



Crowden

Music changes everything

COVID-19 Handbook

Fall 2021 Revised 8/19/21

Introduction

Crowden Music Center continues to monitor the evolving public health guidelines created to support schools and afterschool programs during the COVID-19 pandemic. This handbook clarifies Crowden's COVID-related policies as we enter the 2021-22 school year.

These policies are intended to support Crowden's goal of providing a safe working and learning environment for our students, faculty, staff, and visitors.

Crowden will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices. As a school in Berkeley, we are subject to guidance published by the [City of Berkeley](#), and we also continue to monitor recommendations made by the [County of Alameda](#), [State of California](#), and the [CDC](#).

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

COVID-19 Liaisons

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

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

Marion and Stephanie 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.

Communications

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.

Community Responsibilities and Policies

Community safety is a shared responsibility among Crowden staff, faculty, families, students, and visitors. We ask that every person at Crowden follow safety guidelines on campus as well as at home by acting according to these guidelines.

Vaccination

Vaccination is the most effective strategy to stop the spread of COVID-19. Crowden strongly encourages all eligible people to be vaccinated.

In accordance with [CA state requirements](#), all Crowden employees who work on campus are required to submit proof of vaccination against COVID-19, or submit to weekly COVID tests.

In addition, all age-eligible Crowden students are asked to inform us of their vaccination status by providing proof of vaccination, if applicable. Vaccination forms can be submitted in person or via email to frontdesk@crowden.org.

COVID Testing

As of August 2021, with the number of COVID cases rising, Crowden will start the school year by requiring weekly COVID tests of all Crowden School students and on-campus employees.

All employees and Crowden School students are required to submit a negative test dated on or after Wednesday, August 25, to begin school on Wednesday, September 1. Crowden is offering COVID tests on Saturday, August 28, as one way for community members to fulfill this requirement.

Beginning on Tuesday, September 7, Crowden will provide on-campus testing every Tuesday morning for all members of the community.

There are many other COVID testing locations in the community, including those listed on the [City of Berkeley website](#).

Self-Screen, Stay 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, are feeling

sick. Report any symptoms to Crowden. Crowden will excuse any absence if symptom reporting has been submitted prior to the absence.

COVID-19 Symptoms in Adults and Children

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Returning from Travel

Crowden requires that all staff members, students, parents, and visitors observe [California state 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.

Safety on Campus

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.

Face Coverings

All adults and children are required to wear 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, regardless of vaccination status, inside or outside of Crowden buildings, during drop-off and pick-up times. Face coverings may be removed when eating or drinking.

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

Face coverings 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).

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.

Physical Distancing

Classrooms are set up to maintain a minimum of 3 feet distance between each student.

Lunch and recess take place outdoors when weather permits.

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.

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.

Visitors

Visitors and volunteers are allowed on the Crowden campus by appointment only. All visitors and volunteers must show proof of vaccination.

Visitors to campus who develop symptoms that occur within 48 hours of their visit or if they have a positive test within a week of their visit, must report this to Crowden as soon as possible.

Isolation and Quarantine

Symptomatic Individuals

Symptomatic students and staff must stay home. Staff and faculty will monitor students throughout the day for signs of illness. If a student is exhibiting symptoms, the student will be isolated (under adult supervision) until they are able to be picked up. Likewise, staff or faculty members exhibiting symptoms should leave the campus. Staff, faculty, and students will not be penalized for missing class due to illness.

Regardless of vaccination status, the student or staff member must get tested promptly and Crowden should receive follow-up from the family or staff as soon as possible.

Returning to School after Symptoms

Any student or staff with COVID-like symptoms should not return to work or school until they have met all the following criteria:

- Symptoms are improving
- They have had no fever for 24 hours without the use of fever reducing medicines
- Provide a negative test result or a healthcare provider note showing alternative diagnosis

Positive COVID Case

Staff or students who test positive must notify the school and isolate at home, following [isolation guidelines](#). They can return to campus after they have met all the following criteria:

- 10 days since symptoms first appeared if symptomatic
- 10 days after positive test if asymptomatic at time of test
- 24 hours with no fever
- COVID-19 symptoms have improved.

Exposures and Close Contacts

In the event of a confirmed positive case on campus, the school will identify and be in touch with all close contacts and require that they all quarantine following [modified quarantine guidelines](#).

When students are wearing a mask in any school setting in which students are supervised by school staff, **unvaccinated students who are close contacts of a student with confirmed COVID may continue to attend school for in-person instruction but must fulfill all of the following:**

- Provide a negative test result before returning to campus
- Are asymptomatic
- Continue to appropriately mask, as required
- Undergo at least twice weekly testing during the 10-day quarantine, and
- Continue to quarantine for all extracurricular activities including those that take place at **Crowden**

Vaccinated individuals with an exposure to someone with confirmed COVID-19 are not required to quarantine if they have no symptoms. They must provide a negative test result to return to campus and they participate in twice weekly testing for 14 days following exposure.

In the event that a student or staff member was exposed off campus, they must quarantine following [quarantine instructions](#) for 10 days from last exposure. Following guidance, the student or staff member must get tested 5–7 days after exposure and provide results to the school. If no symptoms and a negative test result, they may return to campus 8 days after exposure.