

Soo Theatre  
COVID Procedures 2020-2021

Due to COVID-19, the Soo Theatre has developed a planning committee to ensure a safe return into our building. We understand that everyone has a different opinion about COVID, but are following all recommendations in accordance with the Chippewa County Health Department and the State of Michigan to be able to open our doors and return safely to our lessons, classes, and small scale performances.

All students and families will need to have a signed COVID Procedures Form on file before returning to in-person lessons or classes.

In order to keep the traffic in the building to a minimum and to ensure the safety of all:

- There is a new entrance to the office. It is just down (in the direction of the Locks) from the original office. It will be marked clearly with a sign.
- The office will be staffed Monday through Friday from 12-5pm. Please minimize your trips to the office.
  - If you need assistance or have questions, please call (906) 632-1930 or email [sootheatre@gmail.com](mailto:sootheatre@gmail.com) or [education@sootheatre.org](mailto:education@sootheatre.org)
  - Billing will be done via email unless you request a paper bill.
  - If you are making a payment by check, please put it in an envelope, mark it "Tuition Payment" and include the student(s) names and drop it in the mailbox, which is located outside the former office.
  - If you opted for someone to call you to take payments over the phone, that will occur the week that payments are due. You can also feel free to call the office when it is convenient for you to process the payment.
  - If you need to pay with cash, please enter the office and our bookkeeper will take payment and give you a receipt.
- There will NOT be a waiting room for parents or siblings this year.
  - If your student is young and you need to be in the building, please stay in the studio that your student is in for their lesson.
- We ask that you try to have your student use the restroom before they arrive at the theatre.
  - A student will not be denied the use of restrooms, but we encourage you to do this prior to coming.
  - We will not have snacks or drinks available for purchase this year. Please plan to pack a snack and eat prior to your lesson, if necessary. Please do not bring food or drinks into the building.
- Some small changes have been made to lesson times this year. Lessons are 30 minutes, 40 minutes, and 55 minutes. This is to help accommodate disinfecting chairs, stands, keyboards, etc between lessons.
- Each studio will have a chair near the entry for the student who is coming into their lesson to sit and wait.
- Both teacher and student will be involved in the sanitizing process, unless the student is too young to do so.

**GENERAL GUIDELINES FOR STUDENTS, FACULTY, STAFF, PARENTS, PATRONS:**

- Will enter the building and leave the building from their studio specific door (i.e., you will enter from the street directly to your studio)
  - Studio Doors will be clearly marked and you will be notified by your teacher or by the office which studio your student will be in.
  - The former office has been converted into a large studio space, which we are calling Studio O.

- It is the parent's responsibility to drop off and pick up their student at their studio door.
- All persons entering the building will first sanitize their hands (sanitizer will be provided) and then sign in, indicating whether or not they have had any symptoms of illness.
- All persons must wear a face covering properly fitted over the nose and mouth. This must stay on for the duration of time you are in the building (exceptions for singers and winds/brass players outlined below).
- All persons must maintain a 6 foot distance from others in the building or studios.
- If your student is ill, DO NOT bring them to their lesson.
- Students will be encouraged to write in notes from the lesson in a notebook. If a student is too young to do so, the teacher may do this, but will first sanitize their hands before touching the students notebook.
- Students must bring their music, notebook, and a pencil to each lesson.
- Group classes will have assigned seating and this will be worked out the first week of class. Students entering their class will go directly to their assigned seating and stay in their seat unless permission is given otherwise.

VOICE SPECIFIC GUIDELINES:

- Voice students are allowed to take their mask off while they are singing. They must wear their mask to enter the building, during breaks, and when they leave the building.
- Singers' masks are available and singers are encouraged to purchase or make a singers mask to wear while singing.

PIANO SPECIFIC GUIDELINES:

- Piano keys and benches will be disinfected in between each students' lessons.
- Students will sit on one bench and teachers on a second bench to maximize social distancing while playing.

WOODWINDS/BRASS GUIDELINES:

- If students are taking in-person lessons on winds and brass, a bell cover must be used on the instrument.
- Students and faculty must wear a mask when entering and leaving the building, but may take their mask off when playing their instrument.

STRING SPECIFIC GUIDELINES:

- Students who play strings are asked to tune their instruments themselves, if they are able.
- If an instructor must help with tuning, they will sanitize their hands prior to doing so.

By participating in in-person lessons and classes, the student's family understands that there is an increased risk of contracting covid or other health issues. They have decided that the risk is worth the benefit of being in person and that the Soo Theatre may change from in-person to online if they feel procedures are not being followed or if our county sees a spike in cases. We also understand that moving to online lessons is an option at any time.

By signing this form and by attending in person lessons and classes, your family is agreeing to follow the protocol outlined for safety given to you and agree to hold harmless the Soo Theatre board, staff, faculty, and its affiliates in the event that my student contracts covid or other illness.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date