

Mahanaim COVID-19 Guidelines on Academics, Building Usage and Activities

Person-in-charge: Glen Heil, VP of Academic Excellence - glen.heil@mahanaim.com

Health Reporting: Yunmi Park, Mahanaim Health Advisor - health@mahanaim.com.

Publication and Posting:

This Policy will be emailed to all Mahanaim faculty, staff, and students. It will also be reviewed with all students during Student Orientation.

Effective Date:

This policy will go into effect immediately upon email notification to Mahanaim students, staff, and faculty and will remain in effect until further notice. Unless otherwise specified, enforcement of amendments and alterations will occur 24 hours after the email notification is sent.

For general policy and guidelines regarding testing, vaccination status, quarantine, and reporting guidelines, please see the [Mahanaim COVID-19 General Policy](#).

Enforcement

The following guidelines are to be upheld and enforced by all members of the Mahanaim community for the sake of everyone's safety and to follow the guidance set forth by the CDC and New York State Health Department. There shall be no exemptions to this policy without the written approval of the VP of Academic Excellence. Failure to adhere to this policy and its protocols will be considered a violation of the Code of Conduct.

Attendance Policy during COVID-19

- The Mahanaim Attendance Policy remains in effect. Students missing more than 25% of a course's scheduled meeting dates for any reason will be withdrawn from or receive a failing grade in the course depending on the circumstances of the absences.
- Instructors are strongly encouraged to prepare for possible COVID-related student absences and/or remote learning scenarios in advance and make materials and arrangements available for students.
- Instructors should have clear attendance and instructional continuity policies in their syllabus for those who miss classes.

(For Students)

- Students are expected to attend classes in person from **January 24th, 2022**, which is the start of the Spring 2022 semester.
- If you test positive for COVID or fall ill with COVID-like symptoms, you are required to immediately report to the Health Advisor at health@mahanaim.com and follow quarantine and testing procedures. Similarly, notify your Program Chair and instructors so that arrangements can be made for remote learning, makeup work, or other arrangements as deemed appropriate by your instructors. You may return to campus after fulfilling the required quarantine period and submitting a negative test result to the Health Advisor.

(For Staff and Faculty)

- All staff and faculty members are expected to report to campus for work beginning on **January 24th, 2022**, which is the start of the Spring 2022 semester.
- If while teaching a course you test positive for COVID and/or are placed in isolation or quarantine and cannot come to campus, notify the Health Advisor at health@mahanaim.com as well as the VP of Academic Excellence. Similarly, contact your students to notify them of your plans for academic continuity. In consultation with the VP of Academic Excellence, you may be advised to temporarily move the class online. If you become ill with COVID symptoms and are unable to teach, contact and notify the Health Advisor and the VP of Academic Excellence. These matters will be addressed on a case-by-case basis.
- The same applies to instructors who have dependent care needs for children or ill family members due to COVID-related challenges. Please contact the VP of Academic Excellence and notify them of the situation. You may request to temporarily switch to remote instruction while arrangements for dependent care are made. These matters will also be addressed on a case-by-case basis.

Mask and Social Distancing Guidelines

*Unvaccinated individuals under a medical or religious exemption as well as partially-vaccinated individuals must maintain six feet social distancing and be masked at all times (including performances) regardless of the exceptions stated below. Slitted masks or bell covers may be used for instrument playing and singing purposes.

Class / Experience	Guideline
Classrooms (Lecture)	In-Person
Distancing	<ul style="list-style-type: none"> ● Social distancing of 6 feet between students and the lecturer. <ul style="list-style-type: none"> ○ Seats are to be assigned for the semester and a seating chart made for contact tracing purposes. ● Students presenting, reciting, or acting should maintain a 6-foot distance from the rest of their peers if they are maskless.
Facial Coverings	<ul style="list-style-type: none"> ● Masks must be worn by all students at all times. <ul style="list-style-type: none"> ○ Exceptions to students: <ul style="list-style-type: none"> ■ Students may remove masks in diction, acting, or public speaking classes when they must perform, recite, or present but should keep their masks on when not actively participating. ● Instructors- Masks must be worn by instructors at all times. <ul style="list-style-type: none"> ○ Exceptions to instructors: <ul style="list-style-type: none"> ■ During diction, acting, or public speaking courses when the instructor must demonstrate specific skills or content.

Class / Experience	Guideline
Private Lessons	In-Person
Distancing	<ul style="list-style-type: none"> ● Social distancing of 6 feet between the student and the instructor and accompanist. <ul style="list-style-type: none"> ○ The instructor and accompanist do not need to social distance as long as both are masked.

Facial Coverings	<ul style="list-style-type: none"> ● Woodwinds/Brass - Masks must be worn by the student except when playing their instrument. ● Singers - Masks must be worn by the student at all times except when singing. ● Strings, Percussion, Piano, Accompanists, Composers - Masks must be worn by the student at all times. ● Instructors- Masks must be worn by the instructor at all times except when demonstrating on their instrument.
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Class / Experience	Guideline
Orchestra	In-Person
Distancing	<ul style="list-style-type: none"> ● Woodwinds/Brass - 3 feet social distancing between each other and other instruments. ● Strings, Piano, Percussion - Use normal distancing between each other. 6 feet from Woodwinds or Brass. ● Conductor - 6 feet social distancing with the orchestra.
Facial Coverings	<ul style="list-style-type: none"> ● Woodwinds/Brass - Masks must be worn by the student except when playing their instrument. ● Strings, Percussion, Piano- Masks must be worn by the student at all times. ● Conductor - May remove mask but must keep a 6-foot distance from the orchestra.

Class / Experience	Guideline
Choir	In-Person
Distancing	<ul style="list-style-type: none"> ● Social distancing of 6 feet between singers and also from the conductor.
Facial Coverings	<ul style="list-style-type: none"> ● Masks may be removed by singers when singing in rehearsals and performances. Masks must be worn when not actively singing or when not in a performance.

Class / Experience	Guideline
Chamber Ensembles	In-Person
Distancing	<ul style="list-style-type: none"> • Social distancing of 3 feet between each student and also from the instructor.
Facial Coverings	<ul style="list-style-type: none"> • Woodwinds/Brass - Masks must be worn by the student except when playing their instrument. • Strings, Percussion, Piano- Masks must be worn by the student at all times. • Instructor - Mask must be worn by the instructor at all times except when demonstrating on their instrument.

Class / Experience	Guideline
Vocal Ensembles	In-Person
Distancing	<ul style="list-style-type: none"> • Social distancing of 3 feet between each student. • Distancing of 12 feet between singing students and observing students and the instructor (who may observe without social distancing)
Facial Coverings	<ul style="list-style-type: none"> • Singers - Masks must be worn at all times except when singing at a 12-foot distance from the rest of the class. • Observers/Accompanist - Masks must be worn at all times when not singing. • Instructor - Mask must be worn by the instructor at all times except when demonstrating.

Woodwind and Brass Instrument Etiquette

- Condensation from valves into an absorbent towel rather than directly onto the floor.
- Woodwinds and brass players may use a bell cover when playing their instrument or a mask with a slit in it. When opting to use a bell cover, students should still wear a mask when not actively playing.

Room Sanitation

- Students and faculty must wash/sanitize their hands before and after using a practice and/or lesson room.
- Hand sanitizer will be provided across the campus.
- Rooms will be cleaned and sanitized daily.

Class / Experience	Guideline
Student Advising	In-Person or Remote
Distancing	<ul style="list-style-type: none">● Social distancing is not required.
Facial Coverings	<ul style="list-style-type: none">● Both the student and advisor must be masked at all times.
Remote Option	<ul style="list-style-type: none">● Students may request a virtual appointment over Zoom instead of an in-person appointment.

Class / Experience	Guideline
Academic Excellence Center (Peer Tutoring, Writing Center, Peer Mentoring, CARE Teams)	In-Person (Regular hours of operation) or Remote
Distancing	<ul style="list-style-type: none">● Social distancing is not required.● However, patrons recommended to sit no more than 4 to a table.
Facial Coverings	<ul style="list-style-type: none">● All students and AEC personnel must be masked at all times.
Remote Option	<ul style="list-style-type: none">● Students may request a virtual appointment with any AEC service instead of an in-person session.

Class / Experience	Guideline
Cafeteria	In-Person (Regular hours of operation).
Distancing	<ul style="list-style-type: none">● Patrons recommended to sit no more than 3 or 4 to a table.
Facial Coverings	<ul style="list-style-type: none">● Patrons should remain masked in the serving line until they are seated and eating.