



Crowden

Music changes everything

COVID-19 Handbook

Fall 2022 Revised 8/16/22

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 2022-23 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
- Kennia Hernandez, Executive Assistant

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 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

All employees and Crowden School students are required to submit a negative test dated on or after Monday, August 29, to begin school on Wednesday, August 31. You can self-report the results to [Primary.Health](#), or you can submit your results to [Kennia Hernandez](#).

Screen testing will be conducted upon return from breaks, and if the cases in the country begin to rise.

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 are asked to report any symptoms to Crowden, and stay home and seek medical guidance if they are feeling sick.

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

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

Crowden requires the use of masks indoors for the first two weeks of school. Masks will be highly recommended, but will not be required indoors after the first two weeks unless:

- Community levels are high, which [the CDC determines](#) by hospitalization and case data
- If directed by Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Alameda County of Public Health Department (ACPHD), or the City of Berkeley

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

Face coverings must:

- Cover your nose and mouth
- Not have an exhalation valve

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 recommends that they follow [state 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.