



*Last update 06/08/2026*

## **NEMPAC Health & Safety Policy**

If a student, staff member, volunteer, faculty, or concert attendee is experiencing signs or symptoms of cold or flu or otherwise resembling COVID-19, the individual should not attend the program nor enter any of NEMPAC's facilities.

Faculty or students who test positive must follow the most up-to-date CDC guidelines regarding isolation and notify NEMPAC administration immediately: 857-239-9997 or [info@nempacboston.org](mailto:info@nempacboston.org)

At NEMPAC, the safety and wellbeing of our employees, students, and the wider community are our highest priorities. We are committed to maintaining a healthy and safe environment for all individuals within our facility. This policy outlines the protocols in place to prevent the spread of illness and promote wellness.

**NEMPAC follows CDC and MDPH guidelines in responding to communicable diseases, including influenza, COVID-19, RSV, and other illnesses. Individuals who test positive for COVID-19 or another communicable illness must follow CDC and state isolation guidance and notify the appropriate manager.**

Individuals experiencing symptoms of illness must stay home and notify their supervisor or program manager. Symptoms of concern include fever, cough, sore throat, chills, gastrointestinal issues, shortness of breath, fatigue, body aches, loss of taste or smell, or other flu-like symptoms. Individuals may return when symptoms have improved and they have been fever-free for at least 24 hours without medication. For gastrointestinal illness, individuals must be symptom-free for 48 hours.

Anyone exposed to a confirmed case of a communicable illness should follow CDC exposure guidance and monitor symptoms. Staff, instructors, and students must report confirmed cases to program leadership. NEMPAC will provide timely communication to affected individuals while protecting personal privacy.

### **Cleanliness and Hygiene practices:**

- Instructors and staff are responsible for basic cleaning and sanitizing of shared equipment before and after use. This includes, but is not limited to, musical instruments, piano keys, microphones, and any other shared items that may come in contact with multiple individuals.
- Sanitize practice spaces between classes or performances, especially high-touch surfaces.
- Should an individual get sick (*in the form of bodily fluids or vomit in a facility space*) in a NEMPAC facility, NEMPAC facilities coordinator is responsible for disinfecting/professionally cleaning the space before programming or regular use resumes within 24 hours. Program staff must adhere to building and facilities guidelines and protocol.

### **Instruments and Equipment Safety:**

We also encourage students to use personal instruments when possible. Shared instruments must be sanitized between users. Wind or brass instrument mouthpieces may not be shared without proper disinfection.

### **Facilities and Ventilation:**

At present, NEMPAC does not require masking or vaccinations as a condition for participation. However, we strongly encourage all staff, students, and visitors to follow recommended public health guidelines based on their individual health needs. Should any individual feel more comfortable wearing a mask or taking other protective measures, they are encouraged to do so.

- NEMPAC maintains HVAC systems according to recommended standards
- NEMPAC uses air filtration or ventilation strategies where appropriate, this includes opening windows or using portable HEPA units when feasible.

### **Performances and Audience Safety:**

NEMPAC may adjust audience capacity, event layout, or mitigation strategies during periods of elevated community illness. Performers and audience members who feel ill are encouraged to stay home.

### **Employee Leave and Support:**

Employees or instructors who are unable to work due to illness or symptoms are eligible for sick leave as outlined in our employee handbook. Should you need medical advice or a diagnosis, please contact your healthcare provider. Any individual who is unwell or unable to self-certify their health status should refrain from attending work and seek appropriate care.

### **Policy Updates and Change:**

This policy is subject to change as guidance from local, state, and federal health authorities evolves. NEMPAC will continuously monitor these updates and adjust our health and safety practices accordingly. Any changes to this policy will be communicated to all staff and participants in a timely manner.

### **Roles & Responsibilities related to this Policy:**

- **Leadership:**  
Reviews and updates policy, communicates changes, ensures compliance.
- **Facilities Coordinator:**  
Maintains cleaning standards, ventilation systems, and safety supplies.
- **PMI / Classroom Manager:**  
Manages substitutes, supports instructor communication, monitors adherence to procedures.
- **Instructors:**  
Sanitize shared spaces, monitor student wellness, report illnesses promptly.
- **Front Desk/Reception:**  
Monitor visitors for illness, keep lobby areas clean, restock supplies, and report concerns.
- **Students & Families:**  
Follow illness rules, stay home when sick, and communicate absences promptly.

### **Emergency Response:**

In the event of a health emergency or significant outbreak within our community, immediate communication will be sent out with specific instructions. This may include temporary closures, virtual adaptations to programming, or other necessary steps to minimize risk.

### **Community Commitment:**

We rely on the cooperation of all staff, instructors, and students to ensure a safe environment. Thank you for doing your part to help maintain a healthy, welcoming, and supportive space for all.

### **Health Safety Policy Cancellation**

Should a class or lesson move to a virtual platform due to Health Safety Concerns or a Government Mandate, NEMPAC will follow an **Opt-Out Policy** where families are given FIVE days to withdraw from the program following the date communication is sent out to families. NEMPAC communicates to families via TEXT SMS and Email. Following five days, no refunds or credits will be permitted.

Should a class or lessons be **outright canceled** due to a health safety emergency, families will be notified and reimbursed for the remainder of the classes not taught.