

## COVID-19: VENUE GUIDANCE – AUGUST UPDATE

We are pleased to offer Private Visits for practical graded music exams, including organ, harpsichord and percussion. Please note this offer does not currently include Jazz or Diploma exams.

If you are intending to arrange a Private Visit please ensure you follow the guidance outlined below. This guidance is to support the health and safety of visitors to Private Visit venues including private homes

Our existing policies and guidance continue to apply alongside this document. In addition, it is essential that **all** government guidelines are observed for educational settings.

Please find more information on these government websites:

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[Education and childcare during coronavirus](#)

[Guidance for Parents and Carers](#)

[Scotland guidance for educational settings](#)

[Wales guidance for educational settings](#)

[Northern Ireland guidance for education settings](#)

It is the responsibility of the Visit Organiser to make sure all these guidelines are implemented at their venue. The examiner may leave if the appropriate guidance is not being adhered to, or if they have any concerns about their personal safety. Private homes additionally should ensure they have valid Public Liability Insurance in place. Further guidance can be found on the following websites:

[Musicians Union and ISM](#)

### Parking

- Your venue must have adequate parking to allow parents/guardians, who do not need to enter the exam venue, to remain in their vehicles to avoid having to wait inside the venue during the exam.

### Outdoor waiting

- To ensure that internal spaces are managed in accordance with social distancing guidance, please make sure there is sufficient space outside the venue for people to queue with a minimum of 2 metres between each person. See [staying safe outside your home](#).
- Appropriate signage and floor markers should be displayed at all times.

### Indoor waiting

- Minimise any congestion and contact between candidates, accompanists, chaperones by implementing a queue management or one-way flow through the venue, where possible.
- Appropriate signage and floor markers should be displayed at all times.

### Handwashing facilities

- Sufficient handwashing facilities, with multiple soap dispensers, must be made available.
- Promote cleaning hands more often than usual. See [Guidance for Education Settings](#).
- Provide hand sanitiser and cleansing wipes for the examiner at the venue.

### Waiting room

- Ideally, more than one waiting room should be available to provide additional space. If this is not possible, then the room arrangements should be able to keep candidates at least two metres apart from each other. Consider placing a divider down the middle of the waiting room and use appropriate signage and floor markers.





- Only items that the candidate needs to complete the exam are to be brought into the waiting room.
- Programme Slips will not be required and should not be completed by candidates before they go into the exam room.

### **Warm up room**

- Make sure the room allows 2 metre distancing.
- The piano/keyboard must be wiped between each candidate. It is the responsibility of the steward to wipe the piano/keyboard between each candidate.
- Only items that the candidate needs to complete the exam are to be brought into the warm up room.

### **Exam Room**

- The room layout allows the candidate, examiner, accompanist (and possible chaperone) to maintain a minimum 3 metre distance from one another at all times. See Guidance for [Performing Arts](#) and distancing especially in relation to singing, wind and brass instruments.
- Wherever possible, you should provide two pianos (keyboards), one for candidate/accompanist and one for examiner. If this is not possible, please make sure there are anti-bacterial wipes and hand sanitiser for the examiner and candidate to use throughout the exam.
- You must provide two music stands. The sight reading and aural tests will be placed on one stand. A clear wipe down plastic sheet, or screen should be provided to ensure the tests can be protected. The other stand will be used for the candidate's music.
- Piano(s) and the candidate music stand must be wiped between candidates. The examiner will be responsible for this.
- Stewards should not enter the exam room during the exam day.
- Display appropriate signage and floor markers in the exam room.

### **Timetabling**

- Due to the additional precautionary measures, such as wiping the piano and moving differently around the venue, it may take longer to complete each exam so please allow for some flexibility if the exam day is running overtime.

### **Ventilation**

- Where possible, all spaces should be well ventilated via windows or ventilation units.

### **Cleaning and facilities**

- The venue should preferably be commercially cleaned at least once a day. If the venue is hired by different groups, it should be cleaned between groups. See [cleaning of non-healthcare settings](#) for further guidance.
- Any surfaces that candidates are touching (e.g. chairs, doors, light switches, instruments, stationery etc.) should be cleaned frequently. Shared materials and surfaces should be cleaned and disinfected frequently.
- Good respiratory hygiene should be maintained by promoting the 'catch it, bin it, kill it' approach.
- Whilst safety and minimising risk remains the primary concern, we are mindful of the potential environmental impact of certain types of PPE and the use of plastics. We would encourage visit organisers to use recycled or recyclable PPE wherever possible and, where non-recyclable plastic is unavoidable, retain for future use.

### **Facilities**

- Non-exam related furniture should be covered or removed if possible.
- Make sure that lidded bins are provided in key locations around the venue for the disposal of tissues and any other waste. All bins should be double bagged and emptied throughout the day.
- Prevent the sharing of stationery and other equipment by removing it from the waiting and warm up rooms.