

COVID-19: VENUE GUIDANCE for Private Visits: March 2022



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

This guidance applies to Public Venues hosting Practical Grade exams, until further notice. Updated February 2022 (subject to change in line with Government and Public Health England guidance).

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.

It is the responsibility of the Visit Organiser to make sure all these guidelines are implemented at their venue. Private homes 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.

- There is no longer a legal requirement to wear a face covering in some parts of the UK. The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.
- If worn face coverings should be removed as appropriate during the exam. Examiners who choose to wear a face covering may also remove it during the exam in order to maintain effective communication with candidates.

Waiting Rooms

- Candidates should be escorted by only one person and an accompanist, if required. We are recommending that the room layout allows for social distancing where possible. Any appropriate signage should be displayed.
- 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, should be available at the venue.

Warm up room

- Candidates should be escorted by only one person and an accompanist, if required. We are recommending that the room layout allows for social distancing where possible. Any appropriate signage should be displayed.



Exam Room

- We recommend that where possible, the room layout should allow the candidate, examiner, accompanist (and possible chaperone) to maintain social distancing. See Guidance for [Performing Arts](#) and [Government guidelines](#) on Singing and Wind/Brass instruments performing.
- 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 day. The examiner is no longer required to wipe down the exam room piano/keyboard keys between players, however, you may wish to request this from the examiner.
- 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.
- At least one music stand should be provided in the exam room. If possible, please provide a second music stand for sight reading and aural tests to be placed on. The examiner may bring a clear wipe down plastic sheet to place over the sight reading and aural tests.

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

- We recommend that all spaces are well ventilated via windows or ventilation units.

Cleaning and facilities

- The venue should be thoroughly cleaned daily or between users. Common touchpoints should be cleaned during the course of the day.
- Hand sanitiser and/or handwashing facilities should be provided for candidates and their escorts on arrival at the venue.
- 'Please do not use' signage may be displayed on non-exam related furniture.
- Bins should be provided in key locations around the venue for the disposal of tissues and any other waste.
- Managing visitor numbers: A queue management or one-way flow through the venue should be implemented to minimise congestion and contact between visitors.

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