

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 (Delta). 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 & Volunteer Safety

The table below details general staff and volunteer safety measures and how these will be implemented to keep staff and volunteers 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 2-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 2-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 facemasks & gloves whilst cleaning and/or operating equipment & attending events & programmes	<p>Staff and volunteers are required to wear facemasks.</p> <p>Staff and volunteers recommended 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 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
Facemasks are mandatory	<p>All staff, volunteers, coaches, managers, parents, spectators and all non-playing persons must wear a facemask when in the venue.</p> <p>These may be removed temporarily to eat & drink.</p>	Any staff
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 	Executive Manager

	<ul style="list-style-type: none"> • 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 when playing. • 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 2-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 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>	Any staff
We promote a high standard of personal hygiene	<p>No showers to be taken at any venue (reduces usage of communal facilities).</p>	Any staff

	<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>	
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
Mandatory record keeping	<p>From Sun 22 Aug 2021 it is an expectation of the NZ Government that every person keeps a record of their movements during every Alert Level. The primary and easiest way to do this is via the NZ COVID Tracer app.</p> <p>As event organisers, the MBA will enable this by doing the following:</p> <ul style="list-style-type: none"> • provide MBA QR codes at each venue when running a programme/event • remind all attendees of their obligation to record their personal movements <p>The MBA reserves the right to eject any person(s) it believes are not fulfilling this obligation.</p>	Any staff
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>	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>	
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> <ul style="list-style-type: none"> - Arena 4 entry via main doors & exit via changing room corridors: <ul style="list-style-type: none"> o B&M Centre exit via changing rooms 1&2. o Ballroom exit via changing rooms 5&6. - Arena 4 cannot be divided into separate venues under Alert Level 2 (Delta) guidelines. <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 not 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 7 Sep 2021:

On Monday 6 September, Government confirmed that all of New Zealand, except for Auckland, will move to Alert Level 2, effective midnight Tuesday 7 September. A further announcement on alert levels is expected Monday 13 September.

We're pleased to announce our venues will be open from Wednesday 8 September and your booking with us is able to proceed – but there are strict restrictions that you will need to comply with. Below outlines current Alert Level 2 “Delta” restrictions for events and gatherings.

- A maximum of 50 people only is allowed for indoor venues, for sport and non-sport gatherings. This number applies to a total building and does not allow flexibility to have 50 people located in various areas of one building. This number limit includes players, spectators and officials.
 - The B&M Centre and Ballroom are no longer able to be treated as separate venues as we have previously operated. This is because of updated guidelines that state there should not be direct airflow between separate defined spaces.
- A maximum of 100 people only is allowed for outdoor venues, for sport and non-sport gatherings. This number applies per field, as long as there is no intermingling between fields. This number limit includes players, spectators and officials.
- Event organisers will be required to appoint somebody to be stationed at their booking's entry point to manage record keeping, 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 that the maximum attendance limit is not exceeded. It is recommended spectators are not permitted entry, as this assists in better managing attendance numbers.
 - Event organisers must make sure all attendees are signing in using the NZ COVID tracer app or a physical register. All of our venues will have NZ COVID tracer app QR codes displayed and physical registers available. Physical registers are the property of the venue and must not be removed at the end of bookings.
- Entry to Central Energy Trust Arena will be as per standard operation
 - Gate 1 (Waldegrave Street) only will be open during non-peak hours (8am – 3pm). From 3pm both Gate 1 and Gate 4 (Pascal Street) will be open – or from the time we have bookings starting from.
 - Marist field bookings will be required to enter through the Marist Clubrooms
 - MRU field bookings will be required to enter through the RPC
- Community sporting codes will be required to develop a specific Covid-19 health and safety/ return to play plan providing detail on how record keeping, attendance numbers, encouraging physical distancing and maintaining the hygiene of equipment etc will be managed. This plan will need to be submitted to Sport Manawatū for sign off and bookings can resume once approval is received from both Sport Manawatū and the venue. We realise many codes have submitted this previously, but these plans will need to be updated to reflect the changes to restrictions.
- 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 events with booked food and beverage, menu selections may change slightly to adhere to hospitality guidelines. Our catering team will contact you directly to confirm your menu and how this will be served safely to your event attendees.
- Face masks must be worn at all times while you are at our venues. This can only be removed for the purpose of playing sport, consuming food, beverages or medicine.

You can find additional information on Alert Level 2 event restrictions by following the link below

[Alert Level 2 | Unite against COVID-19 \(covid19.govt.nz\)](https://www.covid19.govt.nz/alert-level-2)

Appendix 2 – Cornerstone Christian School

Update as at 26 Aug 2021:

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

Appendix 3 – PNINS

Update as at 3 Sep 2021:

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

Appendix 4 – Sport Manawatu

Update as at 7 Sep 2021:

Morning, following on from the Government announcement yesterday and Trevor's update to SM staff. From tomorrow (level 2Delta) a maximum of 6 people can be in the office at any one time. To ensure we maintain the 2 metre distance between workspaces desks have been marked with an "x" and the chairs for those desks have been removed. This leaves us with 3 desks in the front half of the building and 3 desks in the back half of the building. When looking at what desks should be used consideration has also been given to how we walk around the office to ensure we don't get too close. During Level 2Delta the guideline is for everyone who can to still work from home, it is envisaged that trips to the office will still be for short periods of time and we still need to QR scan, wear masks and ensure workstations are cleaned down after use. Entry to the office must also still be recorded on the file in teams. Entry and exit is still the automatic doors facing The Square. Stay safe everyone

Update as at 31 Aug 2021:

You all should of received an invitation to a Microsoft Teams Channel called "Level 3 Office Access". This channel is for all Sport Manawatu staff and our Sport Partners.

The MS Teams channel is a place for us to record who is going to be in the office – a "calendar" has been added in the files tab and you can put your name down in the time slot you will be onsite. The time slots are for 50 minutes which allows time for you to leave and have another person arrive. The preference is for these time slots to be used – there is some flexibility if you genuinely cannot make a 50-minute window e.g. Stu would like to be in the office from 11.30 to 12.30 tomorrow so he has booked 2 slots. Hopefully there won't need to be too many double bookings as we need to ensure access is available for everyone if they need it and it would be great to keep it as simple as possible.

There are some rules:

- Mask wearing is encouraged while you are in the building, disposal masks will be available at the front entry
- Please only use the entry facing the square for entering and exiting the building – this entry does not require you to touch a door handle when entering or exiting (this is different to previous advice to SM staff)
- Please only use the alarm code at the front entry – there will be spray sanitiser for lightly spraying the alarm panel on leaving the building
- Please use the disinfectant spray and a disposable hand towel to wipe down the desk, light switches, or any surface you touch while in the office
- Please do not make tea/coffee while in the office

The senior leadership team will be reviewing access and making decisions about how many people can be in the building on an ongoing basis.