

## 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"> <li>• a cough</li> <li>• a high temperature (&gt;38°C)</li> <li>• shortness of breath</li> <li>• sore throat</li> <li>• sneezing and runny nose</li> <li>• temporary loss of smell</li> </ul> <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 &amp; 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"> <li>• if staff participate in match-play/activity</li> <li>• if staff are coaching/demonstrating</li> </ul>	Executive Manager
Abide by office & venue 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>	General Manager

	<p>The Arena have yet to release official advice, but have confirmed that the following will be reinstated:</p> <ul style="list-style-type: none"> <li>• Entry/Exit via Gate 1 only (Waldegrave St.)</li> <li>• Contact tracing register sign-in OR COVID-19 Tracer QR code</li> <li>• Limit of 100-persons per building (including all staff, spectators, players and officials)</li> </ul> <p>Sport Manawatu have yet to release updated guidance about office usage, but have confirmed:</p> <ul style="list-style-type: none"> <li>• All visitors must sign-in and be accompanied at all times.</li> <li>• Physical distancing to be maintained within the office</li> <li>• Do not come into the office if unwell.</li> </ul> <p>Individual school venue guidance to be released and will supplement the contact tracing, hygiene measures and physical distancing requirements 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
<b>Preventing Transmission</b>		
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"> <li>• a cough</li> <li>• a high temperature (&gt;38°C)</li> <li>• shortness of breath</li> <li>• sore throat</li> <li>• sneezing and runny nose</li> <li>• temporary loss of smell</li> </ul> <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 or cloths will be used to clean the following:</p> <ul style="list-style-type: none"> <li>• racquets</li> <li>• shuttle tubes (when issued)</li> </ul>	Executive Manager

	<ul style="list-style-type: none"> <li>• pens and clipboards (when used)</li> </ul> <p>Cleaned racquets will be available to borrow under the following process:</p> <ul style="list-style-type: none"> <li>• participant takes from 'clean' bag</li> <li>• participant returns to 'used' bag</li> <li>• staff clean racquets and set aside in another bag</li> </ul> <p>Staff to discard gloves after a cleaning task, which can be multiple racquets. Take new gloves before starting/returning to another task.</p>	
Everybody to sanitise their hands upon entry into the venue	<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>	Executive Manager
Social distancing to be maintained (2-meters from strangers & 1-meter from others)	<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"> <li>• Sport NZ guidelines state that social distancing need not be maintained while performing the sporting activity.</li> <li>• 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).</li> </ul> <p>(2) Off-court environment:</p> <ul style="list-style-type: none"> <li>• Social distancing rules to be followed by all participants as normal.</li> <li>• Staff to monitor non-playing participants and remind all when necessary.</li> </ul> <p>(3) 'Bubble Badminton' (if/when applicable):</p> <ul style="list-style-type: none"> <li>• Those arriving as a 'Bubble' (defined as being part of the same booking group), need not adhere to social distancing within their group.</li> <li>• All members must adhere to a 2-meter social distance from all others outside of their 'Bubble'.</li> </ul>	Any staff
No shaking hands or physical contact before, during or after matches	<p>Staff to remind all participants that nobody is permitted to shake hands, high-five or go within 1-meter of others.</p> <p>Encourage alternative to maintain sportsmanship:</p> <ul style="list-style-type: none"> <li>• verbally congratulate opposition and partner</li> <li>• 'air-five' instead of 'high-five'</li> </ul>	Any staff
No congregating in venue entries, exits or car park	<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>	Any staff

	Staff to make periodic patrols of venue area and disperse any gatherings by reminding people of their obligation to the wider community.	
We promote a high standard of personal hygiene	<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>	Any staff
<b>Contact Tracing</b>		
Contact tracing register	<p>The NZ COVID-19 Tracer app and QR codes will be used by all venues as the primary method of recording a contact register.</p> <p>In addition, the MBA will keep a contact tracing register in line with NZ Government requirements. Full control of participants 'signing in' to be retained by MBA, who are responsible for the programme/events being held.</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"> <li>• full name</li> <li>• address</li> <li>• email</li> <li>• phone number</li> <li>• time-in</li> <li>• time-out</li> </ul> <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
<b>Venue Safety</b>		
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 Arena have yet to release official advice, but have confirmed that the following will be reinstated:</p> <ul style="list-style-type: none"> <li>• Entry/Exit via Gate 1 only (Waldegrave St.)</li> <li>• Contact tracing register sign-in OR COVID-19 Tracer QR code</li> <li>• Limit of 100-persons per building (including all staff, spectators, players and officials)</li> </ul>	General Manager

	<p>Sport Manawatu have yet to release updated guidance about office usage, but have confirmed:</p> <ul style="list-style-type: none"> <li>• All visitors must sign-in and be accompanied at all times.</li> <li>• Physical distancing to be maintained within the office</li> <li>• Do not come into the office if unwell.</li> </ul> <p>Individual school venue guidance to be released and will supplement the contact tracing, hygiene measures and physical distancing requirements set-out in this document.</p>	
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	<p>To keep gatherings to an essential minimum, spectators will not be allowed. Staff to remind participants of this before attending.</p> <p>Parents of junior (&lt;18 years-old) players are exempt but must still sign-in the same as everybody else.</p> <p>Children of adult players are also exempt but must still sign-in on the register as well.</p>	General Manager
Direct credit pre-payment preferred. EFTPOS available. Cash accepted.	<p>Communication to all participants in advance of events/programmes that the preferred method of payment is:</p> <ul style="list-style-type: none"> <li>• direct credit (in advance of the event/programme)</li> </ul> <p>Alternatively, EFTPOS is available at the venue. Staff handling payments will wipe EFTPOS terminal after each participant that uses it.</p> <p>Cash is accepted until further notice.</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	<a href="mailto:sandra@manawatubadminton.org.nz">sandra@manawatubadminton.org.nz</a>	022 097 9499
James Veitch	General Manager	<a href="mailto:events@manawatubadminton.org.nz">events@manawatubadminton.org.nz</a>	0204 097 0530
Joshua Curry	ShuttleTime Coaching Officer	<a href="mailto:shuttletime@manawatubadminton.org.nz">shuttletime@manawatubadminton.org.nz</a>	021 024 35085

## **Appendix 1 – CET Arena Guidelines**

Update TBC:

## **Appendix 2 – Cornerstone Christian School**

Update TBC:

## **Appendix 3 – PNINS**

Update as at 12 Aug 2020:

No external organisation to use PNINS facilities during Alert Level 2.

## **Appendix 4 – Sport Manawatu**

Update TBC: