

Thursday, 19 March 2020

Dear NCMA Students, Parents and Caregivers,

With the possibility of cases of Covid-19 affecting Nelson we want to proactively share some information with you about our plans.

One of the best things about music is that it brings people together, but it is likely that in the coming weeks we will need to act carefully to help reduce the spread of disease. We have been very lucky that we have had time to carefully plan our pandemic response, drawing on the experience of cities, venues and schools overseas.

NCMA will follow the lead of the **Ministry of Education** in deciding when we should cease teaching in person.

Until then, please observe these rules every time you visit NCMA:

- Wash your hands before every lesson or class, and practice good hygiene:  
**Cover your sneeze, wash your hands often and well, isolate yourself if you don't feel well.**
  - Ask your teacher how to keep your instrument hygienic. Caregivers, please help.
  - Avoid passing or sharing your instrument to anyone else.
  - If you share equipment please wipe it clean before handing it back.
  - Stand and sit away from other people.
  
- If you or a member of your immediate family are unwell **stay at home**.

NCMA will:

- Remind everyone to **wash their hands** before their lesson, and how to practice good hygiene.
- Disinfect surfaces that are touched often (like door handles) at least twice each week.
- Place a hand sanitiser dispenser beside the main entrance and in each of the two kitchens.

As the risk rises in the coming weeks we may need to cancel events and lessons, and we may need to ask for your patience and generosity at times.

**If we are advised to work from home:**

- Most NCMA Community Courses will be cancelled until further notice.
- Where practical Affordable Group Classes will be **delivered online**.
- If you take private lessons your teacher will be in touch to discuss options.
- The NCMA building will be closed.

NCMA will provide technical advice and support for online lessons using **Google Classroom** and **Google Hangouts Meet**. You will need -

- An email address you can check (may be a parent or caregiver's email),
- A computer with a microphone and webcam OR a smart phone,
- A quiet room with a neutral background and good lighting,
- A reliable high-speed internet connection. We recommend Fibre and ethernet.

Google Classroom and Hangouts Meet apps are available for most common devices.

If you do organise online lessons with your teacher, please keep your standards high. Dress and behave as you normally would at a lesson, even though you are at home.

Our response to the spread of the pandemic will be updated regularly at <https://ncma.nz/pandemic-response/> and on our Facebook page. We will also post some resources and links there that may help you plan for the challenges ahead.

If changes affect you directly we will keep in touch via email or text message.

Nāku iti noa, nā



Mr J. Donaldson,  
Director