

Operating Guidelines under Alert Level 2

Supporting the Covid-19 response



REDUCING THE RISK

We are committed to working alongside the New Zealand Government and the Ministry of Health to prevent the spread of COVID-19.

We and our contractors are united against COVID-19 and will do our utmost to protect our workers and volunteers, our participants, and the wider community by following the guidelines set out by the New Zealand Government and New Zealand Major Events in the link below.

<https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/>

We know that we're in this together – this means trusting those we work with, and those who participate in our events will follow all necessary protocols to keep us safe and healthy, and that we'll do the same for them.

MASKS

To protect themselves and the participants we require all staff, contractors, and volunteer group members to wear face coverings (masks) while they are at the venue.

IDENTIFYING AT RISK GROUPS

Persons over 70, and persons with underlying health conditions (as per the COVID19.govt.nz guidelines) are more vulnerable to serious reactions to COVID19.

STAFF

Any staff member who has an underlying health issue which may make them more vulnerable to serious reactions to Covid-19 is requested to raise this with management to ensure appropriate measures are taken to mitigate risk to you.

CONTRACTORS

All contractors will be contacted by phone or email and requested to advise us of any staff member who has an underlying health issue which may make them more vulnerable to serious reactions to Covid-19. The contractor will be requested to minimise the risk to their staff member and all other event personnel by discussing the potential risk with their team member and ways that the risk can be minimised. To enable us to facilitate risk reduction the contractor will be requested to advise us of any personnel at increased risk and the steps taken to reduce this risk.

We request that contractor's consider our requirement for wearing masks when rostering staff to the venue.

VOLUNTEER GROUPS

All volunteer group co-ordinators will be contacted by phone or email and requested to consider the COVID19.govt.nz guidelines when determining their volunteer group(s).

We request that each volunteer group's co-ordinator has assessed the potential for vulnerability to serious reactions to Covid-19, and taken steps to minimise any such potential when confirming team members for the venue.

We request that each volunteer group's co-ordinator consider our requirement for wearing masks when confirming team members for the venue.

To enable us to facilitate risk reduction the volunteer group's co-ordinator will be requested to advise us of any personnel at increased risk and the steps taken to reduce this risk.

PARTICIPANTS

It is the responsibility of the participant and/or parent/caregiver to determine the risk associated with attending the event and to deem whether it's safe for the individual to participate.

All entrants who have a pre-existing condition should consult their general practitioner for help understanding their own level of risk when considering participating in this event.

STATUTORY DECLARATION FOR STAFF, CONTRACTORS, VOLUNTEERS, AND PARTICIPANTS

SELF ASSESSMENT OF EXPOSURE TO COVID-19

Paramount in the effort to eradicate Covid-19 is the request to avoid contact with others if you suspect you have any symptoms of Covid-19.

If you have any of the symptoms of Covid-19 do not come to the venue.

Please contact your health professional or Health Line for advice. If you are advised to take a test for Covid-19 please do so, and follow all recommendations from your health professional.

Please contact your supervisor and advise them that you are away from work as a precautionary measure.

HEALTH DECLARATION

All staff, contractors, and volunteers are required to sign the health declaration upon entering the event venue.

All school groups must have their designated responsible adult sign the health declaration for their group before the group enters the event venue. This will be sent in the pre event email to competitors so you can bring it to registration signed. We will also have these available for you to sign at registration.

CONTACT TRACING

We will take the following steps to ensure we can provide the relevant authorities contract tracing data if required. All such data will be obtained and stored with due recognition of privacy requirements. Contact tracing data will be held for four weeks after the event then we will securely dispose of the information.

NZ COVID TRACER

We will display the NZ COVID Tracer app QR code at the site and encourage its use. These will be located upon entry into the venue, at registration and by the stage truck. Those who don't have the app can manually sign in near the registration building.

CONTRACTORS

All contractors will be required to email us a list of their personnel allocated to each venue prior to the events. This information will include for each person:

First name
Last name
Mobile Phone
Contact email

VOLUNTEER GROUPS

All volunteer group co-ordinators will be required to email us a list of their volunteers for each venue prior to the events. This information will include for each volunteer:

First name
Last name
Mobile Phone
Contact email

PARTICIPANTS

The pre-event registration data constitutes the basis for contract tracing data of participants. It is essential that any and all changes to the original data are recorded. Please hand in race numbers of those who were registered but did not attend to staff at registration. Or you can send us an email with the full names of those who were registered but did not attend the event.

ENHANCED HEALTH AND SAFETY MEASURES

1 – SITE SET UP – DEFINED SPACES

The venue grounds and buildings will be marked and sign posted to provide physically separated distinct defined spaces for participants.

- Each group of participants will be allocated a designated waiting space.
- Each group will be allocated a start time. There will be a 15 minute gap between starts.

2 - TOILETS, CHANGING ROOMS, SHOWERS

- Each group will be allocated a specific toilet/changing room/ shower block with separate facilities for each gender.
- We request your group only use the facilities allocated to them.
- Please clean your hands prior to entering the facilities
- Please respect physical distancing when using these facilities

3 - SANITATION

- There will be signage installed at entry points and throughout the venue outlining the commitment of the event to maintaining COVID-19 controls.
- Hand sanitiser will be available at the entrance and exit of the venue with signage requesting people to use the hand sanitiser.
- Regular cleaning of all high touch areas (e.g. door handles, registration tables, barrier arms, data check tables)
- Toilet, shower, changing blocks will be clearly identified for use by, and allocated to specific groups.
- Cleaning and maintaining of these facilities will be undertaken throughout the day.
- Utilise appropriate detergents or disinfectant solutions for all venue, equipment, and amenity cleaning.

4 - PRE EVENT – RACE PACK COLLECTION AND REGISTRATION

- Each group will be advised of their registration and start time.
- Each group will be requested to arrive at the venue 30-45 minutes before their allocated start time to attend registration and get ready for the start of the event.
- On arrival the group will be met by a parking marshal instructing you where to park.
- School groups arriving on buses are to remain on the bus while their teacher/adult goes to registration to collect their race pack and find where their zone is. They can then collect the children and walk directly to this area.
- If you are a parent bringing your child or a carload of children you can all head straight to registration – please maintain safe physical distancing where possible.

- At registration, the teacher/parent/caregiver will be required to sign in using the Covid-19 tracer app or manually on behalf of their group.
- Please wait in your designated zones and use the facilities in these zones while waiting for the event to start. You will then be given further instructions from the MC regarding making your way to the start line in preparation for the start of the event.

5 - SANITATION

- Signage installed at entry point and throughout the venue outlining the commitment of the event to maintaining COVID-19 controls.
- Hand sanitiser available at the entrance and exit of the venue with signage requesting people to use the hand sanitiser.
- Signage to remind all team members to regularly wash their hands with soap during the day or make hand sanitiser available at the venue and show team members where sanitiser is located.
- Regular cleaning of all high touch areas (e.g. door handles, registration tables, barrier arms, data check tables)
- Toilet, shower, changing blocks will be clearly identified for use by, and allocated to specific groups.
- Cleaning and maintaining of these facilities will be undertaken throughout the day.
- Utilise appropriate detergents or disinfectant solutions for all venue, equipment, and amenity cleaning.

6 - START

Groups will be advised prior to the day of their group's start time.

There will be a 15 minute gap between each group's start.

All staff in the start chute will be wearing face coverings.

7 - FINISH

In the finish area there will be two spaces: the space where entrants complete the event (the finish chute), and the public spectators' area.

The spectator area will be defined with barriers and have a controlled entrance/exit.

- Signage installed at entry point and throughout the area outlining the commitment of the event to maintaining COVID-19 controls.
- Hand sanitiser available at the entrance and exit of the area with signage requesting people to use the hand sanitiser.
- Entry to the public finish area to be restricted in number to facilitate safe physical distancing.
- Any queuing for entry to the public finish area to be monitored to ensure physical distancing requirements are met
- Supporters will be able to walk in the area providing they retaining a minimum of 2m from any person outside their bubble.

Finish Chute

Only participants and authorised event support staff are to be allowed in the finish chute.

To facilitate Covid-19 physical spacing requirements finishers will need to be encouraged to move out of the finish chute to their group's designated "waiting area", a policy that will be advised in event information releases and race briefings.

8 -PRIZE-GIVING

To facilitate Covid-19 control measures, there will be no prize-giving. Spot prize winners will be listed on the notice board outside registration and can be picked up at registration. (please bring your child's/student's race number when collecting a spot prize).

9 - REFRESHMENTS

- Refreshments will be available from an on-site vendor.
- Physical distancing is required when waiting for service. The ground will be marked to facilitate physical separation requirements.
- Please use the provided hand sanitizer before approaching the refreshment vendor