

Kia ora,

Due to the restrictions that we have put in place at level 2, we have some new processes that we ask you to follow during your education visit to Te Papa.

Please complete the registration form that you will find on the website **prior** to arriving at Te Papa. This form will also be emailed to you ahead of your visit by our Learning Coordinator. The form provides information we need for contact tracing and must be done before entering the museum. Completing it before you arrive will save you time at the door!

The form asks for the following details:

The date of your visit

The time of arrival

The exit time

Every person (including the students) who attends first name and last name

Someone's contact phone and email

Our staff will meet you at the check in desk on Level 1 and will take the form from you then.

If you have an outbreak at your school within two weeks of your visit, you will need to identify Te Papa as part of the contact tracing information that you supply to the DHB. The DHB will then contact us. If anyone has visited the museum at the same time as you who we later find out has tested positive for Covid-19, we will make contact with you, as will the DHB and they will direct you with regard to contacting your students' families.

We ask your students to remain inside the bubble of your designated class groups, and teachers retain responsibility for managing and monitoring this. Our staff will maintain 1m distance to your students. Please ensure that the children keep a 2m distance from other visitors in the museum at all times.

We have sanitiser located around the museum for you to make use of, and have increased our cleaning routine around the building in order to ensure it is as safe as possible for your visit.

With regards to bag cages, our coat and bag check are closed throughout Level 2, to mitigate the risk of handling visitor belongings to our front of house staff. If possible, please ensure that you leave all bags either in school, or on the bus. If you are coming for a full day, we realise that you would most likely be planning to have lunch onsite, so the bus would be the preferred option as we cannot allow food to be taken into the galleries. *However*, as a back-up, we do have one bag cage for use to store lunches only. We would require you to manage putting all belongings into the bag cages, but this will be facilitated by one of our Learning Team. Please let us know ahead of your visit if you will need to use our bag cage.

Finally, Te Papa has implemented a visitor cap. This means that there may be a wait to enter the museum. Please wait patiently outside on the forecourt, and remain within your bubble. Our front of house team will help to monitor this situation, as well as advise and guide you on when you can safely enter.

Thank you so much for your patience in these trying times. We realise that these measures may feel a little impersonal, but ensuring your safety and the safety of our staff is paramount.

Please do get in contact if you have any questions or concerns around this.