

Tuesday, 22 September 2020

Kia ora koutou,

It is with great pleasure that I write under Alert Level 1 to welcome you back to NCMA without any significant restrictions.

Covid-19 restrictions have meant we have not been able to deliver a full term of lessons in some classes through term 3. If this applies to your class, we ask that you endeavour to deliver at least 5 classes this term if you can. Where you arrange make-up lessons for your classes these can be at a time that suits you, but please take into account your student's prior commitments where possible.

Where lessons have fallen short of expectation we will be in contact with your students in the coming days to arrange a credit on their account for term 4.

There are a few things to keep in mind as we return to normal operation:

Please maintain **good hygiene practices**:

- If you, your student, or a close family member is not well, please self-isolate at home.
- 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 instruments, 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 students it would be prudent to dress for the occasional chill.

**The NCMA foyer kitchen will remain locked.**

- Please use the kitchenette in the Meeting Room for refreshments. Bring your own supplies including mugs.
- Encourage your students to bring a water bottle, and to only drink from their own bottle.
- Please do not use NCMA glasses or mugs. After use these must be **washed by hand, then sterilised**.

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.

**If you will be at NCMA after business hours** please sign in and out on 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.

Thank you for your patience and care for each other through the recent months, and for your leadership and your care for our community through a challenging time. I look forward to seeing you in person soon.

Nāku iti noa, nā



Mr J. Donaldson,  
Director