



## Health & Hygiene protocols

### AMEB Hawthorn Studios – Instrumental and vocal examinations

Effective 1 May 2023 until amended or withdrawn

The health, safety and wellbeing of employees and visitors is our highest priority and AMEB Victoria will endeavour to provide an environment that is as safe as reasonably practicable.

Each candidate may be accompanied by no more than two additional persons, comprising the associate artist/accompanist and the parent or guardian of a candidate aged under 18. Page-turners are not permitted. Candidates and accompanists should make legal copies of pages where required to ensure continuity of the performance (copies are to be destroyed following the examination).

AMEB Victoria continues to strongly encourage individuals to remain up to date with their COVID-19 vaccinations but does not require evidence of vaccination in order to access our premises.

#### Visitor's obligations

**Do not enter the premises if feeling unwell or exhibiting cold or flu-like symptoms or receiving a positive result to a COVID-19 Rapid Antigen Test within the last 48 hours or waiting for the results of a COVID-19 PCR Test. Any visitor exhibiting cold or flu-like symptoms may be asked to leave the premises.**

**Candidates presenting with cold or flu-like symptoms (such as coughing or sneezing) will not be able to be examined;** they will be asked to leave the premises and the enroller may request a partial refund of the entry fee on medical grounds.

**It is strongly recommended that a fitted face-mask is worn,** except when drinking from a personal water bottle or performing.

Each visitor to the AMEB studios at Hawthorn is required to:

- Bring only the required examination materials (e.g. instrument, printed materials, audio files and playback device, if required) and bottled water into the building.
- Follow any reasonable direction given by an AMEB Victoria staff member in relation to exam administration, health and safety.
- 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 each room.

#### On arrival

Candidates and accompanying persons should arrive at the Hawthorn Studios no more than 20 minutes prior to the scheduled examination time, unless advised otherwise.

- Enter the building and wait at the sign (keep 1.5 metres distance from others).
- Each visitor (or pair of visitors from the one household) will be invited to proceed to the reception desk.
- The candidate should hold up the Notice of Examination to be viewed. This must be a physical copy of the Notice, including the titles of pieces, to be handed to the examiner at the commencement of the examination. Diploma exam candidates must also present photo ID.
- Note that no food or drink may be brought into the building - bottled water excepted.

## Hygiene measures

- It is strongly recommended that a fitted face-mask is worn, except when drinking from a personal water bottle or performing.
- Hand sanitiser units will be available in each examination room and waiting area.
- Hand soap will be available in each bathroom.
- Paper towel will be available in each toilet cubicle.
- Water buckets will be provided for the use of brass players in examination studios and warm-up rooms.
- Examination Supervisors will sanitise touched surfaces in warm-up rooms and public areas, including door handles, handrails, toilets and examining rooms during breaks for morning tea/afternoon tea/lunch/dinner.
- Air conditioning fans will be set to the highest speed and doors to examination and warm-up rooms will be left open when the rooms are not in use.
- Air purifiers are installed in each room and must be switched on whilst the room is in use.

## Examinations

- When called, candidates and accompanists are requested to sanitise their hands and then move to the designated warm-up room.
- The examiner will call the candidate (and accompanist, if any) for the examination, which would normally commence with accompanied works. The accompanist is requested to transfer the instrument case from the warm-up room to the corridor outside the examination room, as the candidate will not be able to return to the warm-up room after their exam. (When vacating the warm-up room, please leave the door open.)
- After entering the examination room, the candidate should place books on the music stand, check the instrument's tuning to the piano and be ready to commence the first accompanied work. The accompanist is requested to use hand sanitiser (from the dispenser in the room) before touching the keyboard.
- Please do not blow instruments facing towards the examiner or the accompanist.
- Candidates may remove their face-mask whilst performing.
- Candidates are reminded not to touch their face or mask.
- Examiners will be seated at least 3 to 4 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. The accompanist is requested to leave the accompaniment parts on the piano; the candidate will complete the General Knowledge quiz whilst seated at the piano.

It is important to minimise the number of people in the premises and to maintain physical distancing rules. Therefore, after their examination, the candidate is requested to pack up their instrument in the corridor, sanitise their hands and leave the area quickly and quietly.

Thank you for your co-operation.