

## Covid-19 Instrument Loan and Return Procedure

This short infographic is to outline our new procedures that are to be implemented in conjunction with the government guidance to keep parents and TMS staff safe in the instances of collecting and returning instruments

These guidelines may be revised pending further guidance from the government, as and when it's necessary

### Instrument Loan

1



**Please do not** travel to High House Production Park to pick up an instrument if you are feeling unwell or any members of your family are showing signs of Coronavirus.

2



**Please wait to be contacted by TMS admin** to tell you the instrument is ready and to arrange a pick up time. **Do not** just turn up unannounced.

3



Instruments are to be collected from the Granary at High House Production Park, please use the hand sanitiser on entering the room.

4



**Please bring your own pen** to sign the documentation.

5



**Only one person** from the household should come to pick up the instrument.

6



**Please wear a facemask** when on site at High House Production Park.

### Instrument return

1



**Please do not** travel to High House Production Park to return an instrument if you are feeling unwell or any members of your family are showing signs of Coronavirus.

2



**Please contact TMS admin** to arrange a time to return the instrument. **Do not** just turn up unannounced.

3



Please wipe down the instrument case and **in particular the handle** with an antibacterial wet-wipe before returning the instrument

4



**Please wear a facemask and disposable gloves** when returning the instrument.

5



**Only one person from the household** should come to return the instrument.

6



A receipt for the return of the instrument will be emailed to you

If you have any further questions please email [music.services@thurrock.gov.uk](mailto:music.services@thurrock.gov.uk)