

COVID-19 MASS GATHERINGS & EVENTS

RETURN TO WORK PLAN LEVEL 1

The purpose of this plan is to enable EVANZ members to return to business operations at Alert Level 1, ensure as far as reasonably practicable that specific voluntary requirements for mass gatherings and events are implemented.

This plan will enable EVANZ members ~~event organisers~~ to:

- safely deliver events, reducing COVID-19 risks by following best practice expectations ~~provided by~~ based on the Ministry of Health guidance regarding health and safety operating guidelines specific to COVID-19 impacts.
- appropriately support the government's response, particularly regarding contact tracing, if an outbreak of COVID-19 were to occur.
- deliver events that are safe for staff, service providers, and the general public.

Managing the risks of exposure to COVID-19 at Alert Level 1

Up to Date Information

We will take responsibility to consistently stay up to date with Government guidance on the response to COVID-19.

References

- www.covid-19.co.nz
- www.health.govt.nz
- www.worksafe.govt.nz

Contact Tracing

Operating under Alert Level 1 we will record as far as reasonably practicable everyone who visits our venue / event (**pre and during events**) and save their contact information.

This will be achieved by:

- Having the Ministry of Health official QR code posters located at entrances and around the venue.
<https://tracing.covid19.govt.nz/>
- Having venue specific QR code App posters located at entrances and around the venue.
- Having Contact Tracing Registers in place at entrances to the venue as a backup. the following information will be required:
 - Name
 - Phone number
 - Email address
 - Date
 - Time in / out
- Collecting information on attendees through ticketing details were events are ticketed.

Attendee information will be obtained and retained (within the bounds of the Privacy Act) through whatever mechanism is best suited to the event.

COVID-19 MASS GATHERINGS & EVENTS RETURN TO WORK PLAN LEVEL 1

COVID-19 Health, Sickness Checks

Staff and visitors will be monitored for symptoms of COVID-19, such as fever. We will:

- Ask staff (whether they are at the workplace or not) to report if:
 - They are experiencing any symptoms of COVID-19.
 - They have, or potentially have been, exposed to a person who has been diagnosed with COVID-19, or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested).
- Encourage staff to report if they observe another worker or visitor who is displaying any symptoms.
- Stop staff working if they are displaying symptoms.
- Use the Exposure Response Plan & Exposure Incident Report process in the event of a suspected or confirmed case of COVID-19.
- Stop staff who have contracted COVID-19 from returning to the workplace until they provide evidence, they are clear of the virus.
- Position COVID-19 posters in key positions in the workplace to inform staff and visitors of good hygiene practices.

Hygiene

We will take reasonable measures to ensure that any person on site – whether front or back of house has the appropriate resources or facilities to ensure they undertake best practice hygiene standards.

COVID-19 posters will be displayed in key locations around the venue to inform staff and visitors of good hygiene practices.

Environmental

The amount of time that COVID-19 survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19.

We will ensure:

- Increased cleaning regimes will be implemented especially in communal areas.
- That frequently touched surfaces such as doors handles, handrails, swipe card entry pads, lift buttons, toilet areas re cleaned and disinfected frequently.
- Hand sanitiser is provided for use especially communal, high traffic areas.
- Hand wash facilities will be available and stocked regularly.
- Toilets and wash areas will be cleared on a regular basis prior to, during and post events.

Staff and other workers

Staff and other workers will be requested to practice good hygiene.

We expect that staff and others will:

- Hand wash or sanitise when arriving at work.
- Use good cough and sneeze etiquette, coughing or sneezing into their elbow or a tissue, then immediately disposing of tissues properly.
- Wash hands often for at least 20 seconds with soap and water, including before and after eating and after going to the toilet.
- Using hand sanitiser regularly.
- Clean and disinfect surfaces of shared equipment after use.

COVID-19 MASS GATHERINGS & EVENTS RETURN TO WORK PLAN LEVEL 1

Consultation and Communication with Our Staff and other's

We will:

- Provide information about the risks of exposure to the COVID-19.
- Consult on health and safety matters relating to COVID-19 and allow staff and others to express views before decisions are made.
- Ensure that other PCBU's we work with provide their COVID-19 plans prior to them being allowed to come into the workplace.
- Communicate clearly about control measures, provide clear direction and guidance about what is expected.
- Ensure that staff and others know:
 - when to stay away from the workplace.
 - what action to take if they become unwell.
 - what symptoms to be concerned about.
- Remind staff and others they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- Provide staff and others with a point of contact to discuss their concerns, and access to support services, including any Assistance Programs (EAP).

What else will we do?

We will:

- Keep up to date with the COVID-19 situation. Follow advice from authoritative sources such as the Government Department of Health and check daily for any updates to safety advice.
- Make sure the workplace is properly resourced to manage health & safety risks, and check that the resources are being used.
- Review your policies, procedures and reporting process to ensure they remain current for any incidents, hazards and other health & safety issues that arise during this time. We will update these as necessary.
- Ensure these are communicated clearly and processes are followed.
- Consult with our staff and ensure there is a means for them to raise any concerns about the steps that are taken to manage the risks.

Finally, be kind

We understand COVID-19 has and still is having a significant impact on interaction with others, how we go about our work, and many other aspects of our lives.

We know that a combination of stress and uncertainty can have significant and wide-reaching impacts on the mental wellbeing of our staff, workers, and visitors.

With this in mind, we will encourage staff, workers, and visitors to be kind to one another and look out for each other.

<https://1737.org.nz/>

<https://www.mentalhealth.org.nz/assets/COVID-19/GTT-workplace-resource.pdf>