

## Safety Plan for Arbutus Music

1. Masks are **Mandatory** within the Lesson Center for all lessons as per the provincial health order.
2. Removal of the waiting room. We ask that all students wait in their cars or outside until their lesson time. This is to limit the amount of people in the building at a time to maintain social distancing. The door to the lesson center will be closed and only opened at the time of each lesson.
3. All students must wash their hands or sanitize their hands before their lesson. Every teacher will be doing this between students to ensure safety.
4. We are off-setting lesson times per teacher to allow space between students arriving and leaving their lessons. We are also offering Virtual lessons to anyone who requests them.
5. All common areas will be cleaned and disinfected (Hallway, Staircase, Bathroom, Door Handles) on a schedule as recommended by Health Canada.
6. We will be having Plexiglas shields made and they will be available for use. We have measured every lesson room and have mapped out the required distance advised.
7. Each room will be cleaned after each lesson/student.
8. We will be health screening the Teachers and Staff before each shift.
9. We will continue to offer multiple avenues to pay invoices including, PayPal, E-Transfer, over the phone Credit Card, Debit. If you would like to pay in cash, please let us know in advance.
10. We have updated our Sick Policy to allow within 48-hour calls if you are feeling unwell. We will be waiving the fee to make sure that we support the if sick stay at home policy. We can also offer you a virtual lesson in the same timeslot.

We continue to follow the news and updates sent out by Health Canada and understand that things may change quickly during this time. We will keep you updated with any additional changes as we go.

We hope that you are all staying safe, healthy, and sane during this time.

Arbutus Lesson Center Staff