

COVID-19 Safe Onsite Exchange and Operations Policy:

Mairangi Arts Centre's (MAC's) Work Site Plan

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Policy updated on 27 August 2020

1.0 INTRODUCTION

The Mairangi Arts Centre (MAC) is a community arts centre, open to public access in multiple

ways:

- Classes and Workshops for enrolled students (9:30am – 9pm)

- Gallery and Gallery Store open to the public: Monday - Friday 9:30am - 4:00pm | Saturday & Sunday 10:00am - 2:00pm (The Main Gallery & Gallery Store will be closed on the weekends in Alert Level 2 however Saturday classes will continue)

- Special Events Venue (times vary)

MAC recognizes and acknowledges the importance of onsite safety for anyone who visits and / or uses Mairangi Arts Centre's facilities or services.

MAC is committed to minimising and eliminating COVID-19. MAC will be directed by the New Zealand Government, NZ Ministry of Health, Auckland Council and Waitemata District Health Board in the actions the organisation takes towards realising this goal, which include:

- Using government approved signage (where relevant) and messaging on site
- Advising (and where appropriate also training) staff and visitors to MAC in best practice
- Enforcing appropriate restrictions to Safe Onsite Exchange and Operations, as per the NZ Government's COVID-19 elimination specifications

1.1 Policy components

This Policy comprises:

- General policies and practices to create safe onsite exchange and safe onsite operational practices for all users;
- Specific policies and practices (Work Site Plan) for the Mairangi Arts Centre.

1.2 Policy context

1.2.1 This Policy and Work Site Plan are designed in response to COVID-19, however they may be applicable to similar situations requiring safe practices to avoid transmission of virus, germs, bacteria, epidemic, pandemic and contagion in the future.

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1.2.2 This Policy may be updated at any time as new information/instructions are presented to and/or approved by MAC's Board of Trustees.

1.2.3 This Policy will be reviewed annually.

1.2.4 This Policy acknowledges the need for individuals to share relevant personal information and that all such information sharing practices will adhere to the principles described in **MAC's Privacy Statement Policy**.

1.2.5 **MAC's COVID-19 Safe Onsite Exchange and Operations Policy and Work Site Plan are effective from 6 May 2020, once the Board of Trustees have reviewed and adopted the plan.**

2.0 LEVEL 2 PROTOCOLS & PROCEDURES

During LEVEL 2, Mairangi Arts Centre (MAC) will prepare for re-opening to the public with strict measures in place to reduce risk of spread, enforce physical distancing and manage contact tracing of anyone on site at the facility, at any time.

This means:

- **Please check in when you enter our premises.** MAC's NZ COVID Tracer QR code signs will be located at the main entrance and at the entries of our studios as well. You can download the NZ Covid Tracer app here: <https://tracing.covid19.govt.nz/> Manual check in will be provided for those without

a smartphone.

By checking in to visit MAC you are acknowledging that:

- **You do NOT have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/ runny nose or loss of sense of smell)**
- **You have NOT been in contact with any known or suspected cases of COVID-19 in the past 14 days**
- **You have NOT returned, or been in contact with anyone else who has returned from overseas in the past 14 days**

2.1 LEVEL 2 - Specific Rules for MAC

In addition to the requirements above, the following **Specific Rules apply under LEVEL 2** at MAC:

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2.1.1 Entrance and Egress will be restricted within the buildings to ensure ALL people use the sign in processes EACH AND EVERY TIME they visit MAC.

2.1.2 Those signing in also be directed to acknowledge MAC's Privacy Statement Policy.

2.1.3 Clear signage will be in place to manage **safe physical distancing of at least 1 metre** between people at any given time.

2.1.4 Hand sanitiser will be made available to the public in all spaces at all times.

2.1.5 Cleaning equipment will be available in all studio spaces, with wiping down of all affected surfaces occurring routinely by students at the completion of each session and

prior to the arrival of the next group of students.

2.1.6 MAC's studios and spaces have variable capacity limits that will be monitored by staff and management at all times, to ensure the building's capacity limitations are not exceeded.

2.1.7 A working physical distancing site plan indicating maximum safe capacity of each studio and exhibition space will be referred to and enforced by MAC staff and management.

2.1.8 At ALL times ALL visitors to and users of MAC's facilities must follow the COVID-19 Safe Onsite Exchange and Operations instructions as presented on site, and also follow any associated verbal instructions given by MAC's staff and management.

2.1.9 MAC's staff will be rotated – one working onsite, one working remotely.

2.1.10 Vulnerable staff will work remotely from home.

2.1.11 No volunteers to work onsite without the express permission of MAC's General Manager.

2.1.12 No international business travel for MAC personnel, except in exceptional circumstances authorised by the Chair of MAC's Board of Trustees.

2.2 LEVEL 2 - Delivering Education at MAC

The following **Specific Rules** apply when **Delivering Education under LEVEL 2** at MAC:

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2.2.1 For onsite classes maximum enrolment numbers will be based upon the capacity of each studio/learning space that allows for adequate physical spacing between students.

2.2.2 Students will be required to have controlled entry and exit from each teaching space, managed by the tutor, to ensure appropriate physical distancing is

observed.

2.2.3 Students will be encouraged to provide and wear their own safety equipment – masks and rubber gloves.

2.2.4 For children, contactless check-in using MAC's NZ Covid QR Code App will be required upon arrival. Manual sign in will also be provided should one not have access to a smartphone.

2.2.5 Students, the designated tutor and General Manager are the only people allowed in the studio during class time. **ALL Parents and Caregivers must remain outside the studios and observe the 1 metre physical distancing requirement** when dropping off and collecting children at MAC.

2.2.6 Students and tutors who have identified they are at risk due to compromised immunity will be advised against participating onsite in classes until the reduction of the COVID-19 alert levels.

2.2.7 Any person involved in a class on site at MAC who exhibits symptoms of illness will be subject to the MAC COVID-19 Safe Work Site Plan, and asked that they please leave the centre.

2.3 LEVEL 2 - Holding Exhibitions and Events at MAC

The following rules apply in relation to holding Exhibitions and Events at MAC during LEVEL 2.

2.3.1 No MAC gatherings will be scheduled during LEVEL 2.

2.3.2 There will be no exhibition openings during LEVEL 2.

2.3.3 There will be no group exhibitions scheduled during LEVEL 2, if the group exhibition requires multiple artworks to be delivered from multiple sources.

2.4 LEVEL 2 - Hiring venues at MAC

The following rules apply in relation to Hiring MAC as a venue during LEVEL 2.

- 2.4.1** Venue Hirers at MAC must obey the reduced maximum capacity of the space they have hired as per the physical distancing site plan.
- 2.4.2** Venue Hirers at MAC must employ effective contact tracing procedures for anyone who comes on site who is associated with their MAC venue hire, and must agree to make that information available to medical authorities for contact tracing purposes in the event that is required or requested.
- 2.4.3** Venue Hirers at MAC will be subject to and responsible for enforcing the rules outlined in 2.0 above and 2.5 LEVEL 2 General 'Reduced Activities' Rules applicable to MAC below.
- 2.4.4** Where Venue Hirers at MAC offer classes and/or other group activities, they shall be subject to and responsible for enforcing the procedures and protocols specified in 2.2 Delivering Education at MAC and 2.3 Holding Exhibitions and Events at MAC.
- 2.4.5** Venue Hirers at MAC MUST inform the General Manager immediately should there be any breach of MAC's COVID-19 Work Site Plan's Procedures and Policies.
- 2.4.6** Where the MAC Venue Hire is outside of business hours the Venue Hirer must inform the General Manager immediately of any person onsite displaying symptoms of sickness, and must request that person please leave the centre as soon as possible. It is crucial that in such an event the Venue Hirer also ensure that all their contact tracing information is accurate, should public health contact tracers need to follow up.

2.5 LEVEL 2 - General 'Reduced Activities' Rules applicable to MAC

During Alert LEVEL 2 it is important to REDUCE.

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COVID-19 is contained, but the risk of community transmission remains.

Risk assessments that remain include

- Household transmission that could be occurring
- Single or isolated cluster outbreaks

Consequently, a range of measures can be applied locally, regionally or nationally, especially in public spaces where people are interacting.

At Alert LEVEL 2 businesses can have customers on their premises if they can meet public health requirements. This means businesses should:

2.5.1 Have good contact registers, or contact tracing records, in place to record everyone who you interact with on your premises.

2.5.2 Maintain **physical distancing of 1 metre** between groups of customers, or **2 metres if not possible to keep contact tracing records.**

2.5.3 Ensure groups are no larger than 10 people.

2.5.4 Maintain a 2 hour time limit for groups to be on your premises.

2.5.5 Gatherings of up to 100 people indoors and outdoors allowed while maintaining physical distancing and contact tracing requirements.

2.5.6 Sport and recreation activities are allowed if conditions on gatherings are met,

physical distancing is followed and travel is local.

2.5.7 Public venues can open but must comply with conditions on gatherings, and undertake public health measures.

2.5.8 Health services operate as normally as possible.

2.5.9 Most businesses open, and business premises can be open for staff and customers, with appropriate measures in place. Alternative ways of working are encouraged, such as remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave.

2.5.10 Schools and Early Childhood Education centres open, with distance learning available for those unable to attend school, such as people self-isolating.

2.5.11 People advised to avoid non-essential inter-regional travel.

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2.5.12 People at high risk of severe illness (older people and those with existing medical conditions) are encouraged to stay at home where possible, and take additional precautions when leaving home. They may choose to work.

<https://covid19.govt.nz/alert-system/covid-19-alert-system/#alert-level-2%20A0%20E2%80%94reduce>

3.0 LEVEL 3 PROTOCOLS & PROCEDURES

During ALERT LEVEL 3 “No Public Operations” MAC will NOT be open to the public. Access to the inside of the buildings will be granted to

- Staff (Including Tutors and a Caretaker)
- Trustees

3.1 LEVEL 3 - Specific Rules for MAC

All allowed users of the Mairangi Arts Centre (MAC) will be instructed as follows:

3.1.1 MAIRANGI ARTS CENTRE WILL NOT BE OPEN TO THE PUBLIC.

Only MAC Staff (including tutors) and Trustees are allowed onsite.

3.1.2 If you come onsite you **MUST contact the General Manager prior to coming onsite** - Text 022 426 1569.

3.1.3 Prior to your arrival EVERY TIME you visit MAC you **MUST** check-in (and check out when you leave) at www.guesthq.co.nz. This will be used for contact tracing purposes only and will not be used in any other capacity.

By checking in you are acknowledging that:

a) You do NOT have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/ runny nose or loss of sense of smell).

b) You have NOT been in contact with any known or suspected cases of COVID-19 in the past 14 days.

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c) You have NOT returned, or been in contact with anyone else who has returned, from overseas in the past 14 days.

3.1.4 You must use hygiene and sterilising practices for your door handles and when handling anything (like login devices) that members of the public handle.

3.1.5 Observe physical distancing - 2 metres, with anyone outside your bubble -

ie, staff or other tutors. This means one person at a time down hallways, keeping your distance when talking to each other.

3.1.6 Onsite cleaning of the facility will begin again, however each individual user remains responsible for contact cleaning.

3.1.7 MAC will continue to encourage distance learning.

3.2 LEVEL 3 - General 'No Public Operations' Rules applicable to MAC

Anticipated General Rules: Level 3 - "Safe Operations Only" – Applicable to Mairangi Arts Centre

3.2.1 No face-to-face transactions.

3.2.2 No congregation in excess of 10 participants. Consider that schools are working with 'school bubbles'. While education may be back in place for students up to and including year 10.

3.2.3 Hands-on tertiary courses can go ahead, after careful planning, if social distancing and hygiene practices are maintained.

3.2.4 Travel will be regional.

3.2.5 Hazard mitigation and assessment plans should be visible and accessible to visitors and staff. Tools are available for 'Work Site Plans'.

3.2.6 Mairangi Arts Centre takes its directives from the Ministry of Health and particularly the following points:

- a)** If your business requires close physical contact it cannot operate.
- b)** Customers cannot come onto your premises unless you are a supermarket, dairy, petrol station, pharmacy or permitted health service.

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- c) Your business must be contactless. Your customers can pay online, over the phone or in a contactless way. Delivery or pick-up must also be contactless.

**Alert Level 3 | Current COVID-19 Alert Level in New Zealand | Unite
against COVID-19**

