



# LEVEL 1 COVID-19 Health & Safety Plan

## For xxx Association

The below link is a **VOLUNTARY CODE** developed to outline best practice behaviours to prevent/minimise COVID19 risks and impact, including a key function around record keeping to support Ministry of Health contact tracing processes.

<https://evanz.co.nz/COVID-19/9022006>

The following document is intended to outlay the measures our organisation has in place to continue to keep our Conference delegates and staff safe while attending any Conference during the NZ COVID-19 Level 1.





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# Introduction

At Alert Level 1, the risk of exposure to COVID-19 and transmission in the community is very low, but we need to be aware COVID-19 is still uncontrolled overseas and as such we should not be complacent given COVID-19 can still spread quickly if it re-emerges. The below areas are the measure we intend to have in place to ensure our Conferences do not pose a transmission risk if COVID-19 re-emerges.

The following guidelines are based on level 1 restrictions. At the end of the document, we have included some checklists which give a breakdown of what plans should be in place as a minimum at level 1 and what additional steps could be taken as optional extras in order to maintain health standards going forward. These optional extras are based on level 2 restrictions.

## Voluntary Code

- 1) Organisers are required to adhere to and remain up to date with any guidance received by the Ministry of Health in relation to Covid-19
- 2) Enable effective Contact Tracing
  - the person's name
  - their active phone number or email address (an effective way to contact them)
  - Home address
  - the time they arrived and left the event
- 3) Retaining Records
  - Organisers are required to keep attendee records for a minimum of 4 weeks after the event has taken place so that the records can be supplied to the Ministry of Health should they need to contact trace
  - Organisers should help attendees keep track of where they've been by displaying the NZ COVID Tracer QR code poster. Get your QR Code Poster here: <https://qrform.tracing.covid19.govt.nz/>
- 4) Health of operators and attendees
  - Attendees should have access to appropriate hand washing facilities with soap and water, and the ability to dry their hands thoroughly. An alcohol-based hand sanitiser should be on display.
  - Keep communal areas such as bathrooms and high-touch surfaces like door handles and payment machines clean. Use an appropriate cleaning solution.
  - Operators and attendees should be asked to stay home if they are unwell.
  - Encourage delegates to follow the appropriate cough/sneeze etiquette:
    - I. Cover your mouth and nose with a tissue when you cough or sneeze.
    - II. Throw used tissues in the trash.
    - III. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
  - Operators should be encouraged to follow COVID-19 risk management best practices as set out by the Ministry of Health.
    - I. Organisers should ensure the operators event policies are adhered to pre-post and during an event.

## General safety for our staff

1. Stay at home if you are unwell
  - Everyone must self-assess their health prior to attending work. Anyone who feels unwell should not come to work and should phone Healthline on 0800 358 5453 to seek advice.
  - Anyone who has been in another country or has had close contact with a probable or confirmed case, should self-quarantine and not come to work for 14 days.
  - Remind employees daily to stay at home if they are feeling unwell or exhibiting COVID-19 symptoms.
2. Practice good personal hygiene at ALL TIMES including
  - Cover coughs and sneezes with your elbow or a tissue and put used tissues straight into the bin.
  - Wash your hands often with soap and water, including arrival and departure from work, before and after eating and after going to the toilet.
  - Use hand-sanitiser if water not available for handwashing.
  - Avoid touching your eyes, nose and mouth.
  - Clean and disinfect frequently used hard surfaces and objects at regular intervals.
  - Use PPE options as appropriate to the circumstances.
3. Procedure if a staff member displays COVID-19 symptoms
  - Isolate the person from others and provide them a surgical mask, if available.
  - Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.
  - Ensure the person has transport to their home or to a medical facility. Clean the site/area where the person was working, all places they have been and their tools. This may mean evacuating those areas. Use PPE when cleaning and wash hands thoroughly afterwards.
  - Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. They should self-isolate for 14 days from the last date of contact with the case while they were potentially infectious. In a smaller business this may mean a complete shutdown. Allow employees to raise concerns.
  - Clean the site/area where close contacts were working, all common areas and their tools. This may mean evacuating those areas. Use PPE when cleaning and wash hands.
  - Inform any affected staff, contractors, supplier or clients/delegates of the incident.
  - Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date.
  - Legal Warning. It may be illegal to provide the infected worker's name or other information that could be used to determine their identity. Consult your local health department and human resources policy regarding reporting protocols.
  - Determine what areas of the venue were visited, used, or impacted by the infected worker (the "Impacted Areas").
  - Assess whether the worker's role put them within six feet (two meters) of other workers or patrons, including whether their duties create specific transmission risks such as food handling, bartending, or ticket checking.

- Work with the local health department to determine which other workers had close contact with the infected worker (the “Impacted Workers”).
- Notify the Impacted Workers that they may have had contact with an infected worker and encourage them to monitor their health and report any concerns to their healthcare provider.
- Any worker who tests positive for COVID-19 should remain in home isolation for not less than 14 days after symptoms begin. The worker should follow health authority guidance and their company policy.

Impacted Workers who have been in close contact with a person who tests positive, but who are not presently symptomatic or suffering a fever greater than 100.4 F/38.0 C, should not come to work for 14 days after their last close contact, and quarantine themselves. During quarantine, they should watch for symptoms of COVID-19.

## How we follow the safety steps

### ***It is the Venue, Exhibitors and Suppliers responsibility to have their own plan***

Although at level 1 it is not necessary to have such stringent processes in place; the below is a list of areas **we will ensure are considered** by the Venue, Exhibitors and Suppliers.

#### 2. Event Space - Meeting Specifics

- Loading dock schedule and procedures
- Use of venue push carts/dollies – sanitation
- How to handle materials that are shipped to facility
- Signage entering event space – expectations
  - Health screening
  - Personal safety gear recommendations
  - Restrooms
  - Capacity limits, queue line
- Will someone be staffed outside of entrance
- Include hand sanitiser stations
- Food Service
  - Staggered break times
  - All pre-packaged and individual items (bread, butter, salt, pepper, sugar, creamers, salad dressing, etc.)
  - No buffet stations
  - Personal safety gear for service staff
  - Multiple locations for meal service
- Bar Service
  - Increase number of bars (based on venue space, number of participants and government guidelines)
  - Queue line
  - Is cash allowed to be exchanged? If so, use safe cash handling processes.

- Setup considerations:
  - Aisles Space
  - One-way aisles
  - Widen aisles for two-way traffic
  - Space between booths
  - Consider plexiglass dividers
  - Social distance floor stickers
  - Consider theatre or classroom style seating to maximise distancing and avoid shared Surface
  - Stream programming video feed across multiple break out rooms to maximise participant safe distancing
  - Designated entrance and exit for meeting rooms
  - Utilise open-air spaces (outdoor, etc.) to hold programming when feasible
  - Exhibit Space - Control capacity inside exhibit hall based on square footage
  -

#### Sponsors & Exhibitors Considerations

- Interactions with participants
- Utilise technology for networking
- Consider on-site event suggestions (later in this document) when deciding on business cards, giveaway items, printed materials at booth
- Sales - maximize contactless and online payments
- Encourage safe distance of 1 metre at all times
- Participant contact list provided electronically (as appropriate)
- Schedule staggered load-in and load-out appointments to minimise crowd in entry/exit ways, loading docks, in and usage of shared loading materials
- Consider the number of representatives that will be allowed per booth space (work with venue and show decorator)
- Social distancing for exhibits

We will ensure we have followed up with the venue, exhibitors, and external suppliers to ensure that they have included appropriate measures.

We will ensure Conference attendees are safe, that we have communicated with them the correct hygiene information beforehand. We do this with prior communications advising:

Stay at home if they are unwell.

- Everyone must self-assess their health prior to attending the Conference. Anyone who feels unwell should not attend the Conference and should phone Healthline on 0800 358 5453 to seek advice.
- Anyone who has been in another country or has had close contact with a probable or confirmed case, should self-quarantine for 14 days.

Practice good personal hygiene at ALL TIMES.

- Cover coughs and sneezes with their elbow or a tissue and put used tissues straight into the bin.

- Wash their hands often with soap and water, including arrival and departure from the venue, before and after eating and after going to the toilet.
- Use hand-sanitiser if water not available for handwashing.
- Avoid touching their eyes, nose and mouth.

**REFER TO THE COVID-19 GOVERNMENT NZ INFORMATION LINK HERE:**

<https://covid19.govt.nz/covid-19/about-covid-19/covid-19-testing/>

We continue the above messages throughout the Conference with announcements and further communications both with live announcements and via the **Conference App**.

We will ensure effective contact tracing steps be in place. These are managed through our **Registration System** where at time of registration the necessary contact tracing fields are a pre requirement to delegate registration completion. This information can be reported at any time and will be held for 2 months after the Conference. This will be included in the Conference T&C's so that all delegates give consent at the time of registering.

We will require each delegate to download the specific **Conference App** so further communications and hygiene protocols can be easily communicated.

The **contact tracing** information includes:

*Full name*

*Contact/home address*

*Email*

*Contact phone number*

#### The Registration Desk/Information Desk

- A table will be placed inside the venue and outside any separate venue rooms with hand sanitiser.
- There will be signage advising where to stand to keep 1m distancing.
- Barriers can be placed to create a flow of entry and exit in separate directions.
- Our staff can be behind a Perspex screen if required.
- Our staff can use face masks if required.
- Delegate nametags can be laid out in advance for delegates to collect their own.
- Conference satchels can be cancelled for the Conference or can be sent by mail/courier prior to the Conference start.
- Sanitising stations to be set up around the venue.
- There will be extensive signage about Covid19 distancing protocol and hygiene in each venue room.
- We will continue health and safety announcements throughout the Conference and can send further communications via the Conference App.

#### Social Functions

We will work with the venue to ensure the areas noted on **page 6** have been considered and are in place.

- Will someone be staffed outside of entrance
- Include hand sanitiser stations
- Food Service
  - Staggered break times
  - All pre-packaged and individual items
    - \* bread, butter, salt, pepper, sugar, creamers, salad dressing, etc.
  - Personal safety gear for service staff
  - Multiple locations for meal service
- Bar Service
  - Increase number of bars (based on venue space, number of participants and government guidelines)
  - Queue line
  - Is cash allowed to be exchanged? If so, use safe cash handling processes.

The specific Conference App has the feature of a BEACON that tracks arrival into a function area for the purpose of tracing and tracking delegate attendance and information.

#### Off-site Social Functions

We will ensure we can safely move Conference delegates onto the provided transport, using the safe distancing rules, one-by-one arrival onto the transport and supplying hand sanitiser and have bottles readily available.

#### Sanitizing the Venue

Sanitizing High-Touch Areas. As soon as delegates begin to arrive, surfaces and objects that are touched frequently, such as the ones listed below, will be regularly disinfected. We will ensure that cleaning logs are carefully entered and preserved for reference. We will request with the venue to see a copy of the venue's cleaning and disinfection plan. Most of these areas will be managed by the venue itself.

- Public Areas (lobby, hallways, dining and food service areas)
- Door handles, handrails, push plates
- Bike rack or other barricades the public may touch
- Handrails for stairs, ramps, and escalators
- Elevator buttons – inside and out
- Reception desks and ticket counters
- Telephones, Point of Sale terminals, and other keypads
- Tables and chairs, including high chairs and booster seats
- Beverage stations, water fountains, vending and ice machines
- Trash receptacle touch points
- Restrooms (front and back of house as well as portable units)
- Door handles and push plates
- Sink faucets and counters, and toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel dispenser handles
- Baby changing stations
- Trash receptacle touch points

- Back of House Offices, Dressing Areas, Green Rooms, Production Areas
- Individual office and other room furniture
- Door handles, push plates, doorways, railings
- Light switches and thermostats
- Cabinet handles
- Telephones, computers, other keypads, mouse
- Microphones
- Backstage and technical equipment
- Trash receptacle touch points
- Back of House Kitchen and Food Preparation Areas
- Handles of all kitchen equipment doors, cabinets, push pads
- Counter surfaces
- Light switches
- Handles of beverage and towel dispensers
- Handles of sinks, including handwashing sink and mop sink
- Cleaning tools and buckets
- Trash receptacle touch points

Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them.

Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.

Cleaning Technique. Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.

Disinfecting Technique. High-touch areas should be disinfected using materials effective against COVID-19. To quickly disinfect a seating area between events, electrostatic cleaning is a means of spraying a fine mist of positively charged disinfectant particles that adhere to surfaces and objects.

Disposal. Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste.

Frequency. The frequency of cleaning high-touch areas should be determined based on the surface or object and how it is used, applying guidance from local health authorities.

## Procedure if a Conference delegate displays COVID-19 symptoms

- Isolate the person from others and provide them a surgical mask, if available.
- Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.
- Ensure the person has transport to their home or to a medical facility. Clean the areas where the person has attended, and their personal items. This may mean evacuating those areas. Use PPE when cleaning and wash hands thoroughly afterwards.
- Identify who at the Conference had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate.
- Clean the areas where close contacts were working, attending Conference areas and all common areas. This may mean evacuating those areas. Use PPE when cleaning and wash hands.
- Inform any affected staff, contractors, suppliers, or clients/delegates of the incident.
- Review risk management controls relating to COVID-19 and review whether work may need to change.

## Advising the health professionals if a Conference delegate displays COVID-19 symptoms

- Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.

## Resources

### **Covid-19: Social gathering**

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-social-gatherings>

### **Worksafe website**

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-alert-level-2-public-health-requirements-what-you-need-to-know/>

### **Doing Business at Alert Level 2**

<https://covid19.govt.nz/businesses-and-employees/businesses-and-services/doing-business-at-alert-level-2/>

### **AuSAE Website information and forms**

<https://ausae.org.au/resources/Documents/2020/What%20are%20your%20events%20to%20look%20like%20at%20level%202.pdf>

### **Handwashing**

<https://youtu.be/dS0LH0epjCA>

<https://www.facebook.com/unicef/videos/handwashing-without-running-water/241171420336117/>

### **The Covid Code**

<https://evanz.co.nz/COVID-19/9022006>

# Checklists

## General Health and Safety Guidelines

Action	Voluntary Practices	Optional Extras
Organisers are required to keep up to date with any guidance provided by the Ministry of Health	✓	
Limit the number of people attending		✓
Contact Tracing  the person's name their active phone number or email address (an effective way to contact them) Home address the time they arrived and left the event	✓	
Retaining Records  Organisers are required to keep attendee records for a minimum of 4 weeks after the event has taken place so that the records can be supplied to the Ministry of Health should they need to contact trace	✓	
It is recommended the business has the ability for attendees to <a href="#">practise good hygiene</a> and encourage people who don't know each other to practise physical distancing of 1 metre.		✓
Follow the correct Food Service procedures: <ul style="list-style-type: none"> <li>• Staggered break times</li> <li>• All pre-packaged and individual items (bread, butter, salt, pepper, sugar, creamers, salad dressing, etc.)</li> <li>• No buffet stations</li> <li>• Personal safety gear for service staff</li> </ul>		✓
Multiple locations for meal service		
Organisers can help attendees keep track of where they've been by displaying the NZ COVID Tracer QR code poster. Get your QR Code Poster here: <a href="https://qrform.tracing.covid19.govt.nz/">https://qrform.tracing.covid19.govt.nz/</a>		✓
Organisers should encourage attendees and staff to stay at home if they are unwell		✓
Get Covid-19 H&S plan from Venue, Suppliers and Exhibitors		✓
Encourage attendees to practice good personal hygiene at all times	✓	
All attendees will be encouraged to download the conference app so communications and hygiene protocols can be easily communicated.		✓

## Procedure if a staff member displays COVID-19 symptoms

Action	Voluntary Practices	Optional Extras
Isolate the person from others and provide them a surgical mask, if available.		✓
Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.	✓	
Ensure the person has transport to their home or to a medical facility. Clean the site/area where the person was working, all places they have been and their tools. This may mean evacuating those areas. Use PPE when cleaning and wash hands thoroughly afterwards.		✓
Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. They should self-isolate for 14 days from the last date of contact with the case while they were potentially infectious. In a smaller business this may mean a complete shutdown. Allow employees to raise concerns.		✓
Clean the site/area where close contacts were working, all common areas and their tools. This may mean evacuating those areas. Use PPE when cleaning and wash hands.		✓
Inform any affected staff, contractors, supplier or clients/delegates of the incident.		✓
Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date.		✓
Legal Warning. It may be illegal to provide the infected worker's name or other information that could be used to determine their identity. Consult your local health department and human resources policy regarding reporting protocols.		✓
Determine what areas of the venue were visited, used, or impacted by the infected worker (the "Impacted Areas").		✓
Assess whether the worker's role put them within six feet (two meters) of other workers or patrons, including whether their duties create specific transmission risks such as food handling, bartending, or ticket checking.		✓
Work with the local health department to determine which other workers had close contact with the infected worker (the "Impacted Workers").	✓	
Notify the Impacted Workers that they may have had contact with an infected worker and encourage them to monitor their health and report any concerns to their healthcare provider.	✓	
Any worker who tests positive for COVID-19 should remain in home isolation for not less than 14 days after symptoms begin. The worker should follow health authority guidance and their company policy.	✓	
Impacted Workers who have been in close contact with a person who tests positive, but who are not presently symptomatic or suffering a fever greater than 100.4 F/38.0 C, should not come to work for 14 days after their last close contact, and quarantine themselves. During quarantine, they should watch for symptoms of COVID-19.	✓	

## Procedure if an attendee displays COVID-19 symptoms

Action	Voluntary Practices	Optional Extras
Isolate the person from others and provide them a surgical mask, if available.		✓
Ring the national Healthline for COVID-19 (0800 358 5453). Follow the advice of health officials.	✓	
Ensure the person has transport to their home or to a medical facility. Clean the areas where the person has attended, and their personal items. This may mean evacuating those areas. Use PPE when cleaning and wash hands thoroughly afterwards.		✓
Identify who at the Conference had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate.	✓	
Clean the areas where close contacts were working, attending Conference areas and all common areas. This may mean evacuating those areas. Use PPE when cleaning and wash hands.		✓
Inform any affected staff, contractors, suppliers, or clients/delegates of the incident.		✓
Review risk management controls relating to COVID-19 and review whether work may need to change.		✓

## Registration/Information Desk

Action	Voluntary Practices	Optional Extras
A table will be placed inside the venue and outside any separate venue rooms with hand sanitiser.	✓	
There will signage advising where to stand to keep 1m distancing.		✓
Barriers can be placed to create a flow of entry and exit in separate directions.		✓
Our staff can be behind a Perspex screen if required.		✓
Our staff can use face masks if required.		✓
Delegate nametags can be laid out in advance for delegates to collect their own.		✓
Conference satchels can be cancelled for the Conference or can be sent by mail/courier prior to the Conference start.		✓
Sanitising stations to be set up around the venue.	✓	
Signage about Covid19 distancing protocol and hygiene in each venue room.		✓
We can continue health and safety announcements throughout the Conference and can send further communications via the Conference App.		✓

## On-site Functions

Action	Voluntary Practices	Optional Extras
Ensure the venue have a Covid-19 Plan in place – organisers to receive a copy of their plan	✓	
Hand Santiser Stations	✓	
Staggered break times		✓
Pre-packaged meals – no buffet stations		✓
Attendees do not go up to the bar to order – one server only to serve a table		✓
Personal safety gear for food service staff		✓
Increase number of bars (based on venue space, number of participants and government guidelines)		✓
Queue Line		✓
Is cash allowed to be exchanged? If so, use safe cash handling processes.		✓
The specific Conference App has the feature of a BEACON that tracks arrival into a function area for the purpose of tracing and tracking delegate attendance and information.	✓	

## Off-Site Functions

Action	Voluntary Practices	Optional Extras
Ensure the venue have a Covid-19 Plan in place – organisers to receive a copy of their plan	✓	
Ensure the venue has Hand Sanitiser Stations, the organiser of the organiser is supplying their own.	✓	
Staggered break times		✓
We will ensure we can safely move Conference delegates onto the provided transport, using the safe distancing rules, one-by-one arrival onto the transport		✓
Pre-packaged meals – no buffet stations		✓
Increase number of bars (based on venue space, number of participants and government guidelines)		✓
Queue Line		✓
Is cash allowed to be exchanged? If so, use safe cash handling processes.		✓
The specific Conference App has the feature of a BEACON that tracks arrival into a function area for the purpose of tracing and tracking delegate attendance and information. If this is not available at the venue then other contract tracing methods should be in place	✓	
Attendees do not go up to the bar to order – one server only to serve a table		✓
Personal safety gear for food service staff		✓

## Sanitising the venue

Sanitizing High-Touch Areas. As soon as delegates begin to arrive, surfaces and objects that are touched frequently, such as the ones listed below, can be regularly disinfected. We will ensure that cleaning logs are carefully entered and preserved for reference. We will request with the venue to see a copy of the venue’s cleaning and disinfection plan. Most of these areas will be managed by the venue itself.

Action	Voluntary Practices	Optional Extras
Public Areas (lobby, hallways, dining and food service areas)		✓
Door handles, handrails, push plates		✓
Bike rack or other barricades the public may touch		✓
Handrails for stairs, ramps, and escalators		✓
Elevator buttons – inside and out		✓
Reception desks and ticket counters		✓
Telephones, Point of Sale terminals, and other keypads		✓
Tables and chairs, including high chairs and booster seats		✓
Beverage stations, water fountains, vending and ice machines		✓
Trash receptacle touch points		✓
Restrooms (front and back of house as well as portable units)		✓
Door handles and push plates		✓
Sink faucets and counters, and toilet handles		✓
Lids of containers for disposal of women’s sanitary products		✓
Soap dispensers and towel dispenser handles		✓
Baby changing stations		✓
Trash receptacle touch points		✓
Back of House Offices, Dressing Areas, Green Rooms, Production Areas		✓
Individual office and other room furniture		✓
Door handles, push plates, doorways, railings		✓
Light switches and thermostats		✓
Cabinet handles		✓
Telephones, computers, other keypads, mouse		✓
Microphones		✓
Backstage and technical equipment		✓



Back of House Kitchen and Food Preparation Areas		✓
Handles of all kitchen equipment doors, cabinets, push pads		✓
Counter surfaces		✓
Handles of beverage and towel dispensers		✓
Cleaning tools and buckets		✓

