

Wednesday, 12 August 2020

Dear Friends,

In line with most of New Zealand NCMA will return to alert level 2 from 12 noon today for the rest of this week. We do not anticipate widespread disruption to your activities at NCMA unless the current notification is extended. In the event we are at Level 2 beyond the end of this week, the following restrictions will apply:

- Please maintain **good hygiene practices**:
 - Agree with your group that anyone who is not well, or who has a family member who is not well will not attend.
 - Wash or sanitise your hands on entering the building,
 - Cover your cough or sneeze,
 - Help us keep NCMA safe: where practical please sanitise high-touch surfaces after use.
- You are advised to maintain **2-metre physical distancing**. Each room will have a **strict occupancy limit** posted on the door based on 2-metre physical distancing. Limits for the Auditorium are 44, and the Rectial Theatre 18. If your booked room is too small, please consider cancelling your rehearsal.
- 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 members, and anyone observing.
- Please bring your own wipes, and **sanitise every surface you touch**. Piano keyboards should be sanitised before and after use with a little methylated spirits sprayed on a paper towel (be careful to avoid splashes on the lacquer). Supplies are available at the Ticket Office, please return them after use.
- We recommend you wear a **disposable facemask** where practical. A poster illustrating the correct fitting and use of facemasks is on display in the Foyer. You may also wish to **keep studio doors open** to promote ventilation. **Marked bio-hazard rubbish bins** are placed throughout the facility.
- There will be **no access to the kitchen and kitchenette at level 2**. Please ask members to bring their own flasks of tea/coffee and bottled water. Players of reed instruments should plan how you will manage reed soaking and rinsing.
- 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.

High-touch surfaces at NCMA are being **sanitised daily**. Hand sanitiser dispensers are located beside the front doors and in the meeting room.

Venues Manager [Kim McCormack](#) and the [NCMA administration team](#) are available to help answer any questions you may have and will escalate enquiries to me where necessary.

Thank you again for your leadership and your care for our community through a challenging time.

Nāku iti noa, nā



Mr J. Donaldson,
Director