

Greater Twin Cities Youth Symphonies COVID-19 Program Preparedness Plan

Version 1: Updated August 27, 2020 with future updates likely

The Greater Twin Cities Youth Symphonies (GTCYS) is committed to providing a safe and healthy environment for GTCYS employees, volunteers, and students, parents/guardians, and volunteers, hereafter referred to as Participants. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. While GTCYS employees are responsible for implementing this plan, Participants have an equally important part to play. Our goal is to mitigate the potential for transmission of COVID-19 at GTCYS activities, and that requires full cooperation across the entire organization, including employees, students, parents/guardians, and volunteers. Only through this cooperative effort can we establish and maintain the safety and health of GTCYS' employees and participants. GTCYS' conductors and staff have our full support in enforcing the provisions of this plan.

The COVID-19 Preparedness Plan is administered by GTCYS executive director Megen Balda, who maintains the overall authority and responsibility for the plan. However, GTCYS staff and Participants are equally responsible for supporting, implementing, and complying with all aspects of this COVID-19 Preparedness Plan.

Our participants, volunteers, and employees are of the utmost importance to us. We are serious about the safety and health of the GTCYS community. Input has been sought from GTCYS' board of directors, staff, health professionals, parents, and other arts organizations. Planning efforts include a measured and controlled reentry to program activities.

GTCYS' COVID-19 Program Preparedness Plan follows the industry guidance developed by the State of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) recommendations for COVID-19, and Minnesota's relevant and current executive orders. It follows CDC and MDH guidelines related to COVID-19 and addresses:

- ensuring sick participants and employees stay home and prompt identification and isolation of sick persons;
- social distancing – individuals must be at least six-feet apart;
- hygiene and source controls, including face coverings;
- building and ventilation protocols;
- cleaning and disinfection protocols;
- drop-off, pick-up and delivery practices and protocols; and
- communications and training practices and protocols.

GTCYS has reviewed and incorporated the industry recommendations for music organizations provided by the State of Minnesota for the development of this plan. Our plans will operate within the flexibility outlined in the industry recommendations to minimize the risk of transmission as participants return to in-person GTCYS activities. These include:

- Limiting participant group sizes
- Utilizing larger rehearsal spaces with significant square footage and ceiling height and sufficient ventilation
- Reducing length of rehearsals
- Maintaining social distancing
- Requiring face masks for all individuals and coverings for wind/brass instruments
- Requiring health screening steps for all staff and participants

Ensure sick employees and participants stay home and prompt identification and isolation of sick persons

Employees and participants have been informed of and asked to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' and participants' health status prior to entering the program location, and for employees to report when they are sick or experiencing symptoms:

- Employees, volunteers, and parents/guardians (on behalf of their children) will be required to complete an online health screening survey prior to every GTCYS activity, including weekly rehearsals.
- No one may attend in-person activities if they are ill or have symptoms of any kind, COVID-19-related or otherwise (fever of 100° F or above, sore throat, cough, shortness of breath, new loss of taste or smell, etc.), or if they have a suspected or confirmed active case of COVID-19.
- No one may attend in-person activities if they have been in contact with someone who has a suspected or confirmed active case of COVID-19.
- If an individual experiences COVID-19 symptoms during a GTCYS activity, they will immediately report to onsite staff who will direct that individual to a pre-determined isolated space until transportation home can be arranged.
- Employees, volunteers, and parents/guardians (on behalf of their children) will notify GTCYS program director Miranda Bryan (miranda@gtcys.org) immediately if they develop COVID-19-like symptoms and/or has a suspected or confirmed case of COVID-19.
- GTCYS will support contact tracing efforts through clear and prompt reporting of known COVID-19 to parents/guardians, staff, and program venues, while respecting the privacy of individuals and applicable HIPAA requirements.
- In the event of a confirmed case of COVID-19 within a GTCYS sub-orchestra, rehearsals for that group may temporarily move online depending on the timeline of possible transmission and incubation periods. These decisions will be further informed by MDH and CDC guidance and will be taken on a case by case basis.
- GTCYS is waiving the student attendance policy to encourage participants to stay home when ill; students will not be penalized for absences.
- GTCYS will livestream each rehearsal so vulnerable or symptomatic students can still learn at home.
- GTCYS has leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Social distancing

Social distancing of at least six feet will be implemented and maintained between individuals at program sites through the following engineering and administrative controls:

- GTCYS will uphold strict social distancing measures at in-person activities to ensure a minimum of 6 feet is maintained between all individuals.
- Upon arrival at the program site and before entering the dedicated activity space, each individual must check in at the welcome table to sanitize hands, verify that a health screening survey was submitted in advance, and have a temperature check.
- After checking in, students must carry all of their own belongings and proceed directly to their pre-assigned seat.
- Signage will mark entrances, spacing, and directional flow to limit contact and minimize congregating.
- Individuals must maintain a 6-foot distance between each other at all times.
- Orchestra layouts will be configured to ensure at least 6 feet between string participants and 9 – 12 feet between woodwind and brass players. There will be no stand partners sharing stands.
- Music folders will be distributed at the first rehearsal and left in each student's designated spot. Students are required to take and bring their own folders to each activity thereafter.

- To minimize the number of individuals at activities, only GTCYS students and a limited number of staff and volunteers will be allowed inside program facilities. Parents/guardians, siblings, and others will wait outside in vehicles, or drop off and pick up.
- Large group breaks will be replaced by short, stand-in-place stretch breaks.
- Individuals are prohibited from gathering in groups in any areas.
- Individuals are prohibited from using each other's personal protective equipment, phones, or rehearsal equipment such as music stands, music, pencils, instruments, and accessories.
- Students are asked to use bathrooms at home beforehand, but may use restrooms one at a time if needed during a program activity.
- Equipment (music stands, music, pencils, instruments) may not be shared between individuals.

Hygiene and source controls

Basic infection prevention measures are being implemented at program sites through the following measures:

- Employees and participants are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, and especially prior to attending a GTCYS activity.
- Upon arrival and before entering the activity space, each individual must:
 - Sanitize hands (sanitizer provided by GTCYS)
 - Check-in at the welcome table for a temperature check; anyone with a fever of 100° F or higher will not be allowed into the activity space and will be asked to go home. The individual will wait in a pre-determined isolated space until transportation home can be arranged.
- In accordance with MN executive order 20-81, all individuals attending any in-person GTCYS activity will be required to bring and [properly wear a mask](#) indoors at all times, even while playing an instrument or conducting.
- Students will be asked to provide their own masks, but GTCYS will have extra disposable masks on hand if needed.
- GTCYS will provide employees with two reusable masks which must be washed between program activities and are not to be shared with others. Disposable gloves will be available for use on equipment that cannot be safely disinfected. Gloves are to be disposed of after use of this equipment.
- Woodwind and brass players will be required to wear modified face masks that will be left on the entire rehearsal, and instrument coverings (bell covers, bags) will be required for their instruments.
- GTCYS' mask policy will be enforced by staff. Those not abiding by the guidelines will be removed from the GTCYS activity and asked to leave. Failure to consistently comply may lead to dismissal from the program.
- All employees and participants are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- The use of disposable pads to collect condensation water will be required for all brass players. GTCYS will provide the pads and require students to dispose of the pads at the end of the activity and sanitize their hands immediately thereafter.
- Food and beverages will not be allowed at program sites, except for bottled water which individuals may bring on their own.

Building and ventilation protocols

Operation of the building in which program activities take place, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Ventilation protocols vary and will be determined by each independent program site. GTCYS will partner with each venue in pursuit of maximizing optimal conditions regarding fresh air circulation and limiting air recirculation. These efforts will be supported by the fact that program

locations have been moved to venues with extra-large rehearsal rooms (average 3,000 square feet) with tall ceilings, allowing for greater air flow and space.

Cleaning and disinfection protocols

Regular housekeeping practices are being implemented by program venues rented by GTCYS and will include daily cleaning and disinfecting of high-touch surfaces, activity spaces, and restrooms. All shared orchestra equipment (chairs, percussion instruments, etc.) will be disinfected between each use.

Appropriate and effective cleaning and disinfecting supplies will be provided by program venues, with additional supplies purchased by GTCYS for use during program activities. These are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Drop-off, pick-up and delivery practices and protocol

Specific student drop-off instructions vary by program site. Parents/guardians will be required to drop-off students outside of program sites and either wait in parked vehicles or leave and return to pick up students outside at the end of the program activity. Additional details will be provided to participants' families. No deliveries for GTCYS or participants will be accepted during program activities.

Communications and training practices and protocol

This COVID-19 Program Preparedness Plan was shared with participants and staff by email on **August 26, 2020** and included in GTCYS' musician handbook and posted to GTCYS' website. Necessary orientation for participants will be provided in September 2020 and training will be provided to employees on an ongoing basis. Additional communications and updates to this plan will be ongoing via email. This plan has been certified by GTCYS' COVID Task Force and will be updated as necessary.

Certified by:

Megen Balda
Executive Director

Appendix A

*****Note: resources linked on the following pages are subject to change frequently. For most current information please check the websites for these sources directly.***

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

MDH: Music Activities and Performances During COVID-19 –

<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Workers exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: <https://www.health.state.mn.us/diseases/coronavirus/basics.html>