ENTRY TO AND MOVEMENT WITHIN PEREZ

Only those students who are *authorized to enter the building and who have a scheduled purpose in the building are allowed entry; these scheduled purposes include the following:
1) one-on-one or chamber group lessons; or
2) booked practice 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.) on one of the square marks at the side of the room (2-metres apart).

- 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

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 4th floor

**Voice, Winds and Brass**

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

**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
PROTOCOLS FOR ROOM USE

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 (e.g., music stands, door handles, light switches, piano benches and keyboards, etc. – this is not a comprehensive list).

Following the cleaning period, you must exit immediately so that the air in the room can settle for 30 minutes.

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; 613-562-5733; office hours Mon-Fri: 8:30-12; 1-4:30 pm

Mandatory Masks

Masks are to be worn by everyone entering Perez 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 within the space (or more distance in the case of lessons as stipulated above).

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

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

PRACTICE ROOM BOOKINGS

Practice spaces will be booked online in 2-hour blocks with a time of 1h 25 minutes for practice, 5 minutes for cleaning, and a 30-minute cool-down period before the next person comes in. The individual using the space is responsible for wiping down surfaces they have come into contact with during their time in the practice room using the supplies provided (see above).

Please note that the practice cubicles in the basement will be locked and are strictly off limits. All practice rooms bookings will be scheduled to take place on the 4th floor.

*Authorized Entry to Perez*

<table>
<thead>
<tr>
<th>Phase II (55-person maximum) &amp; Phase III (146-person maximum)</th>
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</thead>
<tbody>
<tr>
<td>Students enrolled in:</td>
</tr>
<tr>
<td><strong>Applied Music</strong>: 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</td>
</tr>
<tr>
<td><strong>Chamber Music &amp; Piano Duos</strong>: MUS 3916, 3944, 3945, 4944, 6911, 6913, 6920, 6970</td>
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<tr>
<td><strong>Choral Ensembles</strong>: MUS3904, 3905</td>
</tr>
<tr>
<td><strong>Art Song</strong>: MUS 6914, 6921</td>
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</table>

It is everyone’s responsibility to keep themselves and their colleagues safe!