

## Pandemic Response

In a pandemic emergency NCMA will follow the lead of the Chief Medical Officer of Health (Ministry of Health) together with guidance from the Ministry of Education as it applies to our Education programme and EVANZ as it applies to events.

The Director will act as Pandemic Manager for NCMA in the event of a pandemic.

The Office Administrator will take responsibility for collecting records of all facility users for contact tracing purposes. Every individual visit to the facility must be recorded using one of the following:

- The official [NZ Covid Tracer](#) app,
- A visitor record slip, placed in a secure ballot box in the foyer or at the stage door.
- A ticket in the holder's name to an event in the facility.
- Details recorded by a member of staff on the official register at the box office.
- Record slips and registers will be cleared daily and sealed in a bag, labelled with the relevant date.

Each function of the NCMA facility will be considered:

- A music school catering primarily for children
- A concert promoter serving predominantly the elderly, and
- A venue for hire, in which case our users are primarily adults.

Our response will change with each of the following announcements from the MOH:

<b>Level 1 Prepare</b>	The disease is contained in New Zealand. <ul style="list-style-type: none"> <li>• The disease is uncontrolled overseas.</li> <li>• Isolated household transmission could be occurring nationally</li> </ul>
<b>Level 2 Reduce</b>	The disease is contained, but the risk of community transmission remains. <ul style="list-style-type: none"> <li>• Household transmission could be occurring.</li> <li>• Single or isolated cluster outbreaks.</li> </ul>
<b>Level 3 Restrict</b>	High risk the disease is not contained. <ul style="list-style-type: none"> <li>• Community transmission might be happening.</li> <li>• New clusters may emerge but can be controlled.</li> </ul>
<b>Level 4 Lockdown</b>	Likely that disease is not contained. <ul style="list-style-type: none"> <li>• Community transmission is occurring.</li> <li>• Widespread outbreaks and new clusters.</li> </ul>

Our reaction may need to be revised where a potential infection threat is likely to be a greater threat to a particular age group.

# Response Measures

	Education	Concerts	Hire
Level 1 Prepare	Prepare communications, revise this plan	Consider cancellation insurance	Suggest cancellation insurance
	Permanent foyer digital poster promoting: <ul style="list-style-type: none"> <li>• Cover your sneeze, wash your hands often and well,</li> <li>• isolate yourself if you don't feel well".</li> <li>• encourage 1-metre physical distancing,</li> <li>• plan for contact tracing.</li> </ul> Begin moving all General Admission events to allocated seating and closed-list.		
Level 2 Reduce	Restricted lessons Some lessons online Email communications Strict attendance records Face coverings where practical Mandatory sign-in (age 12 & over)	As advised by EVANZ, or if not available: Closed-list with allocated seating. Door sales permitted with careful management. Individual contact detail collection. 1-metre physical distancing	
	<b>Disinfect</b> all surfaces twice weekly. Utilities on reduced schedule. 2-metre physical distancing applies in <b>common spaces</b> 1-metre physical distancing applies in <b>seated, controlled environments</b> Mandatory <b>face coverings</b> in common areas for ages 12 and over Face coverings are encouraged for all users wherever practical. Where a mask is impractical maintain 1m distancing in a well-ventilated room. Any staff or teachers in contact with students must be fully <b>vaccinated</b> from 1/1/22. Staff not likely to come into contact with students must be vaccinated or tested weekly. <b>Occupancy</b> will be determined by distancing, to be managed by the Office Administrator. NCMA staff <b>work from home</b> where practical, flexibility with staff leave.		
Level 3 Restrict	Remote teaching only. Teacher access to NCMA facilities on approval where working from home is not possible.	Cancel, postpone, stream or broadcast. Rehearsal and recording under strict hygiene conditions.	Suggest cancellation or postponement
	Strict hygiene regime on all touched surfaces before and after use. Utilities including heating will be available on demand. Doors remain locked.  All users work from home where possible. Strictly no public, customer, audience or student access. Maximum facility occupancy is restricted to 10 people. All access must be pre-booked with the Office Administrator. 2-metre physical distancing applies for all users. Mandatory contact tracing and attendance records for all users will be monitored daily by the Office Administrator.		
Level 4 Lockdown	NCMA closed, all card access revoked		Require cancellation or postponement