|  |  |
| --- | --- |
| **Overview**  *Please indicate what your plans would be at each level e.g. run the event in entirety or partially (scaled down event), postpone, cancel* | |
| Alert Level 1 |  |
| Alert Level 2 |  |
| Alert Level 3  *(venues closed)* |  |
| Alert Level 4  *(venues closed)* |  |

|  |  |
| --- | --- |
| **Overview**  *Please indicate what your plans would be at each level e.g. run the event in entirety or partially (scaled down event), postpone, cancel* | |
| Green |  |
| Orange |  |
| Red |  |

Event Organisers will:

* Follow Ministry of Health Covid-19 guidance.
* Inform attendees of mandatory contact tracing and to sign in using QR codes or manual sign in options which will be located around the venue.
* Face masks are mandatory while in the venue – please encourage your attendees to bring their own. Organiser to provide a backup supply should attendees forget.
* Contact tracing by each event organiser – records to be kept for a minimum of 60 days.
* Comply with Alert Levels and have a plan for each alert level.
* If you have people attending from out of region – they must follow the Alert Level rules of their home region.
* Maintain good hygiene at all times.
* If your attendees are unwell please encourage them to stay home.
* Encourage attendees social distance at all where possible – keeping 2 metres apart.

As a venue they should:

* Follow Ministry of Health Covid-19 guidance.
* Promote the use of mandatory contact tracing and supply QR codes or manual sign in options which will be located around the venue.
* COVID-19 posters will be displayed regarding health measures.
* Provide sanitising stations throughout the venue.
* Face masks are mandatory while in the venue.
* Maintain good hygiene at all times by continuous cleaning of high touch areas.
* Recommend to all guests to please stay away from the venue if they are feeling unwell.
* We encourage all our event organisers to promote social distancing at all where possible – keeping 2 metres apart.

**Responsibilities & Actions for Current Alert Level**

|  |  |  |  |
| --- | --- | --- | --- |
| AREA TO MANAGE | HAZARD | RESPONSIBILITY | HEALTH AND SAFETY MEASURES |
| *Example:*  *Contact Tracing* | *Entry Points*  *Tracking Teams*  *Tracking Spectators* | *Football Club*  *Team Coaches/Manager* | *Every person who enters the facilities must scan themselves and their families in using the NZ COVID 19 TRACER App OR sign in with pen and paper outside the top toilet block and clubrooms.*  *There will be numerous posters around the ground – zip tied to each goal net.* |
| Contact Tracing | Spectators  Competitors  Staff & Volunteers | Event organiser to provide Covid-19 QR posters, the responsibility of all attending to scan in | NZ Covid-19 Tracer App to have posters showing at all access points to the area  Secondary source of tracing to be provided via pen and paper into a box (privacy of contact details) |
| Mask Use | Spectators  Competitors  Staff & Volunteers | All attending | Strongly encouraged to have a mask at all times |
| Vaccinations | Spectators  Competitors  Staff & Volunteers | Event organiser | Currently we have no mandate that all attending must be fully vaccinated, however we are currently monitoring Ministry of Health advice and guidelines and will comply if any new advice comes to hand. We are strongly encouraging everyone who wishes to attend that they be fully vaccinated. |
| Sanitiser | Spectators  Competitors  Staff & Volunteers | Event organiser | Sanitiser is located regularly at access points and main sites |
|  |  |  |  |

**Action Plan**

**Plan to maintain 2m physical distancing between attendees:**

Officials & Timekeepers

Swimmers

Staff & Volunteers

**Plan to within the gathering restrictions:**