



## Reopening & COVID-19 Response - JULY 6,2020

The safety of our staff, members and guests are our top priority.

That is why we are committed to:

- Increased cleaning regularly, especially in high traffic areas.
- Ensuring that all surfaces are wiped down between users, and limiting the use of all common areas.
- Providing access to hand sanitizer and encouraging frequent hand washing.
- Helping to maintain physical distancing by limiting access to the space. At this time, guests are limited to one per session, or room booking.
- Mandatory mask use while entering/exiting the space or in common areas, where physical distancing may prove difficult.

At this time, coffee & beverages will not be provided in the space.

If you are accessing the space please respect these guidelines:

- Sanitize your hands upon entering the space.
- Practise physical distancing
- Avoid touching items unnecessarily

If you are experiencing symptoms or have been in close contact with someone self-isolating, please do not enter the space.

Grayson Music, Signal and its related companies will continue to update you as new information becomes available. Individuals or businesses accessing the space are responsible for knowing, understanding and following the municipal, provincial and federal guidelines in response to COVID – 19 and the phased reopening plan for their businesses. If you have questions additional information can be found below, or please contact Alison at [Alison@graysonmusicgroup.com](mailto:Alison@graysonmusicgroup.com).

We appreciate your support in this matter.

### Latest COVID-19 Information

<https://www.toronto.ca/home/covid-19/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

# Signal's Security/Studio Usage Policies

You are acknowledging Signal's security/studio usage policies.

Subject to availability and confirmation of booking you will have access to the Signal premises, located at 112 Adelaide St East, Toronto, ON M5C1K9 during the approved session windows, over the term of your agreement.

## Fee:

- Studio access will be provided subject to fees as outlined on the Signal Creative Community website and is due upon booking to Signal.

## Terms:

- **Guests are the responsibility of the booking member.** You acknowledge that any guests brought into the Signal facility are your responsibility and must not be left unsupervised for any reason, at any time. In the event of damage done to the space, by either yourself or your guests, you may be held personally responsible for the cost of repairs.
- **Guests to the space are limited to one person**, in addition to the booking party, per studio.
- **You are responsible for observing social distancing** and all provincial/federally mandated safety measures for workplace environments. Please note that COVID-19 has created exceptional circumstances, and these policies may be revised, at Signal's sole discretion.
- **Access is limited to the assigned studio and adjoining booth** if applicable, as well as washroom facilities and necessary building access points.
- You acknowledge that during your time at Signal you might overhear details of ongoing work including but not limited to; customers and the details of their agreements, contracts and arrangements. These are considered Confidential Information and shall not be disclosed to any third parties, except as it pertains to your individual scope of work, or permission to do so has been granted in writing by Signal management.
- You acknowledge that you will be subject to the same rules and policies as an employee of Signal and that Signal reserves the right to change the provisions of any of these policies, systems and procedures at any time and without advance notice to you.