

# SAFETY AND PROCEDURE PROTOCOL

## for all Durham Jazz Rehearsals

### Fall 2020

1. A Health Check and Liability Waiver ([link](#)) must be submitted online by each member in advance of attending **every week**. **Admittance to rehearsal will not be permitted without submission.**
2. **Students are NOT to attend rehearsal if they have any symptoms of COVID, even if they are mild, or if they have been in contact with someone who has tested positive for COVID.**
3. Any absences MUST be reported to [info@durhamjazz.ca](mailto:info@durhamjazz.ca).
4. Zoom links will be provided for students to use if they are unable to attend in person due to illness or quarantine.
5. Students MUST use hand sanitizer provided upon entering the building.
6. Students must wear a mask or face shield when entering and leaving the building, and when using washrooms.
7. Students are to enter the building at the designated entrance door and go directly to the hallway outside of the rehearsal space no more than 20 minutes before the start of rehearsal. Students will observe social distance in the hallway. Directors will let them know when they may enter the rehearsal space.
8. Students arriving late must phone (905) 925-7932 for admission.
9. Masks and face shields may be worn in rehearsals at parent/student discretion but are not mandatory.
10. Students will keep their belongings, including instrument cases, coats, and music folders at their seat. Students should bring as little as possible with them to rehearsal. However, students are strongly encouraged to bring a water bottle to minimize movement during rehearsal.
11. Students are expected to bring their own or dedicated instrument from their school to all rehearsals.
12. All students will be expected to remain in their assigned rehearsal room, except for visiting the washroom.
13. Directors will maintain a 2 meter distance from the front row of the band.
14. Students will use hand sanitizer before and soap and water after visiting the washroom.
15. In the rehearsal space, chairs will be spaced to allow for physical distancing of 2 meters, no stands will be shared, and chairs and stands will be set up to avoid any unnecessary movement or touching.

16. All chairs and stands will be sanitized between rehearsal groups.
17. All doors will be frequently sanitized throughout the Durham Jazz hours.
18. Directors will observe health protocols (e.g., washing hands) when handling and preparing music to be handed out to students.
19. Students will exit the designated exit door immediately after rehearsal is finished and will meet parents outside for pickup. No one picking up a child should wait inside the building.
20. Rehearsals may be cancelled or rescheduled at short notice due to the changing nature of the pandemic. Members and parents should check for communication from the directors frequently, and especially immediately before attending rehearsals.
- 21. Members or their parents are required to notify the directors as soon as possible if they or someone they have been in close contact with tests positive for COVID or displays clear symptoms of COVID.**
22. In the event of a member or director testing positive to COVID, Durham Jazz will a) contact members as soon as possible, and b) share necessary contact information with Health authorities if requested to aid contact tracing.
23. In the event that a member displays COVID symptoms during a rehearsal, that member will be placed in isolation (with adult supervision as required), and parents contacted to collect the member as soon as possible.
24. Members are required to provide full and accurate contact information to Durham Jazz and ensure it remains current throughout the year.