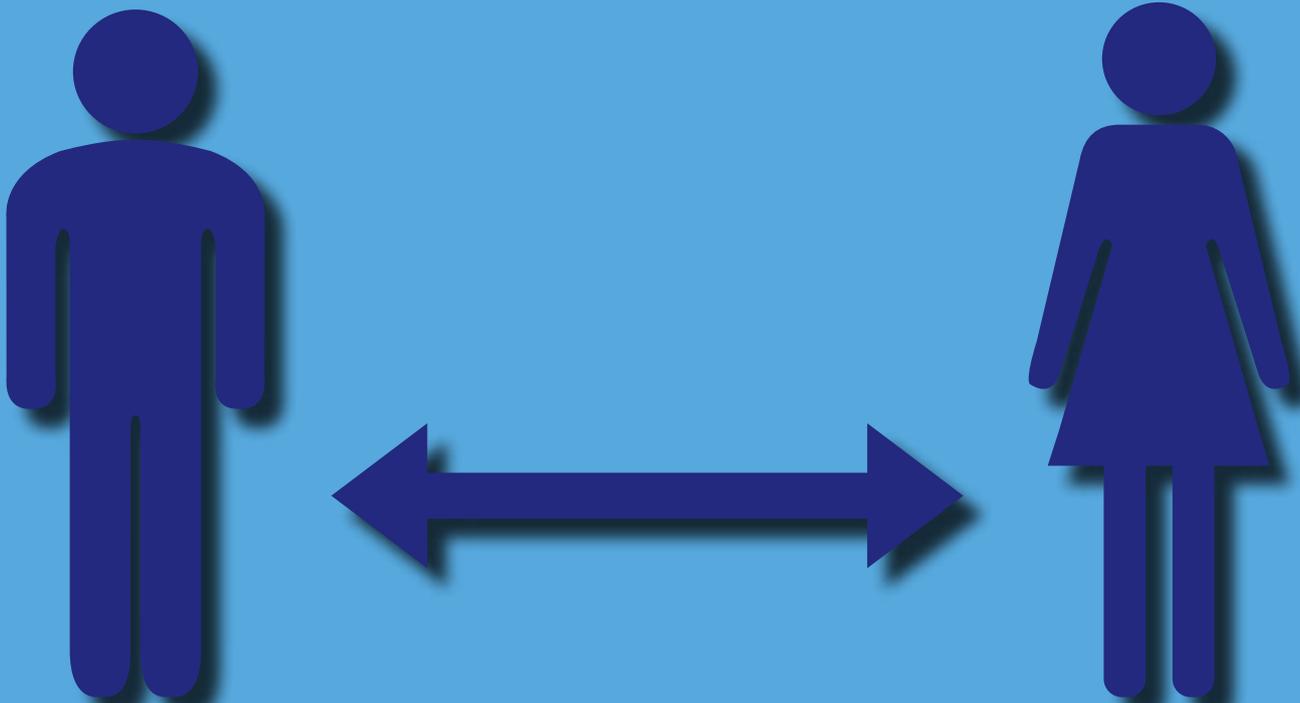




# COVID-19: VENUE GUIDANCE FOR PRACTICAL PUBLIC VENUES



Updated: September 2020

The safety of our candidates, examiners and venues is paramount and we will be implementing strict safety guidelines for Session 3 Practical exams at our public venues from 9 November – 19 December.

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:

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

[Scotland guidance for educational settings](#)

[Wales guidance for educational settings](#)

[Northern Ireland guidance for education settings](#)

[UK Education and childcare during coronavirus](#)

[Face coverings: guidance and exemptions](#)

*Please note: Our guidance will be revised or updated as necessary in line with Government and Public Health England guidance.*

Current government guidance means we will not be able to use private homes or converted houses as public venues.

## **Parking**

Adequate parking will be available 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**

Spaces are managed in accordance with social distancing guidance and the venue will have sufficient space outside the venue for people to queue with a minimum of 1 metre between each person. See [staying safe outside your home](#).

Appropriate signage and floor markers will be displayed at all times.

## **Indoor waiting**

To minimise any congestion and contact between candidates, accompanists, and visitors, a queue management system or one-way flow through the venue, will be implemented where possible.

Appropriate signage and floor markers is displayed at all times.

## **Handwashing facilities**

Handwashing facilities, with multiple soap dispensers, will be available. See [Education and Childcare](#).

Where possible, hand sanitiser will be provided for candidates/carers/accompanists when entering the venue.

## Waiting room

To help reduce numbers at the exam venue candidates should only be accompanied by one person and an accompanist, if required. There may be two waiting rooms available to provide additional space. If this is not possible, then room arrangements will follow government guidelines keeping candidates at least one metre apart from each other. Appropriate signage and floor markers will be displayed.

Candidates should only bring the items that they need to complete the exam 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

Only one candidate will be allowed in the warm-up room at a time. Depending on the size/layout of the venue, use of warm-up rooms, if available, may become unfeasible in some cases

The room allows for minimum 2 metre distancing.

The piano/keyboard should 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 [Government guidelines](#) on singing and wind/brass instruments performing.

Anti-bacterial wipes/hand sanitiser will be available for the examiner and candidate to use throughout the exam.

Two music stands will be made available in the exam room. The sight reading and aural tests will be placed on one stand. A clear wipe down plastic sheet, or screen will be provided to ensure the tests can be covered and protected. The other stand will be used for the candidate's music.

Piano(s) and the candidate music stand will be wiped between candidates. The examiner will be responsible for this.

Stewards will not enter the exam room during the exam day.

Appropriate signage and floor markers will be displayed in the exam room.

Prep Test candidates will be informed in advance that examiners cannot accompany them during this period of special arrangements, and that they should either bring an accompanist or be prepared to play unaccompanied.

Examiners will give the Prep Test and Performance Assessment certificates to candidates on the day of the exam. Examiners will sanitise their hands before these exams commence.

## Timetabling and venues

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.

Due to COVID-19 restrictions, we will be providing a reduced number of Public Venues for Session 3, 2020. We will publish a list of Public Venues in advance of the booking period. This list will be subject to change depending on local and government guidance.

## Ventilation

All spaces will be well ventilated via windows or ventilation units.

## Cleaning and facilities

The venue is thoroughly cleaned to a professional standard. See [cleaning of non-healthcare settings](#) for further guidance.

Any surfaces that candidates are touching (e.g. chairs, doors, light switches, etc.) will be cleaned frequently during the course of the day. Shared materials and surfaces are cleaned and disinfected frequently.

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 are encouraging the use of recycled or recyclable PPE wherever possible and, where non-recyclable plastic is unavoidable, retain for future use.

## **PPE**

Face coverings should be worn inside the exam venue. Those attending the venue who are over the age of 11 and who are not exempt must wear a face covering when inside the exam venue. Face coverings should be removed in the warm up room and during the exam. The steward may ask the candidate to remove their face covering briefly to confirm their identity. Please see guidance for [Face coverings: guidance and exemptions for further advice](#)

Examiners may wear a mask, even if they are not required by the venue, as long as effective communication with candidates is maintained.

Disposable gloves are not a requirement.

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 you to use recycled or recyclable PPE wherever possible and, where non-recyclable plastic is unavoidable, retain for future use.

## **Facilities**

Non-exam related furniture will be covered or removed if possible.

Lidded bins are provided in key locations around the venue for the disposal of tissues and any other waste.

Items not required for the exams will be removed from the waiting and warm up rooms.