

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

**APPROVED BY BOARD 29 APRIL 2020**

This plan sets out how Dancers, Ballet Masters and the Artistic Director (all of whom are unable to work effectively from home) will return to RNZB studios during COVID-19 Alert Level 3. This plan was developed by the Director of People and Culture in consultation with Artistic Director, Executive Director, Ballet Masters, union representatives and E tū union organiser George Hollinsworth.

All Dancers were consulted on the draft plan and given the opportunity to provide feedback. This resulted in some amendments being made which are incorporated into this version.

Allowing Dancers to return to work during Alert Level 3 recognises that they are unable to maintain physical condition, technique and strength in a home environment, and that this can place stress on their mental wellbeing. Although Dancers have been doing class from home via Zoom during lockdown, the floors Dancers are working on are often poor. The lack of proper space in a home setting greatly limits what they can do and increases the risk of serious injury.

Management's primary aim of returning to work during Alert Level 3 is to support the Dancers' physical and mental wellbeing by providing the coaching, facilities and other specialist resources to maintain physical conditioning and strength in order to be rehearsal ready.

It is intended that Dancers will only work half days during Alert Level 3, instead of full days. It is also intended that some rehearsal of repertoire will be incorporated into the half-day studio calls to prepare for future performance seasons, but only in circumstances where social distancing between dancers from different household bubbles can be maintained.

Return to work for Dancers during Alert Level 3 is voluntary. Where a dancer does not wish to return to work during this period, he or she will be required to demonstrate how he or she will maintain physical conditioning, technique and strength from within their household bubble. RNZB will continue to provide Zoom classes for those dancers who choose to train from 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 3 will not be allowed to take public transport to work. Each staff member will be required to complete a "Conditions of Returning to Work During COVID-19 Alert Levels Declaration Form" (See Appendix 1). This form, among other things, will declare the mode of transport they will use to get to work that is not public transport eg private car, shared car with a household bubble buddy or walking.

RNZB will make as many carparks as possible available and will develop a fair process for allocating these parks for staff wanting to use them.

### **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 and ability to contact) and their daily movements, including supermarkets visited etc.

Ballet Masters will keep a daily register noting the time Dancers and artistic staff enter and exit 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**

Two work bubbles will be created for the Dancers, Ballet Masters and Artistic Director.

Household bubbles that contain more than one dancer will be kept together and joined with other household bubbles so that the dancers are evenly split between the two work bubbles. Each work bubble will have no more than 18 people in it (including artistic staff).

Nick and Laura will be responsible for one bubble; Clytie and Patricia the other bubble. These bubbles will not be permitted to intermingle.

See the attached appendix 2 for a schedule for the times these bubbles will work.

The work bubbles will not be in contact with each other and anti-viral cleaning would occur between each work bubble coming into the Dance Centre.

On the first day back in the studio:

- Work Bubble One will be in the studio for the morning session. At the end of the morning session and before the afternoon session begins the studios will be given a deep viral clean by our cleaning company (Crest);
- Work Bubble Two will be in studio for the afternoon session.

The following day Work Bubble Two will be in studio for the morning session and Work Bubble One will be in the studio for the afternoon session.

A 2-metre grid will be marked on the floor studios 1 and 2 for class to ensure dancers maintain a 2-metre distance between each other.

There will be no partnering (except for those within personal household bubbles) and no floor work.

Dancers will be required to bring their own clean hand towel each day that they will place on the barre during class. Dancers will bring their own yoga mat or personal towel to sit on the floor. This will need to be clean each day.

## 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 bubble is sick, the staff member must not come in to work either.

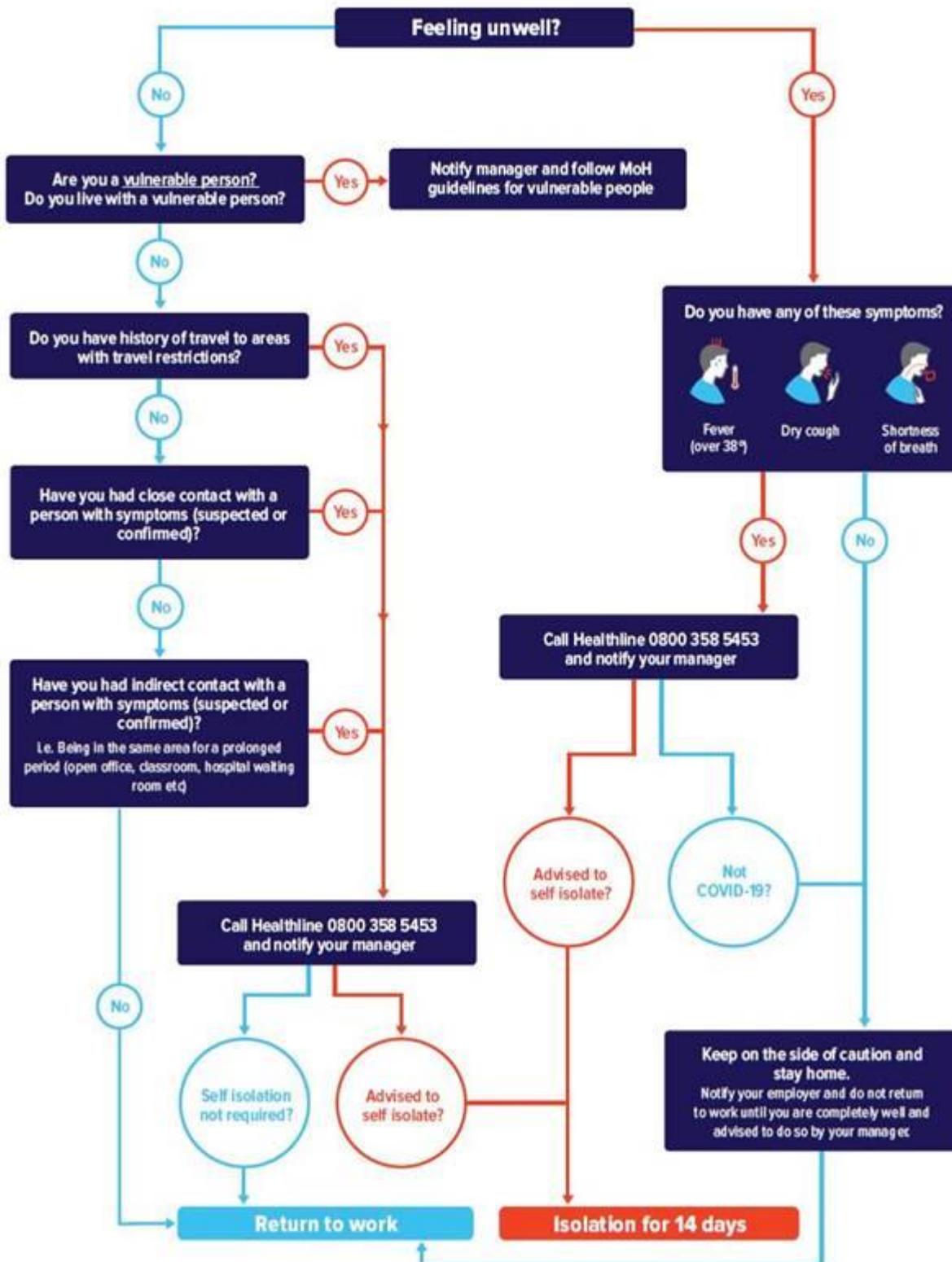
Each Dancer and member of artistic team coming into the Dance Centre will be checked with a no-contact thermometer administered by the Ballet Master in charge of their work bubble. Anyone with a temperature will be isolated upstairs in the Dance Centre while a safe way to get them home without having any contact with others is worked through by a Ballet Master. Arrangements will then be made for this area to be thoroughly cleaned.

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

We will continue to keep the opportunity to take class remotely via Zoom so staff do not feel pressured to come in if they do not feel 100% well.

The following process will be followed if feeling unwell:

# Personal Health Flowchart



## Cleaning Regime

A thorough anti-viral clean will be undertaken at the Dance Centre prior to anyone re-entering the building at the start of Alert Level 3.

Crestclean will do an anti-viral clean each day (Monday-Friday) from 1.30-2.30pm for Dancers and straight after this for costume area. A Ballet Master will oversee the cleaning of Dancers areas to ensure it is done to the required standard. The cleaners will wear masks and gloves. They will take

all rubbish with them off-site before the next group of dancers or costume staff come in to work. The cleaners will also bring their own equipment and take it with them when they leave the premises. Supplies, like toilet rolls and paper towels are stored in locked cabinets so that the cleaners can restock paper towel holders and toilet paper each day.

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.

### **Travel**

For dancers who have been in lock-down outside of Wellington it will be voluntary for them to choose to return to Wellington for Alert Level 3, but they will be required to be in Wellington by commencement of Alert Level 2. RNZB will work with Dancers returning to Wellington to ensure their method of travel is suitable and safe. Travel protocol will be developed and will be required to be followed. Any individual circumstances that make returning difficult will be discussed on a one-on-one basis.

### **Facilities**

Dancers must bring their own water bottle to work and not use the kitchen areas. Dressing rooms will be limited access to two people at a time.

Studios will need to be vacated straight after use and not used for warming up and down in order to minimise time in the studio.

Dancers will be required to turn up to studio in work-out clothes to limit using the dressing rooms and shower area. Dancers will be discouraged from spending any un-needed time at the Dance Centre or using Dance Centre facilities.

The accessible toilet at the costume end of the Dance Centre will be used by artistic staff only. Men's and women's bathrooms on the Michael Fowler Centre side of the building will be used by Dancers. The small bathroom by costume will be used by only the costume team.

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.

Staff will be required to bring back grab and go bags on first day back and leave these at the Dance Centre.

### **Emergency Response Protocols**

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

## 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>• Not being permitted to take public transport</li><li>• Travelling protocol for those returning from lockdown outside of Wellington</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.

Ballet Masters will use a contactless thermometer to check the temperature of every Dancer entering the Dance Centre.

## APPENDIX ONE

### Conditions Of Returning To Work During COVID-19 Alert Levels Declaration Form

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**Name:**

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The following method will be used for getting to work while under COVID alert levels:

Walking

Private Car or car pooling

Taxi/Uber

I understand that I am not permitted to take public transport to work as this exposes the company to additional risk of contracting COVID-19.

I agree to having my temperature taken each time I enter the Dance Centre and will go home straight away if required to.

I agree that if I have any cold or flu symptoms (runny nose, sore throat, cough, body aches, fever or chills) I will not come into work.

I declare that I do not share a bubble with anyone who is 70 or over or immunocompromised.

I agree to follow the conditions outlined by the company for protecting staff against COVID-19 and understand that failing to follow these conditions may result in disciplinary action being taken.

Signed:

Dated:

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## APPENDIX TWO – SCHEDULE

STUDIO ONE			STUDIO TWO		
<b>Monday</b>					
9.15-10.45	Class group 2				
11.00-1.30	Rehearsal group 2		11.00-1.30	Rehearsal group 2	
1.30-2.30	Break - Cleaning		1.30-2.30	Break - Cleaning	
2.30-4.00	Class group 1		2.30-4.00		
4.15-6.30	Rehearsal group 1		4.15-6.30	Rehearsal group 1	
<b>Tuesday</b>					
9.15-10.45	Class group 1				
11.00-1.30	Rehearsal group 1		11.00-1.30	Rehearsal group 1	
1.30-2.30	Break - Cleaning		1.30-2.30	Break - Cleaning	
2.30-4.00	Class group 2		2.30-4.00		
4.15-6.30	Rehearsal group 2		4.15-6.30	Rehearsal group 2	
<b>Wednesday</b>					
9.15-10.45	Class group 2				
11.00-1.30	Rehearsal group 2		11.00-1.30	Rehearsal group 2	
1.30-2.30	Break - Cleaning		1.30-2.30	Break - Cleaning	
2.30-4.00	Class group 1		2.30-4.00		
4.15-6.30	Rehearsal group 1		4.15-6.30	Rehearsal group 1	
<b>Thursday</b>					
9.15-10.45	Class group 1				
11.00-1.30	Rehearsal group 1		11.00-1.30	Rehearsal group 1	
1.30-2.30	Break - Cleaning		1.30-2.30	Break - Cleaning	
2.30-4.00	Class group 2		2.30-4.00		
4.15-6.30	Rehearsal group 2		4.15-6.30	Rehearsal group 2	
<b>Friday</b>					
9.15-10.45	Class group 2				
11.00-1.30	Rehearsal group 2		11.00-1.30	Rehearsal group 2	
1.30-2.30	Break - Cleaning		1.30-2.30	Break - Cleaning	
2.30-4.00	Class group 1		2.30-4.00		
4.15-6.30	Rehearsal group 1		4.15-6.30	Rehearsal group 1	