

Fall 2020 Practice Room Protocol

Due to Covid-19, a sign-up system has been put into place for the use of practice rooms to ensure the safety of students. Please ensure the rules and regulations listed below are followed.

General Rules

1. **Only one person should be in the practice room when in use.**
2. Masks can be removed when you are in the practice room and the door is closed. Once you leave your designated practice room and enter the hallway, masks must be worn as well.
3. Please try to **maintain social distancing** with your fellow peers at all times in the hallways to ensure the safety of everyone using the practice rooms. As well, **please refrain from lingering in the hallway**. The hallways are a means of getting to and from the practice rooms, and that's it.
4. All sign-up systems allow individuals to book the practice rooms for a full hour. Due to Covid-19, cleaning protocols have been set into place, meaning that out of the total time you have booked, **the last 10 min of the time you booked needs to be spent cleaning the room and allowing it to air out for the next person to use**. The process for cleaning the practice rooms will be posted in each practice room. Please follow the steps!
5. Because the room needs time to be aired out before the next person enters, **please do not enter the practice room you have booked earlier than what you have booked!**
6. Due to the circumstances, only students who are registered for piano lessons or chamber and have key access are allowed to use the grand piano practice rooms this semester. If you need access to a grand piano for rehearsals or a space to rehearse with your chamber group, book a classroom **2 business days** in advance through Chris at the SCPA office at scpa@ucalgary.ca.

These rules are subject to change at a moment's notice as the pandemic situation evolves.

General Practice Room Sign-up Rules

1. Sign-up for your practice room at <https://www.sagenda.net/Frontend/Calendar/5f4850af1fec1543fcd51827>.
This link will be sent out through your UCalgary email and can also be found on the MUS Facebook, Instagram, and website!
2. You can only book a maximum of 2 hours in one booking.
3. You can book another room again after a minimum of a 1 hour break in between.
4. You can book a maximum of 3 times in one day.
5. Bookings will be open per week, meaning that practice room sign-ups for the week will be released each Sunday.
6. If any of the above guidelines are not followed, the MUS will cancel the bookings that violate the guidelines. You will receive an email regarding your cancellation.

These rules are subject to change throughout the semester based on increase/decrease in room bookings.

Grand Piano Practice Room Sign-up Rules (Only for those with access)

1. Sign up for practice rooms through the google doc at <https://docs.google.com/spreadsheets/d/1LDdYMki9gszozwBmcjhDtIEAkj-O-uAzPdVsayauchHU/edit?usp=sharing>. This link will be sent out through your UCalgary email and can also be found on the MUS Facebook, Instagram and website!
2. On Saturday afternoons, the sign-up will be released for the week. All students will have 24 hours to plot in a maximum of 4 hours throughout the week, however they would like.
3. Starting Sunday afternoon, the leftover times will be available for sign-up at a first-come-first-serve basis.
4. If any of the above guidelines are not followed, the MUS will cancel the bookings that violate the guidelines. You will be notified of the cancellation.

These rules are subject to change throughout the semester based on increase/decrease in room bookings.

If there are any questions or concerns, please contact the MUS at undmusic@ucalgary.ca. For **urgent issues** regarding the practice rooms (ie. booking conflicts, no cleaning materials, etc.) contact Patricia Lee at **(403) 991-2460** with your name and situation.

Thank you from the MUS Team!

Cleaning Protocol

Please read before and after your practice sessions to maintain a safe environment!

- ❑ All objects that are touched should be disinfected with wipes available in each practice room, **before and after use**. That includes door handles, light switches, chairs and stands.

- ❑ Pianos must be disinfected with **hydrogen peroxide solution**, as regular disinfectant wipes can damage the finish on a piano. The hydrogen peroxide solution will be provided along with paper towels at a station inside the practice room hallway. Just spray the solution onto a paper towel and wipe the keyboard, desk, and any other parts of the piano you touch.

- ❑ Please use **hand sanitizer**, available in the hallway, **before** entering a room and **after** exiting the room.

- ❑ Winds and brass players **must empty spit valves onto puppy pads** which will be provided in each practice room. Please don't empty directly onto the floor.

Thank you for caring for each other and for keeping each other safe by taking these extra steps.