

Dear Holy Names Students and Families,

All of us here at Holy Names Music Center want to thank you for your dedication to music education and our mission of “music for all”. The health and well-being of our students, faculty, staff, and our community is our top priority and we are closely monitoring the evolving situation regarding Coronavirus (COVID-19). Currently we are opened for business. Our team has developing policies, procedures and preventive measures based on the latest developments and recommendations from federal, state and local health officials to minimize risks and to comply with the CDC and Washington State Phase 2 Requirements.

In addition to the additional cleaning and disinfecting measures we are practicing - we will be implementing the following procedures to prevent the spread of COVID-19:

- Training all employees in protection measures including staying home and away from the workplace if they are sick, and CDC recommended policies to prevent the spread of illness.
- Offering customers more opportunities to connect with us in a manner that ensures they feel safe and comfortable, such as offering remote lessons online.
- Making hand washing and sanitizer available within the Music Center.
- Reminding all within our building to practice social distancing of a minimum of 6 feet from other people and requiring all to wear face coverings within shared spaces.
- All teachers and students will self screen each day before coming in to lessons. Take your temperature at home. Do you have fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell? Any temperature of 100.4°F or higher is considered a fever. If you have a fever or any of the above symptoms or have been in contact with anyone with a suspected or confirmed case COVID-19 you should remain at home.
- Families are asked to not bring extra guests along to lessons and to either wait in the car or outside for their students or limit to one accompanying parent as needed, keeping 6 ft apart from others. Parents in building will accompany student in teaching room rather than waiting in the hall.
- To avoid bottlenecks and follow the guidelines set forth by the state we will have the two front doors on either side of the building open to students. Students will text their teacher upon arrival and wait for a reply before entering the building. Please enter and exit on the side closest to your lesson room. Look for teacher instructions in case regular lesson locations have been changed. Allow other students to exit before entering to allow for social distancing of a minimum of 6 feet apart. The rear entrances to the building will be closed and locked.
- Studio doors will remain closed during lessons when other studios are in use in the area. Windows may be opened.
- All shared surfaces within studios will be sanitized between students.
- Please contact our office via email or phone at music@hnmc.org or (509) 326-9516. Leave a voicemail if you don't reach us so we can return your call. Communications may be dropped through the office door mail slot. The HNMC office staff will be working remotely some of the time. The front office door will remain closed even when staff are present, please knock on the side door for assistance, as necessary. The best time to reach our office is M-Th 12-6pm
- Please make electronic payments when possible. Checks may be mailed to us or dropped in the mail slot in the office door. Cash payments will not be accepted at this time.

We will continue to follow guidance from local authorities regarding further developments. Your safety and peace of mind is of utmost importance to us and we appreciate your cooperation with of the additional measures we have put in place for the wellbeing of our customers and employees. We are happy to continue to advance the power of music within our community and are grateful for your business!

*HNMC invites you to address us with questions or concerns in any way you feel comfortable as we navigate this together.
hnmc.org/ideas-and-improvements 🎵 music@hnmc.org 🎵 509-326-9516 🎵 3910 W. Custer Dr. Spokane, WA 99224*