July 30, 2020

Dear Community Music School Family,

The Community Music School will partially reopen on Monday, August 3 for piano and strings teachers who have chosen to provide in-person lessons. (Please contact your teacher for information on their teaching plan and schedule.) The office will be staffed Monday-Thursday for limited hours; most office functioning will remain remote.

In order to preserve the health and safety of our community, we have instituted the following procedures based upon Lawrence University, CDC, and health department guidelines:

- Students should not attend a lesson or enter the building while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue. If symptoms are mild, your teacher may be able to provide an online lesson; please contact your teacher as soon as possible if any symptoms are present.

- The Community Music School lobby will remain closed.
  - Students should go directly to and from their teacher’s studio and avoid waiting in the lobby.
  - Instruments should be unpacked and packed inside the teacher’s studio. Do not leave cases in the lobby.
  - Parents/guardians and siblings must wait outside the building while a student is in a lesson.
  - Online payment is available; alternatively, payments can be deposited in the secure drop-box to the left of the outside door of the Community Music School.

- Students must wash their hands before arriving at the Community Music School and are encouraged to use the restroom at home before a lesson. Hand sanitizer will be available in the lobby.

- Everyone in the building is required to wear a mask. Masks must cover the nose and mouth. There are no exceptions; those uncomfortable with mask-wearing may register for online lessons.

- Students, teachers, and staff must maintain a six-foot distance from others at all times.

- Teachers will schedule time between lessons to sanitize their studios.

- Should a student be exposed to the virus, they should not attend an in-person lesson until a negative test result has been procured. If a student has been exposed to or contracted the virus, the Community School office must be notified immediately for contact tracing purposes.

Lawrence University has also set up a webpage of COVID-19 resources and guidelines, which can be viewed here: https://blogs.lawrence.edu/covid-19/home/faq/

We are glad to welcome you back to the building and thank you for joining us in keeping one another safe and well.

Sincerely,
Lawrence Community Music School Staff