, Students, and Families

Crowden will take the following steps to ensure that staff, students and families understand how COVID-19 is spread, and the importance of following 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.

Identification and Reporting of Cases

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

Once a suspected case shifts to a confirmed positive for COVID-19, Crowden consults with local health officials to identify close contacts and activates notification procedures to inform concerned parties.

If there are any known exposures, close contacts are notified with instructions to quarantine for 10 days from last exposure, per [CDPH quarantine](#) recommendations.

Subsequently, Crowden alerts the general community about the confirmed case. Students and faculty who were not determined to be close contacts may continue their participation in programs.

Communication Plan

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 emailed 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.

Closures

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, may order a 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.

Contact Tracing

The Crowden Music Center has designated the following two individuals as its COVID Liaisons:

- Marion Atherton, Chief Operating Officer
- Stephannie Tornow, Operations and Database Manager

Marion and Stephannie are equipped to carry out current reporting requirements for COVID-19, in partnership with the City of Berkeley Public Health Department. They have both completed the Johns Hopkins COVID-19 Contact Tracing Certification course, and have been attending the City of Berkeley's COVID Liaison regularly scheduled training and information sessions since Fall 2020.