

---

## COVID-19 Precautions and Space Usage Policies

During the ongoing COVID-19 pandemic, Soundbox Musicworks is implementing new safety measures in accordance with recommended procedures from Health Experts of the CDC [Center for Disease Control]. The only way to truly guarantee a 0% risk of exposure to Coronavirus is by self quarantining. However, if one carefully practices the following precautions, it might help us mitigate the risk of contracting the virus at Soundbox Musicworks. *Please be mindful about potential exposure to the virus:*

- a. People who are exhibiting *any symptoms* consistent with Coronavirus, should get tested. They must not come to the space unless their test results guarantee a negative.
- b. A positive test result for Coronavirus is cause for immediate professional medical attention.
- c. Remember, your well being is an extremely high priority. If you discover that you are a carrier of any highly contagious virus, please keep Soundbox Musicworks reasonably updated by contacting management or having someone contact us about your condition on your behalf.
- d. While on-site, *proper mask usage is mandatory*. Each visitor should adjust their mask so that their nose and mouth are fully covered, dutifully readjusting in between consuming beverages or food. Consume big meals off-site.
- e. Because *social distancing* is an effective measure to mitigate exposure risk to Coronavirus, all visitors should maintain at least [6] six feet of distance between themselves and others.
- f. Practicing increased personal hygiene will be highly encouraged, as hand soap, hand sanitizer, and cleaning supplies will be made readily available at our facility.

## Space Usage Policies

In this section you will find new policies regarding the usage of our facilities during the pandemic. Space usage is an option Soundbox Musicworks wants to keep available to our musical community, although we are now maintaining a maximum occupancy load of [10] *ten persons throughout the entire premises so long as COVID-19 still poses a serious risk to people*. In order to help us maintain space availability without compromising any person's well being, please also observe the following policies:

- g. All visitors must reserve time within our space via the Soundbox Musicworks scheduling system. Refer to *Scheduling* in Section [ 4 ] four within the attached onboarding packet for more detailed information.
- h. Visitors are welcome to schedule as much time as needed (including "buffer" time between appointments) within Soundbox's limited space availability, but *if you are late we can not guarantee a time extension, nor can we guarantee a refund for "lost" time*.
- i. Cleansing disinfectant supplies will be made available for wiping down surfaces between appointments throughout our space.
- j. Teachers should factor in enough time for our students to settle in, pack up, and return to their vehicles while maintaining recommended distancing guidelines.
- k. *As waiting areas are now closed*, visitors will instead be encouraged to wait in their vehicles between appointments.
- l. *In the event that Coronavirus reaches our facility, the building will close down immediately*. Management will attempt to contain the virus's spread and mitigate the potential for other people's exposure to the virus within our space. We will keep all teachers and students updated.
- m. *Report any risks of contagion to management, and please be safe.*