

MBA COVID-19 Healthy and Safety Procedure

The purpose of this document is to set out the detail of the measures the MBA has put into place in response to the COVID-19 pandemic. The procedures set out in this document are to be followed while New Zealand is under Alert Level 2. This is not a general health and safety policy. This document is subject to continual review and may change as directed by NZ Government and/or Ministry of Health guidance.

1. General Staff Safety

The table below details general staff safety measures and how these will be implemented to keep staff safe whilst working at the office and at venues during MBA events/programmes.

Measures	Procedure / Description	Report to
If unwell, stay at home	<p>If you display one or more of the following symptoms, then you must not go into work (neither office nor venue):</p> <ul style="list-style-type: none"> • a cough • a high temperature (>38°C) • shortness of breath • sore throat • sneezing and runny nose • temporary loss of smell <p>Call Healthline on 0800 358 5453 to seek medical advice.</p> <p>If able to, you can work from home until the symptoms subside.</p> <p>You may return to work 24 hours after symptoms subside, or upon the return of a negative COVID-19 test if one was required.</p>	Executive Manager
Maintain 1-meter physical distancing	<p>Establish a schedule for when staff members are working in the office and at specific events/programmes.</p> <p>Always maintain 1-meter physical distance from others.</p> <p>Each staff member must have their own desk space, stationery, and equipment in the office & at a venue.</p>	Executive Manager
Wear gloves whilst cleaning and/or operating equipment & attending events & programmes	<p>All badminton equipment must be cleaned before and after use in events/programmes.</p> <p>Staff are to wear gloves on both hands whilst handling and/or cleaning equipment and in attendance at an MBA event/programme. Exceptions to this are:</p> <ul style="list-style-type: none"> • if staff participate in match-play/activity • if staff are coaching/demonstrating 	Executive Manager
Abide by office & venue guidelines	<p>The Venus & Events team at CET Arena have released an overview of guidelines about the use of the CET Arena. An overview of these are detailed in Appendix 1 and supplement the procedures set out in this document.</p>	General Manager

	<p>Sport Manawatu have released office guidelines, detailed in Appendix 4. These supplement the procedures set out in this document.</p> <p>School venues are also yet to release a timeline or guidelines for use of their halls. Updates from Cornerstone School & PNINS are in Appendices 2 & 3, respectively. These will supplement the procedures set out in this document.</p>	
Maintain a high standard of hygiene	<p>Staff to shower and wear clean clothes before attending office or events/programmes.</p> <p>Follow all venue guidelines regarding washing/sanitising hands.</p> <p>Wash hands upon entry and exit of all venues and as regularly as necessary.</p>	Executive Manager

2. MBA Event/Programme Safety

The table below details event/programme measures and how these will be implemented to keep staff and participants safe whilst attending MBA events/programmes.

Measures	Procedure / Description	Report to
Preventing Transmission		
Anybody who is unwell must not attend	<p>If a person displays one or more of the following symptoms, then they must not attend an MBA event/programme:</p> <ul style="list-style-type: none"> • a cough • a high temperature (>38°C) • shortness of breath • sore throat • sneezing and runny nose • temporary loss of smell <p>Call Healthline on 0800 358 5453 to seek medical advice.</p> <p>The person may resume participation in MBA events/programmes 24 hours after symptoms subside, or upon the return of a negative COVID-19 test if one was required.</p>	General Manager
Equipment to be cleaned before and after use	<p>Staff must wear gloves on both hands whilst handling and/or cleaning equipment.</p> <p>Wet wipes will be used to clean the following:</p> <ul style="list-style-type: none"> • racquets • shuttle tubes (when issued) • pens and clipboards (when used) <p>Cleaned racquets will be available to borrow under the following process:</p> <ul style="list-style-type: none"> • participant takes from 'clean' bag • participant returns to 'used' bag • staff clean racquets and set aside in another bag <p>Staff to discard gloves after a cleaning task, which can be multiple racquets. Take new gloves before starting/returning to another task.</p>	Executive Manager

<p>Everybody to sanitise their hands upon entry into the venue</p>	<p>MBA will provide hand sanitiser for use by all upon entry into the venue.</p> <p>Staff will set-up a clearly signed self-sanitiser station upon entry to the venue.</p> <p>All players to be reminded to wash hands after each match.</p>	<p>Executive Manager</p>
<p>Social distancing to be maintained (2-meters from strangers & 1-meter from others)</p>	<p>Staff to remind all participants of the expectations upon them around keeping their distance from others.</p> <p>Different guidelines will be followed for the different scenarios below.</p> <p>(1) On-court environment:</p> <ul style="list-style-type: none"> • Sport NZ guidelines state that social distancing need not be maintained while performing the sporting activity. • Participants to be encouraged to keep 1-meter distance between others while playing (roughly the length from body, along your arm, and to end of racquet when held straight out away from body). <p>(2) Off-court environment:</p> <ul style="list-style-type: none"> • Social distancing rules to be followed by all participants as normal. • Staff to monitor non-playing participants and remind all when necessary. <p>(3) 'Bubble Badminton':</p> <ul style="list-style-type: none"> • Those arriving as a 'Bubble' (defined as being part of the same booking group), need not adhere to social distancing within their group. • All members must adhere to a 2-meter social distance from all others outside of their 'Bubble'. 	<p>Any staff</p>
<p>No shaking hands or physical contact before, during or after matches</p>	<p>Staff to remind all participants that nobody is permitted to shake hands, high-five or go within 1-meter of those outside their 'bubbles' for this purpose.</p> <p>Encourage alternative to maintain sportsmanship:</p> <ul style="list-style-type: none"> • verbally congratulate opposition and partner 	<p>Any staff</p>
<p>No congregating in venue entries, exits or car park</p>	<p>NZ Government and port NZ guidelines direct that participants do not gather and socialise before and or after playing the sporting activity.</p> <p>Staff to remind all participants about not congregating in groups around the venue or car park, before or after playing.</p> <p>Staff to make periodic patrols of venue area and disperse any gatherings by reminding people of their obligation to the wider community.</p>	<p>Any staff</p>
<p>We promote a high standard of personal hygiene</p>	<p>No showers to be taken at any venue (reduces usage of communal facilities).</p> <p>Participants encouraged to change clothes after each match to reduce sweat residue on court.</p> <p>Participants encouraged to wash hands after each match finishes and/or as more often as they wish to.</p>	<p>Any staff</p>

Contact Tracing		
Contact tracing register	<p>MBA to keep a contact tracing register in line with NZ Government requirements.</p> <p>Full control of participants 'signing in' to be retained by MBA and so an app will not be employed.</p> <p>Electronic record will be created through an Excel file and database, producing a complete record of attendance and personal details per MBA event/activity, which shall include:</p> <ul style="list-style-type: none"> • full name • address • email • phone number • time-in • time-out <p>Every person entering the venue will be required to 'sign-in' before progressing into the hall (playing area).</p> <p>The entry to the hall will be set-up in such a way that people cannot pass without signing-in.</p> <p>One member of staff will always attend the register and sign-in each person as they arrive.</p> <p>After the event/programme, a PDF electronic copy of the register will be kept in MBA records for a minimum of 4 weeks.</p>	General Manager
Venue Safety		
Abide by venue-specific guidelines	<p>Once published, these will be communicated to all participants in MBA events/programmes.</p> <p>Staff must be familiar with the contents of these guidelines.</p> <p>The Venus & Events team at CET Arena have released an overview of guidelines about the use of the CET Arena. An overview of these are detailed in Appendix 1 and supplement the procedures set out in this document.</p> <p>Sport Manawatu have released office guidelines, detailed in Appendix 4. These supplement the procedures set out in this document.</p> <p>School venues are also yet to release a timeline or guidelines for use of their halls. Updates from Cornerstone School & PNINS are in Appendices 2 & 3, respectively. These will supplement the procedures set out in this document.</p>	General Manager
One-way entry & exit system, where possible	<p>To be designed in discussion with venue staff and venue guidelines.</p> <p>A site-visit to work-out the set-up is required before MBA restarts activities.</p> <p>As each venue reopens, this section will be updated with a specific plan.</p>	General Manager

Socially distanced queueing system in operation	As above.	Any staff
No spectators allowed, except parents	To keep gatherings to an essential minimum, spectators will not be allowed. Staff to remind participants of this before attending. Parents of junior (<18 years-old) players are exempt but must still sign-in the same as everybody else.	General Manager
Direct credit pre-payment preferred. EFTPOS available. No cash accepted	Communication to all participants in advance of events/programmes that the preferred method of payment is: <ul style="list-style-type: none"> direct credit (in advance of the event/programme) <p>Alternatively, EFTPOS is available at the venue. Staff handling payments will wipe EFTPOS terminal after each participant that uses it.</p> <p>No cash to be accepted. For the safety of staff handling money before, during and after events/programmes in both office and venue spaces.</p>	Executive Manager

3. Staff Contact Details

Below is a summary of job and contact details for all three staff members. Individual staff tasks before, during and after an event/programme will be decided upon, as required by circumstances, in advance of the event/programme.

Name	Role	Email	Phone
Sandra Lynch	Executive Manager	sandra@manawatubadminton.org.nz	022 097 9499
James Veitch	General Manager	events@manawatubadminton.org.nz	0204 097 0530
Joshua Curry	ShuttleTime Coaching Officer	shuttletime@manawatubadminton.org.nz	021 024 35085

Appendix 1 – CET Arena Guidelines

Update as at 13 May 2020:

We are pleased to advise that the Central Energy Trust Arena will reopen from Monday 18 May following the transition to Alert Level 2.

Under current regulations, your bookings with us are still able to proceed at this point, but there are a number of considerations that will need to be factored into your planning to ensure your event complies with Government directives:

- There will be a phased approach to number limits allowed for community sport activities. Currently, a maximum of 10 people only are allowed for community sport, indoors or outdoors. This number applies to a total building and does not allow flexibility to have 10 people located in various areas of one building. On that note, because of the capability to have separate entry and exit points, separate bathrooms and full separation between venues, the B&M Centre and the Ballroom can be classified as separate buildings. In large OUTDOOR spaces, such as our playing fields, this maximum number of 10 people can be applied per field, as long as there is no inter-mingling between fields. This number limit includes players, officials and spectators. A further decision on attendance limits for community sport will be announced Monday 25 May.
- For non-sport activity, a maximum attendance of 100 people is allowed however no group can have more than 10 people currently during Alert Level 2. Please note however, that this maximum number applies to an entire building and does not allow flexibility to have 100 people located in each of the different spaces of the one building. Government have advised no inter-mingling is to take place between any groups that may be in the venue at the same time. Where there are 2 or more bookings in the building at the same time, start times may have to be staggered to ensure different groups do not inter-mingle upon arrival or breaks in the entry foyer or ablution areas.
- We currently have a number of bookings taking place on the same date and if your booking is affected by this, maximum number of attendees at your event may need to be reviewed. (eg one event in the Ballroom, one in the B&M area) Please be aware that you will be required to appoint somebody to be stationed at your booking's entry point to monitor attendance numbers, social distancing is occurring and ensure the capacity advised is not exceeded.
- Contact tracing will need to be conducted for all event staff, spectators and participants. Venue staff will be undertaking the process of contact tracing for all visitors to the Arena upon entry. It may be appropriate for you to send a courtesy email to your attendees to advise their personal information will be collected as part of this process and will be retained for two months before being confidentially disposed of.
- You will be required to develop a specific Covid-19 health and safety plan providing detail on how you will manage attendance numbers, encourage physical distancing and maintain hygiene of equipment etc. This plan will need to be submitted to Sport Manawatu for their sign off prior to your booking. Once signed off, please ensure the venue is submitted a copy.
- To minimise thoroughfare around the venue and ensure contact tracing is fully captured, all entry and exit to the Arena will be via Gate 1 on Waldegrave Street only. All other entry gates will be locked and will have signage displayed to advise people of entry and exit through Gate 1.
- There will be no public parking on site for event attendees under Alert Level 2 however event organisers and staff of the Manawatu Rugby Union and Manawatu Basketball (offices located on site) will be allowed access for their vehicle. Public may park in the Waldegrave Street external car park.
- Physical distancing of 1 metre must be maintained in controlled environments and gatherings, unless this is unable to be avoided, such as during contact sport.
- It was stipulated that food and beverage must be served to a table, and based on a 'one waiter per table' system. For events with food and beverage, menu selections and format may change slightly to suit these arrangements. Our catering team will contact you directly to confirm your menu and how this will be served safely to your event attendees. If your booking normally has a retail kiosk in operation, this may be unavailable during Alert Level 2.

- For your reference, please find attached the latest Covid-19 Alert Level information table and the current guidelines for active recreation and sport for your review and further knowledge.
- The safety and wellbeing of our staff, visitors and event attendees is our utmost priority and we appreciate your cooperation in ensuring the measures above are followed.

Appendix 2 – Cornerstone Christian School

Update as at 13 May 2020:

I just wanted to update you on the availability of the gym during Level 2. At this stage we are only opening the gym to the CCS school bubble or faculty as Craig likes to call it. We are not allowing any external people into the gym, including parents at this stage. We are going to review this in 2 weeks from Monday [25 May] and will let you know then if anything has changed at that point.

Appendix 3 – PNINS

Update as at 15 May 2020:

No use of our facilities for a further two weeks he will reassess then and I'll be in touch.

Appendix 4 – Sport Manawatu

Update as at 18 May 2020:

The Sport Manawatu Health & Safety Committee have adopted the following protocols for entering and working in the Sport Manawatu Office at 47 Queen Street, Palmerston North during Level 2 Covid19.

- Entering the SM office on Level 1, 47 Queen Street, must be done via the front or back doors that are controlled by security toggles, these doors will be shut at all times and the toggle access will allow us to provide contact trace details of who entered the office if required.
- On entering and exiting the office staff/sport partners must use the hand sanitiser provided.
- Staff/sport partners are to work under the Level 2 guides and manage their social distancing, current desk pods allow for a required 1 meter between staff.
- Staff/sport partners are responsible for the regular sanitising of their workspace, including all electronic and stationery equipment housed on their desks. Staff/sport partners are not permitted to touch or use anybody else's workspace or equipment. Cleaning supplies will be provided by SM.
- Staff/sport partners will be responsible for cleaning any parts of the printer that are touched when printing or retrieving printing, cleaning supplies will be provided and left by the printer.
- Staff/sport partners will only be allowed to access the toilet facilities located in the corridor leading to the kitchen, access to these facilities is only be permitted through the corridor door, hands must be washed thoroughly and then sanitised once entering the office space.
- Staff/sport partners are not permitted to use the shared kitchen space, coffee/tea making facilities will be supplied in the office. Disposal cups and utensils will be provided and must be disposed of in the bin provided. Washing of hands and use of hand sanitiser is requested prior to and after making a drink. Cleaning of the storage containers is required after each use.
- External individuals will not be allowed to enter the office space, if you must meet with someone you should book and use the front office space, this space must be cleaned by the staff member/sport partner after use – this must include cleaning of the table, light switch, door handle, arms of chairs and any other surface touched by the users.
- If meeting with an external their details must be recorded in the "PeopleSafe Checkin" tablet that will be located by the entry door. This device must be cleaned after each use by the user.

- Sport Manawatu will undertake to regularly clean all door handles and light switches during the day, we have also increased the level of cleaning required by Balfour cleaning when they complete their weekly clean.
- If you are feeling unwell or show any signs of cold/flu/temperature you will not be permitted to enter the office.
- Sport Manawatu staff are still required to submit when they will be in the office on our TEAMS channel and entry into the office should be discussed with your Manager.