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**Music Center of the Northwest Health Safety Plan**

(March 5, 2024)

Music Center of the Northwest

901 N. 96th Street

Seattle, WA 98103

Phone: (206) 526-8443

Email: [office@musiccenternw.org](mailto:office@musiccenternw.org)

MCNW Health Representatives:

* Chas Arnold, Executive Director
* Nicole Reimer, Office Manager
* Seanna Sweeney, Student Services Coordinator

**Health Policies and Procedures:**

* Every individual/family must complete and sign the MCNW COVID-19 Waiver.

**Health Screening**

* Employees, students, family members, and guests are asked to self-screen for illness, including COVID-19, prior to entering the building. A screening station will be available at the entrance of Music Center.
* All employees, students, family members, and guests who are experiencing symptoms of illness, including COVID-19, should not enter our building.
* If you or your child stay home from work or school due to illness, do not come to Music Center for your lesson.
* Students or participants who have symptoms or are feeling sick, should request a virtual lesson with their instructor and/or with the Music Center Office. Requests should be made to the instructor and the office by noon the day of the lesson, or three (3) hours prior to lessons outside of after school hours and on weekends.
* *Music Center faculty and staff reserve the right to deny entry or end lessons early to those whom they suspect are ill. No refunds provided.*

**COVID-19 Guidelines**

***Music Center will follow the CDC’s guidelines for COVID-19 Isolation and Precautions.***

Test often for COVID-19 and isolate from others if you suspect that you have COVID-19.

**Personal Protective Equipment**

* Masks are highly recommended

**Air Quality**

* When teaching more than 2.5 hours consecutively, faculty members should air out studios by scheduling a 10 minute break between the second and fourth hours of consecutive teaching.
* When possible, windows open and use fans.
* When open windows are not available, each room has been fit with a HEPA air filter. Filter should be placed between students and teacher whenever possible.
* For rehearsals or concerts in the Hall or Music Together Room with 3 or more participants - Open the windows and point the fans facing out when possible.  Turn on HEPA filters.  Be sure to close the windows and turn off the filters when you leave the space

**Family and Guest Policy**

* A limited number of family members and guests will be allowed to enter. Guests must follow all of Music Center’s policies and protocols.
* Please do not enter Music Lesson for your lesson, class or performance more than 15 minutes before the scheduled starting time.
* Overflow of family members and guests may be asked to wait in Music Center’s parking lots until the time of their lesson or class.

**Social Distancing**

* Guests and employees are encouraged to maintain proper social distancing (3-6 ft.) and refrain from offering handshakes, high-fives, etc.
* Plexiglass dividers have been placed in the receptionist area.
* Eating and drinking may take place in offices, studios or the kitchen with the doors closed. Doors should be closed and HEPA filters on while eating.
* Capacity of the Recital Hall is capped at 75 people for rehearsals and 100 for performances. Capacity of the Music Together room is 25 for rehearsals.

**Lessons, Therapy Sessions, Classes, Rehearsals and Concerts**

* Students should not enter the studio/classroom/rehearsal space until authorized to do so by their teacher/director.
* Faculty and students should wash and/or sanitize their hands prior to the lesson/class/rehearsal.
* Students should provide their own pencils to mark their own music.
* Hand sanitizing stations are located on each floor and in each studio.
* Faculty may assist students with tuning their string instruments but should sanitize their hands before and after.​

**Building Cleaning**

* Our buildings are cleaned thoroughly and on an increased, regular basis.
* Focused cleaning on high touch surfaces.
* Piano keyboard should be cleaned using wipes once a day or more.

**Communication**

* All Music Center employees, students and participants will receive a copy of this plan via email and the plan will be posted on Music Center website
* Signs are posted throughout the building to remind anyone in the building of Music Center’s hygiene, social distancing and facial covering requirements.
* Music Center maintains records of those in the building. The record is confidential, and only used by Music Center for health purposes.
* If you would have any questions or concerns, please email Executive Director, Chas Arnold, [chasarnold@musiccenternw.org](mailto:chasarnold@musiccenternw.org).