



MUSIC THERAPY DEPARTMENT PROTOCOL

July 1st, 2020 onward until further notice

Communicating Protocol to Parents and Caregivers

Communicate with parents, schools and caregivers the crucial importance to keep the Music Therapy participants and any adult accompanying the participant home when they are not well. I will be changing the signs on the MTD doors prior to July 1st to reflect this statement: "If you show any signs of illness, please stay home".

This Music Therapy Protocol will also be posted around the Music Therapy studios. Limit one adult to accompany each participant.

Tracing measures at entry of the VCM Downtown and Westhills locations. Not sure about NCM.

Caregivers, families, nurses, etc. should wear face masks within the facilities, if able to wear a mask. Participants are less regulated depending on age and medical condition. Everyone who can wear a mask must wear one.

Please request that all caregivers and participants follow signage and directional signage.

Modify drop off and pick up following VCM/Westhills/NCM regulations. Respect the lines on the floor in the hallway to wait for your turn to come in the studio. Respect distancing measures.

Screening procedures upon arrival at the studio to ensure anyone entering the studio is healthy: Do you have a cough or shortness of breath, chill, fever, sore throat, vomiting, diarrhea, loss of taste or smell or muscle pains? If yes to any, restrict them from entering the studio.

Please ensure all have used hand sanitizer at the VCM entrance. Please always have some at hand in your studio as well.

No caregiver can remain in the hallway during session in progress (they can come in the studio or exit the VCM). Absolutely no lingering in hallway. The only exception will be for an adult accompanying a participant with unpredictable behaviour, safety issues or possible medical emergency at any time. In this case, a chair from your MT studio will be provided by the music therapist to that adult for the duration of the session and must remain just outside the Music Therapy studio.

Therapist will sanitize chair before bringing it back into the studio.

Minimize participants and caregivers to bring backpack or purses in the studio with the exception of medical emergency devices and such as feeding tube devices attach to wheelchairs.

Use of Personal Protective Equipment (PPE)

Music therapists must wear a mask when entering or leaving the VCM as well as when walking in the hallway in the VCM/NCM (going to the bathroom / office, etc.).

Mask or shield or both mask and shield must be used by all music therapists during all sessions.



Gloves can be used to open doors, sanitize items, pushing wheelchairs, transporting instruments, having to attend to an emergency during sessions, etc. Wash your hands with water and soap as often as possible during the day.

NEW Studio Protocol

ALL INSTRUCTORS MUST book their rooms with Facilities beforehand, NO DROP-INS or same-day room changes upon arrival at VCM - directives to follow as we never had to do this as our studios are restricted.

No practice rooms available in July 2020. This will be reviewed and further communication will be issued before August.

No extra chairs or music stands in any spaces; chairs and stands in each space must match occupancy of each space.

Occupancy Limit:

102 - 7 including music therapist (3 bubbles for caregiver and participant + music therapist)

103 - 5 including music therapist (2 bubbles for caregiver and participant + music therapist)

203 - 9 including music therapist (4 bubbles for caregiver and participant + music therapist)

* Multi-sensory studio is closed at the moment until further notice.

Implement Social Distancing

Please add markings to the floor as needed in your studio using painter tape for delicate surfaces. Seating arrangements must be at least 6 feet apart for each bubble to adhere to social and physical distancing policies.

Music therapist will also need to keep distance between themselves and participants at all time. Post distancing reminders (lines/ X / Squares / physical barrier) on the floor between participants and music therapist as needed. Stay in your bubble. You may also need to reorganize your instruments, computer access, etc. in order for you to be able to reach those without crossing the studio floor at any time.

Participants should bring their own electronic devices and not use your computer, laptop, phone or ipad.

Cover your books and laptop, phone, etc. with a clear hard plastic cover when not in use and never share any of these items when you are at work.

Intensify Cleaning and Disinfecting

Custodial crew will make a heroic effort to keep up with cleaning and disinfecting all day long around our sites. However, it is unrealistic to always rely on our custodial crew. If we work back to back, sanitizing should be done on an ongoing basis all day long in our studios. Therefore, I am urging you to ensure your studio is sanitized at all time to preserve the health of all therapists using the studio and of all participants coming for sessions.

Custodial staff will clean your studio every day but to preserve the health of everyone using the studios, I am urging you, once again, to sanitize as much as possible as you go during the session and do a bit



more if needed prior to leaving the studio every day. This is crucial to preserve the health of everyone at VCM sites.

Sanitize with PerCept (or Cavi wipes for your own guitar or the piano because of the varnish - you can purchase Cavi wipes at BC MedEquip) all instruments and mallets after each usage. Do not use PerCept on the varnish of valued instruments in your studio. Use Cavi wipes.

If unable to do so during sessions in between activities, set aside instruments and mallets that need to be cleaned in provided baskets and do not make these instruments available until they are completely sanitized and dry. You really should have a system where you have one basket for un-sanitized instruments and one for clean instrument drying.

You should already have PerCept spray bottles in your studios and you can ask custodial staff to replenish these bottles. PerCept is a medical grade disinfectant so you do not need a lot and you need to let it sit for about 2 minutes for complete effectiveness before wiping.

Suggestion to use gloves when cleaning with Percept as the product is very strong.

You need to change gloves when you clean instruments and when you are using instruments or pushing chairs, etc.

Be very careful of cross contamination and ensure there is none.

Clean and disinfect touched surface during session and clean and disinfect doorknob and chairs between sessions. You can spray a chair and let it sit to dry and use another chair for your next participant.

Make some of the instruments, books, and equipment difficult to sanitize on an ongoing basis unavailable for the sessions (cover them or put them in a locked cabinet).

If you use the parachute (or Octaband, Stretchy band, etc.) for example, you can only use it with one participant and then take it home to wash - wash in gentle cycle in machine machine and hang to dry - do NOT put in the dryer. Ribbons and scarves should be washed in bath tub and hang to dry. Plan your sessions accordingly. You will need to bring it back in a clean bag for the next day.

Participants should never share instruments or equipment with others nor with therapist during sessions.

Ensure all instruments and equipment including piano, guitars, keyboards, etc are sanitized and ready to use for next therapist using the studio.

If participants sit on the floor, please mop the area before your next client. There will be one mop in each studio for you to use after the MT Summer camp. No mop in 102 as no participant sit on the floor.

We will use PerCept or any other recommended product by custodian staff in the bottle attached to the mop for spraying the floor. Air out the studios as much as possible in between sessions - open windows/ outside and hallway doors - to clear the air as much as possible when a participant gets out and a new participant comes in. Just get into the habit to open the windows or doors while going out in the hallway to greet next participant or during breaks.

Therapists should be the first one in the studio and last one out in between sessions when participants are changing in order to sanitize handle and not crossing over any participants without distancing measures.



SESSION CANCELLATION POLICY

As per our normal cancellation policy, if clients cancel a session due to signs or symptoms of ill-ness, where their schedule allows, therapists can work with the parent/school, home, etc. to offer a make-up session if possible or to give a few more minutes for the next few sessions to make up for missed session once again if possible.

Over the coming year, you may also offer either an online session at the set session day and time or send an individual an individual session plan which will provide activities that the participant can do at home alone or with a caregiver etc. Your schedule might be a mixture of online and in-person sessions throughout the day.

Ensure all your electronic equipment you will be using in your studio with whatever platform you are using to offer online sessions from any VCM/NCM site is actually working prior to your first online session! I trust you will find the best arrangement to serve your participants and meet their needs during this unpredictable time.

In the case that there is a larger setback due to COVID 19, we would proceed as we did in March 2020, cancelling all sessions, and offering only online sessions and individual sessions plan as an option to those who are interested.

Thank you for your professionalism, caring and respect.

Stay well.

Dr. Johanne Brodeur, Ph.D., MTA
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