

Wednesday, 12 August, 2020

Kia ora koutou,

In line with most of New Zealand NCMA will return to alert level 2 from 12 noon today for the rest of this week.

Many NCMA group classes will be cancelled. If your class is cancelled you will receive a message from us via SMS and email no later than 2 hours before the class is due to start. If you don't hear from us your class will be going ahead as planned. Please check your email before you leave home.

Private lessons may continue if you and your teacher feel safe, and you follow official level 2 restrictions. Your teacher will be in contact with you to discuss their plans.

Strict **2-metre physical distancing** applies to all users. Please discuss this with children so they know what to expect. Each room now has an **occupancy limit**. Please help us ensure those limits are not exceeded.

You must sign in using our [online contact tracing form](#), and sign out when you leave, no matter how short the visit. This applies to anyone entering the building including accompanying adults.

Please **wash or sanitise your hands** every time you enter the building.

Whanau, where you feel safe doing so, please arrange to **drop off students then leave the building** for the duration of the lesson. Students can wait for collection on the physically distanced chairs opposite the ticket office, but there can be **no waiting anywhere else in the facility**. Please let your teacher or NCMA staff know if your child may need extra support to feel secure and safe.

Please use the **Foyer toilets**, as these are being sanitised daily. Other toilets are out of commission. High-touch surfaces at NCMA are being **sanitised daily**. Hand sanitiser dispensers are located beside the front doors and in the Meeting Room. We encourage you to bring your own sanitising wipes in case you need them.

NCMA teachers may choose to wear a **facemask** when teaching. You may wish to consider if a mask is practical for you. A poster showing how to fit a facemask is on display in the Foyer. Where practical teachers will keep studio doors open to promote ventilation. Masks and used wipes can be disposed of safely in the **bio-hazard bins** throughout the facility.

There will be **no access to the kitchen or kitchenette at level 2**. Please bring labelled water bottles with you to class and only drink from your own bottle.

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 have recently returned from overseas travel. Advice on isolation is available from the [Ministry of Health](#).

Nāku iti noa, nā

Mr J. Donaldson,
Director