

## The Dust Palace

### Covid-19 Response Policy – In Preparation

*The Dust Palace will actively explore all opportunities and means to remain in business and safely resume and restore its operation in a Covid-19 environment. The Dust Palace will do this within Government guidance consistent with our priority for safety and our values.*

#### 1.0 Our Values

*The Dust Palace Charitable Trust (TDPCT) encompasses a circus school, a scholarship program, outreach workshops, a teacher training program, a youth company, all bent on developing circus arts & its appreciation. We also operate Tāmaki Makaurau’s biggest circus-specific venue, thereby supporting other companies & the community. Our purposes foreground; empowering tāngata whenua, supporting circus learning, supporting the growth of the art form & its practitioners, up-skilling circus tutors & being an exemplary Te Tititi o Waitangi partner.*

When we come together to create, work, and train, we honour our mission and values with core behaviours which build and maintain a respectful, brave, and compassionate community in which we can all thrive. We assume the best of everyone we work with and endeavour to be kind and respectful in our actions and language. We have a sharing mindset, strongly upholding the non-competitive nature of circus as an art form.’

#### 2.0 Health and Safety

The Dust Palace Culture Code is the start place for our Covid-19 response at all times we remain true to our core values. Covid 19 presents challenges to those values and the requirements that apply to those that enter our circus studio. Our values include inclusivity and being kind and respectful.

*We are committed to the health and safety of everyone involved with The Dust Palace in every way and committed to always using industry best practice.*

*At the Dust Palace we are committed to the welfare of all and we take extra precautions to protect children, young people and vulnerable adults. The Dust Palace has a dedicated safeguarding policy in place which reflects our responsibility to ensure that all vulnerable individuals are free from all types of harm or abuse.*

We believe that vaccination provides us some protection against firstly contracting the virus, then on the severity of it, and then also by limiting the transmission of it to others. We care about everyone that walks through our doors and do believe in the safety this stance provides.

#### 3.0 Our Covid 19 Response

*Our Covid-19 response is to place the safety and welfare of our staff and our circus community first and we will operate in a way that is consistent with our values.*

We will be kind and respectful in all interactions. We will seek to keep our staff and our community informed through clear communication.

The Dust Palace will operate within Government guidance and in regard to our priority for safety. The Dust Palace is a *close contact business* and Government provisions apply accordingly.

With this context The Dust Palace will:

- (i) Comply to the best of our ability to government requirements and guidance which applies to our Covid-19 response as a close-contact business.
- (ii) Give high attention to the comfort and welfare of our staff as our frontline of interaction with our circus community (our clients).
- (iii) Take all reasonable steps to support the safety and welfare of our circus community.
- (iv) Stay up-to-date and evolve in response to changing circumstances and guidance.
- (v) Actively explore all opportunities and means to resume and restore its operation in a Covid-19 environment.
- (vi) Look for best practice industry models and where possible use those, or adapted approaches.
- (vii) Be pre-emptive through clear communication and manage expectations for use of the studio and the conditions of use.
- (viii) Be consistent. Exceptions will not in general be entertained unless there are compelling reasons at the sole discretion of the Board and in full compliance with Government regulation.
- (ix) Manage risk and understand that there are risks and potential consequences if we have not put in place appropriate protections for the safety of our staff and our community, and that we are in compliance with government regulation.
- (x) Not assume a role of negotiating government policy or taking responsibility for explaining it.
- (xi) Require all staff including contractors to be fully vaccinated.
- (xii) Report to the Board for policy decision-making and any variation to our policy not otherwise delegated to the General Manager.

### **3.0 The Covid-19 Protection Framework – Traffic Light System**

The Dust Palace must comply with the requirements of the Covid-19 Protection Framework. The Framework will come into effect on 3 December 2021 The Framework can be viewed

here:

<https://covid19.govt.nz/assets/COVID-19-Protection-Framework/COVID-19-Protection-Framework-22-October-2021.pdf>

### 3.1 Vaccination Mandate

Within Government guidance and in regard to our priority for safety and welfare: The Dust Palace will actively explore all opportunities and means to resume and restore its operation in a Covid-19 environment.

*The Dust Palace Circus School will be able to operate at ALL levels - RED, ORANGE, and GREEN as long as we ask our customers for proof of their vaccination status via their **My Vaccine Pass**. We will use the Government's **My Vaccine Pass** as proof of vaccination status.*

At levels RED, ORANGE and GREEN entry to our premises will only be allowed for people aged 12 years old and over if an official **My Vaccine Pass** is shown. There can be no exceptions.

Children under 12 years old cannot be vaccinated at present. Until such time as they can lawfully be vaccinated they may enter TDP. Should vaccines be approved for use in children aged 5-11 years old then they too will need to prove their vaccination status before being allowed entry.

Once children reach 12 years of age they are given a three month grace period to get vaccinated.

Tutors may consent or decline to teach classes or workshops with under 12s at their sole discretion and will be supported in their decision.

Without verification of these vaccination passes, as a close contact business, TDP cannot open.

TDP Staff must also show their **My Vaccine Pass** to the Head of School or to the General Manager.

If you are not happy for us to scan your **My Vaccine Pass** as proof of your vaccination status, then it is not possible for you to have entry to The Dust Palace until GREEN. Your **My Vaccine Pass** information shall remain private and confidential and will not be shared with anyone else without your express permission.

If a person is not prepared to disclose their vaccination status it is assumed that they are not vaccinated and they may not enter The Dust Palace.

### 3.2 School and Performance for Events

*Performance is possible under specified circumstances specific to the traffic light colour that applies and with the requirement that performers are fully vaccinated in accordance with event requirements.*

The traffic light system applies and vaccination certificates are required for all entrants (staff, performers and students, and any others such as contractors).



	RED	ORANGE	GREEN
<b>In the studio: Vaccination certificates apply (fully vaccinated)</b>			
Requirements	Record keeping/scanning Face coverings mandatory	Record keeping/scanning Face coverings mandatory for staff and encouraged for students	Record keeping/scanning
Restrictions	A maximum of 100 people with 1m distancing  Public health requirements in place for a close contact business	No limits including Events (indoor/outdoor)	No limits
<b>Outside the studio</b>			
Requirements	Record keeping/scanning Face coverings mandatory	Record keeping/scanning Face coverings mandatory for staff where not in performance	Record keeping/scanning Face coverings encouraged indoors
Restrictions	Events (indoor/outdoor) – up to 100 people based on 1m distancing, seated and separated.  Close contact businesses – public health requirements in place.	No limits to events (indoor/outdoor)  Close contact businesses – no limits	No limits to events (indoor/outdoor)  Close contact businesses – no limits

RED LEVEL PROCEDURES

Procedure at the studio will look a little different in the traffic light system  
The following are our rules for RED level

- The traffic light system applies and vaccination passes are required for anyone coming into our building (staff, performers, students, parents and external contractors)
- Face coverings are mandatory for ages 12 and up and highly encouraged for those under 12. Please test that your face covering will stay correctly fitted over your mouth and nose during exercise and upside down
- Use hand sanitizer on entry and exit
- Please do not arrive early or stay late after class
- Signing in with the contact tracer app is mandatory
- No spectators are permitted during class (Exceptions are welcome if it is essential for you to assist your child or you are needed for emotional support)
- We wipe the mats with disinfectant before and after each use
- Observe at least 1m physical distancing at all times
- Take extra care of your body; our tutors will not be able to offer spotting at this time
- We are unable to offer shared chalk or rosin at this time, rosin can be purchased from dance stores, and chalk from outdoor stores that supply climbing equipment.
- We are unable to offer use of our therabands, yoga blocks, and other non essential equipment, we suggest you bring your own to class.
- Please do not use the shower at the Dust Palace, please change into your training clothes before entering the studio if possible.

### ORANGE LEVEL PROCEDURES

Procedure at the studio will look a little different in the traffic light system

The following are our rules for ORANGE level

- The traffic light system applies and vaccination passes are required for anyone coming into our building (staff, performers, students, parents and external contractors)
- Face coverings are encouraged but are no longer mandatory
- Use hand sanitizer on entry and exit
- Signing in with the contact tracer app is mandatory
- We wipe the mats with disinfectant after each use
- We are unable to offer shared chalk or rosin at this time, rosin can be purchased from dance stores, and chalk from outdoor stores that supply climbing equipment.
- Please do not use the shower at the Dust Palace, please change into your training clothes before entering the studio if possible.

(i) Health questions will be visible on entry

Please do not enter the building if-

1. *You have been to any locations of interest or have been contacted by the Ministry of Health because you are a close contact of an existing case.*
2. *You or a member of your family has been asked to self isolate.*



3. *You 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)*
4. *You are not fully vaccinated against COVID-19*
5. *You are awaiting the results from being tested for COVID-19*
6. *You have been in contact with any known or suspected cases of COVID-19 in the past 14 days*
7. *You have returned, or been in contact with anyone else who has returned, from overseas in the past 14 days*
8. *You have recently recovered from Covid 19 and do not yet have a medical statement confirming your recovery*

**Notes:**

All unvaccinated people are unable to enter TDP, including parents, volunteers and contractors.

Drop offs or pick ups are possible but no unvaccinated person over 12 years may enter The Dust Palace. Social distancing and masks are requested.

The Government Covid 19 Site advises in regard to masks:

*'It is inappropriate for a business owner or employee to enquire about the nature of your disability or condition. But it is reasonable for them to check whether you are exempt from the rule to wear a face covering.'*

In the event of a significant health emergency such as a heart attack or threat to life, the primary health and safety response will be to appropriately respond to that emergency situation, and Covid protection provisions such as physical distancing will be a secondary consideration.

**3.3 Open air outdoor training**

For open air training (such as in a park) the vaccination mandate will apply and certificates must be shown or have already been received by the Dust Palace. Limits will apply as follows:

**3.4 One on one or private class training**

The same provisions as set out in sections 3.2 and 4.2 above apply. There can be no exceptions.

**3.5 Remote non-contact training**

Remote training such as through zoom is unlimited and no restrictions apply.

**3.6 Productions and Performance Events**

*When events begin again, events we are contracted to perform at will require Dust Palace performers to be vaccinated to be able to perform at them.*

The same provisions as set out in sections 3.2 and 4.2 above apply. There can be no exceptions.

#### **4.0 Outbreak Response**

Our first point of response is prevention and avoidance of an outbreak by using the measures specified above. We will also maintain a stock of N95 masks and RATs and will continue to emphasise scanning on arrival to the building. In the event of an outbreak we will take all steps to minimise the level, duration and impact of the outbreak. We will make a rapid response, seek MoH advice, and undertake early communications where close contacts have been identified.

A) Should one of our tutors contract any of the Covid variants:

As soon as there is a positive case among our administrative or teaching staff or regular staff trainers who have been present at the Dust Palace premises we;

- 1) Assess at an emergency non-mandatory core meeting.
- 2) Options for actions if the core team decides include to shut down for a minimum of 3 days and until the covid has done their MOH isolation period (currently 10 days for cases / 7 days for contacts).
- 3) Contact anyone who has been in the same room as the positive person within the last 4 days.
- 4) Let MOH do their thing
- 5) If it's a full shutdown the caretaker can look after building administration
- 6) The core team will check in on staff members in isolation regularly and provide logistical support as needed

B) If a student / or other person comes to The Dust Palace with Covid for a short period of time <4 hours. As soon as The Dust Palace becomes aware that a positive case has been present The Dust Palace.

- 1) We assess whether to close based on the circumstantial evidence; ie how many people were present.
- 2) Take advice from MOH to ensure we're on the money.
- 3) Anyone in the building at the same time as the positive case plus 30 mins after will be immediately contacted by us and asked to get a test.

C) Staff member becomes a close contact and has to get a test isolate or becomes symptomatic and has to isolate due to waiting for a result.

- 1) Covers need to happen immediately.
- 2) If we cannot find suitable cover in time the class must be canceled and everyone called, and their credits returned.

- 3) If Jaine isn't able to do this process Eve and/or Geoff will take over.

## 5.0 Refunds

During Covid 19 outbreaks when classes are unable to be attended TDP will hold all class credits valid. One re-opening the expiry date of those credits will be clearly communicated and students will be given sufficient time to use the credits in a sensible manner.

If reasonable provision of the services paid for cannot be provided due to the Covid-19 response then a full refund will apply for credits outstanding. Refunds due to the vaccination status of a person will be honoured at the existing value of the remaining credits until December 31st 2021

TDP does not have a role to persuade people to be vaccinated. TDP does support vaccination however as a means of caring for everyone who walks through our doors as noted above and because it allows TDP to open its doors and continue to operate.

The role of the TDP is to be true to its values including placing the welfare and safety of its staff and its circus community first. TDP is also committed to complying with the Government requirements placed on it as a close contact business.

## 6.0 Communication

Communication will be our primary means to ensure compliance with this policy and with government regulation that applies.

We will seek to be pre-emptive and seek to consistently manage expectations. We don't wish to have to turn people away from our door so we will strive to communicate clearly and early about the conditions for entry that apply.

TDP uses our social media accounts and direct mailing systems (Mailchimp and soon Mindbody) to communicate policies, procedures and operations following every Covid 19 announcement from the government.

TDP aims to be as responsive and communicative as possible within the means of our resources.

## 7.0 Scenarios

The following scenarios are still under discussion amongst the trustees and management team of The Dust Palace.

Scenario planning can assist us for business readiness and inform the conditions that apply in different situations. Consider our scenarios such as:

- Corporate performance on their premises
- Corporate performance at public venue
- Our repertoire and any specific requirements we may have





- Travel out of Auckland
- International Travel
- Different venues
- Ability of venues to cater for up to 100 seated with 1m distancing
- Exemption to wearing a mask. Proof of exemption will be required and exemption card must be carried.
- Business resilience and continuity in the event that there is Covid outbreak in TDP.
- Deep cleaning contingency.
- Business resilience and continuity if staff and/or performers cannot be available if they have Covid-19 or if they have symptoms

## 8.0 Resources

Selected resources:

Exercise NZ <https://exercise.org.nz/industry-news/>

<https://anzca.co.nz/>

<https://sportnz.org.nz/>