



Crowden

Music changes everything

COVID-19 Prevention Program (CPP) 2/16/21

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Introduction

Purpose

This *COVID-19 Prevention Program (CPP)* has been developed to provide employees of Crowden Music Center with a healthy and safe workplace during the COVID-19 pandemic. By implementing the measures outlined in this plan, we hope to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

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.

Authority and Responsibility

Marion Atherton, Chief Operating Officer, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Employee Safety

Safe Workplace

Protective plexiglass barriers have been installed at the reception area.

Crowden regularly cleans, disinfects, and sanitizes the building. Rooms are equipped for adequate ventilation.

Working Remotely

Crowden works with employees who are at greater risk of illness to provide telework opportunities as to the extent possible.

Protective Equipment and Hygiene

Crowden supplies each workspace with hand sanitizer dispensers. Crowden requires all persons onsite to wear masks and has masks and gloves available for staff, students, and visitors as needed.

Reporting Symptoms and/or Exposure

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

Common symptoms of COVID-19 include:

- Fever
- Coughing/sneezing
- Sore throat
- Fast or shallow breathing
- Chills
- Muscle pain or fatigue
- Headache/stomachache/nausea
- New loss of taste or smell

Stay Home When Sick

The Center encourages staff and students to stay home when they are sick.

Staff members and students are encouraged to report illness and absence as soon as possible to help ensure adequate coverage of duties. All staff members earn paid sick leave and are free to use sick leave without penalty of repercussion for missed time. The Center does not require doctor verification for use of sick leave.

Crowden maintains a back-up staffing plan to cover sick staff.

Criteria to Return to Campus After Illness

EXHIBIT SYMPTOMS OF COVID-19

Persons who exhibit symptoms of COVID-19 may return to campus only if they meet the following criteria:

- Symptoms are improving
- They have had no fever for 24 hours without the use of fever-reducing medicines
- EITHER: (1) At least 10 days have passed since illness onset OR (2) They can show a negative COVID test result or a doctor's note stating that their symptoms are due to a condition other than COVID-19

TEST POSITIVE FOR COVID-19 BUT DO NOT EXHIBIT SYMPTOMS

Persons with laboratory-confirmed COVID-19 who had no symptoms may return to campus only if they meet the following criteria:

- 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

Returning from Travel

Crowden requires that all staff members, students, parents and visitors observe state and local public health guidelines when returning from travel. Those guidelines may include self-quarantining at home and monitoring of symptoms for a period of time, depending on the travel destination and the group of people traveling. Guidelines can be found here:

- California Department of Public Health ([covid19.ca.gov/travel](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel.aspx))

- City of Berkeley COVID-19 Information (cityofberkeley.info/covid-19/)

Systems for Communicating

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.

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.

School Messenger

All Crowden employees and families are subscribed to School Messenger, Crowden's alert notification system. Users can use an app to configure their preferences for the mode 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 scheduled 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.

Training and Instruction

Crowden has taken the following steps to ensure that staff, students, and families are familiar with and ready to comply with the on-campus policies outlined in this handbook:

- Sent all staff, students, and families a copy of the COVID-19 Handbook (<https://www.crowden.org/covid/>), and required that they agree to abide by it.
- Hosted Zoom training sessions for faculty and staff, allowing for Q&A.
- Ensured that teachers and staff reinforce the expectations throughout campus.
- Employed a yard and hall monitor to regularly patrol the campus and remind staff and students of expectations as needed.

Health and Safety

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Disallowing visitors: During a *Closed Campus* or *Hybrid Operations* Scenario, no visitors will be allowed on Crowden’s campus, except by prior arrangement. Visitors will be subject to symptom screening upon their arrival.
- Signage: Signs and floor markers have been placed throughout the campus to indicate where employees and others should be located or their direction and path of travel. Signage indicating room capacity is placed at the entrance to each room.
- Staggering schedules: Staggered arrival, departure, work and break times are maintained to the extent possible to limit the number of people on campus at one time and promote social distancing.

Face Coverings

All adults and children ages 2 and older 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, and students 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 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.

Masks should:

- Cover your nose and mouth
- Not have an exhalation valve
- Not be an N95 mask

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).

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Ventilation

Classes will be held outside when possible. For indoors classrooms and offices, Crowden has made an effort to maximize the ventilation in each space, using air conditioning, portable air filtration units, and ceiling fans as appropriate to the room. Windows will be opened where needed, as the weather allows.

Cleaning and Disinfection

Daily Cleaning Schedule

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

Frequently-Touched Surfaces

Crowden staff cleans all frequently touched surfaces with soap and water regularly throughout the day. This includes bathroom surfaces, door knobs, light switches, and shared equipment such as photocopiers.

Teachers are required to clean frequently-touched classroom surfaces (chairs, desks, pianos, music stands, etc.) and any shared materials such as playground equipment and art supplies before leaving each day.

Disinfection in Case of Known Exposure

Crowden follows CDC recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>) to disinfect exposed areas when known positive cases of COVID-19 have been reported in the community.

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.

Limiting Sharing

Personal Belongings

Faculty, staff, and students are expected to keep their personal belongings to themselves, and store them in designated storage areas (personal cubbies, mailboxes, etc.). Personal Protective Equipment such as gloves, goggles and face shields, must not be shared.

Shared Equipment

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, employees are asked to disinfect the items by using disinfectant wipes as provided.

Hand Sanitizing

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 instructional schedule for The Crowden School, providing time for students and faculty to wash their hands throughout the day. Hands should also be washed before and after eating, drinking, break times, and after touching your face or using the restroom.

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

Checking for Signs and Symptoms

Self-Screening

Prior to any scheduled on-campus classes, Crowden School staff, faculty and students and faculty are required to self-screen at home and submit a symptom questionnaire. Community programs faculty, students and families are encouraged, but not required, to self-screen.

Crowden School families and faculty will receive an email and SMS alert via SchoolMessenger at 7:00 PM on the evening prior to every scheduled on-campus day. This alert will prompt families to fill out the questionnaire for their student(s). The questionnaire must be submitted by 7:30 AM the next day.

On-Site Screening

All people entering the Crowden campus will be required to answer basic screening questions, and undergo a visual and temperature screening.

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.

Testing

All students, staff, and faculty who plan to participate in on-campus Crowden programs (The Crowden School and Crowden's community programs) are required to undergo regular COVID testing. Weekly testing is provided onsite at Crowden, and test results from other testing sites are also permitted.

When Someone Gets Sick

Crowden takes seriously ensuring the health of our staff and students. We encourage sick persons to remain home until well.

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

If a person displays or reports symptoms of COVID-19 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

Once a case of COVID-19 on Crowden's campus has been confirmed, Crowden will proceed with haste to identify the exposed group(s) that are impacted, establish the quarantine period, and notify the following constituencies within one business day:

- City of Berkeley Public Health Division
- All Crowden staff and faculty
- All Crowden families

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Providing employees at the time of exclusion with information on available benefits.

Assessing Need for Closure

Crowden keeps informed on local conditions that may indicate the need to close the building for employee safety and has developed plans for implementing 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.



2/16/2021

Signed: Doris Fukawa, Executive and Artistic Director

Date