

Dear Parents, as we move forward with offering in-person programming based on both instructor and student readiness, the following protocol has been established considering industry best practices, research, and state guidelines to keep everyone safe and healthy. Effective July 6, 2020, the following procedures must be adhered to by all parties.

- For in-person lessons, no teacher, student *or family member* should be exhibiting flu-like symptoms. **If anyone has flu-like symptoms, lessons will be held virtually until 14 days after symptoms are gone.** If the student is sick, lessons can be held virtually if the student is feeling well enough. **Any student who comes to lessons sick will be sent home immediately.** The lesson will be considered absent and not eligible for credit or make up.
- **Our 24-hour cancellation policy does not apply to illness.** Any last-minute cancellations due to illness will be eligible for a virtual make up lesson. In person make up lessons may not be possible due to social distancing studio space limitations. **The 24-hour cancellation policy will remain in effect for all other non-illness related reasons.**
- **If you develop symptoms following a recent visit to the studio,** please let your teacher know as soon as possible as there is a possibility you may have been contagious during the in-person lesson. Additionally, **if you believe you have been exposed to anyone with confirmed COVID-19,** please notify your teacher immediately and we will continue online lessons for at least two weeks from that exposure.
- For the protection of all, for families who choose to resume in-person lessons, **we kindly ask that you and your family members avoid being in large crowd settings with more than 100 people who are not wearing masks.** Should this be necessary, we can hold virtual lessons for the next 2 weeks.
- **If you must travel to one of the areas with designated travel restrictions by the state of Illinois,** we ask that you quarantine for 14 days with virtual lessons.
- Students will be assigned to enter either through the front door on Lawrence or the side door on Hamilton. **Students should be dropped off at their assigned entry door. Students must enter the building wearing their own mask** and keep it on for the entire time they are in the building.
- **Only the student may be in the building during their respective lesson time slot.** Parents, caregivers and siblings may wait in their cars or at the socially distanced sidewalk tables along Hamilton or on our outside rooftop (enter through the side door and go immediately up the stairs).
- **For younger children who are not comfortable entering the building on their own,** please coordinate with your individual instructor to meet you at the entrance.
- **Upon entering the building students will go to the nearest bathroom and thoroughly wash their hands.** Restrooms are located on both the ground and 2nd floor levels. There will be hand sanitizer in multiple locations and easily accessible for students, but this should not replace thorough hand washing.
- Throughout the lesson, **instructors will wear face coverings and do their best to remain 6 feet away from students.** Students may let the teacher know if they are uncomfortable in their mask and the teacher will allow for a break outside.
- We ask that **students do not bring in bags and backpacks and use their own pencil and eraser** to write on their scores.
- **The lessons will be finished on time to avoid congestion** and also to provide time to sanitize for the next student. We are working to build in a 10-minute cushion between students, but we will be using that time to clean for the next student. Please be on time for pick up and drop off.
- At this time, **the music industry does not recommend in-person voice lessons because infectious droplets spread farther and more effectively through singing.** Until more is known about singing specifically, and safety of our teachers and students can be assured, voice lessons will remain virtual.