This plan sets out the safety conditions that will be put in place for those staff not currently covered by the artistic, costume and workshop COVID safety plans.

This plan will take affect from when the country moves into Alert Level 2.

This plan was developed by the Director of People and Culture in consultation with the Artistic Director, Executive Director and Office Administrator. Affected staff, union representatives and the Health and Safety Committee were consulted on this plan before it was finalised.

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”

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. 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 (e.g. public transport, private car, shared car with a household member or walking/cycling).

Staff who do not have an alternative means to travel to and from work will be encouraged to travel at off-peak times in order to maintain physical distancing. Management will have a flexible approach to timing of office hours and in-office contact days to avoid traveling in congested circumstances.
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 working for RNZB must keep a record or personal diary of who they have been in contact with (name, phone number, date and time of contact and ability to contact) and their daily movements, including supermarkets visited etc.

The Office Administrator will keep a daily register of anyone entering the Dance Centre or Willeston Street who is not a staff member (e.g. couriers, visitors etc).

**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 1-metre distance between themselves at all times.

A maximum of 2 people will be allowed in the kitchen areas of both Willeston Street and the Dance Centre at all times.

A maximum of 2 people may meet at the table next to the Canon copier at the Dance Centre, maintaining appropriate distance from anyone passing through the door or going to use the Canon copier.

A maximum of 4 people will be allowed to sit at the white table at Willeston Street at a time to allow a minimum of 1 metre between at all times. Larger meetings may require staff to sit away from the table or a mixture of staff at the white table and staff attending the meeting via Microsoft Teams.

During Alert level 2 the private meetings room in Willeston Street will only be used for a maximum of 2 people at once.

Managers will discuss work from home and in office schedules under Alert Level 2 with their direct reports and coordinate with the Director of People and Culture to aid physical distancing and to assist with parking management.

**Wellness**

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.

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 use Microsoft Teams as an opportunity to connect remotely for meetings if required to work from home 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:
Cleaning Regime

A thorough anti-viral clean will be undertaken at Willeston Street and upstairs at the Dance Centre prior to anyone re-entering the building at the start of Alert Level 2.

CrestClean will do a daily anti-viral clean.

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. 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.

**Domestic Travel outside of Wellington**

No non-essential work travel will take place during Alert Level 2. The special pandemic response travel policy will apply.

**Facilities**

**Kitchen:**

Staff are encouraged to bring their own named water bottles and kitchen utensils to work and not use the shared kitchen utensils.

If a staff member makes a pot of coffee to share, or empties the dishwasher they will wash their hands thoroughly before and after.

Wash hands before and after preparing a meal in the shared kitchens. Food containers should be wiped down before putting them in the fridge and again when you take it out. If you have fresh fruit or something outside of packaging that you are going to eat raw, you should keep that in your bag and not the fridge, including marmite and peanut butter. Only food for the day will be able to be stored in the fridge and no food left in the fridge overnight.

After staff use the kitchen, they should use the disinfectant provided to wipe down any surfaces and handles touched, including the refrigerator, microwave, and tap handles, then dispose of the paper towel in the bin provided.

The Dishwasher at the Dance Centre will not be used. The large fridge at the Dance Centre will be used for only the Dancers and the smaller fridge for other staff.

**Bathroom:**

Willeston Street bathrooms will be restricted to one person at a time.

Paper towels must be used to open doors from the bathrooms back into the office space (including the re-entry key pad) and the paper towel then disposed of in your private bin back at your work space.

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

**Lifts:**

If using the lifts ensure you are able to maintain 1m distancing.

The lift is restricted to 2 people maximum.

Avoid touching your face after contact with lift buttons.

Avoid leaning on the walls.

Wash hands after use.

**Stairwell:**

Maintain 1m distancing.

Wait on the landings if need to pass someone.
Avoid touching your face after contacting handrails.

Wash hands after using the stairwell.

Shared Spaces:

When leaving a shared space (white table, kitchen, green room etc) staff will be expected to spray and wipe any surface touched (including chairs).

Office and costume staff will avoid dancer break times at the Dance Centre 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.

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

<table>
<thead>
<tr>
<th>Risks</th>
<th>How Will Mitigate</th>
</tr>
</thead>
</table>
| Catching COVID-19 from each other | • Physical Distancing  
|                               | • Requirement to stay home if have mild symptoms  
|                               | • Limiting facility usage  
|                               | • Cleaning regime  
|                               | • Hand washing, sanitizing, coughing/sneezing etiquette, and avoiding face-touching |

| Spreading COVID-19 to others | • Physical Distancing  
|                             | • Contact Tracing |

| Catching COVID-19 from public | • Discouraging use of public transport |

**How We Will Monitor The Effectiveness Of Risk Controls**

The Health and Safety Committee, Executive Director 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 their Manager as per the usual process. The Manager 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 Level 2 Declaration Form

Name:

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

- Public Transport
- Walking/Cycling
- 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, loss of taste of smell) 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: _____________________________