

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>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 released official advice (Appendix 1), including:</p> <ul style="list-style-type: none"> • Entry/Exit via Gate 4 only (Pascal St.) • Contact tracing register sign-in OR COVID-19 Tracer QR code. • Limit of 100-persons per building (including all staff, spectators, players and officials). <p>Sport Manawatu have yet to release updated guidance about office usage, but have confirmed:</p> <ul style="list-style-type: none"> • All visitors must sign-in and be accompanied at all times. • Physical distancing to be maintained within the office. • Do not come into the office if unwell. <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. Updates provided in appendices.</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 or cloths will be used to clean the following:</p> <ul style="list-style-type: none"> • racquets • shuttle tubes (when issued) • pens and clipboards (when used) 	Executive Manager

	<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>	
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"> • 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' (if/when applicable):</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'. 	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"> • verbally congratulate opposition and partner • 'air-five' instead of 'high-five' 	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> <p>Staff to make periodic patrols of venue area and disperse any gatherings by reminding people of their obligation to the wider community.</p>	Any staff

<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>
<p>Contact Tracing</p>		
<p>Contact tracing register</p>	<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"> • 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>	<p>General Manager</p>
<p>Venue Safety</p>		
<p>Abide by venue-specific guidelines</p>	<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 released official advice (Appendix 1), including:</p> <ul style="list-style-type: none"> • Entry/Exit via Gate 4 only (Pascal St.) • Contact tracing register sign-in OR COVID-19 Tracer QR code • Limit of 100-persons per hall (including all staff, spectators, players and officials) <p>Sport Manawatu have yet to release updated guidance about office usage, but have confirmed:</p>	<p>General Manager</p>

	<ul style="list-style-type: none"> All visitors must sign-in and be accompanied at all times. Physical distancing to be maintained within the office Do not come into the office if unwell. <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. Updates are provided in appendices.</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 (<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"> 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>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	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 28 Aug 2020:

On Monday 24 August, Government confirmed their decision that Auckland would remain at Alert Level 3 until midnight Sunday 30 August and the rest of New Zealand at Alert Level 2 until at least Sunday 6 September. It is not clear at this point what date a further announcement will be made regarding movement of alert levels.

Your event with us on xxx is still able to proceed at this point, but there are a number considerations that will need to be factored into your planning to ensure your event complies with Government directives. We have made some changes to our operation which are highlighted below for your reference.

The Central Energy Trust Arena will be operating under the following guidelines and restrictions under Alert Level 2:

- A maximum of 100 people only are allowed for community sport, indoors or outdoors. This number applies to a total building/ field and does not allow flexibility to have 100 people located in various areas of one building/ field. 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 100 people can be applied per field, as long as there is no inter-mingling between fields. This number limit includes players, officials and spectators.
- 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, ensure 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. 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.
- If you haven't done so already, 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 from 8.00am – 5.00pm. All other entry gates will be locked and will have signage displayed to advise people of entry and exit through Gate 1. From 5.00pm, Gate 1 on Waldegrave Street will be closed and entry to bookings will be via the below instructions

○ For bookings in the B&M Centre after 5.00pm, entry will through Gate 4 only. Event organisers will be responsible for keeping a register of contact details for all attendees, which will need to be shared with the venue. It will also be the responsibility of event organisers to ensure the maximum attendance limit of 100 people is not exceeded. It is recommended spectators are not permitted entry, as this assists in better managing attendance numbers.

○ For bookings on the rear playing fields, entry will need to be via the Marist pedestrian gate in Pascal Street or via the RPC (Manawatu Rugby Union bookings only). Event organisers for each of these codes will be responsible for keeping a register of contact details for all attendees, which will need to be shared with the venue. It will also be the responsibility of event organisers to ensure the maximum attendance limit of 100 people is not exceeded. It is recommended spectators are not permitted entry, as this assists in better managing attendance numbers.

Both Gates 1 & 4 will now be available for entry and exit access to our venues at all times bookings are in duration. QR code location posters and sign in registers will be available at all points of venue entry for the purpose of contact tracing. It is the responsibility of all event organisers to ensure all staff, participants and spectators are undertaking the sign in process by either scanning the QR code poster or filling in the sign in register.

~~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, or in the public car parks in the street perimeters surrounding the venue~~

Car parking is now available via Gates 1 & 4 as per normal operation.

- 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.
- If a food and beverage kiosk was planned to be in operation for your booking, this may no longer be available.

Please contact us on 0800 383 688 if you have any questions or require further clarification.

Appendix 2 – Cornerstone Christian School

Update as at 18 Aug:

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

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 as at 12 Aug 2020:

Following the governments Covid-19 announcement late last night, it's important for us to remember to stay calm and be kind.

As you would have heard the regions (other than Auckland) are moving into Alert Level 2 from noon today.

For all the details on the Alert Level frameworks, check these links:

- Alert Level 2 Framework: <https://covid19.govt.nz/covid-19/restrictions/alert-level-2/>
- Sport NZ Alert Level 2 Framework: <https://sportnz.org.nz/assets/Uploads/Play-Active-Recreation-and-Sport-at-Alert-Level-2.pdf>

Our first priority is to ensure that you and your whanau stay safe and well. I would like to encourage everyone to take some time to ensure that you are prepared for the change to Alert level 2 and any other possible changes that might occur. Please remember we are here to support so if you need some assistance – please talk with your manager or come and see me.

See the reminders below:

- If you or a family member has a cough or flu like symptoms then please stay home
- Contact tracing is very important. Keep your diary up to date with where you've been, when you were there and who you were with.
- Gathering of up to 100 can occur. As long as contact tracing, social distancing and hygiene practices are in place.
- You also have the option as we did previously to work from home. Please have a chat with your manager to work out a plan that suits you.
- If you are feeling anxious, please talk to your manager to access or explore options for support.
- Please use the sanitisers when coming into the office

There is another a press conference at 10.30am. We will continue to monitor things and make decisions accordingly. Let's keep our communication open.