



Health & Hygiene protocols for Visitors

AMEB Hawthorn Studios

Effective 15 June 2020 until amended or withdrawn

The health, safety and wellbeing of visitors and employees is our first priority. Face-to-face examinations will proceed only if permitted in compliance with the directives of the Department of Health and Human Services (Victoria) and provided that appropriate policies, protocols and procedures are in place to enable face-to-face examinations to be conducted safely.

Visitor's Obligations

Visitors to the AMEB studios at Hawthorn, including but not limited to candidates, family members, teachers, accompanists, are required to:

- Follow any reasonable direction given by an AMEB Victoria staff member in relation to exam administration and health and safety, including submitting to a no contact temperature check on entering the building;
- Advise AMEB Victoria if they, or anyone at home, is feeling unwell or exhibiting cold and flu symptoms, regardless of severity;
- Comply with all advised health and safety protocols including: physical distancing, hand washing and hand sanitisation before warm-up and performance;
- Comply with the notified maximum number of persons permitted in the premises and in each room.

Each candidate may be accompanied by one additional person only, however children of secondary school age may wait alone if acceptable to their parents or guardians; the additional person might be the accompanist or page-turner (if required); alternatively a responsible family member aged over 18. No additional visitors will be admitted. Teachers will not be admitted to warm-up rooms (candidate and accompanist only).

On Arrival

Candidates and accompanists should arrive at the Hawthorn Studios no more than 15 minutes prior to the scheduled examination time (unless advised otherwise).

- Enter the building and wait at the sign until a Supervisor is present.
- Each visitor (pair of visitors) will be asked to
 - Show the Supervisor the notice of examination.
 - Submit to a no-contact temperature check.
 - Sign a COVID-safe declaration and provide name, phone number and email address for contact tracing if required. (Documents will be placed in a box, securely stored by date and destroyed after three months.)
- Note that no food or drink can be brought into the building - bottled water excepted.

Hygiene measures

- Hand sanitiser units will be available in each examination room and waiting area.
- Soap dispensers available in each toilet cubicle.
- Paper towel available in each toilet cubicle.
- High touch surfaces will be cleaned and disinfected regularly, including desks, keyboards, phones.
- Supervisors will sanitise touched surfaces in public areas, including door handles, handrails, toilets and examining rooms during breaks for morning/afternoon tea/lunch/dinner.
- Examiners will be provided with gloves and cleaning materials to sanitise piano keyboards (note: alcohol-based wipes cannot be used on Yamaha keyboards).

Examinations

- When called to the warm-up room, candidates and accompanists are requested to wash their hands thoroughly, before moving to the designated waiting area.
- Candidates will wait in the warm-up room opposite the exam room.
- The examiner will call the candidate (and accompanist, if any) into the examination room.
- When you enter the room, first use the hand sanitiser provided.
- Do not touch your face.
- Examiners will be provided with gloves and water-based wipes/solution/cloths to be used to wipe down the piano keys between candidates. (note: alcohol-based wipes cannot be used on keyboards).
- The examiner will use a second keyboard/piano for aural tests (or a CD player).
- Examiners will be seated at least 2 to 3 metres from the performers.
- Sight reading test booklets will be handled by the examiner only
- During the General Knowledge quiz, the examiner will ask the candidate to turn the pages, and will stand at least 1.5 metres away from the candidate.

It is important to minimise the number of people in the building and to maintain physical distancing rules. So, after the examination, sanitise your hands again and leave the building quickly and quietly

Thank you for your co-operation.