Date: January 14, 2022
TO: All Contractors, Vendors and Service Providers
FROM: Curtis Institute of Music
RE: COVID-19 Guidelines - REVISED

Curtis Institute of Music acknowledges the health and safety of everyone in our Curtis community is our top priority; this concern extends to all contractors, vendors, and suppliers who service our campus, as well.

To ensure we are taking all necessary precautions to protect our community and prevent the spread of COVID-19, we have issued the following guidelines. It is Curtis’s expectation that all parties will adhere to the required guidelines to ensure the safest possible working conditions for everyone on our campus. Furthermore, Curtis expects all parties to follow all applicable state and local orders related to COVID-19.

These measures are based on what is currently known about the COVID-19 disease from the Centers of Disease Control & Prevention (CDC) and the Department of Health (DOH). With the global situation evolving rapidly, we ask that you review the guidance provided by the CDC and DOH regularly and adjust your response accordingly. The following are measures Curtis has implemented, to date. It is Curtis’s expectation, and the purpose of this guidance, to confirm that all contractors, vendors, and service providers working on our campus comply with the following guidelines and/or their equally protective equivalent.

**Vaccination**

For the safety and well-being of our community, Curtis expects everyone on campus to be vaccinated. While the vaccine has proven to be highly successful, it is not 100% effective; therefore, all are advised to observe best practices such as proper handwashing, maintaining distance, and wearing masks, to mitigate the spread of any airborne illness.

Contractors will be asked to provide a signed Contractor Statement affirming that all employees and service providers of that Contractor have been fully vaccinated.

- At this time, an individual is considered fully vaccinated two (2) weeks after completion of a two-dose mRNA series or one dose of Janssen vaccine. Starting March 1, 2022, individuals must have completed both a primary series of the vaccine and a booster to be considered fully-vaccinated.
Curtis recognizes those vaccines which have received full approval (Pfizer-BioNTech) and/or Emergency Use Authorization (Moderna, Johnson & Johnson/Janssen) from the U.S. Food and Drug Administration or have been pre-qualified for Emergency Use Listing by the World Health Organization (AstraZeneca, Covishield, Sinovac).

In addition, Curtis may also require a copy of proof of vaccination for any individuals who may come in contact with any personnel at Curtis, and access to Curtis facilities will not be permitted until proof is received by Kim Gould, Director of Human Resources and Equal Opportunity, Title IX Coordinator (kimberly.gould@curtis.edu, 215-717-3174) or Nan Alderson, Senior Director of Facility Operations (nan.alderson@curtis.edu, 215-717-3168). If an individual requires a reasonable accommodation to be exempt from vaccination, please contact Nan Alderson or Kim Gould and a determination will be made if the accommodation is possible.

Basic Protections

While on campus, you are required to observe basic protection guidelines for your safety and the safety of our community. The objective is to reduce the probability of contact between persons who may be carrying an infection and those who are not infected, and to minimize disease transmission.

- Face masks must be worn, except while eating or drinking, or if one is alone in one’s office/workspace, or if wearing a mask creates an unsafe work condition (e.g., could become entangled in machinery). If a person is not wearing a mask while on campus, security may ask that person to leave.

- Social distancing is recommended in all campus buildings.
  - Maintain three feet of distance between yourself and others, and limit the number of people in any confined space at a time. Special attention should be made to limit the number of individuals in close contact or in small, confined spaces so that the maximum amount of space between individuals can be maintained.
  - Limit the number of employees in a given area to allow for social distancing. In-person meetings on campus should be limited to no more than five persons, until further notice.
  - Breaks and lunch times should be staggered to discourage all employees from taking break at the same time. Employees should maintain three feet of distance from others when on breaks and should not congregate in groups larger than two to three people.

- Frequent proper handwashing and/or use of hand sanitizer is encouraged.
• Every contractor or vendor with personnel on site is required to submit a copy of their COVID-19 Mitigation Plan to Curtis and provide updated information as it is available. At a minimum, each Mitigation Plan shall address sanitizing procedures for workspaces, PPE/face coverings, methods to maintain social distancing, and the procedures that will be followed if a member of the contractor/vendor on site tests positive for COVID-19.

• Avoid close contact with individuals who are sick. The CDC defines “close contact” as (a) being within approximately 6 feet of a COVID-19 case for 15 minutes within a 24-hour period, or (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Routine Environmental Guidelines On-Site:
• Employees should routinely clean all frequently touched surfaces in the workplace, such as light switches, workstations, countertops, handrails, doorknobs, phone handsets, computer keyboards, equipment buttons, tools, etc. Use the cleaning agents that are usually used in these areas and follow the directions on the labels.

• When possible, employees should increase the frequency of cleaning/wiping down commonly touched surfaces (e.g., pens, clipboards, utensils, carts, etc.).

• Where possible, if an employee uses a communal appliance (e.g., microwave oven, vending machine, etc.), the employee should wipe the areas touched after use.

• No sharing of food or utensils should be permitted until further notice.

• Where possible, open windows and doors and/or use fans or air purifiers to increase ventilation and air exchanges in the work area.

Immediate Notice is Required to be Given:
Curtis is to be notified immediately if any individual has:
• Tested positive for COVID-19;
• Encountered someone known to have tested positive for COVID-19 or exhibited symptoms consistent with COVID-19;
• Been sent home (or who did not come to the Curtis campus) because they have symptoms of acute respiratory illness, signs of a fever, and/or any other symptom consistent with COVID-19; or
• Traveled internationally within the last 14 days.

Please provide notice to Curtis’s Sr. Director of Facility Operations, Nan Alderson, at 215-717-3168 (office) or 215-880-0404 (mobile); please leave a voicemail if necessary, and include a phone number where you can be reached for follow-up.
Upon notification, Curtis will notify the appropriate parties and will be in contact regarding next steps, including the potential shutting down of a work area or building for additional mitigation efforts. If operations are temporarily suspended in a building or work location, information will be communicated to all related contractors/vendors, along with information about a remediation plan developed according to best safe practices.

All contractors/vendors/service providers must emphasize the need to stay home when sick. The importance of proper respiratory etiquette and hand hygiene should be discussed with all employees:

- Individuals who feel unwell, regardless of the severity of symptoms, should stay home.
- Individuals should understand and observe proper cough and sneeze etiquette.
- Individuals should understand and observe proper handwashing/sanitizing procedures: washing hands often with soap and water for at least 20 seconds, or cleaning hands often with an alcohol-based hand sanitizer that contains at least 70% alcohol. Hands should be washed, preferably with soap and water, whenever visibly dirty, and/or after using a restroom.
- By coming to work and to the Curtis campus, an individual is self-certifying that s/he is not sick and is able to work within the guidelines of the CDC.
- Companies allowing employees who are knowingly sick to report to work will be responsible for their employee’s actions.

Educate Your Employees Regarding COVID-19 Symptoms:

The following symptoms may appear 2-14 days after exposure:

- Fever
- 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
Send Home Your Sick Employees:

- CDC recommends that employees who, upon arrival at work or while at work, appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath, etc.) and/or fever (100.4°F [37.8°C] or greater using an oral thermometer) should be separated from other employees and be sent home immediately.
- Please stay informed as the CDC is updating its website daily www.cdc.gov/ncov with the latest information and advice for the public.

Returning to the Workplace after Illness:

- A person who has tested positive for COVID-19 should isolate at home for 5 days from the onset of symptoms or the date of the positive test, whichever is earlier. Day 1 is the first full day after the onset of symptoms or the first full day after the positive test. If the individual has no symptoms or if symptoms are resolving, and the individual has been fever free for at least 24 hours without the use of medication, they may return after 5 days but must continue to wear a mask around others for 5 additional days.
- If the individual has a fever, they must stay at home until the fever resolves and they have been fever free for at least 24 hours without the use of medication.
- Curtis requires either a doctor’s note confirming that the person is no longer contagious and has been cleared to return to work or confirmation that it has been at least 5 days since the person’s last exposure, the person has been fever-free for 24 hours (without medication), and overall symptoms are improving before the person may return to the workplace. The individual must continue to wear a mask around others for 5 additional days.

Close Contact With Someone With COVID-19

- A person is considered a “close contact” if they spent at least 15 minutes over a 24-hour period within six (6) feet of someone who tested positive for COVID-19 during the time that individual may have been infectious. A person is also considered a “close contact” if they had direct contact with the secretions of the infected person during the infectious period.
- Persons who have been fully vaccinated (2+ weeks following receipt of the last dose in the series and received an additional “booster” dose) and have been exposed to someone with COVID-19 but are not exhibiting any symptoms do not need to quarantine but should wear a mask around others for 10 days and, if possible, should test on Day 5.
• Persons who have been fully vaccinated and develop symptoms should stay home for 5 days and continue to wear a mask around others for an additional 5 days. If possible, they should test on Day 5.

• Persons who are not fully vaccinated or have not had a booster dose and have been in contact with someone who has tested positive for COVID-19 should quarantine for 5 days and take precautions for 10 days. Even if asymptomatic, a person should test at least 5 days after last contact with the positive person.

• After exposure to a positive case, if symptoms develop in a person who is not up to date with their vaccinations, immediate isolation is recommended and should continue until test results are received.