

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 please assume your class is going ahead. Please check your email before you leave home.

**Private lessons** may continue if you and your student feel safe, and you follow official level 2 restrictions including physical distancing. **Please contact your private students** to let them know your plans. **If you can teach online, we encourage you to do so.**

Each room will have a **strict occupancy limit** posted on the door. If your booked room is too small, please cancel the lesson. I regret we cannot accommodate room changes.

Classes with more than 10 attendees including the teacher and any observers cannot proceed at level 2. You are required to maintain **2-metre physical distancing** in your lessons. This will take some careful planning.

**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.

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](#).

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.

Nāku iti noa, nā

Mr J. Donaldson,  
Director