

# uOTTAWA SCHOOL OF MUSIC BUILDING USAGE PROTOCOLS – JANUARY 2021

## ENTRY TO AND MOVEMENT WITHIN PÉREZ BUILDING

Only those who are \*authorized to enter the building and who have a scheduled purpose there (see below) are allowed entry, and all building users MUST be entered into [Booked Scheduler](#) in advance of arrival at Pérez Hall:

- 1) one-on-one or chamber group lessons, recordings; or
- 2) booked practice, coaching or office time.

To ensure we do not exceed maximum building allowance at any given time, building users should plan to arrive no more than 10 minutes early and, once finished for the scheduled booking, must exit promptly.

Everyone who enters the building must take the training (see link in the box below) and adopt these protocols:

- use the entrance by the main office (Arts Alley / Grande Allé entrance);
- exit through the Cumberland entrance;
- follow all signs in the building indicating direction of the traffic on each floor of the building;
- use the A stairwell for ascending only and the B stairwell for descending only (these will be marked with signage);
- limit elevator usage to one person at a time;
- exercise caution in shared areas like washrooms and stairwells.

**MANDATORY TRAINING: [RETURNING TO CAMPUS](#)**

## ROOM CAPACITY TO ENSURE SAFE DISTANCING

**Classroom** protocols are as follows:

- sit and stand on taped areas (note that these markings will vary depending on the type of instrument involved);
- place personal items (bags, instrument cases, laptops, coats, etc.) at the side of the room (2-metres apart from other people's belongings where possible).

- Room 109: 7-person maximum

- Room 113: 6-person maximum

- Freiman Hall: 5- or 6-person maximum (see below)

Scenario 1 – vocal/wind/brass with piano: 5-person maximum – 2 onstage; 3 in audience area

Scenario 2 – other instruments: 6-person maximum – 3 onstage; 3 in audience area

- \*\*Huguette Labelle Hall (Tabaret Hall, 550 Cumberland): 10-person maximum

## APPROPRIATE DISTANCE FOR LESSONS

Distances indicated below must be maintained at all times or a mask must be worn:

### Strings, Piano and Guitar

2.5 meters                      Lessons will mostly take place in professor studios on the 4<sup>th</sup> floor

### Voice, Winds and Brass

5 meters                        Lessons will take place in rooms on the main floor or in room 407 or 421

**Every person who is singing or playing must be separated from every other person by plexiglass (supplied)**

### Percussion and Harp

2.5 meters                      Percussion lessons will take place in rooms 106A, B, and/or C and room 109  
Harp lessons will take place room 105

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## OTHER PROTOCOLS FOR ROOM USE

### Mandatory Masks

Masks are to be worn by everyone entering Pérez Building and in all other public indoor areas on campus.

**Individuals are responsible to provide their own masks while on campus.**

Masks can be removed in individual work spaces only when a physical distance of a minimum of 2 meters can be maintained at all times between individuals (or more distance in the case of lessons as stipulated above). **Though not mandated, we strongly advise everyone wear a mask and/or a face shield whenever working in an enclosed space with others inside the building.**

*Face coverings are not a substitution for regular hand-washing or physical distancing*

*We ask you to positively reinforce mask-wearing with your colleagues*

### Mandatory Room Cleaning

The last five minutes of a booked practice/lesson/rehearsal time must be spent cleaning all surfaces touched by the student, professor and/or accompanist (eg. music stands, door handles, light switches, piano benches and keyboards, etc. – this is not a comprehensive list).

Following the cleaning period, all occupants must exit immediately so that the air in the room can settle for 30 minutes (unless the room is unshared office or studio space, in which case the professor may remain).

Cleaning supplies provided for each room: disinfectant spray bottle and cleaning cloths.

Inform the main office immediately if those supplies need to be replenished:

**Anne-Laure Duval - [music@uottawa.ca](mailto:music@uottawa.ca); 613-562-5733; office hours Mon-Fri: 8:30-12; 1-4:30 pm**

### \*Authorized Entry to Perez

Phase I (2021 version) and Phase II: 55-person maximum

APUO Professors  
LTA Professors  
Part-time Professors  
Support Staff, Technicians, Accompanists

Students enrolled in:

**Applied Music:** MUS 1030, 1031, 1032, 1901, 1902, 1920, 2030, 2031, 2032, 2920, 3030, 3031, 3032, 3920, 4030, 4031, 4032, 4033, 4035, 4920, 6900, 6901, 6902, 6903, 6905, 6907, 6908

**Chamber Music & Piano Duos:** MUS 3916, 3944, 3945, 4944, 6911, 6913, 6920, 6970

**Choral Ensembles & Choral Conducting:** MUS3904, 3905, 4961

**Art Song:** MUS 6914, 6921

\*\*Classes exceptionally taking place in Tabaret Hall (10-person maximum):

**Opera:** MUS 3903, 6922, 6965, 6966

**Brass Ensemble:** MUS 3910

**Wind Ensemble:** MUS 3911

**Orchestra:** MUS 3901, 3915, 6915, 6916, 6917

***It is everyone's responsibility to keep themselves, their colleagues and our students safe!***