



Returning to Campus

A GUIDE FOR STUDENTS AND FAMILIES

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Guiding Principles

This is a general guideline that provides a pathway for the resumption of activity on the Colburn School campus during the COVID-19 pandemic. Our strategy is guided by the following principles

Health and Safety

The Colburn School's utmost priority lies in the health and safety of its students, families, faculty, staff, and visitors. Our policies and protocols will be aligned and consistent with local orders and ordinances of the County of Los Angeles, as well as the State of California's Reopening Protocols and recommendations from the federal government, Centers for Disease Control and Prevention (CDC), and California Department of Public Health (LACDPH).

Continuing the Path Towards Excellence

Our faculty and staff are dedicated in their mission to maintaining the quality of the Colburn experience. While these times are unprecedented and a challenge for all, we see it as an opportunity to focus ever more on excellence and the development of artistry, curiosity, and humanity for our students.

Information and knowledge regarding the COVID-19 pandemic continues to rapidly evolve, and the Colburn School is working to create a robust plan that includes a thorough exploration of potential contingencies. The Colburn School's policies and protocols will be updated as details become available, and the School will provide timely updates on the incidence of COVID-19 in the community while safeguarding details to protect private health information.

Health & Safety Guidance

Protections and Precautions

All individuals visiting the Colburn School are expected to fully comply with the policies, protocols, and guidelines outlined in this document. These policies, protocols and guidelines are important in the School's efforts to minimize the risk, exposure and spread of COVID-19 and maintain a safe learning and working environment. Failure to do so may result in corrective action.

Except where a parent or guardian is participating in the class with the student, parents/guardians and other visitors should not accompany students to class.

As much as possible, parents/guardians should communicate with the School remotely, preferably via email or phone. If they have brought a student to campus, they may wait outside of the School, on the plaza or in their car in the parking garage.

Parents are reminded of the importance of providing the School with up-to-date emergency contact information, including multiple parent/guardian contact options in the event that the School needs to contact the family.

Personal Safety Practices

Symptom Monitoring

The CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) reports that individuals with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Individuals who have any symptoms of illness (apart from those attributable to seasonal allergies or a diagnosed chronic medical condition) should contact their health care provider for assistance and self-isolate per their health care provider and/or public health guidelines.

At this time, symptoms of COVID-19 include one or more of the following:

- Fever or chills
- Repeated shaking with chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students visiting the Colburn School are required to complete the [LiveSafe health screening application](#) before arriving at the School. If, after answering all questions, the application clears the student (i.e., receives the green check), he/she may access the campus for the day. If not cleared, he/she should not come to campus.

Students cleared to come to campus will be required to show their clearance to the Security guard stationed at either the entrance to the parking garage or the Olive Building 3rd floor lobby.

Students who have symptoms of illness, a positive test for COVID-19, and/or direct exposure with a confirmed case of COVID-19 are required to stay home, report their condition(s) to the Dean of their academic unit, and seek guidance from their healthcare provider. In accordance with the Los Angeles County Department of Public Health, students exhibiting any of the symptoms above should stay home until at least 10 days have passed after the symptoms first appeared and at least 1 day after they have recovered. "Recovery" means that their fever has resolved for 24 hours without the use of fever-reducing medications and their respiratory symptoms (e.g. cough, shortness of breath) have improved. Even if their COVID-19 test results are negative, students showing any symptoms must remain at home for the full time, to prevent spreading their illness to others.

Students who have been in close contact with someone who has tested positive for COVID-19 should get tested and self-quarantine for 10 days even if the results of a test are negative for COVID-19. Tests can be obtained from a health care provider, from a Community COVID-19 testing center (covid19.lacounty.gov/testing) or from most major pharmacies.

Vaccinated persons who are a close contact to a confirmed case are not required to quarantine and test for COVID-19 if they meet all of the following criteria: (1) are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person.

Temperature Screening

Upon entering the Colburn School campus, a member of the Colburn Security team will conduct a temperature check. The CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, and anyone with a temperature in that range will not be allowed to enter the campus.

Asymptomatic Rapid Test Screening

Students who will be participating in a group class will be screened with a COVID-19 Rapid Test which they must take and receive a negative result, indicating that the test does not indicate that they have COVID-19, before being allowed to enter the Colburn School campus.

Students Becoming Ill While On Campus

Any student who begins to feel ill while on the Colburn School campus must immediately notify the teacher or a Building Security officer. They will be immediately separated from other students and their parent or guardian will be notified to come pick them up.

Notification to Students, Staff, and Parents About Cases and Exposures On Campus

If a Colburn employee, student or visitor tests positive for COVID-19, notification will be provided via email to all individuals who were on the Colburn School campus up to two days before the individual became ill or, if asymptomatic, two days before the positive test result. The name of the individual who has tested positive for COVID-19 will not be shared.

Contact tracing will be conducted to determine if anyone on campus during that period was exposed to COVID-19. Any individual deemed to have been exposed to COVID-19 will be notified that they may have been exposed, and that they should self-quarantine for 10 days, and must continue to closely monitor their health and strictly adhere to COVID-19 prevention precautions for a full 14 days.

Face Coverings

Students and parents/guardians are required to wear face masks or face coverings inside campus buildings or in close proximity to others while outside. Face coverings are required for all lessons, rehearsals, and performances involving more than one person. This requirement extends to wind and brass players, who should use masks specially designed for these instruments. (Note: Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement and may request to be allowed to wear a face shield with a cloth drape. Students should contact the Dean of their academic unit.

Colburn Security officers, faculty and staff will enforce the face mask mandate and anyone not in compliance may be subject to disciplinary action and asked to leave the campus if they do not comply.

Appropriate use of face coverings is critical to minimizing the spread of large respiratory droplets and helping to prevent the spread of disease. The face covering is not a substitute for physical distancing.

Students coming onto the Colburn campus are required to wear face masks unless they are alone in a practice room. Students are required to provide their own face masks. Parents must ensure that their children have clean face masks for any visit to campus.

Use and care of face coverings

Putting on the face covering:

- Wash hands or use hand sanitizer prior to handling the face coverings.
- Ensure the face covering fits over the nose and under the chin.
- Situate the face covering properly with nose wire snug against the nose (when applicable)
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering.

Taking off the face covering:

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage, and laundering:

- Keep face coverings stored in a paper (not plastic) bag when not in use.
- Cloth face coverings should be used for no more than one day; they should be washed between each use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. They should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
- Disposable face coverings must not be used for more than one day and should be placed in the trash after your workday ends or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Physical Distancing

Keeping space between you and others is one of the best risk control measures to slow the spread of disease. Avoid physical contact with others (including shaking hands). Since individuals can spread the virus before they know they are sick, it is important to always practice physical distancing even if you have no symptoms or illness. All individuals on campus are expected to follow the physical distancing practices below:

- Stay at least 6 feet/2 meters (about 2 arm's length) from other people at all times.
- Do not gather in groups or congregate in common spaces.
- Stay out of crowded places and avoid mass gatherings.
- Avoid in-person meetings. If you must meet, do so in a large office or conference room where you can keep 6 feet/2 meters distance between you, and limit the amount of time individuals are together in an enclosed space. If possible, keep doors and windows open to increase airflow.

Handshakes

Individuals should not shake hands or engage in other forms of greeting that break physical distancing requirements.

Hand Sanitizer

Hand sanitizers containing at least 60% alcohol is available to all students and parents/guardians in all lobbies in both the Grand and Olive buildings. Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. If any individual becomes aware that hand sanitizer may have been ingested, please immediately inform Colburn Security at (213) 621-4500 who should call Poison Control at 1-800-222-1222 as necessary.

Handwashing

Soap and water is available to all students and parents/guardians in the restrooms located throughout the Grand and Olive buildings. Individuals should wash their hands before, throughout, and at the end of the workday. They should wash their hands frequently with soap and water for at least 20 seconds, especially after they have been in a public place, blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer containing at least 60% alcohol should be used. All surfaces of the hands should be covered and rubbed together until they feel dry. Any touching of the eyes, nose, and mouth should always be avoided, and individuals should wash their hands before touching their face.

Coughing/Sneezing Hygiene

Individuals are required to wear face coverings at all times when in campus buildings. When outside, in a private office with a closed door, or other situations when individuals may not be wearing a face covering, they should always cover their mouth and nose with a tissue (or use the inside of their elbow) when they cough or sneeze. Used tissues should always be thrown in the trash. Hands should be washed for at least 20 seconds immediately after episodes of coughing/sneezing. If soap and water are not readily available, a hand sanitizer containing at least 60% alcohol should be used.

Meals

Before and after eating, individuals should wash their hands thoroughly to reduce the potential transmission of the virus. When eating on campus, individuals should wear their face coverings until they are ready to eat and replace them afterward. The Colburn Café is currently closed. If and when it should reopen, individuals will be required to maintain at least 6 feet/2 meters of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another and are encouraged to eat outside, weather permitting. Sharing of food is prohibited.

Parking and Bicycle Commuting

Students and parents/guardians may park in designated parking lots and spaces provided they maintain 6 feet of physical distance from other individuals using the parking areas. Commuting via bicycle is encouraged and adequate capacity for bicycle storage exists in the parking lots.

Public Transportation

Individuals who take public transportation should wear face coverings before entering the bus or train and avoid touching surfaces with their hands. Upon disembarking, they should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible, and before removing their face coverings and entering campus.

Facility Safety Measures

Facilities

We have reconfigured our facilities and spaces to reduce the risk associated with virus transmission. We have installed ultraviolet (UV-C) lighting to disinfect the air circulating within our buildings. UV lighting has been known to vastly improve Indoor Air Quality (IAQ) by reducing bacteria, viruses, and mold that either grow or pass through the air handling systems, reducing the risk of cold, flu, allergies, and other illness associated with air handling systems.

The Colburn School's heating, ventilation, and air conditioning (HVAC) systems are designed to meet all required ventilation standards and building codes by allowing enough fresh outdoor air to control contaminant levels in buildings.

In line with public health guidance, our buildings will not be at full occupancy for the time being, and all occupants must adhere to physical distancing measures.

Custodial

Custodial staff will clean and sanitize buildings on a regular basis to reduce the spread of viruses and risk of exposure to occupants and workers by following the CDC recommendations and guidance. Additionally, custodial employees are trained on cleaning procedures to disinfect facilities when necessary. Cleaning frequency will increase as campus spaces are re-occupied and the Custodial department returns to full strength:

- High-traffic areas and frequently touched surfaces: cleaning and sanitizing will be performed three times per day or once per shift (tabletops, doorknobs, light switches, countertops, handles/ rails, drinking fountains/bottle filling stations, vending machine buttons, shared printers and copy machines, elevator button/panels and stairwells).
- Base Building Restrooms: cleaning and sanitizing three times per day or once per shift (toilets, partitions, sinks, faucets, countertops, handles, light switches), and checking and replenishing dispensers.
- Soft and porous materials: carpets and upholstered furniture will be vacuumed once per week and sanitized with EPA-approved cleaner.
- Hard floors: floors will be swept and wet mopped once per week with an EPA-approved cleaner.
- Classrooms and large studio spaces (used for group instruction): cleaning and sanitizing once per day if the classroom or studio is being used or between Stable Groups if used by different Stable Groups in a single day.

Restrooms

Use of restrooms will be limited based on size to ensure at least 6 feet of distance between individuals. Individuals should wash their hands thoroughly to reduce the potential transmission of the virus and wear their face coverings at all times.

Elevators

Please follow the posted signs and/or floor decals indicating approved occupancy. Individuals should use the stairs whenever possible, but those using the elevators should wear their face coverings and avoid touching the elevator buttons with their exposed hand/fingers, if possible. Upon disembarking, Individuals should wash their hands or use hand sanitizer with at least 60% alcohol as soon as possible.

Vendors

To the extent possible, visits by vendors are by appointment only. Vendors will be registered in a log that includes the vendor's name, phone number, address and email address, and will be required to sign a COVID-19 waiver form prior to starting their scheduled project(s). Vendors will also be required to complete and be cleared on the LiveSafe health screening application prior to coming on campus.

Vendors are checked in by Security upon arrival in the loading dock area. Walk-ins can be checked in at Olive Building Security Desk. Their movement while on the Colburn School campus is limited to the specific areas required to conduct their business with the School and to the restrooms.

Vendors are required to wear face masks or face coverings inside campus buildings or in close proximity to others while outside. (Note: Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement.)

All vendors are bound by the restrictions of local, state and federal orders, and they must be able to maintain 6 feet/2 meters of separation to comply with physical distancing requirements.

Hand sanitizers, tissues, and trash cans are available for visitor use in the lobbies of the Grand and Olive buildings. Soap and water for handwashing is available in all restrooms.

Pianos/Keyboard Instruments

Individuals are prohibited from using any type of wipes, disinfectants, liquids, gels, sprays, etc. on any part of a keyboard or instrument case. All of these products are harmful to the instrument and can damage both the keys and action components, as well as the furniture or case. Individuals should wash their hands thoroughly before and after using any keyboard instrument, and are required to wear a suitable face mask or face covering while playing a school keyboard instrument. The Piano Technician team will clean and sanitize pianos on a regular basis to reduce the spread of viruses and risk of exposure to occupants and workers by following the CDC recommendations and guidance. If additional cleaning or sanitizing is required, individuals should contact pianotech@colburnschool.edu or call 213-621-1037.

Fitness Center

The Fitness Center is closed for use by any employee, student, parent/guardian, or visitor.

Water Fountains

All water fountains are out of service and should not be used.

Guidance for Specific School Scenarios: Entrance, Egress, and Movement Within the School

Enter/Exit control of buildings

Entry to buildings will be regulated and monitored. Colburn School badges are required for entry to both the Grand and Olive buildings. Individuals should not hold or prop open exterior doors for any other person. Individuals waiting to enter the School must maintain 6 feet/2 meters from other people.

Stable Group Cohorts

Students participating in group activities (defined as activities including two or more students in a classroom or studio) will be assigned to a Stable Group with a fixed membership and will stay together for all group activities. Stable Groups will be created for dance, jazz and chamber music ensembles. The minimum Stable Group will consist of 2 members and the maximum cohort will consist of 50 members. A Stable Group will be assigned one faculty member.

Movement Within the School

Except where a parent or guardian is participating in the class with the student, parents/guardians and other visitors should not accompany students on campus. They may wait for the student outside of the School, on the plaza or in their car in the parking garage.

Students should proceed directly to their studio or classroom, following signage, and keeping 6 feet/2 meters of distance from others. These social distancing protocols must be maintained when entering and exiting a classroom or studio, and special attention must be paid to avoid grouping together with others when entering or exiting a space. When the class or studio session ends, students must proceed directly to the exit or parking garage and are prohibited from remaining on the Colburn School campus.

Care must be taken to avoid mixing with students or faculty that are entering or exiting from another classroom or studio. If students from another class or studio are in a hallway, faculty should ask their students to wait to exit until the hallway is clear.

Classroom Environments

Students are expected to remain 6 feet/2 meters from others. In classrooms, where it is not possible for desks to remain 6 feet/2 meters apart, a minimum of 3 feet/1 meter is required. Students are expected to wear face coverings at all times while on campus unless they are outside or in a private practice room with a closed door.

Studios and large classrooms will be assessed in order to implement measures to physically separate and increase distance between faculty and students such as:

- Visual cues such as floor decals, colored tape, or signs will be placed to indicate where individuals should stand while waiting in line.
- One-way directional signage will be placed in large open workspaces or areas with multiple throughways to increase distance between individuals moving through the space.
- Physical distancing and cleaning protocols will be set for areas where individuals may commonly gather or use shared resources.
- Interior stairways will be designated for up and down traffic as building space allows.

While custodial crews will continue to clean the facilities based on CDC guidelines, students will also be expected to wipe down commonly used studio and classroom surfaces.

Meetings and Congregating in Groups

In-person meetings and congregating in groups in common areas are strongly discouraged, as convening in groups increases the risk of viral transmission. Communication between individuals is encouraged to take place via email, instant message, telephone, Zoom, or other available technology rather than face-to-face.

Attendees must always maintain 6 feet/2 meters of social distance and wear their face coverings during meetings.