

**Los Angeles College of Music**  
**Reopening Plan**  
**COVID-19 2020**

**Reopening Plan Committee (RPC):**

Tom Aylesbury, President  
Erin Workman, EVP  
Kristin Barrios, Controller  
Daniel Walker, Dean of Academic Affairs

**Introduction:**

Due to the COVID-19 Pandemic, the Los Angeles College of Music is in the process of planning for multiple potential scenarios for delivering course instruction in the Summer 2020 and Fall 2020 quarter(s). This Reopening Plan is developed in the interest of transparency with all stakeholders of the institution (Students, Faculty, Staff, Administration), as well as an invitation to express concerns or questions should they arise. The LACM recognizes that this is a challenging and unprecedented time for all involved, and there will be an essential need to remain fluid and flexible while also planning as specifically as possible. To this end, this initial draft of the Reopening Plan for Fall 2020 is outlined in three scenarios that align with the information available regarding the current status of the pandemic and guidelines by health officials and government leaders.

**SUMMER 2020**

Due to the announcement on May 12 by the Los Angeles County Public Health Director that LA County will remain under the Safer at Home Order through July, and projected to continue through August, the LACM campus will remain closed and all courses will continue to be delivered by remote instruction only. This was reinforced on May 14 by the Pasadena Public Health Department. (<https://www.cityofpasadena.net/public-health/wp-content/uploads/sites/32/ALL-Curbside-Retail-Health-Officer-Order.pdf?v=1589499991719>)

The announcement included an acknowledgment that restrictions could be lifted in part over the course of the next three months. When a partial reopening of campus resources is a possibility, a very carefully pursued plan (outlined below) for safety and health precautions will be followed strictly. At this time, it is not anticipated that the campus of LACM will fully reopen until the start of the Fall 2020 quarter, but we will continue to keep you apprised if any resources can be opened before that time. In order to prevent any mid-quarter disruption, it has been determined that all coursework will be conducted remotely for the entire Summer 2020 quarter.

All Summer at LACM programs (including Summer Xperience and Gordon Goodwin Big Phat Band Camp) will be offered remotely only. No courses or programs will occur on the LACM campus during the Summer 2020 term.

**FALL 2020**

**Best Case Scenario:**

The most optimal scenario for re-opening the campus by October 5, 2020 (the start of the Fall 2020 quarter), will be a “hybrid” approach of blending on-campus course delivery with continued remote instruction. Recognizing that some students and faculty will be able to return to campus for a portion of their classes, while others may not for various reasons from personal concerns to travel restrictions,

LACM will be providing Zoom conferencing for every class that does run on campus. These on-campus classes will be primarily performance, studio or lab centered courses. Any student who is joining via Zoom will be offered alternate options for completing assignments as is possible or given the opportunity to postpone taking that class until they are able to return to campus. If any faculty member is not able to return to on-campus classes, these classes may be temporarily reassigned to a different faculty member or converted to remote Zoom delivery where appropriate. Any class that has been designated as appropriate for remote delivery by the various Department Heads for each program will be solely offered via remote instruction. Class scheduling will be designed for small groups on campus at any one time, ample travel time where applicable between on campus classes and remote delivery, and block scheduling that will allow students and faculty to come to campus for a short window of time where needed and not to require being on campus for extended breaks. For health and safety purposes, once the "block" of classes on campus has concluded, students and faculty must leave campus. In all likelihood, campus resources requested outside of class will be on a carefully managed appointment system. Additional details will be forthcoming as the federal and state guidelines become more clear and specific as to what is possible and recommended. While the protocol measures listed below are detailed and will perhaps require operations to shift to accommodate, it is imperative that all measures are adhered to strictly in order to protect the safety of the campus community.

While this scenario and the protocol restrictions outlined below are based on the information currently at hand, LACM recognizes that each detail is subject to adjustment as this unpredictable health crisis continues to unfold.

#### Campus Safety Protocol:

-All students, faculty, staff, and administration will be required to wear a mask when on campus. LACM will provide one washable, reusable mask to each member and will have low-cost replacement masks for sale at the student entrance (limited quantity) should someone lose or forget their mask.

-All individuals entering campus for any reason will be required to have their temperature checked. Any person with a temperature above 100.4F will be required to leave campus and will be issued an excused absence classes missed (or if faculty, replaced by a substitute or the class will be cancelled and rescheduled). It will be requested that all check their own temperature at home prior to travelling to campus in order to prevent this disruption, but a no-touch infrared thermometer will be stationed at each building front entrance and a check must occur upon each entrance (even if previously checked).

-It will be requested and recommended that students and faculty wear gloves in addition to a mask when playing and touching the keyboards, pianos, amplifiers, microphones, studio mixers, computers, etc. Hand sanitizer will be available near each classroom and should be utilized (even when wearing gloves) before and after touching any shared surfaces. A limited supply of gloves will be supplied by LACM and it will be recommended that all secure their own supply as well. In addition, UV Air Sterilization devices will be located in each classroom in order to quickly sanitize any surface touched.

-Each student vocalist (not restricted to Vocal majors, but including any student who will utilize the microphones in the classrooms or studios) must purchase a microphone wind screen OR use their own microphone (preferred) while performing. In addition, full sanitization of the microphone, cable, and stand must occur between performances and use.

-UV room sanitization units will be utilized in each classroom and shared common space on a daily basis, as frequently as possible throughout each day, and a thorough sanitization procedure will be run each night.

-Additional sanitizing and hand washing stations will be placed around campus and all will be asked to wash hands frequently while on campus.

-A distance of six feet between individuals will be enforced on campus. Classrooms will be configured for additional space between chairs and instruments, and class sizes will be diminished where necessary in order to maintain this distance. When between classes or in common areas, social distancing must be adhered to.

-Audiences for performances and recitals will be restricted to LACM students, faculty, staff, administration, and (in limited cases and with all protocols followed above) direct relatives of the performers. LACM reserves the right to restrict audience type and size at any time, in keeping with health and safety recommendations – up to and including mandating no audience members and a remote live stream option only.

-All industry guests and guest speakers will be Zoom only, even if the class is being held on campus.

-Private Lessons will be held primarily via Zoom; where on-campus lessons are required due to equipment needs, lessons will be held in classrooms and not in the private lesson rooms or DAW labs. Private lesson, drum and DAW labs will be limited to individual use only, to continue to practice safe social distancing.

-The LACM campus will not be available for LACM alumni or outside guests for the Fall 2020 quarter, in an effort to drastically reduce the number of visitors to campus and restrict to only the essential community members during this time period.

-All career counseling, tutoring, advising and support counseling services will be held entirely via Zoom and remote for the Fall 2020 quarter. Business office appointments and other administrative appointments may be offered on a limited basis on campus for situations of urgency but will primarily be held by appointment via Zoom.

-Administration will monitor each department and allow staff to work remotely where possible, to limit the number of people on campus at any one time and continue to practice safe distance.

-Should it become known that any member of the LACM community has been confirmed as being infected by COVID19, additional restrictions and protocols will occur. This includes the potential for a temporary campus closure or reversion to remote instruction only. LACM will follow the guidelines of the Pasadena Public Health Department and safety measures established, in the event of this occurrence.

#### **Middle Case Scenario:**

Should October 5 (scheduled start date of the Fall 2020 quarter) not be approved for opening by all relevant government officials, but a date within 1-2 weeks be projected as probable, LACM will seek to postpone the start of the Fall 2020 quarter OR will begin classes via Zoom and resume the “Best Case Scenario” on the date in which it is permitted to do so.

#### **Worst Case Scenario:**

In the event that the LACM is not permitted or does not feel it can open safely at all, all courses would continue to be delivered remotely for the entirety of the Fall 2020 quarter. Should a date be mandated that allows LACM to open the campus at any point during the Fall 2020 quarter, the campus resources

would begin to be available on a limited basis and following all protocol measures described above. This scenario may involve altering course schedules and postponing required “on campus” performance and lab-based classes if adequate online alternatives cannot be found, as well as postponing or allowing alternate delivery formats for showcase and recital performances. Every available option will be considered for online delivery of the full schedule, in an effort to avoid a backlog of ensemble, performance and lab courses.

**ADDITIONAL INFORMATION:**

**2020 Graduation Ceremony** – Due to the required campus closure preventing the scheduled March 2020 graduation ceremony from occurring, LACM has projected a date of October 24 for the rescheduled event. This is contingent upon the ability for the campus to reopen and for large group gatherings to be permitted. Each student would also be given the option to participate in the March 2021 ceremony.

**2020 Diplomas** – Diplomas earned for 2020 graduates will be sent once all required and pending credits have been completed, and the student is in good financial standing.

**Recitals** – All pending Junior and Senior Recitals from Winter 2020 and Spring 2020 term(s) must be completed via remote delivery, per the instructions of each Department Head. This will satisfy the grading component for the recital course, but LACM recognizes that the full experience of performing the prepared material should be facilitated when the campus reopens. All cancelled performances, showcases, and recitals will be offered the ability to retroactively perform at LACM once the campus is able to open safely and fully.

**Pending Courses Tuition Waiver** – Due to the campus closure persisting for a longer period of time than originally anticipated, LACM recognizes that some students may have courses pending that could extend their original planned date of graduation. Any student that has not been able to take performance, lab, or other relevant courses due to the COVID19 campus closure and move to remote instruction, but has paid full tuition for the courses offered during the Spring and Summer 2020 term(s), will not be charged additionally should they need to complete their program by returning to take the courses pending. This policy will not apply to any student who has failed courses, dropped courses, or otherwise delayed their academic plan and graduation date by choice or circumstance. Some restrictions on financial aid eligibility may apply and each student should consult directly with the Financial Aid office for guidance. Each student will have a different set of circumstances to consider in receiving approval for this limited tuition waiver and will need to consult with Academic Advising and the Business Office in order to fully understand what they are eligible for regarding this scenario.