Alert Level One & Two

Event requirements

Contents

1   Introduction

The purpose of this document is to provide standards to meeting safely under Alert Levels One & Two. It should be noted that these guidelines will be primarily used at Alert Level Two, given Alert Level One calls for minimal restrictions. Some guidelines will be used at Alert Level One at the discretion of the client, agency and venue. However, should that change, these guidelines can be adapted.

Current Ministry of Health guidelines to these levels, as at 16th April:

	Level One	Level Two
Travel and transport	• No restrictions on domestic travel. • Do not use mass transport if required to self-isolate/ quarantine, experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, suspected/ probable/confirmed to have COVID-19, or if subject to an individual notice issued under section 70(1)(f) of the Health Act	• People advised to minimise non-essential travel. • Do not use mass transport if required to self-isolate/ quarantine, experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19, or if subject to an individual notice issued under section 70(1)(f) of the Health Act.
Gatherings	• No restrictions	• Gatherings only allowed for up to 100 people indoors, and up to 500 outdoors. • These are total permitted numbers. *Additional conditions on gatherings:* • Physical distancing and infection prevention and control requirements must be met. • All gatherings must record attendees to ensure contact tracing may be conducted if necessary. • No participants allowed who have COVID-19 symptoms or who need to be in isolation/ quarantine for any reason.
Public venues	• No restrictions	• Public venues are open but must comply with conditions on gatherings.
Workplaces	Businesses must operate safely. • Complying with Alert Level 1 settings in this table. • Meeting appropriate public health requirements for their workplace (e.g. handwashing) • Fulfilling all other health and safety obligations.	Businesses must operate safely. • Complying with Alert Level 2 settings in this table • Meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems) • Fulfilling all other health and safety obligations. • All businesses are encouraged to use alternative ways of working if possible. • Business premises can open for staff and customers. • Services can also be provided on customers' premises (e.g. in homes)

2 Duty of Care – Health and Safety at Work Act 2015 (HSWA)

LEVEL ONE

LEVEL TWO

Events in NZ fall under the Health and Safety at Work Act 2015 (HSWA). Under the Act, [ORGANISER] is considered as Person Conducting a Business or Undertaking (PCBU) and assumes responsibilities, obligations and duties as the event organiser.

Under Subpart 2, section 36 – Duties of Care:

Primary duty of care

(1)   [ORGANISER] must ensure, so far as is reasonably practicable, the health and safety of—
  (a)   workers who work for [ORGANISER], while the workers are at work in the business or undertaking; and
  (b)   workers whose activities in carrying out work are influenced or directed by [ORGANISER], while the workers are carrying out the work.
(2)   [ORGANISER] must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
(3)   Without limiting subsection (1) or (2), [ORGANISER] must ensure, so far as is reasonably practical.

  (a)   the provision and maintenance of a work environment that is without risks to health and safety; and
  (b)   the provision and maintenance of safe plant and structures; and
  (c)   the provision and maintenance of safe systems of work; and
  (d)   the safe use, handling, and storage of plant, substances, and structures; and
  (e)   the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
  (f)   the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
  (g)   that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

3   Registration

3.1   System

A registration system either online or manual is required for every event and to include ALL personnel who will be in the venue, including staff. Information should include the following: -

- Event Name
- Location
- Organiser
- Name
- Address
- Phone / Email
- Next of kin
- Tested for C-19 / Tested for C-19 and negative result / Tested for C-19 and positive result. Include dates of testing and results
- Transportation method to the event Air / Car / Taxi / Public Transport
- Accommodation information
- Approval for information to be supplied to Ministry of Health

3.2   Venue - Tracing

Using registration system, identify which room delegate may have been allocated if multiple rooms are being used. Delegates to be advised that they are unable to change rooms unless they advise organisers.

Using either RFID technology or a manual attendance list, attendees will be recorded at the beginning of each session.

3.3   Venue – Registration / Information Desk

To ensure contactless Registration Desk, a sheet of Plexiglass will separate staff (wearing masks and gloves) and attendees. Registration desk will be equipped with gloves and masks, to be worn before approaching the desk. This is optional but encouraged.

Name badges will be pre-printed. These will be available to attendees from the Registration desk, sorted by surname, and handed to attendee by staff in a contactless manner along with a small bottle of hand sanitizer (supplied by hotel or venue or other) and secondary name tag for water bottle (bottle supplied by hotel or venue or other).

Registration desk to be wiped down with disinfectant between every five attendees approaching the desk

4 Delegates

4.1 Delegates – Ground Transport
Delegates to advise mode of transportation to the venue in the Registration capture. If by group coach, one person per row. Every second row to be inaccessible.

4.2 Delegates – Medical Disclosure Information
All delegates will complete a medical disclosure form. This will be included in the Registration capture.

4.3 Delegates – Information Packs
All delegates will be provided information packs, either through the event app or printed and distributed either prior to the event or onsite. Delegates to be reminded not to attend if feeling unwell, no handshaking

Information pack to include information from Ministry of Health on hygiene factors, phone numbers of the COVID-19 call centre should they feel unwell post meeting.

4.4 Delegate Notification System
Reminders to wash hands and maintain physical distancing to be pushed through the Registration App or incorporated into the programme, using the facilitator/emcee; on arrival and before and after each break.

> *"Ladies and Gentlemen, can I please remind you to use the Sanistiser provided when you registered and to maintain physical distancing."*

5 Security

5.1 Crowd Management
[Venue] will be responsible for crowd management and security services. It is up to the venue to ensure ease of access to the meeting rooms and social distancing is always maintained.

6 First Aid

6.1 St John
St John presence at each event with minimum two staff unless St John advise otherwise. St John to brief all staff [venue and organisers] on best practice. St John to be equipped with standard first aid equipment, including defibration machine as well as additional PPE.

St John staff at entrance to function space checking temperatures. Anyone with increased temperature, sent to Triage Room

6.2 Triage Room
First Aid room set-up with bed and equipment should delegate fall ill during event

7 Venue

7.1 Room set-up

Theatre style seating	Chairs to be set 1m apart
Boardroom seating	Delegates to be set 1m apart
Classroom style seating	1.8m Trestle: 1 delegate per table
	2.4m Trestle: 2 delegates per table
U-Shape style seating	Delegates to be set 1m apart
Cabaret style seating	3 delegates per round/oval
Banquet style seating	4 delegates per round/oval

- No pens, paper or mints on the table. All meetings to be paperless/ own devices
- Water bottles (provided by venue or meeting organiser)
- Water stations in the room
- Sanitisation station in each meeting room and pre function space
- All set-ups, including pre function area to allow for social distancing of 1m between delegates
- Venue staff to be stationed to open and shut doors into the meeting room. Signage will advise delegates that venue staff only are permitted to open doors

Staging to be set-up with 1m between chairs if required
Venue lectern to be cleansed at each break
No additional water on stage

7.2 Venue Cleaning

Increased cleaning regime to include but not limited to: -
- Bathrooms
  - o Additional hand Sanitisation in the Bathrooms
  - o Additional tissue boxes in the Bathrooms
- Doors and other surfaces
- Audio Visual equipment
- Tables, chairs and linens

7.3 Catering

- Catering set-up will require individual servings. Venue staff to invite delegates to the catering stations to ensure social distancing
- Individual catering per delegate. Individually wrapped food and/or lunch boxes provided instead of buffet
- Barista made coffee and tea permitted. Staff wearing gloves and mask
- No shared plates of food of any kind
- Individual beverage service, no shared carafes or bottles

7.4 Signage

- Designated IN/OUT doors. Venue staff only permitted to open doors
- Floor decals to out line appropriate social distancing in front of registration area and in pre-function areas
- Reminders to attendees to wash hands, keep distance, sneeze or cough into elbows, use tissues

8 Audio Visual

8.1 Set-up

- 2m separation between relevant disciplines; Sound……Lighting………AV
- Client facing staff to have dedicated desk, clearly identified
- All presentations must be sent electronically in advance. USB's on the day will not be permitted. Changes on the day not permitted
- Separate table set-up as equipment sterilisation station close to AV table

8.2 Staff

- Audio Visual staff to complete same registration details as attendees
- Tech staff to wear PPE (optional) but recommend gloves and include hand Sanitisers
- Audio Visual staff to be included in the catering numbers and have own catering lunch boxes

8.3 Equipment Management

- Audio Visual staff to wear gloves when handling microphones from sterilisation station to presenters
- Microphones to be labelled by Tech Crew for individual presenters
- Microphones to be sterilised between sessions. Log provided to match up microphone to presenter
- Tech staff to wear PPE (optional) but recommend gloves and include hand Sanitisers
- Q & A via digital interaction only, or non-amplified voice – number dependent. No roving mics