



Crowden

Music changes everything

COVID-19 Handbook

Fall 2020 Revised 10/6/20

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Introduction

This *COVID-19 Handbook* has been developed to help Crowden Music Center employees, students, and families 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 Liaisons and Response Team

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

1. Marion Atherton, Chief Operating Officer, is the primary point of contact for all COVID-19 concerns: matherton@crowden.org or 510.559.6910 x119.
2. Stephannie Tornow, Operations and Database Manager, serves as Crowden's second trained COVID-19 liaison: stornow@crowden.org or 510.559.6910, x.113.

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 four 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 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.

SOCIAL MEDIA

Crowden will post announcements on [Facebook](#), [Twitter](#), and [Instagram](#) as appropriate.

Educating Staff, Students and Families

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*, and required that they agree to abide by it.

- Hosted Zoom training sessions for faculty and staff, allowing for Q&A.
- Posted signage throughout the campus with reminders of rules and protocols.
- Placed distance markers on the floors to indicate appropriate social distancing guidelines.
- Ensured that teachers and staff reinforce the expectations throughout campus.
- Employed hall monitors to regularly patrol the campus and remind staff and students of expectations as needed.

Resources

CROWDEN WEBSITE

A copy of this handbook, and other COVID-19 resources, are available online at www.crowden.org/covid. The Crowden community is encouraged to view 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:

- [COVID-19 Risk Reduction Order, issued by the City of Berkeley on October 2, 2020](#)
- [Shelter-In-Place Orders, updated by Alameda County Public Health Department, revised and effective on October 9, 2020](#)
- [COVID-19 School Guidance: Alameda County School Reopening Plans , version 12, October 1, 2020](#)
- [State of California Health and Human Services Agency, COVID-19 Employer Playbook, revised September 25, 2020](#)
- [Schools & Child Care. Centers for Disease Control and Prevention. Updated September 1, 2020](#)
- [California Department of Public Health and Cal/OSHA COVID-19 Industry Guidance: Schools and School-Based Programs, updated August 3, 2020](#)
- [State of California Health and Human Services Agency, COVID-19 and Reopening In- Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, dated July 17, 2020](#)