

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 after use in events/programmes.</p> <p>Staff recommended to wear gloves on both hands whilst handling and/or cleaning equipment and in attendance at an MBA event/programme.</p> <p>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 CET Arena have released updated guidance outlined in Appendix 1.</p> <p>Sport Manawatu have yet to release updated guidance. Existing guidance is outlined in Appendix 4.</p> <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 should 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) <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' (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'. 	<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 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' 	<p>Any staff</p>
<p>No congregating in venue entries, exits or car park</p>	<p>NZ Government and Sport 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>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>	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 CET Arena have released updated guidance outlined in Appendix 1.</p> <p>Sport Manawatu have yet to release updated guidance. Existing guidance is outlined in Appendix 4.</p> <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>	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>CET Arena:</p>	General Manager

	<ul style="list-style-type: none"> - Arena 4 divided into 2 separate venues [1] Ballroom & [2] B&M Centre, with each venue holding up to 100 people, including at least 1 staff member. - [1] Ballroom – Entry via main doors (left side). Exit via corridor by changing rooms 5&6. MBA to put up signage. - [2] B&M Centre – Entry via main doors (right side). Exit via corridor by changing rooms 1&2. MBA to put up signage. <p>As each venue reopens, this section will be updated with a specific plan.</p>	
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 not 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	james@manawatubadminton.org.nz	0204 097 0530
Joshua Curry	Shuttle Time Coaching Officer	josh@manawatubadminton.org.nz	021 024 35085

Appendix 1 – CET Arena Guidelines

Update as at 15 Feb 2021:

Yesterday Government confirmed their decision to move Auckland to Covid-19 alert level 3 and the rest of New Zealand to alert level 2, effective midnight Sunday 14 February through to midnight Wednesday 17 February. The transition of alert levels will be reviewed every 24 hours and we must be prepared for an extension to the alert level shift. Specific guidelines about alert level 2 are in place and outline conditions around gatherings, events and sporting activities. Under current regulations, your event with us on Tuesday 16th February is still able to proceed at this point, but several considerations will need to be factored into your planning to ensure your event complies with Government directives.

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 intermingling between fields. This number limit includes players, officials and spectators.
- You will be required to appoint somebody to be stationed at your booking's entry point to manage contact tracing, monitor attendance numbers, ensure social distancing is occurring and ensure the capacity advised is not exceeded. It will 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.
- The venue will have QR codes displayed at all venue entry points for sign-in using the Covid-19 tracer app. Please ensure that all attendees are using this sign-in method. Alternatively, please make sure you capture personal information using a paper register (please see template register attached) Any sign-ins using the paper register must be shared with the venue. This information will be retained for 2 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 the hygiene of equipment etc. This plan will need to be submitted to Sport Manawatū for their sign off before your booking. Once signed off, please ensure we are sent a copy. For those of you who already submitted a Covid-19 health and safety plan and had this signed off during previous level 2 operations, please continue to adhere to the guidelines and measures you put in place. If there are changes to any information detailed in your Covid-19 health and safety plan, please ensure an updated copy of this document is provided to Sport Manawatū and the venue for review.
- For bookings on the rear playing fields, the entry will be through the Marist pedestrian gate on Pascal Street or through the RPC (Manawatū 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. The venue will also have QR codes displayed at entry points for sign-in using the Covid-19 tracer app.
- 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.

For your reference, please find attached the Covid-19 Alert Level information table for your review and further knowledge. This is based on guidelines previously communicated during previous alert levels and may be further updated. Attached also is a copy of Sport New Zealand's guidelines about sporting activities under alert level 2

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 18 Aug 2020:

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

Appendix 3 – PNINS

Update as at 15 Feb 2021:

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

Appendix 4 – Sport Manawatu

Update as at 12 Aug 2020:

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>

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.