

Thank you for booking a room at the Faculty of Music.

The Faculty of Music has introduced the following measures to protect all staff, external hirers and regular contractors by minimising the risk of transmission of COVID-19 during rehearsal and practice sessions. These measures have been created in line with government guidelines and will be updated regularly as the guidelines change.

If you or any of your rehearsal group are experiencing any symptoms of Coronavirus you/they MUST stay at home. You can book a test via the University's Early Alert service: <https://www.ox.ac.uk/coronavirus/health/covid-testing> if you are a University member.

Face coverings must be worn while you move around the building. Face-coverings should only be removed when playing instruments where sound is produced via the face. At all other times, a face covering must be worn.

Ensemble members should enter the room one at a time and, after sanitising their hands, proceed directly to their individual space where they should keep their belongings, including their instruments.

You must maintain 2m social distancing throughout your time at the Faculty. If any of your rehearsal group is a singer or wind/brass player please maintain 3 metres distance during your rehearsal.

All individuals should maintain good hygiene practices (including regular hand washing, hand sanitising, using tissues when coughing/sneezing etc.)

If a window is open in your rehearsal room, please leave it open.

Please arrive at the Faculty at your booking time. Please do not enter the room before your designated slot.

Please do not linger after your rehearsal time. The slots have been carefully worked out to allow for a 15-minute break between bookings.

Please leave the door open to your rehearsal room after your slot has ended.

Please clean all touch-points at the beginning and end of your slot. There are wipes available, with alcohol wipes for the piano. Each room contains instructions on how to clean the piano in each room, please follow these.

Users should leave the rehearsal space one at a time, stands should be sanitised after packing away instruments and equipment, and again after leaving the rehearsal space.

As far as possible, a seating plan should have been devised and publicised to group members in advance of their entering the rehearsal space. Where it has not been possible for a seating plan to be devised in advance, or where changes have to be made, a designated person should create a detailed seating plan which will allow for an accurate Track and Trace implementation. Records of the seating plans should be kept for as long as they would be

needed for Track and Trace. The seating plan record should include the date, location and length of time of the rehearsal.

Ensemble members/players should bring their own copies of sheet music to rehearsals, and not lend or share copies. Sheet music should not be kept in communal folders. Groups may like to consider using/creating PDFs of parts/scores that can be displayed on individuals' devices.

The following equipment should not be shared between ensemble members under any circumstances:

- brass, wind and string instruments;
- mutes;
- mouthpieces;
- reeds;
- percussion instruments;
- oils and greases;
- cloth swabs and pipe cleaners;
- any other form of cleaning equipment;
- pens/pencils;
- sheet music;
- water bottles.

Failure to comply with the guidelines above may result in access privileges being withdrawn.