



## MSM College Reopening Guide

MSM's Restart Committee has reviewed and revised our guidelines for the Spring 2021 semester to reflect numerous changes to local, state, and federal guidelines that have occurred over the past several months. The Committee will continue to lead MSM through the point where the vaccine 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.

## Spring 2021 Semester

### All Students' Arrival to MSM for Spring 2021

#### Andersen Hall Residents:

Students who are spending the last 14 days of their winter break in **New York, New Jersey, Connecticut, Vermont, Massachusetts, &/or Pennsylvania** must take a test within 5 days of arrival to Andersen Hall. Please e-mail your test results to [COVIDresponse@msmny.edu](mailto:COVIDresponse@msmny.edu). You may move in on or after January 31st.

Students who are spending the last 14 days of their winter break in **all other states and abroad** are required to test 3 days prior to travel to New York State. All students will be **required to arrive in New York and quarantine at the Cambria Hotel – Times Square on January 31<sup>st</sup>**. You may arrive and check into the hotel at any time on the 31st but **you must start your quarantine on January 31<sup>st</sup>**. These students will quarantine at the Cambria for 3 days, paid for by MSM. On February 4<sup>th</sup>, all students will take a rapid COVID test at the hotel and if they test negative, they will be able to move over to Andersen Hall that day. Travel to and from the hotel will be at the cost of the student. Students may elect to have a boxed meal delivered to the hotel from MSM's food provider Chartwell's at the expense of the Student's meal plan or arrange their own food via delivery services.

# M Manhattan School of Music

## Commuter Students:

Students who are returning to MSM from **New York, New Jersey, Connecticut, Vermont, Massachusetts, &/or Pennsylvania** must take a test (Rapid or PCR) within 5 days prior to your return to MSM. Please e-mail your test results to [COVIDresponse@msmny.edu](mailto:COVIDresponse@msmny.edu).

Students who are returning to MSM from **all other states or abroad** are required to test 3 days prior to travel to New York State. Upon arrival to New York State, you must quarantine for 3 days. On the fourth day you may take a PCR (nasal swab) Covid-19 test, and if it comes back negative, you may then exit quarantine. Please email your second test result to [COVIDresponse@msmny.edu](mailto:COVIDresponse@msmny.edu).

**Spring semester academic classes will begin on Monday, February 1, 2021. Spring performing ensemble classes will begin on Monday, February 15, 2021.**

## Spring Semester Calendar

- 1 . All academic classes begin on February 1, 2021. Most academic classes will be held remotely. For those academic classes scheduled for on-campus activity, the first week of classes will be held remotely, and then move to on-campus activity beginning the week of February 8, 2021.
- 2 Performance classes will run in one in-person, on campus track (Track A), with a second all-online option available (Track D). Note that tracks B and C, which were offered in the fall, will not be offered in the spring. **Track A** runs from February 15 until May 18, 2021. Some activities may begin earlier than February 15 as scheduling and space allow, if students are not in quarantine.
- 3 **Track D** runs concurrently with academic classes, from February 1 until May 18, 2021.

## Curriculum

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 Track A 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:**

### Performances

There will be no in-person audiences at the start of the Spring 2021 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.
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 academic year, 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.

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 possible and should be arranged through the Instrumental Ensembles Office. Instruments are disinfected and sit unused for at least three days in between uses by different students.

## 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:

- 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. Timing of the test depends on several factors (Students see Spring 2021 arrival instructions above) 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 up to 20% 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 recently traveled from a region where they would be required to self-quarantine in accordance with state guidelines. Or, they have travelled but met current quarantine requirements.
5. Have not tested positive for COVID-19 in the past 10 days.

To help us keep MSM's campus safe and ensure those who come in can keep a safe distance from others, starting Monday, August 31<sup>st</sup> all students, faculty, and staff will need to check in using Envoy before visiting campus. You will be able to complete this process **only** once you have submitted your negative COVID-19 diagnostic test via email to [COVIDresponse@msmny.edu](mailto:COVIDresponse@msmny.edu).

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The Envoy mobile app makes this process quick and completely touchless. To start, download the Envoy mobile app in the [Apple App Store](#) or [Google Play Store](#).

Once in the app, sign up using your work email.

Each day before you come to campus, open the Envoy app. You should see a card that says “Reserve a spot in the office.” Tap the button that says “Check in” and answer the questions that follow. You will know instantly if you are approved to come on campus

When you arrive on campus, open the mobile app, and tap the card that says “Approved to work in the office.” Show security this screen, then you’re all set to get to work.

Before you leave campus for the day, open the app and tap “Sign out.” This helps us know how many people are on campus at any one time. If you’re leaving but coming back later the same day then you should keep yourself signed in.

These responses are monitored on an ongoing basis by MSM staff.

## 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.

## 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 recently traveled from a region where you would be required to self-quarantine in accordance with state guidelines, but have not yet met those requirements.
- You have tested positive for COVID-19 in the past 10 days.

## 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.

Students who test positive for COVID-19 should contact Dean of Students Monica Christensen at 917-493-4036.

Faculty and Staff should contact Caryn Kaplan at [ckaplan@msmnyc.edu](mailto:ckaplan@msmnyc.edu) or 917-493-4032

### 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.

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.

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## 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, contact 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.

### Prospective Students

Tours and other campus visits for prospective students are suspended until further notice, but at least through the end of the Spring 2021 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.

### **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 Spring 2021 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 Spring 2021 semester.

### **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 Spring 2021 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 most current version of the MSM Performance Guidelines 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 most current version of the MSM Performance Guidelines 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 most current version of the MSM Performance Guidelines 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.
- Students and faculty MUST exit the room at the end of their reservation time to allow for adequate air turnover before the next reservation.

# M Manhattan School of Music

## 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 most current version of the MSM Performance Guidelines 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.

## Administrative Offices

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.

## 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 has partnered 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

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 worked 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 have been 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.

### Domestic Water Supply

We worked 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.

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## 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.