



## **COVID 19 GUIDELINES: ALERT LEVEL 2**

Alert Level 2 is not life as normal, some restrictions and other measures remain in place to reduce the risk of transmission. The Academy will adopt the following guidelines until further notice:

### **BRIEFLY STAYING SAFE:**

- If you are unwell, stay home.
- Cough into your elbow.
- Use a small amount of hand sanitizer provided.
- All students must bring their own pen and pencil.
- All students must bring their own music stand (ensembles only)
- Students and one support person only will be allowed onto our premises (exceptions if there are families with multiple lessons on the same day.)

**ENTRY/COLLECTION INTO THE PREMISES:** This applies to all academy students and one support person.

- Entry/collection will only be from the carpark area located on King Street.
- All students must arrive 5 minutes prior to their lesson beginning.
- All students must **sign in** at reception, located immediately at the top of the stairs in the vestibule area on Level 1. Students will then be directed to the appropriate suites.
- All students will unpack their instruments and will remain seated in the waiting area. Your tutor will collect you when they are ready.
- All students should handle their own equipment eg: books, pencils, instruments.
- Upon completion of your lesson, please wait for your tutor to release you.
- Instruments must be quickly contained within their cases
- All students will then proceed to the reception area and **sign out**.

### ***Please also note the following points:***

- **TIME KEEPING:** Due to our strict requirements that the Academy must adhere too, if students are running late or are unable to attend your scheduled lesson time, we won't be able to offer extra time to make up for time lost. Your cooperation would be most appreciated.
- **PICK UPS:** All children must be collected from the Academy suites and not outside from the carpark area. The academy will not be held responsible for any child waiting on the street. (This only applies if children are sent to lessons independently)

## **ACADEMY TUTOR RESPONSIBILITIES:**

For the safety of all of our tutors please adhere to the following guidelines:

- Wash your hands on arrival
- Use hand sanitizer between each lesson
- Set up your teaching area to allow for 1-metre distancing (wind instruments may require greater distances, this is at your discretion)
- Ensure your teaching area is comfortable for you and your student.
- Please go to reception if you require any photocopying.
- In the event that you need to handle student books, ask first and record any direct physical contact.
- Upon completion of lessons, open the door and release students.
- Advise your next student to remain seated and that you will be with them shortly.
- Wipe down all high touch surfaces eg: music stand, piano keyboards etc
- When you are ready, invite your next student into your teaching environment.

Note: All tutors will still be required to maintain accurate student records, both for COVID 19 and for the Ministry of Education. Any concerns or issues should be brought to the attention to the Academy Committee via email: [enquiry@ncam.ac.nz](mailto:enquiry@ncam.ac.nz)

We want to do everything we can to reduce the risk of COVID-19 transmission at the Academy, therefore your cooperation with all of the guidelines stated above will play a part in keeping each other safe.

