

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>After each update, these will be communicated to all MBA staff.</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>	General Manager

	<p>Sport Manawatu have released updated guidance outlined in Appendix 4.</p> <p>Individual school venue guidance 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> <p>Masks must not be worn when participating in badminton.</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>	General 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-meters of others.</p> <p>Encourage alternative to maintain sportsmanship:</p> <ul style="list-style-type: none"> • verbally congratulate opposition and partner • 'air-five' or 'thumbs up' 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> <p>Participants encouraged to wash hands after each match finishes and/or as more often as they wish to.</p>	Any staff

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 programmes/events being held.</p> <p>An electronic contact tracing record will be created through an Excel 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' with MBA staff 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 and shared with the venue.</p>	General Manager
Mandatory record keeping	<p>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>Staff must be familiar with the contents of the venue guidelines outlined in the appendices.</p> <p>The CET Arena have released updated guidance outlined in Appendix 1.</p> <p>Sport Manawatu have released updated guidance outlined in Appendix 4.</p>	General Manager

	Individual school venue guidance will supplement the contact tracing, hygiene measures and physical distancing requirements set out in this document. Updates provided in appendices.	
One-way entry & exit system, where required	To be designed in discussion with venue staff and venue guidelines. CET Arena: <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 can now be divided into separate venues under renewed Alert Level 2 (Delta) guidelines. 	General Manager
Socially distanced queueing system, if required	To be designed in discussion with venue staff and venue guidelines.	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. Children of adult players are also exempt but must still sign-in on the register as well.	General Manager
Direct credit pre-payment preferred. EFTPOS available. 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 & paywave is available at the venue. Staff handling payments will wipe EFTPOS terminal after each participant that uses it.</p> <p>Cash is currently accepted until further notice.</p>	General 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 8 Oct 2021:

Further to my email, another change to note – maximum attendance numbers for community sport have been lifted. Great news for community sport!

For indoor and outdoor community sport, there is no longer a limit to maximum attendance numbers.

We no longer need to allow for separate entrances and bathroom facilities as there's essentially no more "bubbles". Eg if we have Badminton in the B+M Centre and Basketball in the Ballroom – they can use the same point of entry.

- Physical distancing of 1m must be followed still – apart from people participating in sport.
- Masks must still be worn – apart from people participating in sport.
- Scanning/ signing in is still a requirement for all attendees and is still the responsibility of the event organiser to manage.

Covid website has been updated today, link below

[Sports and recreation | Unite against COVID-19 \(covid19.govt.nz\)](#)

Sport NZ guidelines for level 2 have been updated today, link below

[play-active-recreation-and-sport-at-level-2-211008-version-2.pdf \(sportnz.org.nz\)](#)

Please let me know if you wish to change any bookings now that attendance numbers have been lifted.

Update as at 4 Oct 2021:

On Monday 4 October, Government confirmed that all of New Zealand, except for Auckland and the Waikato region, will remain at Covid-19 Alert Level 2. However, the attendance limit of 100 people at event facilities has been removed, effective from midnight Tuesday 5 October.

Below outlines updated level 2 restrictions for event facilities

- All events must allow physical distancing of 1m to occur. Our rooms will be set up to accommodate distancing measures. Please note because of distancing requirements, our usual venue capacities will be reduced. We will liaise with you on room setup suggestions best suited to your event and requirements.
- For indoor and outdoor community sport bookings, attendance numbers must not exceed 100 people. This number includes players and spectators but does not include coaches, referees and officials.
 - Guidelines no longer state there must not be shared airflow between defined areas. This means we are able to operate the B&M Centre and Ballroom as separate venues.
- All community sporting codes are required to submit and receive sign off from Sport Manawatu on their Covid-19 return to play plans. Codes who have already completed this in the last 4 weeks can resume with their bookings.
- Event organisers will be required to appoint somebody to be stationed at their booking's entry point to manage record-keeping. Event organisers must make sure all attendees are signing in using the NZ COVID tracer app or the venue's physical register/ ballot box system. All of our venues will have NZ COVID tracer app QR codes displayed and physical registers with ballot boxes 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 Gate 4 (Pascal Street) will also 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 via Gate 1 and through the pedestrian gate next to the groundsman shed.
- Face masks must be worn at all times while you are at our venues. Masks can only be removed for the purpose of consuming food, beverages, medicine or while playing sport.

- For events with catering, 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. Attendees must be seated while consuming food and beverage.
- If a food and beverage kiosk was planned to be in operation for your booking, this may no longer be available.

Please let me know if you would like to make any changes to any upcoming bookings.

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 5 Oct 2021:

Kia ora everyone - following the PM announcement this afternoon, the SLT met to review the decision. Essentially, there isn't much of a change and it is stay calm and carry on approach. Please remember to wear your mask, sign in as normal. We would like to encourage a common sense approach with working from the office - we are going to discontinue the signing in channel to access the office. In the rare event there isn't space you will need to work from home or find another solution. It is rare that we are all in at the same time.