

Tuesday, 22 September 2020

Dear Friends,

It is with great pleasure that I write under Alert Level 1 to reaffirm NCMA is now available for you to resume rehearsals when you and your members are ready, without any significant restrictions. There are a few things to keep in mind as we return to normal operation:

- 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 including arms of chairs and the kitchen bench
- **Energy-saving initiatives** remain in place for the time being.
  - Heat-pumps and air-conditioners are on demand, and will switch off automatically on the hour, every hour.
  - Plan ahead how you will manage heating, and advise members it would be prudent to dress for the occasional chill.
- **The NCMA foyer kitchen will remain locked.**
  - Please contact Sophie to arrange a kitchen key, and put in place systems to track who in your organisation holds that key.
  - Please do not use NCMA bar glasses. Coffee mugs and small water glasses are available, but must be **washed by hand, then sterilised after use.**
- An **official NZ Covid Tracing poster** will be on display in the NCMA foyer at all times to help your members maintain their own contact tracing records.
- Please ensure your designated Health and Safety officer signs your group in and out of NCMA each rehearsal, using the **Occupancy Register** inside the Stage Door. This is an important fire safety procedure. If you are the last to leave please walk around the facility to ensure it is secure and empty, then set the alarm.

Please pass on my thanks to your membership for their patience and care for each other through the recent months. Thank you again for your leadership and your care for our community through a challenging time.

Nāku iti noa, nā



Mr J. Donaldson,  
Director