



Practice Room Protocols

Practice rooms will be made available for student use with the following guidelines.

Practice Rooms are available beginning August 20th from 8am-10pm, 7 days a week. Available rooms are:

All Instruments:

Watchorn Hall:

215, 216, 217, 219

Fine Arts:

205, 206, 207, 212, 213

Specific Instruments:

Voice only:

Fine Arts 219, WAT 213, 214

Woodwinds only:

Fine Arts 201, 220 WAT 202

Brass Only:

Fine Arts 202, 203

Percussion only:

Fine Arts 107 is the percussion studio

Fine Arts 103 and 105

Fine Arts 210 for drum set

Bass only:

Fine Arts 101 and 104

Before using the practice room:

- Request the room using the online [room request form](#).
- Per University policy, everyone using University of Redlands facilities regularly **MUST** be tested weekly. Please see www.redlands.edu/urready for more information.
- In order to reserve or use any School of Music facility, you must submit proof of a negative COVID-19 test taken within the week prior to the date of the reservation as part of the reservation process. Reservations will be confirmed once proof of a negative test is received (with any additional sensitive personal information redacted) by email to chapel_music@redlands.edu.
- Requests should be made at least 72 hours in advance. We cannot guarantee processing of requests made with less than 72 hours notice.
- Rooms are available 7 days a week from 8am-10pm.
- If you do not receive a confirmation email after submitting the room request, do not go to the space.
- On the day of your reservation, prior to coming to campus, a Self Health-Assessment must also be submitted via the Redlands app (or <https://www.redlands.edu/urready/self-health-assessment-app/>). If you do not pass the Self Health-Assessment, then you should not come to campus, even if you have a time reserved.
- Contact Public Safety at 909-748-8888 for access to Watchorn Hall or Fine Arts Building. The main doors will remain locked at all times. **No visitors or guests are allowed.**
- If your reservation is for a space in the Fine Arts building, please note that you're required to enter and exit only through the West entrance to the building. The East entrance to the building is closed until further notice. You cannot enter the room before your reservation time and must leave by the end of the reservation time.

- There will be a mandatory 1-2 hour non-use time between reservations.
- Using a disinfectant wipe, clean all 88 keys of the keyboard – do not spray the piano with disinfectant spray.
- Disinfectant spray and disinfectant wipes will be available to spray door handles, music stands, etc.

After using the practice room:

- Using a disinfectant wipe, clean all 88 keys of the keyboard – do not spray the piano with disinfectant spray.
- All four sides of every black key and the entire length of each white key needs to be cleaned.
- Wipe down the keyboard lid with a disinfectant wipe
- Wipe down the music rack with a disinfectant wipe
- Wipe down the piano bench with a disinfectant wipe
- Spray disinfectant spray on or wipe down door handles, music stands, light switches, etc.
- Spray disinfectant spray on or wipe down any other surface you've touched.
- Leave the door propped open when you leave
- Use hand sanitizer and/or wash your hands thoroughly

Additional Guidelines

- Only **one** person is allowed in the practice room at a time.
- Face masks must be worn at all times in the buildings
 - Face mask guidelines:
 - Make sure the mask covers your mouth and nose
 - Mask should fit tightly around your face
 - Wash your mask frequently and do not reuse disposable masks.
- Brass players must use an instrument bell cover and instrument covers are highly recommended for woodwind players. You can purchase one [here](#). If you are taking a lesson with your teacher and they need to see your hands for fingering, etc., it is ok to remove the instrument cover.

- Brass must use a pet training pad to empty spit valves. These will be provided and available in the hallways of Watchorn and Fine Arts. After use, dispose of the pad in a trash receptacle and wash your hands immediately.
- Brass players are highly recommended but not required to use to use a surgical mask with a slit in the front for the mouthpiece while playing. This mask should only be used for playing purposes.
- Woodwind players are highly recommended but not required to use a surgical mask with a slit in the front for the mouthpiece while playing. Please keep the windows open at all times in designated rooms for woodwind players. Extra care in cleaning the room after use should be done.
- Singers are highly recommended but not required to use a mask while singing. Please keep the windows open at all times in designated rooms for voice students. Extra care in cleaning the room after use should be done.

In the event these protocols are not followed, students will not be allowed to use School of Music facilities for the remainder of the term. Additional actions may include student conduct reports, or additional disciplinary action. We are all responsible for the well-being and health of ourselves and others, so these protocols must be respected and followed at all times.

If you notice these protocols are not being followed, please notify Dr. Modica immediately at joseph_modica@redlands.edu.