****

**T E M P L A T E**

# Company details­

Name of worker representative:

Worker representative consultation:

Name of manager:

Manager approval:

|  |
| --- |
| Business name: |
| Division/group: |
| Date completed: |
| Date distributed: |
| Revision date: |

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic.   
Provide as much information in response to each question as possible. This information will help your workers and other people   
to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you’re planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don’t** need to send this plan to WorkSafe for review or comment.

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks and meet government requirements at Level 2?** | Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.  The risks of operating our event have been reviewed and details, including mitigations, are contained within this document. The key areas are outlined as follows (full details of each point follow in document):   * A QR Code will be displayed prominently around the event to allow people to check in. There will also be an alternative way for people to sign in that cannot use a QR code. * A contact training register will be kept for each event. This will be for everyone that attends the event, e.g. – participants, workers, volunteers, suppliers, sponsors. Spectators will be able to use the QR codes around the venue to check in. * All customer facing workers/volunteers will be required to wear a face covering. * Additional cleaning and hygiene measures will be carried out during the event * Restrictions on gathering numbers will be kept to a maximum of *100* people * Social distancing measures will be put in place to allow people to maintain physical distancing of 2 metres between gatherings where required. * Additional signage at the event to remind people about social distancing and personal hygiene. | Event Director |
| **How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?** | Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.   * Staff and volunteers will be sent detailed information on the updated procedures that will be in place for COVID-19. They will have the opportunity to be able to ask questions if they are unsure prior to the event. * If workers inform management that they are not comfortable or do not feel safe coming to the event, or feel that their health might be at risk due to age or immune vulnerability, this will not be used as a prejudice against this person. * Once onsite workers and contractors/suppliers will receive an induction to ensure that they all understand the new procedures that are in place and this will be another opportunity for questions. * Participants will be sent information regarding the new processes relating to COVID-19 and what they should remember to do when they are onsite. This additional information will also be included in their race briefing. * Once onsite everyone will be reminded through the PA system about key messaging around social distancing and personal hygiene | Event Director  Athlete Services Manager  MC |



|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you gather information on the wellness of your staff to ensure  that they are  safe to work?** | Consider: Daily health screening check, discussing options with workers, follow-up  procedures for ill workers, contact tracing information.  *Example: To find out if workers are well when they come to work, we will ask each worker  basic questions about their p*hysi*cal and mental health.*  Staff and volunteers (Workers) will be required to complete a health screening questionnaire to determine if they are fit to be able to work at the event and are not showing any signs of COVID-19 or are positive for COVID-19  When workers arrive onsite, and during their induction, they will again be asked if they are showing any new signs of COVID-19.  If workers are feeling unwell, they will be advised to leave the venue and to self-isolate and contact the Ministry of Health on 0800 358 5453  The following questions will be added to the entry process for participants to ensure that they are fit to enter the event, this is additional to the current waiver that is included in the entry process:   * In the last 4 weeks have you been unwell with any of the following symptoms   + High temperature,   + Fever or chills   + Cough   + Runny nose   + Sneezing   + Shortness of breath   + Sore throat   + Loss of taste or smell   + Chest Pain   + Headache * At any time have you tested positive for COVID-19? * In the last 14 days have you been in contact with anyone that is a confirmed case of COVID-19 or have you travelled internationally? * If you have answered yes to any of the above or are over the age of 70 or are immune compromised, can you confirm that you have received medical advice to confirm that you are safe to partake in this physical activity? | Event Director (for staff)  Athlete Services Manager (participants)  Volunteer Manager |
| **How will you operate your business in a way that keeps workers and others safe from exposure  to COVID-19?** | Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you’ll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.  *Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.*   * The event will meet the government guidelines on max numbers of people in a gathering. This will include participants, spectators, suppliers and sponsors. It does not apply to staff, volunteers and technical officials. For alert level 2 this is a maximum of *100* people. * We will manage physical distancing by carrying out the following at our event:   + Participants will be separated into 3 groups of 100 at a time. The event is short course and the start time for each group will be 90 minutes apart. This will ensure everyone from a group will have completed the event and departed prior to the next group arriving onsite.   + Supporters or spectators will be kept separate from the participants in a fenced area, which will allow for up to 100 spectators to be onsite to watch. They will have their own toilets in this area and will be at least 2metres away from any participants so intermingling does not occur. They will be able to socially distance in this area as well.   + Participants will be given a time slot of when they are allowed to arrive onsite prior to their start time, and they are advised that they must leave as soon as they have finished.   + Transition area will allow for at least 1.5m between participants and at least 5m between the rows of people. With the staggered start times this will also reduce the number of people in transition at any one time.   + Staff will continually observe and monitor the numbers onsite, to ensure each group is no more than 100 and they will monitor spectators, so they are not intermingling.   + Signage will be placed around the venue to remind people about scanning the QR codes, social distancing and hygiene   + There will be no prize giving for the event. Any prizes will be couriered out to the participants post event.   + Athletes will be given a longer period of time to be able to collect their race pack from the race venue. Volunteers will assist with reminding people about social distancing during this time.   + Additional boxes will be placed around the finish area for timing chip return   + Race briefing will be via an online format and will need to be reviewed by athletes prior to arriving onsite. * A contact tracing register will be kept of everyone that will be attending the event. This will be possible as there is only 1 road into the venue and everyone entering the venue will be required to sign in using the QR code or if they do not have a smart phone they will be able to sign in manually. All participants contact information is already captured through the online entry system. This register will be kept for 4 weeks and will be available should the Ministry of Health require it if there is a suspected or positive exposure of COIVD-19 during our event. * Suppliers and contractors will be informed of the new procedures that will be in place at the event and they will be given a briefing when they arrive onsite. * There will be clear communication to all workers and participants to remind everyone that they should stay home if they are sick and should not take part in sport or recreation if they have flulike symptoms, they should self-isolate at home and get tested immediately * Cleaning and Hygiene   + There will be increased cleaning for all areas. This includes bathrooms and working areas.   + There will be disinfectant wipes available for staff to use   + Hand sanitizer will be spread around the venue and be available for everyone to use.   + The number of rubbish bins will be increased to allow people to be able to dispose of items easily and frequently. Rubbish bins will be emptied regularly   + Timing chips will be disinfected prior to the event   + Bike racks will be disinfected prior to use   + Volunteers and workers will wear gloves (provided by the event) when they are handling any equipment that athletes may touch and if they should be in contact with an athlete (such as the finish area)   + Signage will be placed around the venue reminding people about personal hygiene   + The toilets onsite have wash basins and will have additional soap in them for use. They will be monitored for cleaning during the event.   + Additional boxes will be placed around the finish area for timing chip return – athletes will need to remove their own timing chip * Aid stations will be self-service, and volunteers will monitor to ensure that athletes only touch what they take. There will not be an aid station at the finish line to encourage people to keep moving * Communication from the MC throughout the event will remind people of the key messages around scanning the QR code, social distancing and Personal hygiene * Post event all workers and participants will be reminded through email communication that they should inform the Ministry of Health and/or the event if they are feeling ill or showing COVID-19 symptoms within 14 days of the event. | Operations Manager (for new supplies required)  Health & Safety Manager (monitoring and review)  Event Director (overall implementation)  Volunteer Manager (volunteers onsite)  Athlete Services (Participants) |
| **How will you manage an exposure or suspected exposure to COVID-19?** | Consider: Isolation procedures, gathering and using workplace contact tracing information,  clean down procedures, contacting Healthline.  *Example: Arrange safe transport home immediately and provide all workers with advice  on contacting GP and/or Healthline.*   * If someone at the event displays symptoms of COVID-19 the Event Director will politely ask that the person leaves the event and self-isolates. They will be informed that they should contact the Ministry of Health and get tested. * The Event Director will contact the Ministry of Health on 0800 358 5453 as soon as possible to inform them of a possible case. The Event Director will then follow the Ministry of Health’s instructions with how to manage the situation. This could include assisting with communication to the participants that were at the event. * The Contact tracing registration will be made available and any other information that they require. * The Media Spokesperson for the event will manage any media enquiries and this will be done in association with the Ministry of Health.   Additional points:   * The contact tracing register will be securely kept for at least 4 weeks post event | Event Director  Media Manager |

|  |  |  |
| --- | --- | --- |
|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you evaluate whether your work processes or risk controls are effective?** | Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.  *Example: We need workers’ feedback and some speak little English, so we will team  up workers with buddies who are more fluent in English at team meetings.*  At the start of each day and the end of each day there will be a safety meeting/debrief and this will be a chance for workers to give their input on whether the measures are working that are in place. Adjustments will be made if not.  During the event itself workers will be required to take a proactive approach to all situations to ensure the COVID-19 plan is being adhered to. If it is not working, then it will be reviewed, and a new approach put in place.  Post event a full debrief will take place to review what additional measures were required and how the plan needs to be updated and changed for future events.  As with all events, should there be a time where the safety of participants and or workers are at risk the event can be halted until such measures are put in place to ensure the safety of everyone onsite. | Event Director  All Workers |
| **How do these changes impact  on the risks of the work that you do?** | Consider: With workers, review existing critical risks and whether work practice changes  will affect current risk management, are any new critical risks introduced due to changes  in worker numbers, work practices, what new risk controls are required?  *Example: Regular check-ins with workers about how they’re coping with the change to  shift work.*  The elements contained within this COVID-19 plan will not negatively impact on the risks already associated with the event operations.  The event can still safely operate so long as there is constant review and evaluation of the plan to ensure that the safety of everyone is of utmost importance. | Event Director |

Notes: This document is considered an additional document to the Safety Management Plan that is already in place for this event.