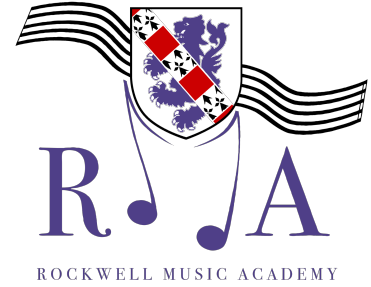


Rockwell Music Academy

Covid-19 Policy

2020-2021



Please conform to our outlined measures below to ensure the protection of our staff, students and parents during these trying times. We ask that you follow these procedures diligently and respectfully.

General Guidelines:

- Social distancing will continue at the beginning of the semester, our premises is facilitated to accommodate these requirements and we will expect students, parents and staff to adhere to social distancing at all times. In light of changes to this distance, we will review this guide accordingly.
- There will be a thorough clean of our academy every day, disinfecting all surfaces and instruments using a UV light.
- Hand sanitisers will be placed strategically throughout the academy.
- Screen guards will be installed at our reception and if necessary in each classroom.
- Our lessons will be scheduled on the hour and on the quarter, ie.: Lot 1: 9am, Lot 2: 9.15am to ensure traffic-flow is minimal.
- Surfaces in all our classrooms will be cleaned before every lesson. Each room will have a sanitizing log sheet recording each deep clean.
- Where possible, we ask that parents do not use our reception to wait for their child.
- Excluding drums and piano, instruments may not be shared. Rental instruments will be issued fully cleaned and must be returned at the end of the rental period in the same condition.
- Our group lessons, as always, will have a maximum of 4 students and will take place in our larger rooms.
- All invoices will be sent by email and fee payments must be made online. Cash and cheque payments will not be accepted.
- These guidelines will be posted on our website, social feed and in print form throughout our academy.
- All our staff will receive comprehensive training to ensure all restrictions are followed.
- Students who are classified as 'High-Risk' must inform the academy's director Suzanne Buttimer.

Lesson Guidelines:

- On successfully registering with us you will receive access to the RMA Student Portal, parents of students under 18 will receive access to the parent portal. Here you will find all the information you will need regarding your lesson including your:
 - Lesson time/date
 - Tutor
 - Room number
 - Materials from your tutor - lesson plans, sheet music and other resources
 - Attendance records
 - Lesson notes
- All students must bring their own stationery, hand sanitiser and must wear a mask or visor.

We aim to reduce as much physical contact as we can by using our digital system.

- Arrive at your lesson on time to avoid any loitering in the reception area.
- On entering the academy we ask that you sanitise your hands using the dispensers available.
- At the beginning of your lesson, your tutor will sign you in on our digital system.
- When your lesson has finished please leave the academy as soon as possible.
- If you are experiencing any covid symptoms, no matter how minor, your lesson will take place online through zoom. If you feel this may be the case, please inform your tutor via email with as much notice as possible.
- If your tutor is experiencing any covid symptoms, no matter how minor, your lesson will take place virtually through zoom, however you may still use your assigned classroom. If your tutor is too unwell and unable to provide a virtual lesson, we will offer the affected students with a make-up lesson. All of our classrooms are equipped with the appropriate technology to ensure you get the best lesson possible.

Choir/Orchestra/Larger Groups:

- Our choirs, orchestra and other large groups will take place in our large recital room. We will facilitate social distancing requirements and will expect students, parents and staff to adhere to this at all times.
- 'Splash mats' for woodwind and brass instruments will be provided. Extra distancing will be provided for these musicians.
- All students should bring in their own stand. We have music stands available for purchase if required.

These measures are in place to protect everyone. If we work together, we hope we will be able to stay together and continue music education with minimal disruption.