

# ISA POLICIES & PROCEDURES

## Related to COVID-19

Related to State of Indiana Executive Orders &  
CDC Public Health Guidelines

**July 13, 2020**

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# **Building Operations**

## **Arrival**

Upon arriving to 3959 Central, families should wait in their vehicle until approximately 3 minutes prior to their lesson. Please do not arrive significantly earlier, as waiting areas are designated only for short unpacking times immediately prior to lessons or classes. If you have open time in between classes or siblings lessons, please wait in your car and not in the studios.

## **Entry and Exit**

A one way traffic pattern will be established to minimize contact and maintain distancing. The East door will be used only for entry into the building. The West door will be used as exit only.

## **Hallway Rule**

Do not wait in the hallway. If another family is temporarily in the hallway, please wait your turn to pass by to your lesson or exit.

## **Unpacking**

Please bring only necessary personal items into the building needed for your lesson (do not bring food, lunch bags, bookbags, extra materials). A designated space will be available, marked for social distancing in the large group room on the 1st floor for students to unpack.

# **Cleaning Procedures and Products**

## **Daily Cleaning**

Surfaces and frequently touched objects will be cleaned and disinfected daily with EPA-registered household disinfectants. (e.g., doorknobs, light switches, classroom sink handles, countertops).

## **Cleaning in between lessons and classes**

Individual studios and group rooms will be disinfected in between students or classes on commonly used surfaces (eg - Chairs, music stands, desks, doorknobs, piano benches and keys).

EPA-registered cleaning products and supplies will be provided to staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. ISA will ensure adequate supplies to support cleaning and disinfection practices.

# **Face Coverings**

Face coverings are required to be worn in the ISA building -- while passing in hallway, in the bathroom, unpacking, during private lessons and group classes. Each person should provide their own face covering, but in instances where an emergency replacement is needed, a small number of face coverings will be available to our ISA community members at the ISA building (both child sized and adult).

- Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

## **Group Class - COVID Adjustments**

ISA's Goals for Group Class remain during this time of pandemic:

- Having fun with our instrument and peers
- Learning from and being inspired by peers
- Being a part of a larger community
- Reviewing and reinforcing technique learned in private lessons
- Performing for one another in a safe environment

Families may indicate their choice for the 2020-2021 Academic Year:

- In-Person Group Class
  - as previously scheduled in our Academic Year plans
  - socially distanced
  - everyone present wearing masks
  - safety procedures followed such as not sharing objects
  - hand sanitizing
  - one way traffic
  - time in-between classes for cleaning
- Online Group
  - Regular weekly time established
  - Groups meet via Zoom
  - Led by ISA Faculty
  - Ensemble playing is not possible online, however many important teaching points can be covered online

Family Choice Details

- We ask that families commit to their preferred choice for a semester at a time for the continuity of learning for the child
- If a family elects in-person class, but must self-quarantine for a period of time, that student may return to in-person class by following the ISA Return After Exclusion procedure

## Guests at ISA Studios

- Additional guests or family members beyond the student taking a lesson and one parent/adult are discouraged from being at the ISA studios
- In the event of multiple siblings coming to ISA for back-to-back lessons, the family members are asked to sit together in the lesson room or classroom. No waiting areas will be open for additional family members or guests to sit. Studio rooms have been rearranged to accommodate this safety measure.

## Personal Hygiene Practices

Wash your hands often. Teachers will wash or sanitize their hands, before each lesson, and in between lessons or classes.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## Remote Learning for Students

**Public Health Stages:** In the instance where local officials declare a Stage in which in-person learning is not safe, online instruction will continue, according to the dates in our Academic Calendar. The ISA will ensure that faculty have adequate devices and platforms to use for continuity of online lessons and classes.

**Self-Isolation or Exclusion from ISA Physical Environment:** In the instance that an enrolled family is required to self isolate or be excluded from the physical ISA environment, lessons and classes will continue online. The ISA Attendance at Private Lessons/Missed Lessons Policy remains intact with regard to student make ups, teacher cancellations, and teacher illness/personal days (p.8 of ISA Parent Guidebook).

## Remote Work for Employees

**Employees exposed to COVID-19:** If employees are required to self-isolate due to exposure to COVID-19, but are not currently exhibiting symptoms or are only exhibiting mild symptoms, employees have the option to work remotely.

**Employees exhibiting symptoms of COVID-19:** If employees are exhibiting symptoms consistent with COVID-19 and are unable to provide lessons online, ISA will continue regular compensation for any scheduled work lost during that time (up to a 14 calendar day period)

**Leave beyond 14 days:** employee leave beyond 14 days will be subject to standard faculty attendance policies. Exceptional circumstances may be considered by the BOD. Faculty will not be penalized for additional missed work beyond 14 days due to COVID-19.

## Remote Learning - Exceptional Situations

In an exceptional situation of hardship related to COVID-19, for either a student or faculty member, the Board of Directors shall evaluate the circumstances of the unique situation and determine:

- If the teacher required to make up the missed lessons, or are the lessons waived
- If the lessons are waived, handling of parent refund (Relief Fund)
- If the lessons are waived, handling of teacher pay (Relief Fund)

## Return After Exclusion

Once a student or employee is excluded from the ISA environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

### Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

### Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return if the following conditions are met:

- The individual no longer has a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### **Tested Positive- Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and have been preferably (See Change Log) released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

## **Safety and Wellness Policies and Procedures**

All members of the ISA community are asked to complete the Community Responsibility Agreement (either for Students or Faculty) prior to resuming in-person activity (meetings, lessons, classes) at ISA. See the online form for details.

## **Screening**

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

### **Self-Screening**

ISA parents and employees are required to self screen before coming to ISA using the following questions.

- I have been exposed and/or have reason to believe I have been exposed to COVID-19
- I have a fever (temperature of 100.4 degrees Fahrenheit or greater)
- I am exhibiting other symptoms consistent with COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, and/or shortness of breath), or
- I have been advised by a healthcare professional to self isolate due to actual or possible COVID-19 infection or exposure

Any person answering yes to any question above, or exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to ISA, and if they do come to ISA, they will be sent home immediately.

## Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the ISA that a student is ill, the ISA may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the ISA can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the ISA may make additional inquiries and may exclude the person from ISA property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

## Observational/Self-Reported Screening

ISA will provide information to employees and families regarding the recognition of COVID-19 symptoms and screening. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to ISA, and if they do come to ISA, they will be sent home immediately.

## Sickness Reporting Protocol

Any member of the ISA community (employee, student, family member) is asked to report any confirmed COVID case to ISA’s COVID coordinator, Sarah Beck, via email at [sarah@IndySuzukiAcademy.org](mailto:sarah@IndySuzukiAcademy.org)

CDC Guidelines for suspected/confirmed cases for the workplace will be followed [as outlined here](#), generally including, but not limited to:

- Clean and disinfect area
- Determine who has been exposed to the confirmed case, but maintain confidentiality
- Follow [Public Health Recommendations for Community-Related Exposure](#)

## Social Distancing

ISA will provide spaces and procedures in which Social Distancing measures can be maintained. Areas in our building will be clearly marked with signs and tapes for social distancing.

Please observe these procedures to allow our space to provide Social Distancing:

- One-way traffic pattern (East door is IN ONLY; West door is OUT only)
- Hallway rule - do not enter hallway until the previous person has left

- Unpacking area - large group room is only unpacking area. Find a marked spot in the room to unpack. Wipe down your area before you leave.
- Individual teaching studios will be arranged to maintain social distance.

### **Group Class Social Distancing**

- Group class schedules are set with passing time in between to minimize traffic
- The number of students per class will be limited to a safe number
- Parent seating will be designated in a social distanced manner
- Student spaces during will be assigned and clearly marked for social distancing

Remember that some people without symptoms may be able to spread virus. Stay at least 6 feet (about 2 arms' length) from other people.

## **Tuition Relief**

The ISA COVID-19 Relief Fund is an initiative of the Board of Directors to support ISA families who are most impacted by the current situation.

Funding will be provided to currently enrolled families through an application process in the form of tuition scholarships to allow students to continue to take lessons who would otherwise not be able to because of COVID-19 related loss of income.

Families may apply for short-term funding by requesting an application from Sarah Beck, Executive Director, for immediate assistance and/or assistance for the upcoming academic year.

## **Understanding the Risks**

Special consideration can be given to vulnerable populations within the community. The CDC has identified the following individual at a higher risk for severe illness from COVID-19:

- People 65 years and older;
- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised;
- People with severe obesity (body mass index of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease.

Please contact the Executive Director if you request special accommodation for any of the above conditions.

## **Voluntary Decision**

ISA has put in place preventative measures to reduce the spread of COVID-19; however, the ISA cannot guarantee that participants will not become infected with COVID-19. Participants and employees will be asked to indicate their agreement of the warning and waiver.

- I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 onsite at ISA and that such exposure of infection may result in personal injury, illness, permanent disability and death.
- I understand the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, ISA employees, volunteers, and the program participants and their families.
- This includes and is not limited to a waiver of all claims for any and all of the following: ISA disclosure of HIPAA information; ISA safety protocols relating to ensuring the health and safety of its staff and participants; and any and all other potential claims arising under what is commonly known as HIPAA and any/all related statues both state and federal
- My decision to be onsite at ISA is voluntary, exclusively my own, and made in full understanding and acceptance of the foregoing risks.