



## MSM College 2020 Reopening Guide

MSM has assembled a Restart Committee to oversee a phased restart plan for the Fall 2020 semester. This Committee will lead MSM through the point where a vaccine or effective treatment for COVID-19 is widely available, and our city, state, and country can begin to resume learning, creating, and music making as we did before.

### Guiding Principles

The Committee has worked with other colleges and universities, independent conservatories, performing arts organizations and advocacy groups to ensure our plan aligns with state and local guidelines and mandates informed by medical professionals and scientists. Our plan will safeguard the health, safety, and well-being of everyone in our community based on the most current research while maintaining the high standard of an MSM education.

The Committee acknowledges that these guidelines will continue to evolve in ways that may alter our plans. We will clearly communicate any updates as they happen. The MSM Community will receive periodic updates through their MSM email accounts.

It is of critical importance that all members of our community read, understand, and adhere to the guidelines and protocols that will be set in place.

### Plan Summary

MSM is planning to resume in-person activities as much as we can reasonably and safely do so. These in-person activities will be almost completely reinvented. We will prioritize performance-based activities such as private lessons and small ensembles for work that will take place on campus. We will also leverage our online learning opportunities to create as much flexibility as possible, mindful that COVID-19 spikes at a local, state, or national level may result in significant alterations to our plan.

## Fall 2020 Semester

### New Student Orientation

Orientation Activities will take place online beginning in the month of August. A limited number of in-person events will take place in early September following physical distancing and face covering guidelines.

### All Students' Arrival to MSM

1. All MSM students (residential and commuter) will be required to test for COVID-19 before travel to MSM, ideally taken in the 10 days before travel to New York. If students travel by airplane, train, bus, or other public mode of transportation they will be required to test again 7-9 days after their arrival at MSM. Where a test before travel is not available, or in other limited circumstances, students will be tested immediately upon arrival and again in 7-9 days.
2. Students that have a requirement to quarantine should plan to arrive in New York City on August 24<sup>th</sup>. 14-day quarantine requirements will be determined by state and federal health agencies in accordance with the state from which a student is traveling. Arrangements have been made for quarantine to take place at a New York City hotel for those students who do not have other resources for quarantine according to New York State guidelines.
3. International students may face complications related to a ban on foreign nationals entering the United States if they have been in certain countries during the past 14 days. [That list can be](#)

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[found here](#). As of July 15, 2020 there is no quarantine requirement for foreign nationals who are permitted to enter the United States.

4. Domestic students who wish to know if they are required to quarantine upon arrival in New York [should use this link](#) (**NOTE:** the list is subject to change, so check back often)

## Andersen Hall Residents' Return to MSM:

Proof of your pre-arrival negative test for COVID-19 will be required to obtain your room key, except in the rare case in which COVID-19 tests are not available where a resident is travelling from. In case of these exceptions a resident may be assigned to a temporary room until they get results from a post-arrival test.

### *Andersen Hall Residents with a requirement to quarantine*

1. MSM has developed a plan to manage the 14-day quarantine requirement, and rapid changes to state-level quarantine guidelines could impact a large number of residents. MSM will provide hotel rooms to those students who do not have other resources for quarantine according to New York State guidelines (see bullet point #2 below).
2. Andersen Hall Residents who have friends or family in a state where residents are not required to quarantine upon arrival in New York should consider quarantining there for 14 days and then heading to MSM. This will help MSM and would be the most comfortable option for the student.

### *Andersen Hall Residents with no requirement to quarantine*

1. Students living in Andersen Hall without an obligation to quarantine will be asked to arrive in waves on specific dates depending on their mode of travel.
2. Arrival dates for students with no quarantine requirement who travel to NYC by airplane or other public mode of transportation: Saturday, August 29th or Sunday, August 30th
3. Arrival dates for students with no quarantine requirement who travel to NYC by car: You will be asked to pick a specific arrival time on Thursday, September 3rd, Friday, September 4th or Saturday, September 5th.

## Commuter Student Return to MSM:

1. Students will be required to test for COVID-19, ideally taken in the 10 days before travel to New York (Note: if you cannot obtain a test where you are, you can take the test upon arrival in New York; this might delay access to the Main Building for a few days while you await your results).
2. Unless requirements change (see above), commuter students who have a requirement to quarantine should plan to arrive in New York City on August 24th (14 days prior to starting in-person instruction) and should not come to campus (or go anywhere but their apartments).
3. The Main Building will open on August 24th. To begin accessing the building you will be required to provide proof of a negative test.

Fall semester classes will begin on Wednesday, September 9th, 2020. All students will begin academic classes on this date. Academic classes, including finals week, will run for the full semester until Friday, December 18, 2020.

## Fall Semester Calendar

1. Performance classes will run in three in-person, on campus tracks, with a fourth all-online option available (Track D). Which track a student chooses should largely be informed by when they are able to arrive in New York City.
2. **Track A** runs concurrently with academic classes, from September 9 until December 18, 2020.
3. **Track B** begins on Monday, November 2 and runs until December 18, 2020. It resumes on Monday, January 11, 2021 and finishes on Friday, January 29, 2021.
4. **Track C** begins on Monday, January 4, 2021 and finishes on Friday, January 29, 2021. Because fall academic classes will have finished by this time, this will afford students the opportunity to participate

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in intensive rehearsals and coachings during this month-long track.

## Curriculum

We expect that the majority of academic classes will be taught remotely in real-time through Zoom. Performance-based classes will be taught in one of three ways: in person, on campus; students on-campus with faculty providing remote instruction; or, fully remote. If, for any reason, students are not able to return to campus we will provide the option for them to conduct their studies entirely online. Online learning allows both faculty and students who are in more vulnerable demographic cohorts to teach and learn remotely allowing for more effective physical distancing and de-densification on our physical campus.

Students in Tracks A and B will participate in in-person ensembles with the necessary safety precautions. Recording and livestreaming of performances will be made available as much as possible. In-person learning will involve small-groups and/or the use of larger rooms to ensure effective physical distancing. We are spending the summer months reviewing and enhancing the curriculum of courses that will be delivered remotely to ensure the most positive experience possible.

## Academic Classes

Most academic classes will be held remotely and in real-time using Canvas, the School's Learning Management System, Zoom, and other learning platforms. Opportunities to have in-person academic class learning will be made available as space and safety allow. Some classes may have hybrid options where a portion of class is available in-person on campus.

## Ensembles & Lessons

All in-person lessons are required to take place on MSM's campus until further notice, in order to ensure that appropriate precautions and safety measures are adhered to. Rooms on campus will be made available to accommodate socially distanced in-person lessons. Off-campus, in-person lessons are prohibited.

Online and hybrid options will be available for faculty and students who may wish to learn remotely.

The following guidelines and practices will be in place for private lessons taking place in person, on campus:

### *Private Lessons for Strings, Guitar, Harp, Percussion, Piano*

1. Face coverings required for all participants.
2. Teaching in studio that will accommodate physical distancing of 6 feet.
3. Lessons of no more than 60 minutes.
4. 60-minute vacancy required in each studio after each lesson to allow for adequate air turnover via HVAC air system.
5. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.
6. Faculty/students are responsible for cleaning of music stands, piano keyboards, and other surfaces with disinfectant wipes when entering and exiting room.

### *Private Lessons for Woodwind and Brass Students*

1. Face covering and face shield required for teacher (and accompanist, if applicable) at all times.
2. Face covering required for student when not playing.
3. Scheduled in rooms that will accommodate 15 ft physical distancing.
4. Lessons of no more than 30 min.
5. 60-minute vacancy required in each room after each lesson to allow for adequate air turnover via HVAC system.

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6. All rooms will be disinfected daily in accordance with local, state, and federal guidelines.
7. Faculty/students responsible for cleaning of music stands, piano keyboards, and other surfaces with disinfectant wipes when entering and exiting room.
8. Instrument bell should not be directed toward others.

## *Private Lessons for Singers*

1. Utilize two rooms linked via real-time video/audio connection (no lag like on Zoom)
2. Teacher and pianist in one room with face coverings; student singer in the other room, unmasked
3. Lessons of no more than 60 minute
4. 60-minute vacancy required in each studio after each lesson to allow for adequate air turnover via HVAC system
5. All rooms will be disinfected daily following the latest CDC guidance and city/state/federal regulations
6. Faculty/students are responsible for cleaning of music stands, piano keyboards, and other surfaces with disinfectant wipes when entering and exiting room

## *Ensembles*

1. Face coverings required for all individuals. May be removed only by wind/brass players only when playing their instruments.
2. Singers must sing with face coverings on in group settings
3. Physical distancing of 6 feet for strings, piano, percussion; 12 feet for singers; 15 feet for winds and brass
4. Limit to no more than 10 individuals per room, regardless of room size
5. Rehearsals of no more than 60 minute
6. Required room vacancy between rehearsals to allow adequate air exchange via HVAC system; length of time depends on the specific room

## *Dance and Movement Classes*

1. Face coverings required for all individuals at all times, including while dancing
2. Physical distancing of 12 feet
3. No contact or close dancing permitted
4. Limit to no more than 10 individuals per room, regardless of size
5. Classes of no more than 60 minutes
6. Required room vacancy between rehearsals to allow adequate air exchange via HVAC system; length of time depends on the specific room

## *Performances*

There will be no in-person audiences at the start of the Fall 2020 semester. This plan will be assessed continuously based on local and state guidance pertaining to in-person gatherings.

As many performances as possible will be live-streamed.

Student recitals must follow all guidelines under “Ensembles & Lessons” above.

All applicable guidelines under “Ensembles & Lessons” above must be observed, including time limits based on instrumentation and appropriate vacancy time in between activities. Additional guidelines specific to performance venues include, but are not limited to:

1. Entrances and exits from stage will be made from and to the house in most venues
2. In most spaces, backstage areas and dressing rooms will not be utilized due to limited space. Production and Recording Arts staff are the only people allowed in backstage areas.

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3. In small halls (Mikowsky, Pforzheimer, Myers), performers may need to utilize the area in front of the raised stage to accommodate appropriate physical distancing
4. Performers must bring their own water
5. Microphones and other equipment may only be used by one person in a given rehearsal/performance, and must be disinfected in between each use

## International Students

The Office of International Student Services will continue to work with all new and returning students to ensure everyone has knowledge of the most recent guidelines and protocols as determined by the United States Student and Exchange Visitor Program (SEVP).

All questions pertaining to travel to/from the United States by foreign nationals should be directed to Michael Lockhart ([mlockhart@msmny.edu](mailto:mlockhart@msmny.edu)), and Laura Haley ([lhaley@msmny.edu](mailto:lhaley@msmny.edu)).

## Physical Distancing

It is expected and required that all individuals will adhere to physical distancing guidelines while on campus, maintaining at least six feet of separation at all times.

Specific layouts for all rooms and common areas will be posted based on area limitations and other considerations. Room occupancy will be guided by overall room capacity and will not exceed 50% until state or local guidance permits otherwise. These guidelines will apply to all performance spaces, rehearsal spaces, classrooms, teaching studios, practice rooms, administrative offices, bathrooms, and other common areas and shared spaces.

Roommates in Andersen Hall are to be considered a family unit, and as a result are not required to maintain physical distancing between one another.

Instructions, informational signs, and other visual indicators will be in place throughout campus.

## In-Person Meetings and Gatherings

In person meetings and gatherings will be limited to ten (10) or fewer people being together, and may only take place when appropriate physical distancing can be maintained.

## Office Staffing

The safety of our Community is of utmost importance. We aim to keep everyone safe on campus all year round. To that end, regarding staffing, our guiding philosophy for the number of staff at work on any given day is the following: **As few as possible and as many as necessary.**

To fulfill this foundational principle of our operations this fall, each dean and vice president has been working with those who directly or indirectly report to them to determine how they meet our goals of safety for all. Employees should work with their supervisor to evaluate staffing options and phased approaches to returning to campus which align best with their department's needs. These options may include leveraging video conferencing and phone solutions to remotely replicate instances where many departments would normally be open during business hours to receive walk-ins. Some offices may also benefit from modified on-site work hours to decrease the density of people on campus.

Staff in shared offices should work with their supervisor and co-workers to determine how on-site staffing should be coordinated. In instances where employees in a shared office must be on site at the same time, alternate workspaces or other accommodations will be considered.

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Special consideration will be provided for vulnerable populations within our community, but these considerations must be balanced with the needs of our students and MSM's educational mission.

## Cleaning Throughout Campus

Enhanced cleaning protocols are being implemented throughout campus, with a focus on regular disinfection of common areas and high-touch surfaces in accordance with CDC guidelines.

## Personal Hygiene

A campaign to communicate optimal hygiene practices that prevent the transmission of COVID-19 will be implemented. This will include hand washing, cough and sneeze etiquette, and mindfulness of touching your face.

Individuals should wash their hands for at least 20 seconds or use alcohol-based hand sanitizer frequently while on campus.

## Individual and Shared Work Areas

Students, faculty, and staff should take care to clean personal and shared work areas before and after use, using wipes found on the EPA's list of products qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19. MSM will provide such wipes at stations located throughout campus.

## Pianos, Percussion, and Other Shared Instruments

Students and faculty are expected to wipe down all shared equipment with disinfectant wipes before and after use. MSM-owned, shared woodwind and brass instrument use is being evaluated, but we do not expect to be able to loan these instruments out during the fall.

## Personal Protective Equipment (PPE)

MSM requires the use of Personal Protective Equipment (PPE) to help reduce the spread of the virus through droplets and aerosols.

## Face Covering Requirement

Any individual who is over age two and able to medically tolerate a face covering is required to cover their nose and mouth with a mask or cloth face covering when in common or shared areas on campus, regardless of whether or not physical distancing can be maintained.

If you are not able and/or willing to wear a face covering, then you are not permitted on MSM's campus.

A face covering is generally a cloth, bandana, or other type of material that covers an individual's mouth and nose. Individuals are welcome to use their own face coverings, or MSM will provide one to anyone entering campus who does not have one.

Individuals may elect on their own to wear certain masks which are classified as respirators, such as a N95 or KN95 mask. These types of masks are subject to specific requirements of the wearer and provider, as outlined by the US Occupational Safety and Health Administration (OSHA). MSM students, faculty, and staff are not permitted to require any other person to wear a N95 mask, KN95 mask, or any other similar mask that is classified as a respirator. MSM will continue to require use of such masks on a limited basis, and only by employees trained by MSM in their proper use.

If you are not able to medically tolerate wearing a face covering and have any questions about this policy:

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- College Students should contact Crystal Wilson, *Assistant Director of Student Engagement* ([cwilson@msmny.edu](mailto:cwilson@msmny.edu), 917-493-4180)
- Faculty, Staff, and all others should contact Carol Matos, *Vice President for Administration and Human Relations* ([cmatos@msmny.edu](mailto:cmatos@msmny.edu), 917-493-4450).

## To get the most benefit from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use, if provided.
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Do not let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Do not lay your face covering on any surface that may contaminate either the covering or the surface.
- Do not use it if it's damaged or has holes, unless it is the only face covering you have access to.

## Other Personal Protective Equipment

We will maintain stock of other PPE, including gloves and face shields, which will be made available to students, faculty, and staff upon request.

Physical protection barriers (e.g., sneeze guards) will be utilized to reduce aerosolization spread, where appropriate. This will include our security desks, our cafeteria, and other locations where there is a high frequency of face-to-face contact.

## Hand Sanitizer and Wipes Stations

Additional alcohol-based hand sanitizer dispensers will be deployed throughout campus to ensure it is widely available.

Sanitizing wipes stations will be deployed strategically throughout campus and stocked with wipes found on the EPA's list of products qualified for use against SARS-CoV-2, the novel coronavirus that causes COVID-19.

## Screening and Testing Protocols

Viral testing for COVID-19 is one of the best and most efficient ways to reduce the number of new infections and the percentage of spread, especially to high-risk individuals. Moreover, transmission of COVID-19 by asymptomatic carriers is a significant issue, and studies have shown that a high percentage of younger people are asymptomatic.

Although many infected individuals are asymptomatic, symptoms occur in a majority of those infected, and immediate containment is critical. CDC recommendations and emerging data underscore the importance of daily symptom checks, and these considerations have all factored into our screening and testing protocols.

## Diagnostic Testing Requirements

All students, faculty, and staff are required to complete a diagnostic COVID-19 test (not an antibody test) prior to being permitted on campus. This test should be performed within 10 days of their arrival in Andersen Hall

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or of in-person, on campus activities beginning (whichever comes first). This will allow appropriate time for everyone to receive the results of their test, prior to being on campus, and prior to in-person activities beginning. Test results should be sent to [COVIDresponse@msmny.edu](mailto:COVIDresponse@msmny.edu). Once a negative test result has been submitted, your Envoy account will be activated, allowing you access to campus (see "Mandatory Daily Health Assessment," below).

In addition to the initial testing described above, MSM will mandate random diagnostic testing each week of 5% of students, faculty, and staff engaging in in-person activities on campus. Selected individuals will be notified by email, and those not submitting proof of a negative COVID-19 test by the deadline provided will not be permitted on campus. Test results should be sent to [COVIDresponse@msmny.edu](mailto:COVIDresponse@msmny.edu).

MSM has engaged a COVID Response Manager tasked specifically with managing the tracking of the MSM community's diagnostic testing compliance.

## Mandatory Daily Health Assessment

All students, faculty, and staff will be required to complete a daily health assessment in order to be permitted to enter campus. This assessment will require everyone to affirm they:

1. Do not have a temperature of 100.5°F or higher,
2. Have not experienced cold or flu-like symptoms in the past 14 days,
3. Have not been in close contact with or cared for someone who tested positive for COVID-19 in the past 14 days, and
4. Have not traveled in the past 14 days from a region where they would be required to self-quarantine following their travel.

MSM will be using Envoy, our Visitor Management System, to complete this daily requirement. The solution will allow for students, faculty, and staff to complete the health assessment from their own personal device, then show a screen on their phone saying they have completed the daily assessment when entering the building.

iPads will be available at the 130 Claremont Avenue entrance as well to complete the daily health assessment.

These responses will be reviewed every business day by a MSM staff member, and each daily review of responses will be documented.

## Temperature Checks

In addition to the required temperature check everyone should do on their own as part of the Mandatory Daily Health Assessment, individuals entering campus may be asked to participate in a random temperature check. MSM will not test temperatures at any entrances.

Anyone who is found to have a body temperature of 100.5°F or higher after a primary (touchless) and secondary (oral) temperature screening will not be permitted to enter campus.

## Stay Home if You Are Sick

It is critically important that individuals who are not feeling well stay home and do not attempt to enter MSM's campus. Those who begin to feel ill while on campus should leave campus immediately and not return until it is safe to do so based on local and state Health Department guidance.

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## You Will Not Be Permitted On MSM's Campus If:

- You have experienced any cold or flu-like symptoms in the past 14 days. This may include fever of 100.5°F or higher, cough, chills, sore throat, difficulty breathing, muscle pain, or new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- You have had close contact with or cared for someone who has tested positive for COVID-19 in the past 14 days.
- You have travelled domestically or internationally in the past 14 days from any region where you would be required to self-isolate following your travel.

## Employee Training to Recognize Symptoms

Identifying and acting on early warning signs can be an important tool in preventing the spread of COVID-19. Prior to the start of classes, Human Relations will oversee training made available to staff, faculty, and others in order to help identify symptomatic persons so that they can be isolated from the rest of our community when necessary.

## Physical Distancing

Guiding principles for reducing viral infection include efforts to reduce the distance the virus can travel through the air, as well as physical distancing.

- It is expected and required that all individuals will adhere to physical distancing guidelines while on campus, maintaining at least six feet of separation at all times.
- Roommates in Andersen Hall are to be considered a family unit, and as a result are not required to maintain physical distancing between one another.
- In person meetings and gatherings will be limited to ten (10) or fewer people being together and may only take place when appropriate physical distancing can be maintained.
- Staff in shared offices should work with their supervisor and co-workers to determine how on-site staffing should be coordinated. In instances where employees in a shared office must be on site at the same time, alternate workspaces or other accommodations will be provided.
- Special consideration will be provided for vulnerable populations within our community, but these considerations must be balanced with the needs of our students and MSM's educational mission.

## Response to a Confirmed COVID-19 Case

Isolating confirmed COVID-19 cases and identifying newly infected individuals early is an important way to reduce and/or contain spread of the virus. We have implemented the following procedures in cases where a member of our community is infected with COVID-19.

## Notifying MSM

For the health and safety of the entire MSM community, it is important that students, faculty, or staff who test positive for COVID-19 contact MSM as soon as possible so that appropriate steps can be taken. Anyone who tests positive for COVID-19 should contact MSM's Campus Health Nurse ([campushealth@msmny.edu](mailto:campushealth@msmny.edu)), and if a resident of Andersen Hall, should call the RA on call and ask to speak to the Professional Staff on duty as soon as possible.

## MSM's Role in Notifying Others

Should a confirmed COVID-19 case be identified in our community, MSM will take all necessary steps to report the case as required by local, state, and federal agencies. In all instances, the privacy and confidentiality of that person will be maintained.

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When an employee is confirmed to have been infected in the workplace and that employee is hospitalized, MSM will make a report to the Occupational Safety and Health Administration (OSHA) within 24 hours.

When an employee is confirmed to have been infected in the workplace and that employee passes away, MSM will make a report to the Occupational Safety and Health Administration (OSHA) within 8 hours.

## Contact Tracing

Upon receiving notice of a confirmed case of COVID-19 where the individual has been on MSM's campus in the past 14 days, MSM will contact the New York City Department of Health (NYC DOH) and work with local health officials to complete contact tracing efforts in accordance with state and local guidelines to help identify instances of close contact.

## Isolation and Quarantine

In accordance with guidelines from the NYC DOH, students, faculty, and/or staff who have come in close contact with an infected individual will be asked to self-quarantine or self-isolate for up to 14 days.

## Andersen Hall Residents

- MSM has set aside rooms and private bathrooms in Andersen Hall to be used as a staging area while coordination with the New York Department of Health and transportation off campus to a designated hotel for isolation arranged.
- Anyone who is required to self-quarantine may be placed in one of these rooms and will be assigned a single bathroom to be used only by them. Alternatively, they will be brought to a designated hotel for quarantine.
- A team consisting of staff from the Campus Health Nurse Office, Student Engagement, and Facilities and Campus Safety will be in touch with any sick student resident at least daily, and those residents will also be provided information on who to contact should they need anything.
- The Student Engagement Office will make sure a plan is in place for a medical professional to monitor the health of students in isolation or quarantine, and to ensure that the student has access to food and other supplies as needed.
- If they feel able, students may attend classes online while in isolation/quarantine

## Commuter Students, Faculty, and Staff

- Commuter students, faculty, and staff who are diagnosed with COVID-19 must self-isolate for 14 days. All employees are required to cooperate fully with the School's self-isolation, contract tracing, and notification protocols. Employees' health information will be shared only with those who need to know to assist with contact tracing. Employees who have questions concerning medical leave information should contact the Office of Human Relations (Jessica Ferrell, Caryn Kaplan or Carol Matos).
- Student Engagement will make sure a plan is in place for a medical professional to monitor the health of students in isolation or quarantine, and to ensure that the student has access to food and other supplies as needed.
- If they feel able, students may attend classes online while in isolation/quarantine.

## Guests and Visitors on Campus

In order to decrease density of people on campus and reduce the risk of a sick person entering campus, the following guidelines will be implemented for individuals other than current students, faculty, and staff. These guidelines will be assessed on an ongoing basis and refined in accordance with local and state guidelines.

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## Prospective Students

Tours and other campus visits for prospective students are suspended until further notice, but at least through the end of the Fall 2020 semester.

## MSM Alumni

Alumni are not permitted on campus unless they have a scheduled meeting with an employee that cannot take place virtually.

## MSM's 2020 Graduating Class

In light of the challenges faced in the Spring 2020 semester, we will communicate with students who graduated in the Spring 2020 semester to let them know of times when they will be permitted on our campus to use MSM's facilities. The specifics of this plan will be shared at a later date.

Until these plans are finalized, the class of 2020 will not be permitted on campus except to pick up personal items they may have left behind in the Spring 2020 semester.

## Guests Artists, Lecturers, and Presenters

Approval from the Provost's Office will be required in advance for guest artists, lecturers, or other presenters to be permitted on campus.

## Substitute Teachers

Approval from the Provost's Office will be required in advance for guest artists, lecturers, or other presenters to be permitted on campus.

## Parents or Guardians of Precollege Students

All Precollege activities will take place remotely until further notice. The Precollege community is welcome to visit campus only to pick up or drop off library materials in accordance with the guidelines in place at that time.

One parent or guardian is permitted on campus to accompany any Precollege student 12 years old or younger. Those parents or guardians will be permitted to wait only in designated areas on campus.

Parents or guardians of students older than 12 will not be permitted on campus until further notice, and at least through the end of the Fall 2020 semester.

## Contractors, Vendors, Professional Service Providers

Meetings should be held virtually whenever possible. On-site meetings should be held only when necessary.

## Friends and Family Members of College Students

Friends and family members of college students are not permitted on campus until further notice, but at least through the end of the Fall 2020 semester.

## Friends and Family Members of Employees

Friends and family members of employees are not permitted on campus until further notice, but at least through the end of the Fall 2020 semester.

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## Donors and Prospective Donors

Meetings should be held virtually whenever possible. On-site meetings should be held only when necessary.

## General Public

The general public is not permitted on campus until further notice, but at least through the end of the Fall 2020 semester. This includes access to the cafeteria.

## Other Considerations for Specific Areas of Campus

Below are additional guidelines and protocols being implemented for specific types of rooms and other areas on campus.

## Performance Venues

***Performance venues may only be used when they have been reserved in advance. No use of any performance venue is permitted without an advance, confirmed reservation.***

All applicable guidelines that are part of the "MSM Fall 2020 Performance Activities Guide" must be observed, including time limits based on instrumentation and appropriate vacancy time in between activities.

Additional guidelines specific to performance venues include, but are not limited to:

- Entrances & exits from stage will be made from & to the house in most venues
- In most spaces, backstage areas and dressing rooms will not be utilized due to limited space. Production staff are the only people allowed in backstage areas. This includes for things like retrieving music stands and chair – please ask if you need something.
- In small halls (Mikowsky, Pforzheimer, Myers), performers may need to utilize the area in front of the raised stage to accommodate appropriate physical distancing
- Performers must bring their own water
- Microphones and other equipment may only be used by one person in a given rehearsal/performance, and must be disinfected in between each use

## Rehearsal Spaces

***Rehearsal spaces may only be used when they have been reserved in advance. No use of any rehearsal space venues is permitted without an advance, confirmed reservation.***

All applicable guidelines that are part of the "MSM Fall 2020 Performance Activities Guide" must be observed, including time limits based on instrumentation and appropriate vacancy time in between activities.

## Classrooms

***Classrooms may only be used when they have been reserved in advance. No use of any classroom is permitted without an advance, confirmed reservation.***

All applicable guidelines that are part of the "MSM Fall 2020 Performance Activities Guide" must be observed, including time limits based on instrumentation and appropriate vacancy time in between activities.

- Students, faculty, and staff MAY NOT enter any room without a reservation, even if it is empty.

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- Students and faculty MUST exit the room at the end of their reservation time to allow for adequate air turnover before the next reservation.

## Teaching Studios

**Teaching studios may only be used when they have been reserved in advance. No use of any teaching studio is permitted without an advance, confirmed reservation.**

All applicable guidelines that are part of the "MSM Fall 2020 Performance Activities Guide" must be observed, including time limits based on instrumentation and appropriate vacancy time in between activities.

- Students, faculty, and staff MAY NOT enter any practice room without a reservation, even if it is empty.
- Students and faculty MUST exit the room at the end of their reservation time to allow for adequate air turnover before the next reservation.

## Practice Rooms

**Practice rooms may only be used when they have been reserved in advance. No use of any practice room is permitted without an advance, confirmed reservation.**

- Reservations are required to be made *in advance* using MSM's online practice room booking system. This applies to ALL practice rooms, including rooms that did not have to be reserved this way in the past (i.e. Andersen Hall tower practice rooms, double bass rooms, percussion rooms, harp studios, etc.)
- Students, faculty, and staff MAY NOT enter any practice room without a reservation, even if it is empty.
- MSM ID cards must be displayed in the window of practice rooms while they are in use.
- Practice room users must use the provided disinfectant wipes to wipe down piano keytops, music stands, doorknobs, and other high-touch surfaces both when they enter the room AND before they exit the room.
- Students MUST exit the room at the end of their reservation time to allow for adequate air turnover before the next reservation. Packing up your instrument(s) and wiping down the room must happen *before* the end of your reservation.
- Only one person will be allowed in a practice room at a time.
- While still under consideration, it is likely that students will be allowed to book practice rooms only in Andersen Hall if they live on campus, and only in the Main Building if they live off campus.

## Administrative Offices

All offices on campus will have room capacities posted outside  
Limits on in-person visits to administrative offices will remain in effect as local guidance dictates.

Offices spaces which are typically shared by more than one person should generally be occupied by no more than one person at a time. Any shared space will be subject to the same guidelines as other shared spaces on campus, including limits on how long a space can be occupied by multiple people, and required vacancy in between activities.

In addition to other adjustments in our HVAC systems being made, staff are welcome to keep office windows open as weather permits while their office is occupied. However, windows should generally be closed when a room is vacant, including overnight.

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## Common Areas – Lounges, Lobbies, Laundry Room, etc.

Common areas will have capacity limits posted as required.

## Andersen Hall Gym

The Andersen Hall gym will remain closed until further notice.

## Cafeteria

MSM is partnering with Chartwells to implement a plan that considers state and local guidance for the restaurant industry, and for higher education.

Capacity limits, physical distancing reminders, physical barriers, and other preventative measures will be implemented.

New point of sale software has been implemented to allow for online ordering and pickup

## Elevators

Elevator capacity will be limited to no more than 50%, in accordance with local and state guidelines. Signs and other visual indicators will be used to provide clear capacity guidelines and to reiterate MSM's face covering requirements.

## Restrooms

Enhanced cleaning, sanitizing, and disinfecting procedures are being implemented throughout campus. This will include daily cleaning and disinfection of every restroom.

## Campus Operations

### Restart

With much of campus having been closed since March, there are a number of important systems the School has reviewed and prepared in advance of students, faculty, and staff returning to campus.

### HVAC Systems

We are working closely with our energy consultants, mechanical systems contractors, and other local institutions to ensure the operation of our heating, ventilation and air conditioning systems align with current industry standards as specified by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).

Air filters with a MERV 13 rating are being installed in HVAC units throughout campus in order to increase air filtration.

Air units are being adjusted to maximize fresh air intake and minimize recirculation.

Performance spaces, rehearsal spaces, classrooms, teaching studios, and practice rooms are being scheduled with unoccupied time in between uses in order to allow for the appropriate number of air changes within the space before it is used next.

Additional measures are being taken where increased filtration and increased fresh air intake are not possible. These measures will include air ionizers and other equipment when needed.

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## Domestic Water Supply

We are working with our environmental testing company to perform a flush of our domestic water supply throughout campus in accordance with CDC Guidance for reopening buildings after prolonged shutdown or reduced operation.

## Shutdown

Due to circumstances beyond our control, it may be necessary to restrict access to or close MSM's campus as mandated by local or state health officials. These steps may include:

- Limiting or barring student, faculty, and staff access to campus, including resumption of fully online learning and/or significant reduction of cafeteria services, if necessary.
- Requiring Andersen Hall residents move out and go home or relocate elsewhere if it is safe for them to do so.