



# Foundation Music School

3663 South College, Unit 13 Fort Collins, CO 80525  
970.407.9084      [www.foundationmusicschool.org](http://www.foundationmusicschool.org)

## Please familiarize yourself with the following guidelines for FMS Summer 2020 Private Lessons:

1. Wearing masks inside our building will be required by all persons as long as the Larimer County Public Health Department and the State of Colorado recommend wearing them, or until we notify you differently. Please make sure your student owns & wears a mask that fits properly and they can put on independently and leave on.
2. FMS Staff will undergo daily temperature checks. FMS will keep a daily log of all staff temperatures and a checklist description of health.
3. FMS Directors have carefully measured & arranged for at least 6-feet of space between teachers & students, if not more. FMS Staff will maintain this amount of distance & will guide their students to do so.
4. FMS Staff will dispense hand sanitizer to each student upon entering the classroom.
5. Until further notice, no parents or additional persons may attend a student's private lesson inside our school. Please speak with your private lesson teacher about the possibility of attending your student's lesson virtually from outside FMS.
6. FMS cannot allow people to gather in the lobby or hallways and no chairs will be available inside the building. Please - no parents inside the building. We will provide chairs on the sidewalk outside our building when the weather allows. Please leave chairs where we place them to allow for students to line up safely while waiting to enter our building.
7. Your student's teacher will greet them in the lobby before their lesson begins and bring them outside the doors of FMS to be picked up by you. Students will wait for their teacher in the lobby on floor markers that have their teacher's name. These markers will be no less than 6-feet apart. Please arrive promptly for drop off and pick up for your student. Additional drop-off/pick-up information will be provided by your teacher.
8. In some cases, students will be asked by their private lesson teacher to enter FMS through a separate entrance other than our main entrance. The reason for this is to keep the flow of people through our hallways to a minimum. Your teacher will let you know if your student will be using a different entrance.
9. To limit traveling through the building, please use the bathroom at home before coming to lessons. One public bathroom will be available for emergencies. Please do not congregate in the hallways or near the bathroom. Bathrooms will be sanitized three times each day. You are welcome to help yourself to a Clorox wipe if you'd like to sanitize for yourself.
10. FMS Staff cannot offer bathroom assistance to any student. An FMS Staff person can walk your student to the bathroom area but your student must be bathroom independent or we ask that you remain outside the building throughout the entire class time in case bathroom assistance is needed.
11. FMS will sanitize our high-use areas throughout the day. This includes pianos, keyboards, drums, door handles, etc, which will always be sanitized between classes and students.
12. Please seek and follow the directional arrows for moving through our building.
13. Please arrive no earlier than 5 minutes before your lesson start time, and please be on time for pick up.
14. Until further notice, absolutely no outside food, drinks, or water bottles of any kind will be allowed in the building.
15. If you or your student have a fever, cough, sore throat, shortness of breath/difficulty breathing, or any other symptoms related to COVID-19 or another illness **OR** if you have been exposed to someone who is suspected of having COVID-19, please do not enter FMS but instead arrange to attend a virtual lesson.

**FMS reserves the right to amend these guidelines at anytime and will notify families of any changes via personal email, FMS newsletter, and our website. Please check your email regularly for any changes that may need to be made. Thank you!**