

## COVID-19: VENUE GUIDANCE – SEPTEMBER 2021

We are pleased to offer Private Visits for practical graded music exams, including Jazz, Organ, Harpsichord and Percussion.

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](#)  
[Face coverings: guidance and exemptions](#)

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.

### Face Coverings

Please follow specific local Government guidance across the UK and ROI on face coverings.

England: [Face coverings: when to wear one, exemptions, and how to make your own](#)

Scotland: [Coronavirus \(COVID-19\): face coverings](#)

Wales: [Face coverings: guidance for public](#)

Northern Ireland: [Coronavirus \(COVID-19\): face coverings](#)

Republic of Ireland: [When to wear face coverings and how to make them](#)

- In England, face coverings are no longer required by law. However, we advise and encourage those attending the venue who are over the age of 11 and who are not exempt, to wear a face covering when inside the exam venue.

### Parking

- To ensure that internal spaces are managed safely, please make sure there is sufficient space outside the venue for people to wait if necessary. See [How to stop the spread of coronavirus \(COVID-19\)](#) (Appendix 2). You may wish to provide adequate parking for parents / guardians who wish to avoid waiting inside.

### Waiting Rooms

- We are advising that the waiting room should be arranged to maintain social distancing for visitors and that where possible, a queue management or one-way flow through the venue should be implemented to minimise congestion and contact between visitors.
- Signage and floor markers can be displayed.



- Where possible, candidates should only be escorted by one person and an accompanist. We are advising that the room layout will allow social distancing between one another.
- Candidates for Initial Grades and Grades 1 - 8 are asked *not* to present Programme Slips (also known as Candidate Slips) this session. Therefore, please do not print these out or offer any at your Venue. ARSM Candidates should bring their completed Programme Form with them to the exam.

### **Handwashing facilities and sanitising products on arrival**

- Hand sanitiser should be provided for candidates/carers/accompanists, when entering the venue.
- Sufficient handwashing facilities, with multiple soap dispensers, must be available at the venue.
- Promote cleaning hands more often than usual. See [Guidance for Education Settings](#).

### **Warm up room**

- Where possible, the warm up room should be large enough to allow for social distancing.
- Please arrange for a supply of disinfectant wipes to use to wipe down the warm-up piano/keyboard keys between players.
- Please ensure that there is a supply of tissues/paper towels for candidates with Brass/Wind instruments to safely empty water keys. Used paper towels and tissues should be disposed of after single usage.

### **Exam Room**

- We are advising that the room layout will allow the candidate, examiner, accompanist (and possible chaperone) to maintain social distancing between one another. See [Guidance for Performing Arts](#) (Appendix 2) and distancing, particularly in relation to Singing, Wind and Brass instruments.
- It is the Visit Organisers responsibility to ensure that there are anti-bacterial wipes and hand sanitiser for the examiner and candidate to use throughout the exam. The examiner will wipe down the exam room piano/keyboard keys between players.
- Please ensure that there is a supply of tissues/paper towels for Candidates with Brass/Wind instruments to safely empty water keys. Used paper towels and tissues should be disposed of after single usage.
- Wherever possible, provide two pianos (keyboards), one for candidate/accompanist and one for examiner.
- Please ensure there are two music stands per exam room. The sight-reading and aural tests will be placed on one stand. The other stand will be used for the candidates' music.

### **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**

- All rooms in use should either have easily accessible windows or air-conditioning. All rooms should be well ventilated during the exam days.

### **Cleaning and facilities**

- Venues should be thoroughly cleaned, ideally at least once a day. If during the Visit, the venue is hired by different groups, it will need to be cleaned between each group. [Please see cleaning of non-healthcare settings \(Appendix 2\)](#) for further guidance.



- Any surfaces that candidates are touching (e.g. chairs, doors, light switches, instruments, stationery etc.) should be cleaned frequently during the course of the day.
- 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 bagged and emptied throughout the day.
- Prevent the sharing of stationery and other equipment by removing it from the waiting and warm up rooms.
- For any non-exam related furniture, 'Please do not use' signage can be displayed.
- 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.

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Updates September 2021