



February 2022

To our Metro Music Therapy & Studio PTC families:

DUE TO THE LATEST RECOMMENDATIONS FROM THE CDC, we have updated our in-person policies. Please read through the following information carefully. Please also understand that these policies may be subject to change based off of transmission and infection rates in our community. "Studio PTC" is the name of Metro Music Therapy's office-based music studio, and is utilized for music lessons and individual music therapy sessions. The *Standard Illness & Attendance Policies* listed on page 2 also pertain to our in-person sessions in clients' homes and community-based facilities.

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#### **STUDIO PTC SAFETY PRECAUTIONS:**

- Prior to each session, our team will clean the touched surfaces in the studio and doorknobs and will then wash their hands
- Due to recommendations from the CDC, masking is optional for our staff and clients at this time
  - You can read the latest masking recommendations from the CDC [here](#)
  - You can check the latest Covid-19 Community Levels [here](#)
- All clients will be asked to sign [this waiver](#) prior to resuming or beginning in-person services

#### **ARRIVAL & WAITING @ STUDIO PTC**

- **When you arrive for your session, please remain in the car until your therapist/instructor opens the outside door (closest to the studio) to wave the client in**
- Our waiting room is currently closed – **please wait in your car** during the client's session
- Each client will be asked to use hand sanitizer upon entering and exiting the studio
- If you would like to watch the session from your car, our therapists can provide you with a Zoom link which will allow you to see into the Studio during the session (please give the therapist/instructor 24 hrs notice so that they can create the link and send it to you with ample time)
- Our therapists will walk the client back out to the car when the session is finished
- **RESTROOMS:** Our offices are in a shared suite space, and the restrooms in the building are used by **all** tenants and their potential visitors. The Metro Music Therapy staff are not responsible for cleaning this shared space. We recommend only using the restroom if an emergency, and please understand that you do so at your own risk. If restrooms *do* need to be used, children under the age of 12 must be accompanied by an adult

## **METRO MUSIC THERAPY STANDARD ILLNESS & ATTENDANCE POLICIES:**

Our staff work with medically fragile clients, and we do not want to carry any illnesses to other families, infect ourselves, or our own families. **If the client is sick, please cancel your session by contacting your therapist/instructor directly.** It is ideal and highly preferred that you cancel your session with **at least 12 hours' notice**; however, even short notice is better than no notice which allows our staff to avoid potentially unnecessary travel to and from the session site. If your therapist/instructor is notified about the cancellation at least 12 hours before your scheduled session time, you will not be charged a "no-show" fee for your session (full session rate). It is understood that there are emergency situations and acute illnesses that can occur and these situations will be handled on a case-to-case basis. The Board of Health considers the following signs/symptoms as indications of communicable illness/disease: vomiting, diarrhea, rash/swelling, fever over 100°, sore throat, red or running eyes. Please be sure the client is symptom-free for **at least 5 days** before resuming in-person sessions.

### **PREVENTION:**

The Centers for Disease Control and Prevention (CDC) has published a list of things that you can do to help prevent the spread of communicable diseases:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing
- If available, soap and water should be used preferentially over hand sanitizer if hands are visibly dirty
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick (please see our current illness policy if you have any questions)
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe

### **HEALTH PRECAUTIONS TAKEN BY OUR STAFF:**

Our staff always operate by the following health precautions and procedures:

- Washing hands before and after each session, after eating, using the restroom, touching their face, or when their hands are visibly dirty
- Utilizing hand sanitizer in lieu of soap and water in all of the above situations only if soap and water are not present
- Sanitizing instruments in between each session
- Staying home and cancelling sessions if they are sick
- Following all additional CDC standards listed in the Prevention Section above