



## Staff COVID-19 Protocols

**\*These protocols are subject to change based on changing guidance from the CDC and the Commonwealth of Massachusetts. \***

### **Music Therapy and Administrative Staff**

#### **Employee Protocols**

- Roman Music Therapy Services will provide disposable masks, hand sanitizer, and a thermometer (upon request) to Music Therapists.
- Staff are encouraged to engage in social distancing whenever and wherever possible.
- Staff must practice frequent handwashing and Music Therapists must wash their hands with soap and warm water for a minimum of 20 seconds before and after working with each client.
- Between each appointment, the Music Therapist must disinfect all materials used within a session with COVID-19 approved cleaning products.
- Masks and face coverings are optional for employees while in the Roman Music Therapy Services center.
- The Roman Music Therapy Services office spaces are scheduled to be professionally cleaned on a weekly basis.
- Staff are required to disinfect their work area before leaving the office.
- Music Therapists providing services off-site will adhere to all site-specific protocols regarding COVID-19, including individual family preferences for in-home and center-based sessions.

#### **Health Protocols**

- All Roman Music Therapy Services employees are required to be vaccinated against COVID-19, which includes the initial two-dose vaccine series. Booster shots are recommended, but not required. Employees should stay up to date on their eligibility for additional vaccines and boosters to prevent the spread of COVID-19. Proof must be provided to Jen Ray, Senior Support Specialist.
- Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day will immediately be separated from other employees, clients, and visitors, and sent home.
- Outside of the workplace, employees should use their discretion in following CDC guidelines to ensure the safety of staff, clients, and caregivers.

#### **Testing Positive for COVID-19**

- ***Employees who have symptoms of COVID-19, including fever, cough, shortness of breath, sore throat, muscle pain, chills, or new loss of taste or smell must call in sick and are not to report to work.***
- If an employee tests positive for COVID-19, they will disclose this information to the Office Manager for purposes of contact tracing.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).
- Employees should refer to the Return to Work Guidelines for information on when they are cleared to come back to work after being infected with COVID-19.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.

333 North Avenue Wakefield MA 01880 ~ [phone](#) 781.224.3300 [fax](#) 781.224.3306

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## Exposure to COVID-19

- Employees who are exposed to COVID-19 and are fully vaccinated, but have not received their booster shot should:
  - o Quarantine for at least 5 days
  - o Get a viral test at least 5 days after you last had close contact with someone confirmed with COVID-19, regardless of symptoms
  - o Watch for symptoms until 10 days after you last had close contact with someone with COVID-19
  - o Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
  - o Avoid travel
  - o Avoid being around people who are at high risk
  - o If symptoms develop, isolate immediately and get tested
- Employees who are exposed to COVID-19 and are fully vaccinated and received their booster shot should:
  - o Get tested at least 5 days after you last had close contact with someone with COVID-19
  - o Watch for symptoms until 10 days after you last had close contact with someone with COVID-19
  - o If symptoms develop, isolate immediately and get tested
  - o Avoid travel
  - o Avoid being around people who are at high risk
  - o Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**\*\*Please note that all clients and staff that test positive for COVID-19 should consult with their healthcare provider to determine the best course of treatment and information on quarantine and isolation as it pertains to their specific case.\*\***

## Travel Recommendations

- Employees can travel safely within the United States without additional testing or quarantine needed. If you are traveling, please review the [CDC recommendations for safe travel](#).
- Employees who travel internationally should follow all [CDC recommendations for safe international travel](#), including:
  - o Get a viral test 3-5 days after travel
  - o Self-monitor for COVID-19 symptoms; isolate and get tested if symptoms develop



## Office Protocols

- Music Therapists will be required to clean and disinfect all office supplies/spaces that they used while at work.
- All materials utilized for services in the studio will be cleaned and disinfected between each session by the Music Therapist.
- RMTS staff are expected to maintain a clean and sanitary work environment, which includes disinfecting materials and surfaces, disposing of trash and other waste, and maintaining cleanliness of shared work spaces.
- A station with hand sanitizer and disposable masks will be available in the reception area. All staff and visitors are encouraged to utilize hand sanitizer before and after leaving the RMTS office.

We sincerely appreciate everyone's commitment to helping maintain the health and well-being of our community. If you have any concerns, questions, or suggestions, we encourage you to reach out to us so that we can work together to create a safe and supportive environment for music therapy. In order to maintain health and safety standards, **please note that the Music Therapist reserves the right to terminate a session if they determine that health & safety are at risk.**

I have read and agree to the outlined procedures and protocols above to help keep everyone safe and healthy.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_