

Procedure for Lessons at student's home

1) Check you are allowed face to face lessons:

- If the student/teacher and anyone in their household is considered vulnerable/at risk, face to face lesson with Eximo cannot take place
- You haven't had any of the following symptoms, haven't been close to anyone with the following symptoms and are able to check with your household that they haven't had any of the following symptoms in the last 14 days: **Cough, Fever or chills, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhoea**
- If you have a condition/disability condition that doesn't allow you to wear a mask/visor please contact Eximo. The teacher may be able to provide a screen between student/teacher during the lesson.
- Please read through the procedures and communicate if extra advice is needed to be able to adhere to all the policies and only proceed if you are happy with the policies
- A **dedicated teaching room** must be available. Other household members including siblings must be in a separate room to the dedicated teaching room and not interfere with the space and lesson from 10min before/after (to air room) teacher's entry - exit
- The room must be big enough to be min 1m apart for piano lessons and min 2m apart for singing lessons
- Students that are children must have one adult assigned to be responsible for all the procedures and to be next to the child during the lesson time to manage behaviour and help with any tasks the teacher may ask to complete.

2) Use the LESSON RESERVE FORM to reserve your lesson time. You can request reserve a regular slot so you can skip this step in the future. Before moving to a full lesson, a **free 20min trial lesson** will be arranged to make sure both parties are happy to adhere to all the policies. Every person is different and whilst in theory these measures work, not everyone will find they will work for them until they have been tried out.

→ GO TO LESSON RESERVE FORM

3) Send DECLARATION FORM & MAKE PAYMENT

- Between **48hrs-24hrs before the lesson** time fill out the online declaration form to confirm that you and anyone in your household hasn't had any of the above outlined symptoms and you haven't been in close contact to anyone with any of these symptoms outside of your household in the last 14 days. You must check with everyone in your household at that time to confirm. If you cannot confirm this or you/someone in your household has/have/have had symptoms in the last 14 days, please let us know and we will reschedule your lesson.
- Please set a reminder for yourself to fill out the declaration form. If **no form is received 48-24hrs before the lesson**, your lesson will be cancelled
- If you/your household/anyone you have been close to develop symptoms after sending the form, please let Eximo know immediately and we will reschedule the lesson. If you don't want to reschedule, we will refund your money (only for reasons of illness not for other reasons). Please get a test asap and let Eximo know your test result. If negative, we can resume lessons when symptoms are gone. If positive, self-isolate for 14 days and contact us after 14 days or once symptoms are gone to rebook your lesson.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

- The declaration form will take you to payment.
- If you have to cancel within 24hrs for any reason other than illness, our general policy applies a 50% charge. Please request a refund for 50%.

4) Get ready for your lesson:

- ***Get the dedicated teaching space ready:***
 - o Measure out the right distance for student/assigned adults seat/standing place and teachers seat/standing place, mark either with a masking tape or an object
 - For **Piano** lessons, measure a distance of 1m+ at all times and maintain 2m wherever and whenever possible
 - For **Singing** lessons this will be a distance of at least 2m, where possible 3m or better, as far as possible without compromising the lesson quality.
 - o Open windows wide to air out room for at least 10 min before teachers' arrival. From this point, the teaching space shall not be interfered with by another member of the household that isn't the student/assigned adult. Keep window open as much as possible during the lesson for ventilation. Dress according to weather.
 - o Close off any spaces that are not needed for the lesson, entry/exit
- Prepare any lesson material you need – if you're unsure what you need please check with your teacher beforehand as teachers will not hand out any sheet music/material to students
- Don't keep open drinks or food in the room
- Wash your hands
- Put on your chosen face protection!
Both teachers and students (and assigned adult) must wear a face mask and/or a face shield. Face masks are more likely to protect others than yourself and face shields are more likely to protect yourself than others. Please keep this in mind when choosing just one of the other. For face mask use please watch <https://www.youtube.com/watch?v=ciUniZGD4tY> For visor use please watch <https://www.youtube.com/watch?v=EATqw6m44RY> and follow the instructions in the video. Please check out our blog to read why they are necessary and how to make it more fun for kids.

The following are government guidelines in wearing face coverings:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- You can make face-coverings at home. [Find guidance on how to wear and make a face-covering on GOV.UK](#)

5) Teacher arrival procedure:

- Do not let the teacher enter until the room is ready and has been thoroughly ventilated and other household members are out of the way. If you are running late getting everything ready, this time will be taken off your lesson.
- Socially distanced open/close doors for your teacher and show them to the dedicated teaching room. Teacher shall not touch any door handles, light switches, heating controls etc.

- Teacher will use their own wipes/hand sanitiser upon arrival to clean their hands
- Teacher may double check the measured-out distance
- If a cough screen was requested, teacher will set this up

6) The lesson:

- Keep the stated distance at all times throughout the lesson
- When **singing**, do not face each other but either stand side to side or back to back
- If **piano** teachers intend to demonstrate something, they will bring their own keyboard
- No foods shall be eaten during the lesson, drinks should not be in open containers – use bottles or cups with lids and wash after the lesson
- Assigned adult to help child student throughout the lesson and control behaviour
- If teacher feels unsafe due to student's behaviour, they may break up the lesson early and no refund shall be due.
- Teachers should not use the toilet unless absolutely necessary, if this happens, Student/assigned adult are advised to keep the toilet door shut for at least 10min before re-entering and then clean toilet, door handles, tap and other room surfaces. You have the right to refuse for the teacher to use your toilet
- If students/teachers show any of the symptoms outlined above in the lesson, the lesson will be broken up immediately and will be rescheduled. Both teacher and students shall arrange to have a test done as soon as possible and stay home self-isolating for 14 days or until and if the test results come back negative and symptoms have disappeared- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

7) Teacher's exit / after the lesson:

- Show the teacher out socially distanced
- Wipe all surfaces in the room especially anything the teacher may have had contact with
- Please wash your hands again
- Air out the dedicated teaching room before other household members enter
- You may consider changing your clothes after the lesson

8) Have a great time!

We know this new normal is not what we are used to and will require compliance by all parties to stay safe but we hope you will thoroughly enjoy your face to face lessons again and will feel safe

9) Don't hesitate to get in touch

If you have any questions or want to talk to us about your lessons please don't hesitate to get in touch, Eximo wants to make this the best and safest experience as possible for you