

# **HAMILTON SCHOOL OF MUSIC**

## **COVID-19 PROTOCOLS**

(Effective September 8, 2020)

As we do our best to navigate through this challenging time, we have put in place certain protocols to ensure the safety of our staff and customers. The following lists some changes that we have made. We appreciate your cooperation in this matter.

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### **BYLAW**

As per the City of Hamilton bylaw, it is mandatory for everyone to wear a face covering upon entering and while in our business premises. This includes during all lessons. If you cannot wear a mask, your alternative is to wear a face shield or participate in online lessons only. Masks and face shields are available for purchase at a nominal fee.

### **TRAFFIC**

In order to reduce the flow of traffic inside the school, we ask that you drop off your child at the door and remain in your car for the duration of the lesson. To communicate with your teacher, please use the "Online Login" portal on our website. If you choose to attend with your child in his/her lesson, you will be asked to sit next to them during the lesson and maintain recommended distancing from the teacher. In order to maintain social distancing in the waiting area, there is limited seating.

### **TIMING**

Please do not arrive early for your lesson but do try to arrive on time, as we are trying to reduce the number of people/students in the waiting areas.

### **GREETER**

There will be a greeter upon entry to the school that will: 1) Facilitate the flow of traffic up and down our hallway/stairwell to maintain social distancing, 2) Screen everyone regarding COVID, 3) Ensure that face coverings or masks are being worn by all staff and students, and 4) Ensure that everyone is using hand sanitizer.

### **SICKNESS**

Please stay home or keep your child/student home if they have: fever / cough / difficulty breathing or shortness of breath / sore throat or difficulty swallowing / runny nose unrelated to allergies / loss of taste or smell / not feeling well, headache, unexplained tiredness and muscle aches / nausea, vomiting, diarrhea, or abdominal pain OR have come in close contact with someone with a suspected or positive case of COVID-19 or if you have travelled outside of Canada in the past 14 days or have come into contact with someone who has returned from travel outside of Canada in the last 14 days.

Students required to stay home due to COVID-19 may request to have an online lesson in place of the in-person lesson in the originally arranged time slot. If you choose not to take an online lesson, this cancellation will go towards your 1 make-up credit per term.

#### **SELF ASSESSMENT**

All of our staff and teachers will fill out a COVID-19 Health Self Assessment and be subject to a temperature reading upon entry to the premises prior to their daily scheduled lessons.

#### **FACILITIES**

The washrooms are available for staff and customer emergency use only and will remain locked. Only one washroom will be available to customers. Please ask the front desk staff for a washroom key.

#### **ROOMS/CLEANING**

All rooms are equipped with hand sanitizer for use by students and teachers. Students will be asked to use the hand sanitizer before and after their lesson. Cleaning supplies are also available in every room and will be used by teachers between students to wipe down any shared/common areas. A more thorough cleaning of common areas will be done on a nightly basis. Our smaller rooms have been outfitted with a barrier to facilitate social distancing, and every room has been set up in a way that promotes a 6-foot distance between teacher and student.

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We wish everyone the best of health and welcome you back when you are ready to return. If you have any questions regarding our procedures, please call our school at 905-318-6923.