



LITTLE SCHOOL OF MUSIC

Health & Safety Procedures

To comply with the recent Los Angeles County and local Santa Clarita Valley health procedures, we have decided to re-open the school in phases. Starting Wednesday, May 27th, our LSM teachers will be returning to the facility with mandatory health and safety procedures enforced.

Starting on Wednesday, July 8th (no school July 1-7) students may return to the facility following the same health and safety procedures. Students who are ready to return to in-person lessons before July 8th, may make arrangements with the front desk. Online ZOOM lessons will continue for those who are not comfortable coming to the school.

Facility Walk-Through Video





LITTLE SCHOOL OF MUSIC

Little School of Music has upgraded the facility to help make our learning space even safer for our staff and students.

- **Facility Upgrades**

- 6' social distancing will be enforced - our LSM music note stickers on the floor mark 6' intervals throughout the facility including in waiting areas and in lesson rooms.
- Automatic soap dispensers available in bathrooms
- Expansion of room 2C upstairs.
- 6'x10' plexiglass room dividers placed in every lesson room so there is a clear shield between the teacher and student during lessons at all times.
- Wall mirrors installed in 2B, 2C, and 2 E/F for wind and voice lessons. These students will have their lessons facing the mirror rather than facing the teacher.
- AC filters have been replaced with the highest possible filtering system.
- Regular daily cleaning and disinfecting schedules have been set and professional crews will continue to clean regularly. (Anything touched such as door knobs, piano keys, etc. will be cleaned with an alcohol wipe between lessons.)
- Posters are in the bathrooms and throughout the facility on how to help prevent the spread of germs and how to effectively wash your hands.

Everyone entering the Little School of Music facility is required to follow the safety procedures:

- **Arrival**

- Arrive about 5 minutes before your lesson start time. This is important so your lesson will begin on time. For the safety of our staff and students, everyone entering the building must follow the entry and exit procedures, even if you are running late to your lesson.
- Upon arrival, wait outside at the door for assistance from the LSM Staff and maintain 6' social distancing.
- A list of health questions will need to be answered and temperatures will be taken for each person before entering the facility (see attached).



LITTLE SCHOOL OF MUSIC

- Do not come to the school if you are sick. You will not be permitted in the building if you are sick.
 - Do not come to the school if you have symptoms of COVID-19. You will not be permitted in the building if you have symptoms of COVID-19.
 - Front desk staff will open the front door to allow each person to enter and exit the building.
 - Parents and other guests will not be permitted in the building to help minimize the number of people inside. Parents and guests may wait outside or in their car. All lessons will still be on Zoom (even if in-person) so parents may observe lessons from their car.
 - Upon entry into the building, proceed to the downstairs Mens bathroom to wash your hands. This is the "Hand Washing Station". Use your paper towel to turn off the water before throwing it away. The Mens bathroom door will remain open at all times.
 - Students will be escorted by Front Desk Staff to the hand wash station and to their lesson until they are comfortable with the process.
 - Please continue to maintain 6' social distancing while in the building.
 - Face masks are required at all times when walking through the building. Please keep these on during lessons when possible. Students will need to provide their own face mask. See links below on how to wear and clean your mask:
 - ▶ BUSINESS INSIDER: https://www.businessinsider.com/how-to-clean-sanitize-face-mask?utm_source=copy-link&utm_medium=referral&utm_content=topbar
 - ▶ GOOD HOUSEKEEPING: <https://www.goodhousekeeping.com/health/a32173021/how-to-clean-cloth-face-masks/>
 - ▶ TODAY SHOW VIDEO: <https://youtu.be/MNsj-8wtqA8>
- **Lesson Room**
 - Teachers will wash their hands with soap and water at least every 2 hours (or as needed).
 - Teachers will open the door for students when they arrive and exit the lesson room. If a student touches a door knob, the teacher will clean it off with an alcohol wipe.
 - Students must ask permission to use the bathroom. Teachers will notify front desk staff if they, or a student uses the restroom so the door knobs and other bathroom areas touched can be wiped



LITTLE SCHOOL OF MUSIC

down. To minimize bathroom use while at Little School of Music, we ask students to use the bathroom at home before coming to the school.

- Students are to bring their own instruments, music, and pencils, however if they use or touch any school instruments (such as the piano) or other equipment and materials, the teacher will wipe these items off with an alcohol wipe at the end of the lesson.
 - Teachers and students must remain separated by the plexiglass shield at all times.
 - Students who sing or play wind instruments will face *AWAY* from the teacher and play/sing towards the wall mirror. This will help prevent the student blowing in the direction of the teacher, but will still be seen. Wall mirrors are 50"Wx72"H.
 - ZOOM lessons will continue for those who are not comfortable with coming in, and for lessons where students are sick but well enough to have a lesson. ZOOM lessons will also continue for in-person lessons so parents can see the lesson.
- **Music Store**
 - DO NOT TOUCH THE BOOKS. Books are only available for purchase, not for in-lesson purposes.
 - If necessary, teachers will have alternate lesson activities ready if someone forgets their music. Students need to remember to bring all of their own materials to each lesson.
 - If you want to purchase a book, please ASK THE FRONT DESK STAFF for help.
 - **Exiting**
 - Everyone **MUST WASH THEIR HANDS** before leaving the school.
 - Front desk staff will open the door for you as you leave.
 - All ZOOM lesson recordings are to remain confidential between Little School of Music, the teacher, and the student/parent. This is proprietary property of Little School of Music and may not be shared with anyone without the written consent of Little School of Music.
 - Additional health and safety measures may be added at any time.

Please contact Little School of Music if you have any questions about these health and safety procedures.

661-964-7898 info@LittleSchoolofMusic.com



LITTLE SCHOOL OF MUSIC

Screening Checklist for Visitors & Staff

This form is to be completed upon each arrival for every person entering the building.

Visitor or Staff Entering the Building Information (to be completed by an adult)

Name: _____ Date: _____

1. Have you been exposed to anyone with COVID-19? If yes, you will be restricted from entering the building.
If no, proceed to #2 **Y** **N**

2. Does the individual have any of the following respiratory symptoms?

	Y	N		Y	N
Cough	<input type="checkbox"/>	<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	Chills	<input type="checkbox"/>	<input type="checkbox"/>
Fever	<input type="checkbox"/>	<input type="checkbox"/>	Muscle pain	<input type="checkbox"/>	<input type="checkbox"/>
Repeated shaking with chills	<input type="checkbox"/>	<input type="checkbox"/>	Soar throat	<input type="checkbox"/>	<input type="checkbox"/>
Severe Headache	<input type="checkbox"/>	<input type="checkbox"/>	Vomiting	<input type="checkbox"/>	<input type="checkbox"/>
New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	Other Illnesses	<input type="checkbox"/>	<input type="checkbox"/>

If yes to any, you will be restricted from entering the building.

Completed By: _____
PRINT NAME SIGNATURE

Staff Use Only

1. Take Temperature and document below. If a fever is present, restrict from entering the building.

Temperature Reading: _____ Fever Present: **Y** **N**

2. Allow entry into the building and remind them to follow the health and safety procedures.

1. Wash hands for at least 20 seconds at the hand washing station (downstairs Men's restroom) before going to the lesson room.
2. Do not touch anyone or anything unless it is their own musical instrument, music, or pencil. Pianos and other facility equipment that has been touched will be wiped down after each use by the teacher after the student has exited the room. Front Desk Staff will open the front door to enter and exit. Teachers will open the lesson room door to enter and exit.
3. Ask permission to use the restroom.
4. Before leaving the building, wash your hands for at least 20 seconds at the hand washing station (downstairs Men's restroom)

Staff Initial _____