

Wednesday, 13 May 2020

Kia ora koutou,

NCMA will reopen to teachers and students under specific restrictions from Monday 18 May. Sophie can receive your booking requests from Friday this week.

Please be aware we will be very limited in the number of people we can accommodate under physical distancing rules. **If you can teach online, we encourage you to continue to do so** for now.

Please respect Sophie's decision as she allocates you to a room; her priorities are **safety and capacity**. I understand you will need to think ahead about managing your teaching resources and appreciate your flexibility.

Each room will have a **strict occupancy limit** posted on the door. Please do not allow observers to attend a lesson where this limit will be exceeded. Where it is advisable that an observer attends the lesson, please be sure to include them when you book a studio with Sophie. Classes with more than 10 attendees including the teacher and any observers cannot proceed at level 2.

The front doors will be **open from 3pm to 6pm every weekday**. Outside those hours you will need to meet your students at the front door, as their access cards will not work. Please remind them to sign in.

Please help us communicate these provisions to parents:

Parents and Caregivers should **drop off students** then leave the building for the duration of the lesson, provided they feel safe doing so. Students can wait for collection on the physically distanced chairs opposite the ticket office. The foyer is not available as a waiting or collection area.

Every person entering our facility must sign in using our [**online contact tracing form**](#), and sign out when they leave, no matter how short the visit. This includes you, your students, and anyone accompanying them.

You are required to maintain **2-metre physical distancing** in your lessons. This will take some careful planning.

Please bring your own wipes, and **sanitise every surface you touch**. Piano keyboards should be sanitised before and after use with a little meths sprayed on a paper towel (be careful to avoid splashes on the lacquer).

We recommend NCMA teachers wear a **disposable facemask** where practical. These are available at the Ticket Office for use by NCMA teachers while you are in the building. A poster illustrating the correct fitting and use of facemasks is on display in the Foyer. Major supermarkets are now well stocked with facemasks and disposable gloves should you wish to use them elsewhere. You may choose to require your students to bring their own facemasks to lessons. You may also wish to **keep studio doors open** to promote ventilation.

Disposable masks should not be re-used. Masks and used wipes can be disposed of safely in the **marked bio-hazard bins** throughout the facility.

There will be **no access to the kitchen and kitchenette at level 2**. You must bring your own flasks for tea/coffee, and you and your students must bring water bottles. Teachers of reed instruments should plan how you will manage reed soaking and rinsing and communicate your expectation with parents ahead of time.

Please use the **Foyer toilets**, as these are being cleaned and sanitised daily. Other toilets are out of commission for the time being and will be locked.

Common-sense hygiene remains your best defence:

- Wash your hands often, thoroughly
- Cover your sneeze or cough
- Isolate yourself if you or a member of your family are not well, or if you have recently returned from overseas travel. Advice on isolation is available from the [Ministry of Health](#).

Through this time NCMA is operating on very limited finances. Please help us by **limiting heating use wherever possible**. Heating is on demand, and will switch off automatically in most rooms every hour on the hour. You may wish to encourage your students to dress warmly. Please avoid heating the Auditorium.

High-touch surfaces at NCMA are being **sanitised daily**. Hand sanitiser dispensers are located beside the front doors and in the meeting room. Methylated spirits and hand sanitiser bottles are available from the Ticket Office if needed. Be aware shared cleaning products carry a certain hygiene risk. We recommend you bring your own.

Each class, student and teacher will present unique challenges over the coming weeks. [Sophie](#) and [Tanya](#) are available to help answer any questions you may have and will escalate enquiries to me where necessary.

Your creativity and initiative have been tremendously inspiring since late March, and I look forward to seeing the NCMA building come to life again in the coming weeks with your music.

Nāku iti noa, nā

Mr J. Donaldson,
Director