

## **BKCM COVID-19 Updates, FAQs, and Community Requirements**

Following our protocol, all personal/family health reporting is held **in confidence** and is extremely necessary for the health of the BKCM community and best practices.

BKCM will be open under regular operating hours. Please note: **we will be closing for three days next week--Tuesday March 17<sup>th</sup> through Thursday, March 19--to plan, train staff and faculty and take other necessary steps to prepare for a potential transition to online learning.** At the moment, our plan is to resume lessons on Friday March 20<sup>th</sup> as scheduled. Any changes in our plans will be communicated by 5 pm on March 19<sup>th</sup>.

### **1. Under what circumstances will BKCM close?**

BKCM historically follows the NYC Department of Education on decisions related to school closures. That will continue as our general practice, unless there is a known incident of COVID-19 on the staff, faculty, or a registered BKCM student, in which case we will suspend lessons and classes for 48 hours. During that time we will undergo a deep clean / disinfecting, and reassess when we will be able to reopen.

Other circumstances that would precipitate a school closure:

- If the Department of Health, Department of Education, or CDC directs all schools to close
- If the Department of Health, Department of Education, or CDC directs BKCM to close
- If the Executive Director and the Board of Directors make the decision to close in response to any new information, or a situation that has potential to directly impact our school community

### **2. What is the DOE's policy for school closures?**

On Tuesday (3/10), New York State / DOE updated its school closure policy. In short, if there is a confirmed case of COVID-19 at a DOE school the school must be closed for at least 24 hours while NYC Dept of Health investigates and determines whether additional closure is needed. You can read more on the DOE's current COVID-19 policy [here](#).

### **3. What do I do if I suspect exposure to COVID-19?**

- Monitor your and your family's health for any known COVID-19 symptoms (fever, cough, difficulty breathing)
- Seek medical evaluation if symptoms appear
- Report the results of testing and diagnosis to your Program Directors and our Registration/Administrative team (contact info below).

#### **4. Under what circumstances should I or my child stay home and not attend BKCM lessons/classes?**

At this time, we are asking that any student who attends a school that is closed **due to a confirmed case of COVID-19** to refrain from attending BKCM lessons and classes until the school reopens.

If you or your child has directly come into contact with someone who is known to have COVID-19, you should self-quarantine for 14 days. Please follow [these guidelines](#) for self-quarantining.

If you have traveled to [CDC Warning Level 2 or 3 locations](#), you should self-quarantine for 14 days.

And as a general reminder, stay home if you're not feeling well! Please help prevent the potential spread of germs.

\*\* Note these policies also pertain to adult students whose workplace has been similarly impacted.

#### **5. Do I or my child need to stay home if I (they) were not exposed to, nor diagnosed with COVID-19?**

No.

#### **6. What does BKCM require for return to school in the event of COVID-19 diagnosis?**

BKCM will require a doctor's note to return to work/school for any community member who has been diagnosed with COVID-19.

#### **7. Will BKCM be offering remote lessons via video conference?**

Yes. Our goal is to ensure the continuity of private lessons to the best of our ability. We are currently preparing our school and faculty to offer private lessons online via video conference on Google Hangouts. We strongly recommend that everyone download and test Google Hangouts now to eliminate / reduce time spent dealing with technological issues during your lesson time. More information will be forthcoming regarding video-conference plans and protocols.

#### **8. Under what circumstances will I or my child be able to take remote lessons?**

We will make every effort to provide your lessons remotely, via video conference, at your regularly scheduled lesson time if:

- You are not attending your private lesson onsite for COVID-related reasons, as explained in #4 above; or

- You are in a [high risk category](#) as defined by the CDC.

The BKCM Registration team, your Program Director and Faculty member should all be notified by 11 am of the day of your lesson. Contact information is provided later in this document.

We are actively preparing for the eventuality of closing the entire school. In that case, we will move to online learning to the greatest extent possible. More information will be forthcoming on those arrangements.

***Music Therapy clients:*** The decision regarding video conference-based music therapy will be made on a case by case basis in consultation with your therapist, and the MT leadership team.

***Group Classes & Ensembles.*** We will not be able to accommodate group lessons or ensembles via video conference, nor will there be any special accommodations for make-ups.

## 9. What if a private lesson via video conference is not viable for me?

We understand that not everyone will be able to do a video lesson. As of today, our policy, is that for private lesson students only, we will offer make-up lessons during the make-up week and during the month of July. These make-up lessons are a special accommodation for COVID-19 impacted private lessons and are ONLY for students unable to take their lessons via video conference. Summer make-up lessons will be on a flexible schedule, based on student and faculty availability, and because many of our faculty members are away over the summer, may be with a different faculty member. This policy is subject to change, and pending our ongoing response to COVID-19.

## 10. When should I contact the BKCM Administration regarding COVID-19?

- If a community member (defined as any member of BKCM staff, faculty, any registered student, or immediate household family members, and caregivers) is diagnosed with COVID-19
- If my school or workplace closes due to a confirmed COVID-19 case
- If a community member has traveled to a CDC Level 3 or Level 2 location within the last 14 days (please refer to the following link for updated lists) <https://wwwnc.cdc.gov/travel>
- If a community member is exposed in any way to a known case of COVID-19 (through travel, family or friends, or community exposure)
- If a community member is exhibiting symptoms associated with COVID-19 (fever, cough, difficulty breathing). Please refer here: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

## 11. Who should I contact?

The best mode of contact is via e-mail. Please e-mail three people at BKCM: 1) our Registration team; 2) your Program Director; and 3) your teacher. You may copy all three on the same e-mail.

### BKCM Registration Team

[registration@bkcm.org](mailto:registration@bkcm.org)

(718) 622-3300 (main line)

### Onsite Program Directors/Coordinators:

#### Suzuki

Julianne Carney-Chung, Suzuki Director

[julianne.carney-chung@bkcm.org](mailto:julianne.carney-chung@bkcm.org)

(718) 622-3300 x225

#### Community Music School

Brian Drye, Community Music School Director

[brian.drye@bkcm.org](mailto:brian.drye@bkcm.org)

(718) 622-3300 x230

#### Music Therapy

Toby Williams, Music Therapy Director

[toby.williams@bkcm.org](mailto:toby.williams@bkcm.org)

(718) 622-3300 x216

Christina Sterrett Caliz, Music Therapy Onsite Coordinator

[christina.sterrett.caliz@bkcm.org](mailto:christina.sterrett.caliz@bkcm.org)

(718) 622-3300 x212

## 12. What other communication can I expect regarding COVID-19?

BKCM will do its best to communicate critical information in a timely way to our community. Please check for emails from BKCM, social media platforms, and our website for COVID-19 related updates.