

Updated 11.23.2021

# Youth Music Project COVID-19 Playbook

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## Commitment to Equity

Youth Music Project (YMP) celebrates the chorus of perspectives, experiences, and unique essence of each person. A soloist is beautiful on its own, but a band, choir, or ensemble has vibrancy and energy made more beautiful with unique instruments and voices included together in co-creation. Modeled by our YMP board, staff and leadership, YMP uses the study of music to empower students to appreciate and respect differences, encourage critical thinking, listen deeply, and make space for and include all voices and perspectives.

As we continue our journey of equity and inclusion, we are focused on the following goals:

1. Ensuring a diverse board, staff, student and family community by creating a culture that is welcoming to all, regardless of: ethnicity, race, culture, gender identity or expression, sexual orientation, religion, class, nationality, ability or age.
2. Commitment to inclusion in thought, language, experience, and leadership.
3. Continuously evaluating our efforts to increase the diversity of our organization at all levels.

Practice is at the heart of mastery, and a core tenet of music education. The YMP team recognizes that we must constantly practice in order to achieve our goals. In practice – we learn from our mistakes, we encourage each other to be vulnerable, we hold each other accountable, we support, we teach, we step up to the mic when it's our turn, and step back when it's time for someone else to sing. We know that our efforts and our attitudes affect everyone around us.

A chord in music is the sounding of two or more notes at the same time. Equity and our work toward change is, essentially, the harmonization of a chord. We recognize that we will always have opportunities to include more notes and different perspectives at YMP, and we are committed to welcome, create, and celebrate this rich harmony that makes our song whole.

### **We make music. Together.**

Youth Music Project acknowledges the disproportionate impact of COVID-19 on Black, American Indian/Alaskan Native, and Latino/a/x, Pacific Islander communities; students with disabilities and families experiencing poverty. Youth Music Project is committed to offering the highest quality music instruction to students and families of all backgrounds, recognizing the disproportionate impacts of the pandemic on these communities. We strive towards making our activities accessible to all students and welcome community feedback to continually improve.

# Facility Management and Cleaning

## Daily Cleaning

- All areas are cleaned and/or disinfected every day.
  - Janitorial staff will clean and disinfect restrooms, classrooms, and common areas before lessons begin every day.
  - Staff will clean frequently touched surfaces in common areas (for example: instruments and equipment, door handles, sink handles, etc.) multiple times during the day.
  - Staff will clean frequently touched surfaces in classrooms between each lesson.
  - Staff will disinfect surfaces after cleaning if certain conditions apply, such as a space having been occupied by an individual with COVID-19<sup>1</sup>
- Items that are not easily cleaned, sanitized, or disinfected (such as wood/stringed instruments) will be restricted to one user as much as possible. **Students sharing these items will sanitize their hands before and after use<sup>2</sup>.**
  - Wood/stringed instruments can be sanitized with Isopropyl alcohol that's above 70% (strings and unfinished finger and fret boards).
  - String, percussion, and keyboard instruments present fewer hygienic issues that can be solved simply by the player washing their hands before and after use for a minimum of 20 seconds
- If a student or staff member shows COVID-19 symptoms while they are at Youth Music Project they will be immediately isolated away from others. All students and staff will leave the area where they shared space with the ill individual and the area will be thoroughly sanitized.



## Materials for Hygiene and Cleaning

Each area (classrooms, restrooms, hallways, lobby and lounge areas) will include:

- A lined trash can
- Facial tissues
- Disposable sanitizing hand wipes and/or liquid hand sanitizer
- Sanitizing spray cleaner and paper towels
- Extra masks

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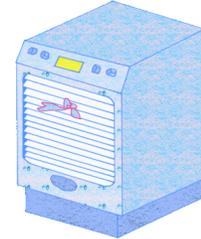
<sup>1</sup> Cleaning and disinfecting your facility. (n.d.). Retrieved April 25, 2021, from [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor\\_1617548426741](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor_1617548426741)

<sup>2</sup> COVID-19 instrument cleaning guidelines. (2020, April 30). Retrieved March 04, 2021, from <https://nafme.org/covid-19-instrument-cleaning-guidelines/>

Students will be expected to bring and wear a clean face mask every time they come to Youth Music Project. Extra masks will be available.

## Building Management

In addition to daily cleaning and disinfection noted above, the Facilities Team will also ensure that the ventilation in the building is working properly. Classrooms that are not connected to the HVAC system that pulls in outside air will be equipped with portable air cleaners using HEPA filters<sup>3</sup>.



The lobby area will have signage, and plexiglass barriers to encourage physical distancing.

All visitors will wear a mask and maintain social distancing. Visitors who stay in the building for more than 15 minutes will be required to sign in on a contact tracing log.

Parents and caregivers of students should refer to the Logistics section for information on dropping off and picking up their students.

## Public Health Communication

### Working with Local Public Health

If anyone who has entered the building is diagnosed with COVID19, YMP will report the case to the Clackamas County Public Health within 24 hours and obtain advice regarding cleaning and possible closure. YMP will also report to Clackamas County Public Health any cluster of illness (such as symptoms of cough, fever, vomiting or diarrhea, or rash illness) among YMP staff or students.

As required by Oregon<sup>4</sup> YMP will maintain a daily log for each student that includes the following information:

- Child name
- Health screening pass/fail
- Drop off/ pick up time

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<sup>3</sup> Cleaning and disinfecting your facility. (n.d.). Retrieved April 25, 2021, from [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor\\_1617548426741](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor_1617548426741)

<sup>4</sup> Oregon Health Authority Statewide Reopening Guidance — Youth Programs  
Authority: Executive Order No. 20-66, ORS 433.441, ORS 433.443, ORS 431A.010

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- Adult completing both drop off/ pick up
- Adult emergency contact information
- All staff that interact with that child or group of children (including floater staff)

This information will be used to notify the Local Public Health Authority (LPHA) of any confirmed COVID-19 cases among youth or staff, and kept for at least 4 weeks after the term or camp ends.

## Staff Communication

Youth Music Project will share this Playbook with staff in advance of on-site instruction. Staff will have the opportunity to ask questions, raise concerns, and practice the infection control measures in advance of on-site instruction and on an ongoing basis.

## Parent/Caregiver Communication

If exposure to COVID-19 is discovered at Youth Music Project, students, families, and staff will be notified as soon as possible.

An exposure is defined as an individual who has close contact (less than 6 feet) for longer than 15 cumulative minutes in a day with a person who has COVID-19 case. If a student or staff member is diagnosed with COVID-19, then the Clackamas County Public Health will be consulted to review the situation.

Sample communications (with translation in Spanish) have been drafted so they will be readily available. See [Appendix](#) for a sample letter to families. Staff and Students

## Screening and Exclusion

Students, caregivers, visitors, and staff members who test positive for COVID-19, regardless of vaccination status, should not come to YMP for the time period specified in the rules adopted by the Oregon Health Authority.

Students, caregivers, visitors, and staff members should not come to YMP if they are unvaccinated and have been exposed to a COVID-19 case.

A student or staff with COVID-19 symptoms must stay home for at least 10 days after illness starts and until 24 hours after fever is gone, without use of fever-reducing medicine, and other COVID-19 symptoms (such as cough, shortness of breath, and diarrhea) are gone.

The 10-day exclusion period can be shortened:

- If an individual with symptoms of COVID-19 tests negative at any time during the 10-day period. They can return to YMP 24 hours after resolution of cough and fever without the use of fever-reducing medication.

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- If an individual's only symptom is fever and is advised by a medical professional they can return to the child care program. Documentation from the medical professional is recommended. The person should be fever-free for at least 24 hours.
- A youth who has received routine childhood vaccinations in the last 48 hours can return to YMP at the direction of a medical professional once they are fever-free. Documentation of vaccination from the medical professional is recommended.

Individuals will be screened for COVID-19 symptoms when they arrive for lessons each day. The primary symptoms of concern are cough, fever (temperature of 100.4°F or higher) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell. Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19.

If a student or staff member develops a new cough, fever, shortness of breath, or other symptoms of COVID-19 during their activity, they will be isolated away from others immediately and sent home. They should follow the self-quarantine guidelines noted above.

Fully vaccinated people who had an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet the following criteria:

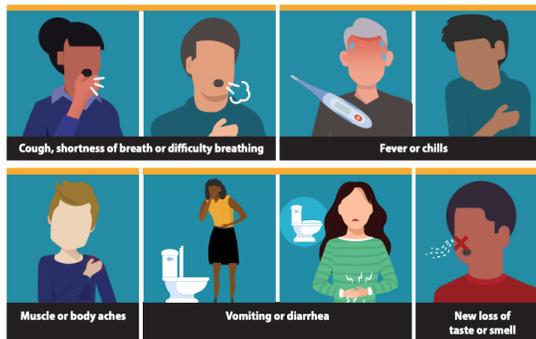
- They have received both doses of a two-dose COVID-19 vaccine (or one dose of a single-dose vaccine),
- It has been at least 14 days since their final dose of COVID-19 vaccine AND
- They have no COVID-19 symptoms

For individuals who have COVID-19 symptoms but who have received their COVID-19 vaccine within the past three days:

- If the individual has symptoms of fatigue, chills, muscle ache, joint pain, or redness – these are likely vaccine side effects. If no fever is present, the individual may work or attend the program if they feel well enough to work.
- If fever is present, staff members should stay home until 24 hours fever-free.
- If the individual's only symptom is fever, the individual should stay home until 24 hours fever-free. If the fever does not improve in two days, the individual should see a health

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

care provider and consider getting tested for COVID-19 as they may have been exposed prior to vaccination.

- If the individual has symptoms that include cough, shortness of breath, or loss of taste or smell, they should be excluded consistent with the recommendations above.

## Expectations

Staff and students will be required to follow the following guidelines:

- Students and staff will abide by the screening and exclusion guideline outlined in the previous sections.
- Students and staff must bring their own face masks and wear them while on the premises. Face masks should be washed daily, or a new mask worn daily. Extra masks are available.
- Students and staff must bring their own bottle(s) of water.-There are two water bottle filling stations at YMP.
- Students and staff must stay within their designated group and space
- Students and staff must follow and strictly enforce instructions about physical distancing
- Students and staff must wash hands for 20 seconds or use hand sanitizer (with alcohol content between 60-95%) frequently, and:
  - Before and after sharing instruments or other materials
  - Sneezing, coughing, or blowing their nose
- Hand washing for at least 20 seconds is required<sup>5</sup>:
  - Before and after eating
  - After using the restroom
  - After coming inside



**The level of self-discipline and awareness needed to maintain and care for these responsibilities is high. Lapses in judgement or consistency could result in negative consequences, thus these expectations must be maintained at all times.**

These expectations will be shared with students, staff, and families in multiple ways.

1. Registration information- the expectations will be detailed in the registration information.
2. Parents must read and sign the waivers to register. (See [Appendix](#))
3. Employees must read and sign the Acknowledgement form (See [Appendix](#))
4. Staff will receive training on an ongoing basis on the following topics:

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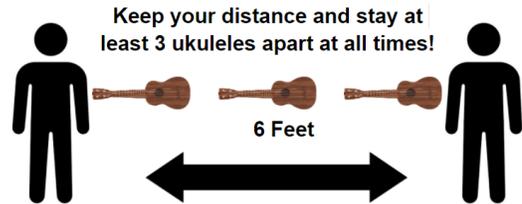
<sup>5</sup> United States, Oregon Department of Education, Early Learning Division. (n.d.). Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 (Vol. 1.1, p. 32). Oregon

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- a. Updated health and safety protocols, policies, and guidelines to adhere to social distancing
  - b. New building procedures for cleaning and sanitizing
  - c. How to access Oregon Health Authority updates and requirements
  - d. How to recognize symptoms of COVID-19 and how to protect students and staff from transmission
  - e. Confidentiality of student information
5. This “playbook” will be available under the Resources tab on our website for anyone to reference.
6. The instructor will take time at the beginning of each activity to teach and practice the expectations using evidence-based Positive Behavioral Interventions and Supports (PBIS) methods.

- a. 3 simple rules
  - i. Cover = Safe
  - ii. Clean = Responsible
  - iii. Space = Respectful

7. Staff will remind and correct behavior as needed.
8. Visual and physical reminders will be in place in the classrooms, restrooms and around the building to maintain physical distancing.



- a. Classrooms:
  - i. Signage showing what 6 feet of distance looks like:
    1. One instructor laying down
    2. 2 guitars end to end
    3. 3 Ukuleles end to end
    4. Etc...
- b. Restrooms:
  - i. Signage for hand washing and limiting multi-stall restrooms to one cohort at a time
- c. Building:
  - i. Tape or other graphics that designate where to stand when waiting

The expectations for compliance will be high and every effort will be made to support students in consistently following the guidelines. Students who are unable to follow the expectations consistently will be required to leave in accordance with our Student Code of Conduct (see [Appendix](#))

## Small Groups and Physical Distancing<sup>6</sup>

Youth Music Project's group class sizes will be limited to 6 or fewer students, 1 adult instructor, and 1 teen intern. Glee class uses a much larger space so it will have a maximum of 12 students.

Any staff who interact with multiple classes will wear a face mask and wash/sanitize their hands between interactions.

## Logistics

### 1. Daily Health Check<sup>7</sup>

- a. Staff take the temperature of each student with an infrared thermometer. If the temperature is below 100.4 degrees, staff proceed to health screening questions below. If the temperature is above 100.4 degrees, the student cannot be admitted and cannot participate in their activity for the day.
- b. Asked at student check-in: Has the student or anyone in their household recently had an illness with cough, fever (temperature of 100.4°F or higher) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell?

If **no**, proceed to b.

If **yes**:

Question 1: Has it been more than 10 days since the illness started AND the fever has been gone for more than 24 hours without using fever reducing medicine?

If **no**, the student must not be admitted to lessons.

If **yes**, proceed to question 2.

Question 2: Does the student have any of the following symptoms now?

- new cough, as well as, shortness of breath or difficulty breathing;
- Fever;
- chills;
- muscle pain;
- sore throat;

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<sup>6</sup> Exec. Order No. Executive Order No. 20-66, ORS 433.441, ORS 433.443, ORS 431A.010, 3 C.F.R. (2021).

<sup>7</sup> United States, Oregon Department of Education, Early Learning Division. (n.d.). Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19 (Vol. 1.1, p. 8-10). Oregon.

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- and new loss of taste or smell.

If **yes** to any, the student must not be admitted to lessons.

If **no**, the student passes the screening.

- c. Students who pass the screening will join their activity after stopping to wash their hands thoroughly.

## 2. Daily Logs for Contact Tracing

- i. Staff log<sup>8</sup> - upon arrival, staff will complete the daily health check, note their planned work hours, and location(s) in the building
- ii. Student log - upon arrival staff will note the students name, activity they will attend, the result of the daily health check (“pass” or “fail”), and the name of the adult checking them in and picking them up when they check out.
  1. This log will also serve as our check in/check out sheet to make sure students are released to the appropriate caregiver.

## 3. In the classroom

- a. Instructors will direct students to sanitize their hands before and after using a new instrument (the only shared instruments will be pianos and drum kits).
- b. Students will be encouraged to bring their own instruments to class (with the exception of a drum kit or a piano). Rentals are available!
- c. Students and staff will wear face masks and will be reminded by staff to maintain distance.
- d. Classrooms will always contain cleaning supplies, hand sanitizer, tissues, and waste baskets.



## 4. Pick-up

- a. Students who are designated as “self-sign out” by their parents at registration will not need a parent to check them out. Parents picking up a student that can sign themselves out should wait in their cars or outside of the building.
- b. Check out record-keeping will go into the daily log for contact tracing

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<sup>8</sup> Covid-19 toolkit. (n.d.). Retrieved February 22, 2021, from <https://www.oregonschoolnurses.org/resources/covid-19-toolkit>

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- i. Adults picking up students will need to give their name to staff for the contact tracing log and to ensure they are authorized to pick up the student. Their name will be recorded along with the time the student was picked up.
- ii. Students who are designated “self sign-out” by their parents will just have to stop and check out so the staff can note the time they left the building.

### 5. Breaks and Lunches for Staff

Risks will be mitigated by the in-person student limits (limiting the amount of instructors in the building)-

### 6. Cleaning after Class

- a. Instructors will clean instruments and equipment as they re-set for the next session or group. *See Daily Cleaning section for details.*
- b. Janitorial staff will clean restrooms, classrooms, and common areas daily.

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## Contact Us

Please reach out to us with questions and comments about COVID-19 safety at Youth Music Project.

Susan Zundel, Program Director

Email: [susan@youthmusicproject.org](mailto:susan@youthmusicproject.org)

Phone: 503-616-5967 x 303

Travis Magrane, Executive Director

Email: [travis@youthmusicproject.org](mailto:travis@youthmusicproject.org)

Phone: 503-616-5967 x 332

## References

Summer and Youth Programs Reopening Public Health Recommendations and Requirements  
Effective Date: November 23, 2021

[https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351p\\_R.pdf](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351p_R.pdf)

Reopening Guidance FAQs from the Oregon Health Authority  
Updated March 23, 2020

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390c.pdf>

Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19  
Version 1.1 Updated January 12, 2021

<https://oregonearlylearning.com/COVID-19-Resources>

Ready Schools for Safe Learners  
Version 6.4.2 updated April 2, 2021

<https://www.oregon.gov/ode/students-and-family/healthsafety/documents/ready%20schools%20safe%20learners%202020-21%20guidance.pdf>

Visual and Performing Arts Additional Considerations

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Visual%20and%20Performing%20Arts%20Additional%20Considerations.pdf>

National Association for Music Education Instrument Cleaning Guidelines

<https://nafme.org/covid-19-instrument-cleaning-guidelines/>

Additional Resources:

Oregon School Nurses Association COVID-19 Toolkit

<https://www.oregonschoolnurses.org/resources/covid-19-toolkit>

Centers for Disease Control and Prevention-Coronavirus/COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Center on Positive Behavioral Interventions and Supports

<https://www.pbis.org/>

Third Round of Performing Arts Aerosol Study Produces More Scientific Data for Return to Activities

<https://www.nfhs.org/articles/third-round-of-performing-arts-aerosol-study-produces-more-scientific-data-for-return-to-activities/>