

# **RNZB COVID-19 SAFETY PLAN ARTISTIC**

## **FOR LEVEL 2**

This plan sets out how Dancers, Ballet Masters and the Artistic Director will work during COVID-19 Alert Level 2.

Under Alert Level 2 the following will be allowed:

- We will no longer have to remain in bubbles
- The borders will remain closed (except for NZ residents who will need to quarantine) as currently
- Businesses can restart with good hygiene and public health processes in place
- Social gatherings (both indoors and outdoors) will be limited to 10 people maximum
- Domestic travel will be allowed
- Schools and early childhood centres will reopen

The principle underpinning all of this is “play it safe”

All Dancers will be required to return to RNZB during level 2 starting on Thursday 14 May 2020. Thursday and Friday will be transition days and give the opportunity to tweak this safety plan if necessary with the intention of being fully operational by Monday 18 May 2020. RNZB will continue to provide daily Zoom classes for those dancers who may be slightly unwell or have household members who are sick and must remain at home.

This is a living document. Where it is brought to management’s attention that the procedures put in place are not practical, cause unintended negative consequences or do not deliver the optimum alert level working conditions we retain the right to amend these accordingly. We will use best endeavours to consult with affected staff regarding any proposed changes.

## **How We Will Operate Safely**

### **Public Transport**

Staff returning to work under Alert Level 2 will be encouraged to not take public transport to work if they have another alternative.

RNZB will make as many carpark as possible available. For staff wanting to use a carpark they will be required to advise Jane Burke by 2pm the previous day. Jane will develop a parking plan each day and allocate where staff will be able to park.

### **Contact Tracing**

Everyone coming into the Dance Centre must keep a record or personal diary of who they have been in contact with (name, phone number, time of contact) and their daily movements, including supermarkets visited etc.

Ballet Masters will keep a daily register of which Dancers and artistic staff are in the building each day. Any deliveries dropped off during the day will also be recorded on this register.

### **Personal Protective Equipment**

Staff who wish to use masks may, but it is their responsibility to provide these. Staff may use the masks provided in their grab n go bags, but it will be their responsibility to replace these. We won't be requiring people to use masks, unless official advice changes.

### **Physical Distancing**

Staff will be required to keep 1m distance from other staff outside of the studios and during class. During rehearsal required contact will be kept to a minimum.

Partnering and floor work will resume under alert level 2.

Dancers taking part in pilates mat class must provide their own clean mat or towel.

### **Wellness**

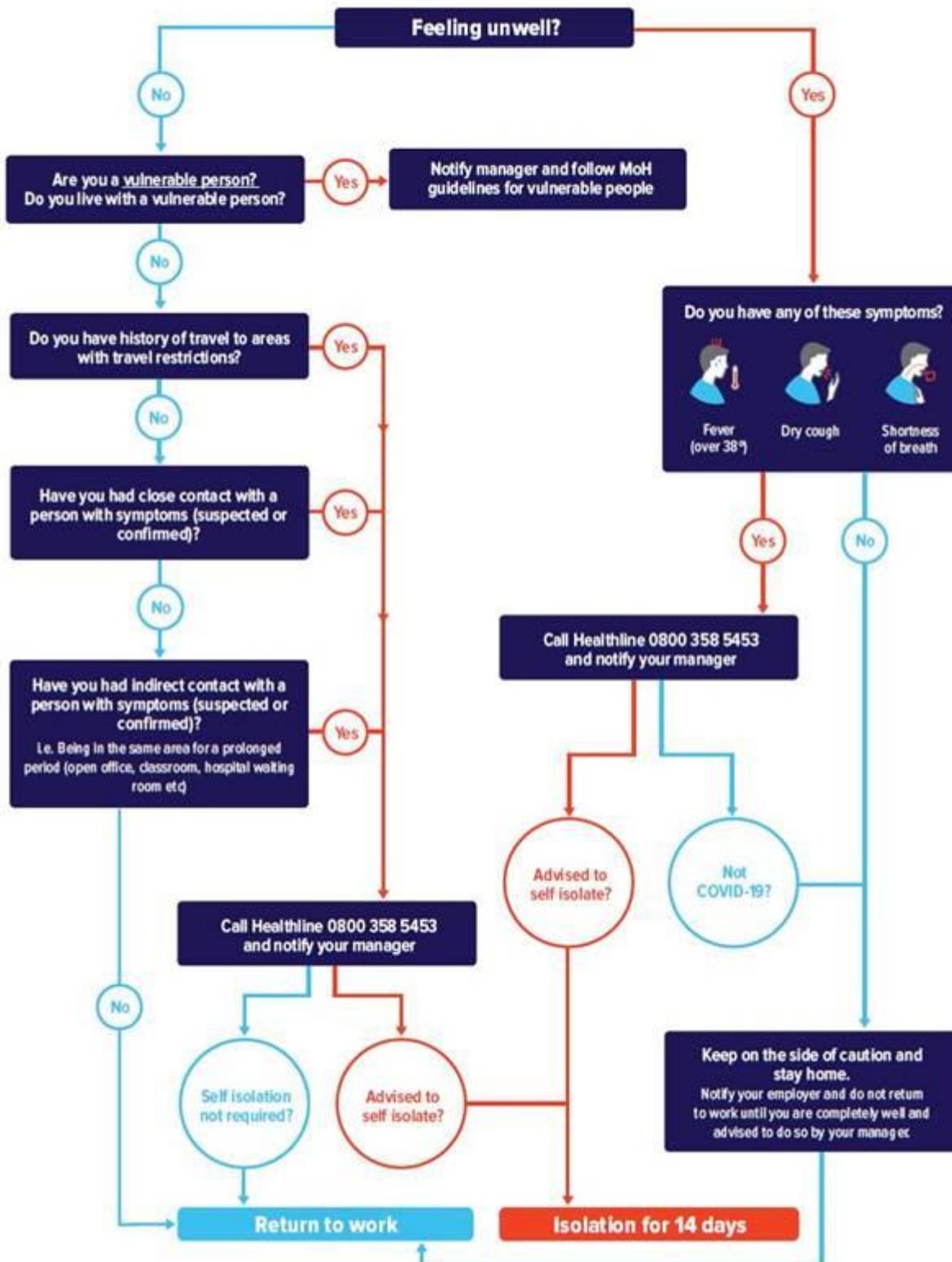
Dancers or Artistic Staff who are sick (even those with mild symptoms such as sore throat, runny nose, cough) must not come in to work. If anyone in a staff member's household is sick, the staff member must not come in to work either.

Any Dancer who has been away sick will be required to have their temperature checked before entering the Dance Centre on their return. A Ballet Master will be contacted and will arrange to meet the Dancer at the front of the building before they will be allowed to enter.

Messaging regarding handwashing, coughing/sneezing etiquette will continue, posters are displayed around our buildings. Plenty of hand sanitizer, soap and paper towels are provided.

The following process will be followed if feeling unwell:

# Personal Health Flowchart



## **Cleaning Regime**

Crestclean will do an anti-viral clean each day (Monday-Friday) in the evening.

The cleaners will wear masks and gloves. They will take all rubbish with them off-site. The cleaners will also bring their own equipment and take it with them when they leave the premises.

The Studio floor cleaner will do their normal 3 times per week clean. Jane will provide guidance for this cleaner on protecting themselves. The floor cleaner's equipment is locked in a separate cabinet from the regular cleaner's one.

## **Facilities**

Dancers must bring to work their own water bottle and any kitchen utensils required and not use the kitchen utensils.

The dishwasher will not be used.

The fridge, microwave and taps may be used but must be either wiped down with disinfectant after use or a paper towel used when touching them. Only food for the day will be able to be stored in the fridge and no food left in the fridge overnight. The large fridge will be for only the Dancers and the smaller fridge for other staff.

Dressing rooms and bathrooms will be limited access to a maximum of five people at a time allowing for 1m distancing. Dancers with lockers next to each other may not be in the changing rooms at the same time, ensuring a locker space between them.

The accessible toilet and small bathroom at the costume end of the Dance Centre will be used by artistic, costume and office staff only. Dancer toilets and showers will be used by Dancers only.

Entrance doors to studios and dressing rooms will be kept open where possible (as long as it does not impact on the temperature in the studio). This is to reduce to a minimum the number of surfaces that will be touched. Paper towels will be provided outside bathroom doors to allow doors to be opened holding a paper towel which will then be disposed of in a bin. Hand sanitizer will be available throughout the Dance Centre.

Office and costume staff will avoid dancer break times to avoid congestion in communal areas.

## **Emergency Response Protocols**

Emergency response for earthquakes, fire and tsunami is unchanged except that physical distancing will be maintained throughout any required evacuations.

## **Physio**

Will resume under level 2, under the following conditions:

1. Treatment will only be provided to well dancers. No sniffles, sore throats any sign of temperatures.
2. Both therapist and dancer will wash their hands, with soap, for 20 seconds before commencing treatment.
3. The towel in the bed will be changed between dancers. Pillow cases will be changed between dancers or a protective fluid retardant paper cover used and changed. Any surface of the bed exposed to previous dancer will be wiped with disinfectant wipe before the next treatment.

4. Masks and plastic aprons available if close contact is required with the dancers head or a limb is needed to be supported against the therapist.
5. Linen will be washed on site daily to maintain a good supply of fresh towels and pillow cases.
6. Acupuncture treatment
  - area to be treated to be wiped with alcohol product and left for 2 minutes before needle application.
  - single use needles

Dancers will only be allowed in physio area when getting treatment, no loitering will be allowed.

## What Are The Risks And How Will We Mitigate Them

Risks	How Will Mitigate
Catching COVID-19 from each other	<ul style="list-style-type: none"> <li>• Physical Distancing</li> <li>• Wellness checks prior to building entry</li> <li>• Requirement to stay home if have mild symptoms</li> <li>• Limiting facility usage</li> <li>• Cleaning regime</li> <li>• Hand washing, sanitizing, coughing/sneezing etiquette</li> </ul>
Spreading COVID-19 to others	<ul style="list-style-type: none"> <li>• Physical Distancing</li> <li>• Contact Tracing</li> </ul>
Catching COVID-19 from public	<ul style="list-style-type: none"> <li>• Discouraging from using public transport</li> </ul>

## How We Will Monitor The Effectiveness Of Risk Controls

Ballet Masters and Artistic Director will be responsible for ensuring the measures put in place outlined above are being adhered to.

Spot checks of staff keeping a contact tracing record will be undertaken.

## How We Will Gather Information On The Wellness Of Staff To Ensure They Are Safe and Well to Work

Anyone with mild symptoms and unable to be at work will be required to advise a ballet master as per the usual process. The ballet master must advise the Director of People and Culture who will keep a central register of staff who are sick to ensure there is an overview of the company's wellness.