

# **RNZB COVID-19 SAFETY PLAN TRADIES AND CONTRACTORS**

## **DURING COVID ALERT LEVEL 2**

Welcome to the Royal New Zealand Ballet!

This plan sets out how we will keep Tradies and contractors who need to visit our RNZB premises safe during the COVID pandemic. This plan sits alongside the comprehensive safety plans that are in place for our different employee groups within RNZB. The principle underpinning all of this is “play it safe”. Please be assured our premises are thoroughly cleaned and our staff are practicing within strict safety plan measurements to keep everyone 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.

### **How We Will Expect You To Operate To Keep All of Us Safe**

#### **Carparking**

Our staff are being discouraged from taking public transport to work during Alert Level 2. Therefore, our car-parking is currently heavily used. We will attempt to find short-term parking for you where we can. Please liaise with our Office Administrator, Jane Burke (021 246 5641 or [janeb@rnzb.org.nz](mailto:janeb@rnzb.org.nz)) to determine if parking is available. However please be prepared to find alternate parking if necessary.

#### **Contact Tracing**

We have a QR code for the “Rippl” contact tracing app displayed at all of our premises. If you do not already have this app on your phone, you can download it from the AppStore or Google Play. Please scan this code to support national contact tracing efforts. We will require you to also sign into our usual visitors’ book to allow to keep track of who are on our premises. Please bring your own pen.

#### **Physical Distancing**

Please ensure that you maintain at least a 2m distance from anyone you encounter on our premises.

#### **Wellness**

If you or anyone in your household is sick (even with mild symptoms such as sore throat, runny nose, cough) please do not come onto our premises. We will welcome you back once you are well. Please practice good hygiene protocols while you are on our premises – washing or sanitizing hands regularly and practicing good coughing/sneezing etiquette into your elbow. Plenty of hand sanitizer, soap and paper towels are provided throughout the premises.

#### **Facilities**

During this time our kitchen facilities will be off limits. Please bring your own water bottle if required.

If you are using our bathroom facilities please ensure you practice good hand hygiene. Please use a paper towel to open doors and avoid touching common surfaces.

If you are working in the Dance Centre please liaise with Jane Burke to ensure you avoid communal areas during Dancers break times to avoid congestion.

#### **Emergency Response Protocols**

Emergency response for earthquakes, fire and tsunami is unchanged except that physical distancing will be maintained throughout any required evacuations. Please follow the directions of our staff.

Please sign the declaration form below and return to [Janeb@rnzb.org.nz](mailto:Janeb@rnzb.org.nz) before coming onto any of our RNZB sites:

## **Conditions Of Entering RNZB Premises During COVID Pandemic Alert Level 2 Declaration Form**

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**Name:**

**Organisation:**

**Phone Number:**

**Email:**

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I agree that if I have any cold or flu symptoms (runny nose, sore throat, cough, body aches, fever or chills, loss of taste or smell) I will not come onto RNZB premises.

I agree to the conditions outlined above for providing protection against COVID- 19 and understand that failing to follow these conditions may result in being asked to leave RNZB premises.

Signed:

Dated:

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