

## 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 COVID-19 Protection Framework (CPF). 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 will be active under each CPF colour listed.

| Measures   | Procedure / Description   | Staff Responsible | CPF Colour             |
|--|---|-------------------|------------------------|
| 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 | Red<br>Orange<br>Green |
| 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 | Red<br>Orange          |
| 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"> <li>if staff participate in match-play/activity</li> <li>if staff are coaching/demonstrating</li> </ul>  | Executive Manager | Red<br>Orange          |

|                                     |   |                   |                        |
|-------------------------------------|---|-------------------|------------------------|
| 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> <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> | General Manager   | Red<br>Orange<br>Green |
| 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 | Red<br>Orange<br>Green |

## 2. 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   | Staff Responsible | CPF Colour             |
|---------------------------------------|---|-------------------|------------------------|
| <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   | Red<br>Orange<br>Green |
| 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 &amp; drink.</p> <p>Masks must not be worn when participating in badminton.</p>   | Any staff         | Red<br>Orange          |
| Equipment to be cleaned               | Staff should wear gloves on both hands whilst handling and/or cleaning equipment.   | Executive Manager | Red<br>Orange          |

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|--|--|-----------------|---------------|
| before and after use   | <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> <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>   | General Manager | Red<br>Orange |
| 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 when playing.</li> <li>• All members must adhere to a 2-meter social distance from all others outside of their 'Bubble'.</li> </ul> | Any staff       | Red<br>Orange |
| No shaking hands or physical contact before, during or after matches               | <p>Staff to remind all participants that nobody is supposed 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"> <li>• verbally congratulate opposition and partner</li> <li>• 'air-five' or 'thumbs up' instead of 'high-five'</li> </ul>  | Any staff       | Red<br>Orange |

|  |   |                        |                                 |
|--|---|------------------------|---------------------------------|
| <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>Red</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 wash hands after each match finishes and/or as more often as they wish to.</p>   | <p>Any staff</p>       | <p>Red<br/>Orange</p>           |
| <p><b>Contact Tracing</b></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 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"> <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' 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 for a minimum of 8 weeks and shared with the venue upon request.</p> | <p>General Manager</p> | <p>Red<br/>Orange</p>           |
| <p>Mandatory record keeping</p>                            | <p>It is an expectation of the NZ Government that every person keeps a record of their movements at each CPF colour. 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>  | <p>Any staff</p>       | <p>Red<br/>Orange<br/>Green</p> |

|   |  |                 |                        |
|---|--|-----------------|------------------------|
|   | <ul style="list-style-type: none"> <li>provide MBA QR codes at each venue when running a programme/event;</li> <li>remind all attendees of their obligation to record their personal movements.</li> </ul> <p>The MBA reserves the right to eject any person(s) it believes are not fulfilling this obligation.</p>  |                 |                        |
| <b>Venue Safety</b>   |  |                 |                        |
| 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> <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>    | General Manager | Red<br>Orange<br>Green |
| One-way entry & exit system, where required                           | <p>To be designed in discussion with venue staff and venue guidelines.</p> <p>CET Arena:</p> <ul style="list-style-type: none"> <li>Arena 4 entry via main doors &amp; exit via changing room corridors: <ul style="list-style-type: none"> <li>B&amp;M Centre exit via changing rooms 1&amp;2.</li> <li>Ballroom exit via changing rooms 5&amp;6.</li> </ul> </li> <li>Arena 4 may be divided into separate venues under current CPF guidelines.</li> </ul> | General Manager | Red                    |
| Socially distanced queueing system, if required                       | To be designed in discussion with venue staff and venue guidelines.  | Any staff       | Red                    |
| No spectators allowed, except parents                                 | <p>To keep gatherings to an essential minimum, spectators will not be allowed.</p> <p>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 | Red                    |
| 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>  | General Manager | Red<br>Orange<br>Green |

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|  | <p>Alternatively, EFTPOS &amp; paywave is available at the venue. Staff handling payments will wipe EFTPOS terminal after each participant that uses it.</p> <p>Cash will be accepted during Red, Orange and Green settings.</p> |  |  |
|--|--|--|--|

### 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:james@manawatubadminton.org.nz">james@manawatubadminton.org.nz</a>   | 0204 097 0530 |
| Joshua Curry | Shuttle Time Coaching Officer | <a href="mailto:josh@manawatubadminton.org.nz">josh@manawatubadminton.org.nz</a>     | 021 024 35085 |

## Appendix 1 – CET Arena Guidelines

### Update as at 23 Jan 2022:

The Government have confirmed that all of New Zealand will transition to the RED setting of the COVID-19 protection framework, effective 11.59pm Sunday 23 January. Central Energy Trust Arena will continue to operate under the restrictions of the red setting, which are outlined below.

- Proof of a vaccine pass through the Ministry of Health app is required for entry to our venues for all event workers, contractors, sport players/ participants and attendees/ spectators who are over the age of 12 years and 3 months. Proof of identity such as photo ID, drivers licence, passport or student ID may also be requested.
  - People with a valid medical exemption are included in the verification process through the Ministry of Health app. No letters (including from a GP) or other form of medical exemption is acceptable.
- Face masks must be worn while entering and exiting the venue, and while in shared spaces such as bathrooms and foyers.
- Anyone entering the venue must scan in using the NZ COVID tracer app or the manual register provided.
- A register must be kept for all event organiser staff, suppliers and contractors evidencing their vaccine pass status. The venue retains the right to request such evidence or carry out audits at its discretion.
- Events, including indoor and outdoor community sport, may occur with up to 100 people or based on 1 metre distancing – whichever is the lesser – per defined space. Our venues 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 venue setup suggestions best suited to your event and requirements.
  - Current guidance from Sport NZ states that there must not be direct shared airflow between INDOOR defined spaces. This means that we are unable to treat the B&M Centre and the Ballroom as separate spaces, as we have previously done.
  - At community sport, attendees including spectators do not have to physically distance but must remain 2 metres away from other gatherings/ defined spaces.
  - The capacity limit of 100 people also includes children under the age of 12 years and 3 months. Children who are under this age will be treated as if they have a vaccine pass. The capacity limits excludes workers such as coaches, referees and other officials.
  - The 100 person limit is the maximum number of people permitted across the entire duration of a booking – eg. if one person leaves, another cannot enter. Separate groups of 100 (“bubbles”) can occur, but venues must be fully vacated by one group before another group arrives, and cleaning must take place in between.
- 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.
- 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/ or beverage kiosk was planned to be in operation for your booking, this may no longer be available.

The requirement to ensure all attendees provide proof of their vaccine pass, are signing in and wearing a face covering will be the responsibility of the event organiser to ensure compliance, as well as ensuring the maximum attendance of 100 people is not exceeded. Failure to comply or ensure compliance may result in the immediate termination of a booking or event or cancellation of future bookings or events for a period until the venue is satisfied any compliance issues have been rectified. Any suppliers or contractors who also show non-compliance, will not be able to operate at our venues until the venue is satisfied any compliance issues have been rectified.

Further information on the Covid-19 protection framework can be found by following the link below  
[The COVID-19 Protection Framework | Unite against COVID-19 \(covid19.govt.nz\)](#)

For further information on community sport restrictions, please refer to the Sport NZ website  
[COVID-19 Protection Framework Overview | Sport New Zealand - Ihi Aotearoa \(sportnz.org.nz\)](#)

We appreciate your cooperation and efforts in keeping our venues, staff and attendees protected. If you have any concerns, please feel free to contact us directly and we will endeavour to assist in any way we can.

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

### **Update as at 3 Dec 2021:**

You will be in orange in the gym site only.

This means if you don't ask for vaccine passes you are limited to 50 people on-site.

If you ask for vaccine passes you may have 250 participants within the facility, which is roughly the calculation that gives space within the guidelines

Masks are recommended under both scenarios.

## **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 26 Jan 2022:**

Just a quick update on how Sport Manawatu staff will be working during the "red" traffic light system. To try and limit the disruption of all staff needing to isolate due to illness or being a close contact of a Covid case Sport Manawatu staff will be working in 2 bubbles.

One bubble will have office access on Monday/Tuesday and the other Wednesday/Thursday – all Sport Manawatu staff are being asked to work from home on a Wednesday and we will have our cleaners come in and do a clean on a Wednesday, this may be during the day or after hours – I hope to have this confirmed later today.

Some of you may already be looking at your own continuity plans and trying to avoid all your staff being out of action at one time, if this is the case we would encourage you to join one of our bubbles. If you are not able to join a bubble we will need to work together to come up with a plan to limit your contact with both SM bubbles, this may include things like working in a meeting room, wearing a mask etc.