

## COVID-19 SAFETY PLAN FOR LEVEL 2

### COSTUME TEAM

This plan sets out how the costume team will return to RNZB premises during COVID-19 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 Costume staff will be required to return to the workroom during level 2 starting on Monday 18 May 2020.

This is a living document. Where it is brought to our 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 carparks 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 and ability to contact) and their daily movements, including supermarkets visited etc

The Head of Costume will keep a daily register noting the time costume 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**

Costume staff will be required to wear a mask when carrying out a costume fitting for a Dancer. The Dancer will also be required to wear a mask. RNZB will provide masks

### **Physical Distancing**

- At least 1 metre will be kept between workers at all times
- A detailed work schedule will be developed which Head of Costume will manage.
- If 2 people are using sewing machines, they will use their own machine and a designated overlocker. The sewing machines will be moved and kept apart from each other. No equipment will be shared amongst staff.
- There will be no physical interacting with other departments
- The Head of Costume will have a record of who is working in the department every day
- The costume team will not access common areas of the dance centre while the Dancers are on their breaks. apart from the costume area and designated bathroom and corridor from front door to the costume area. The team will be self-contained within their area for coffee making etc and thorough hand washing will occur before use.

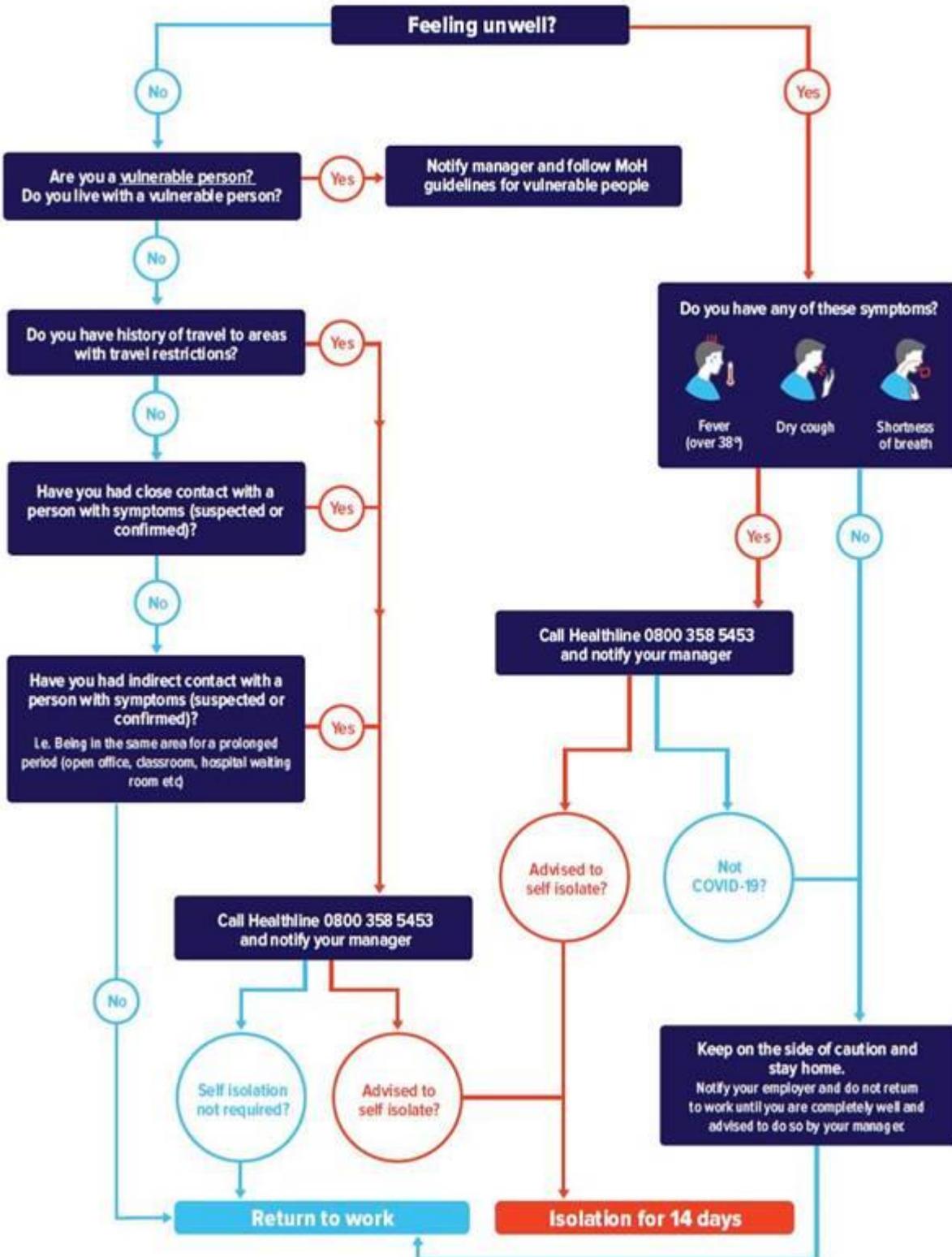
### **Wellness**

Costume staff who are sick (even those with mild symptoms such as sore throat, runny nose, cough) must not come in. If anyone in a staff member's household is sick they must also not come in to work.

Messaging regarding hand-washing, 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 evening (Monday-Friday) Any concern about the standard of the cleaning will be raised to the Office Administrator (Jane) immediately. The cleaners will wear masks and gloves. They will remove all rubbish and take with them off-site before the next group of dancers or costume staff come in to work. The cleaners also bring their own equipment and take it with them when they leave the premises. Their supplies, like toilet rolls and paper towels are stored in locked cabinets for them to restock paper towel holders and toilet paper.

Each person will clean the area they have worked in with an approved disinfectant at the end of each day.

A disinfecting schedule for surfaces used will be set up by Head of Costume.

## **Facilities**

Costume staff must bring to work their own 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.

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

Entrance doors to the costume area and dyeing room will be kept open where possible (as long as it does not impact on the temperature). 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.

The number of times fabric is required from the Willeston Street offices will be minimised. No more than 2 people will be involved in the retrieval of fabric and will keep the 1 metre distance from each other. The Office Administrator (Jane) will be advised each time someone requires to access Willeston Street offices and will keep a register required by the Property Managers of the Willeston Street Office building.

## **Emergency Response Protocols**

Emergency response for earthquakes, fire and tsunami 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>• 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><li>• Use of masks for costume fittings</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

The Head of Costume will be responsible for ensuring the measures put in place outlined above are being adhered to.

The Head of Costume will take appropriate action if a staff member fails to comply.

The Head of Costume has the ability to send someone home if correct procedure is not being followed.

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 the Head of Costume as per the usual process. The Head of Costume 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.

## 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:

Public Transport

Walking

Private Car or car pooling

Taxi/Uber

I understand that I am discouraged from using public transport to get to work as this exposes the company to additional risk of contracting COVID-19.

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 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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