



**Triathlon NZ Guidelines**  
**For Coaches, Clubs and Events**  
**Under Alert Level 2**  
**Version – 2 June 2020**



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## **\*\*Important Information\*\* prior to reading these guidelines**

On the 29<sup>th</sup> May there were changes that came into effect which provided some clarity and options for events and physical activity when operating under the COVID-19 Public Health Response (Alert Level 2) Order 2020.

As per guidelines from Major Events New Zealand the Order now includes a reference to 'defined spaces'. This applies to social gatherings, event facilities, and businesses that serve food and drink for consumption on site.

"Defined spaces" are important for the event sector, as the provision is intended to allow multiple groups of 100 to be present at an event, where they are clearly separated. The person in control of the defined spaces must have systems in place to ensure that the separate gatherings do not intermingle.

- Where practical, workers should provide services to only one group of 100, and cannot move between multiple groups of 100. This is best practice and not a legal requirement.
- For indoor spaces there must be walls between the spaces. These can be temporary or permanent structures.
- For outdoor spaces there must be 2 metres of space separating each gathering of up to 100 people. You could use ropes, line markings or partitions to define these.
- Each group of up to 100 should remain 2 meters apart from other groups when using shared exits to the greatest extent practicable. This could be achieved through staggered start and end times for each group at events.
- Facilities such as toilets can be used by multiple groups of 100, if they are used at different times so multiple groups of 100 aren't using the same facilities at once. We also recommend that additional cleaning take place between usage by different groups. Another option is to allocate dedicated toilets to each group to prevent intermingling of groups.

A Gathering has also been defined as where people come into contact and do not maintain 2m distancing

For a Triathlon or Duathlon event, this definition of 'defined spaces' means there are opportunities to be able to run an event with a registration list of more than 100 people:

- Multiple wave starts over a longer period of time, ensuring that no more than 100 people are onsite at one time. Depending on the length of the event, the second wave may be 1 hour after the first, to ensure that the first group of 100 have already left prior to the next group arriving.
- You could have a totally separated area for spectators, with separate facilities, so participants and spectators do not break the social distancing rules. This would mean you could have 100 spectators and 100 participants/staff onsite at the same time.

*This maximum number will be reviewed again by the government on the 8th June 2020. Information included in this document aims to help clubs, event providers and coaches to manage their activities and ensure they have robust systems and safety plans in place.*

*Please note this document is updated with the date of the release to ensure that you are reading the latest version. Any major changes, from the previous version are highlighted in yellow to allow for ease of use but are not the only areas that should be read and understood*

## Introduction to these guidelines

The information included in this document is to be used as a guideline for Triathlon Events, Clubs and Coaches. These are guidelines, depending on your situation and operation you want to deliver under Alert Level 2, you will need to carry out your own assessment of your risks, and ensure that you have planning in place to mitigate those risks, to ensure that you are complying with government legislation and guidelines.

Note that these guidelines are specific to Level 2 alert level in New Zealand and does not replace any existing health and safety practices you already have in place for your business or activity.

### **This document outlines:**

- Government Covid-19 Level 2 Guidelines
  - Wider Community
  - Sport Specific
- Work safe Requirements – safety plan requirements for return to activity/work
- Triathlon Specific Safety Plan Guidelines for:
  - Event Providers
  - Coach Groups
  - Clubs
- Templates and Toolkits that can be utilised

An important point to always remember and ensure others are aware of this as well:

**Stay home if you're sick and do not take part in sport or recreation if you have flulike symptoms, self-isolate at home and get tested immediately**

## NZ Government Guidelines at Alert Level 2

You will have more freedom of movement at Alert Level 2, but it's up to each one of us to keep the rest of New Zealand safe.

These are the most important things that you can do:

- COVID-19 is still out there. Play it safe.
- Keep your distance from other people in public.
- If you're sick, stay home. Don't go to work or school. Don't socialise.
- If you have symptoms of cold or flu call your doctor or Healthline and get tested.
- Wash your hands. Wash your hands. Wash your hands.
- Sneeze and cough into your elbow, regularly disinfect surfaces.
- If you have been told to self-isolate, you must do so immediately.
- Keep a track of where you've been and who you've seen.

Specific information from the NZ Government relating to gatherings, events and exercise when in Alert Level 2 can be found at the following links:

<https://covid19.govt.nz/alert-system/alert-level-2/>

<https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-summary.pdf>

### **SPORT, PLAY AND ACTIVE RECREATION GOVERNMENT GUIDELINES**

To review the full guidelines for Play, Sport and Recreation please visit the following link <https://sportnz.org.nz/covid-19/alert-level-information/>

**Or visit Major Events website for COVID-19 advice for event organisers:**

[https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/?fbclid=IwAR3pbs8EnhADXDxv0RZ0A\\_IKvI\\_fF8\\_AYNI\\_lpJdPAbScVUph\\_dYGuUP4M](https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/?fbclid=IwAR3pbs8EnhADXDxv0RZ0A_IKvI_fF8_AYNI_lpJdPAbScVUph_dYGuUP4M)

# New Zealand COVID-19 Alert Levels

Unite  
against  
COVID-19

- The Alert Levels are determined by the Government and specify the public health and social measures to be taken in the fight against COVID-19. Further guidance is available on the [Covid19.govt.nz](https://www.covid19.govt.nz) website.
- The measures may be updated based on new scientific knowledge about COVID-19, information about the effectiveness of control measures in New Zealand and overseas, or the application of Alert Levels at different times (e.g. the application may be different depending on if New Zealand is moving down or up Alert Levels).
- Different parts of the country may be at different Alert Levels. We can move up and down Alert Levels.
- Essential services including supermarkets, health services, emergency services, utilities and goods transport will continue to operate at any level. Employers in those sectors must continue to meet health and safety obligations.
- Restrictions at the different Alert Levels are cumulative (e.g. at Alert Level 4, all restrictions at Alert Levels 1, 2 and 3 apply).

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	ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
OUTCOME	Keep out global pandemic. Population prepared for increase in alert levels if necessary.	Physical distancing and restrictions on gatherings to address sporadic cases or a cluster in New Zealand.	Further restrictions on activities, including at workplaces and socially, to address a high risk of transmission within New Zealand.	Strong restrictions to limit all people movement and contact to contain community transmission and outbreaks.
SUMMARY	Be prepared, and be vigilant. Border measures are in place. Public health measures in place, but no physical distancing is needed.	Businesses open, but physical distancing requirements apply. Gatherings limited.	Stay at home, other than for essential personal movement, and going to work/school. Stay in extended bubble, which can now include close family or caregivers.	Stay at home, other than for essential personal movement and doing essential work. Stay in immediate household bubble.
Public health measures	No physical distancing requirements.	People should keep 2 metres from people they don't know, in public and retail stores. Keep 1 metre in other environments like workplaces, gyms, libraries and cinemas where practicable. Groups of friends and whānau should be limited to 10 people when socialising.	People encouraged to keep 2 metres apart outside home where possible (apart from with people within their extended bubble). This requirement does not apply to emergency and frontline public services (e.g. healthcare). In a controlled environment such as a workplace, 1 metre distancing is required.	People should keep 2 metres apart at all times outside home, including at workplaces. This requirement does not apply to emergency and frontline public services (e.g. healthcare).
<p><b>General public health advice:</b></p> <ul style="list-style-type: none"> <li>• Regularly disinfect surfaces; wash and dry hands, cough and sneeze into elbow, don't touch your face; if you have cold or flu symptoms stay at home and ring Healthline or your GP.</li> </ul> <p><b>Contact tracing:</b></p> <ul style="list-style-type: none"> <li>• Ongoing contact tracing for all confirmed and probable new cases of COVID-19, with appropriate isolation measures put in place.</li> </ul> <p><b>Testing:</b></p> <ul style="list-style-type: none"> <li>• Testing of all potential cases of COVID-19 for people who meet the case definition (i.e. are displaying relevant symptoms). Tests will take place at dedicated Community-Based Assessment Centres or designated practices.</li> <li>• Random testing within communities (including for people who are asymptomatic) may be carried out locally to inform understanding on the spread of the virus in certain areas.</li> </ul> <p><b>Isolation and quarantine:</b></p> <ul style="list-style-type: none"> <li>• Stringent self-isolation of those who display relevant symptoms of COVID-19, test positive for COVID-19, have been in close contact with someone who tests positive for COVID-19, including quarantine/managed isolation for those who have been overseas in the last 14 days. Quarantine facilities mandated for those who do not have sufficient capacity to self-isolate effectively.</li> </ul> <p><b>Border:</b></p> <ul style="list-style-type: none"> <li>• Robust border measures in place which safeguard against the risk of COVID-19 being transmitted into New Zealand. Currently, managed isolation or quarantine on arrival for 14 days before onward domestic travel.</li> </ul>				



	ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
Personal movement	<p>No restrictions on personal movement.</p> <p>Sports and recreational activities allowed.</p>	<p><b>Leave home, but in a safe way.</b></p> <p>Participating in sports and recreational activities is allowed, subject to conditions on gatherings, record keeping, hygiene requirements and – where practical – physical distancing.</p> <p>People at higher-risk of severe illness from COVID-19 (e.g. older people and those with underlying medical conditions, especially if not well-controlled) may work and study, if they agree with their employer or education provider that they can do so safely.</p>	<p><b>People instructed to stay at home</b>, other than for essential personal movement:</p> <ul style="list-style-type: none"> <li>• Accessing local services and businesses</li> <li>• Going to work or school (only for those who have to)</li> <li>• Low risk recreation in local area</li> <li>• Shared and extended bubble arrangements</li> <li>• Emergencies and giving effect to court orders</li> <li>• Travelling to permitted gatherings</li> <li>• Relocating a home or business</li> <li>• Medical reasons</li> <li>• Those who have an exemption to travel because of compassionate reasons</li> <li>• Foreign nationals leaving New Zealand</li> <li>• New Zealanders resident in the Realm returning home, and</li> <li>• People arriving in New Zealand from overseas and returning home after 14 days' isolation/quarantine at port of arrival (except air and marine crew).</li> </ul> <p><b>People must stay within their immediate household bubble</b>, but can extend this to reconnect with close family/whānau, or bring in caregivers, or support isolated people. This extended bubble should remain exclusive. Anyone who feels unwell must immediately self-isolate from others in their extended bubble.</p> <p><b>People at higher-risk of severe illness from COVID-19</b> (e.g. those with underlying medical conditions, especially if not well-controlled, and the elderly) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.</p> <p><i>Any new Health Act order for Alert Level 3 will allow all "essential personal movement" currently possible at Alert Level 4.</i></p>	<p><b>People instructed to stay at home</b>, other than for essential personal movement as defined in Health Act Order of 3 April 2020.</p> <p><b>People must stay within their immediate household bubble.</b> There may be extended bubbles where there are shared care and custody arrangements. Anyone who feels unwell must immediately self-isolate from others in their bubble.</p> <p><b>Sports and recreational activities</b> allowed if within scope of essential personal movement as defined in Health Act Order of 3 April 2020.</p> <p><b>People at higher-risk of severe illness from COVID-19</b> (e.g. those with underlying medical conditions, especially if not well-controlled, and the elderly) are encouraged to take additional precautions when leaving home. They may work, if they agree with their employer that they can do so safely.</p>
Travel and transport	<p>No restrictions on freight. All freight can be distributed and received.</p> <p>All freight can enter and leave the country.</p>			<p>All freight can be distributed and received, with essential freight prioritised. This includes de-vanning, delivery to and receipt by businesses (including those businesses not currently permitted to trade for receipt only) and customers.</p> <p>All freight can enter and leave the country.</p>
	<p>No restrictions on domestic travel.</p> <p>Avoid mass transport if sick, awaiting a result from a COVID-19 test, or required/recommended to self-isolate.</p>	<p><b>You can travel, but do it in a safe way.</b></p> <p>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.</p> <p>Appropriate physical distancing and other risk mitigating measures in place on public transport and aircraft as agreed by relevant agencies.</p>	<p><b>Travel is allowed for the following essential personal movement in your local area:</b></p> <ul style="list-style-type: none"> <li>• Accessing local services and businesses</li> <li>• Going to work and school</li> <li>• Low risk recreation in local area</li> <li>• Extended bubble arrangements, and</li> <li>• Travelling to permitted gatherings.</li> </ul> <p><b>Those travelling on public transport should avoid peak times unless they are going to work or school.</b></p>	<p><b>Personal travel (including the use of private cars or public transport) is only permitted within territorial authority, and for essential personal movement as defined in Health Act order of 3 April 2020.</b></p>

	ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
Travel and transport (cont)			<p>Travel between regions is allowed for the following essential personal movement:</p> <ul style="list-style-type: none"> <li>Workers travelling to do essential work</li> <li>Going to work or school (only in neighbouring region)</li> <li>Shared bubble arrangements</li> <li>Relocating a home or business</li> <li>Those travelling for medical reasons</li> <li>Emergencies and giving effect to court orders</li> <li>Those who have an exemption to travel because of compassionate reasons</li> <li>Foreign nationals leaving New Zealand (except Cook Strait ferries)</li> <li>New Zealanders resident in the Realm returning home, and</li> <li>People arriving in New Zealand from overseas and returning home after 14 days' isolation/quarantine at port of arrival (except air and marine crew).</li> </ul> <p>All other travel is not allowed.</p>	<p>Travel between regions, including using domestic air services or Cook Strait ferries, is restricted to the following journeys:</p> <ul style="list-style-type: none"> <li>Workers travelling to do essential work,</li> <li>Those travelling for medical reasons,</li> <li>Those who have an exemption to travel because of compassionate reasons,</li> <li>Foreign nationals leaving New Zealand (except Cook Strait ferries),</li> <li>New Zealanders resident in the Realm returning home, and</li> <li>New Zealanders returning home after 14 days' isolation/quarantine at port of arrival.</li> </ul> <p>All other travel within region, or to other regions, is not allowed.</p>
Gatherings	No restrictions.	<p>All gatherings (such as weddings, birthdays, baby showers) restricted to 10 people, except funerals and tangihanga which can have a maximum of 50 people if registered with the Ministry of Health.</p> <p>Additional conditions on gatherings:</p> <ul style="list-style-type: none"> <li>Physical distancing and infection prevention and control requirements must be met.</li> <li>All gatherings must record attendees to ensure contact tracing may be conducted if necessary.</li> <li>Hospitality guidelines to be strictly adhered to</li> <li>All venues can open for the purposes of dining.</li> <li>Venues have a capacity limit of 100 where people are there for the same event such as cinemas, restaurants/cafes and sports venues.</li> </ul> <p>No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason.</p> <p><b>Note:</b> This restriction on gathering applies to Alert Level 2 from 11:59pm, 13 May, to be reviewed on 25 May.</p>	<p>Gatherings of up to 10 people at a time for wedding services, funerals and tangihanga.</p> <p>Wedding receptions or other celebrations are not allowed. Consumption of food/drink not permitted.</p> <p>Workplaces, education facilities, public transport and supermarkets are not considered gatherings.</p> <p>Additional conditions on gatherings:</p> <ul style="list-style-type: none"> <li>Physical distancing and infection prevention and control requirements must be met.</li> <li>All gatherings must record attendees to ensure contact tracing can be conducted if necessary.</li> <li>No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason.</li> </ul>	All gatherings cancelled.
Public venues	No restrictions.	<p>Public venues such as libraries and pools can open if they comply with public health measures and ensure 1 metre physical distancing and record keeping.</p> <p>Event facilities, including cinemas, stadiums, concert venues and casinos have a limit of 100 customers in a workplace at any time, with 1 metre physical distancing and record keeping.</p>	<p>All public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks, playgrounds, farmers' markets).</p> <p>Public open spaces (e.g. parks) may be used, but people need to maintain physical distancing outside their extended bubbles.</p>	<p>All public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks, playgrounds, farmers' markets).</p> <p>Public open spaces (e.g. parks) may be used, but people need to maintain physical distancing outside their bubbles.</p>
Health and disability care services	No restrictions.	<ul style="list-style-type: none"> <li>Health and disability care services operate normally as far as possible.</li> <li>Hospitals will operate in line with the National Hospital Response Framework.</li> <li>Physical distance and infection control guidelines followed.</li> <li>Remote consultations used wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Hospitals operate in line with the National Hospital Response Framework.</li> <li>Primary care services are open (including dental and allied health) and use virtual, non-contact consultations where possible.</li> <li>Residential facilities remain open with strict visitor policies. In home visiting required for priority populations.</li> <li>Pharmacies remain open.</li> </ul>	<ul style="list-style-type: none"> <li>Hospitals operate in line with the National Hospital Response Framework.</li> <li>Primary care services (including dental and allied health) to use virtual, non-contact consultations where possible.</li> <li>Only urgent acute care conducted in person, maintaining public health guidelines. Routine care postponed.</li> <li>Residential facilities remain open with strict visitor policies. In home visiting required for priority populations.</li> <li>Pharmacies remain open.</li> </ul>



	ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
<b>Workplaces</b>	<p>Businesses must operate safely. This means:</p> <ul style="list-style-type: none"> <li>complying with Alert Level 1 settings in this table, <b>and</b></li> <li>meeting appropriate public health requirements for their workplace (e.g. handwashing), <b>and</b></li> <li>fulfilling all other health and safety obligations.</li> </ul>	<p>Businesses must operate safely. This means:</p> <ul style="list-style-type: none"> <li>complying with general Alert Level 2 settings;</li> <li>meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems and physical distancing); and</li> <li>fulfilling all other health and safety obligations.</li> </ul> <p>All businesses are encouraged to use alternative ways of working if possible. Business premises can open for staff and customers provided they meet public health requirements. Services can also be provided on customers' premises (e.g. in homes).</p> <p>Close contact services can operate if they meet public health measures including robust record keeping, good hygiene practices and minimised contact to the extent possible.</p> <p>If a workplace cannot meet these measures it cannot open its physical premises.</p>	<p>People required to work from home unless that is not possible.</p> <p>Workplaces can only open if:</p> <ul style="list-style-type: none"> <li>workers cannot work from home, <b>and</b></li> <li>workplaces are operating safely, <b>and</b></li> <li>customers are not allowed on premises, <b>and</b></li> <li>businesses can trade without physical contact with customers (e.g. through phone/online orders, delivery, pick-up and drive-through).</li> </ul> <p>Businesses cannot offer services that involve close personal contact, unless it is an essential service, emergency or critical situation.</p> <p>Supermarkets, dairies and petrol stations can have customers on premises. Retail is possible through delivery and non-contact collection at the door, including of prepared food. No consumption of food/drink is allowed by customers on premises.</p> <p>If businesses cannot operate safely, staff must not go to work and premises should remain closed.</p> <p>"Operating safely" means:</p> <ul style="list-style-type: none"> <li>complying with Alert Level 3 settings in this table, <b>and</b></li> <li>meeting appropriate public health requirements for their workplace, including for workers (e.g. putting up physical barriers), <b>and</b></li> <li>fulfilling all other health and safety obligations.</li> </ul> <p><b>Essential services operating at Alert Level 4 can operate in the same way at Alert Level 3.</b></p>	<p>People required to work from home unless that is not possible.</p> <p>Workplaces can only open if:</p> <ul style="list-style-type: none"> <li>workers cannot work from home, <b>and</b></li> <li>they are operating safely, <b>and</b></li> <li>they are essential services.</li> </ul> <p>"Operating safely" means:</p> <ul style="list-style-type: none"> <li>complying with Alert Level 4 settings in this table, <b>and</b></li> <li>meeting appropriate public health requirements for their workplace (e.g. putting up physical barriers), <b>and</b></li> <li>fulfilling all other health and safety obligations.</li> </ul> <p>This means if a business providing an essential service cannot operate safely, workers must not go to work and premises should remain closed.</p> <p>Only supermarkets, dairies and petrol/service stations can open their retail premises to the public. Essential services must also comply with any specific restrictions on how they operate.</p>
<b>Education</b>	<p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close temporarily, if advised by the public health unit, to support contact tracing and case and contact management.</p>	<p><b>Tertiary education facilities, schools and early learning centres are open for all age groups.</b></p> <ul style="list-style-type: none"> <li>Early learning centres and schools are all physically open including Years 11–13. Distance learning is available for those unable to attend school (e.g., where there are people self-isolating).</li> <li>Tertiary education facilities are open, and will maintain the core capability to deliver comprehensive distance learning to students.</li> </ul> <p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close temporarily, if advised by the public health unit, to support contact tracing and case and contact management.</p>	<p><b>Early learning centres and schools are open for children in Years 1–10, with appropriate health measures in place.</b></p> <ul style="list-style-type: none"> <li>Early learning centres will be open to provide childcare for people who are working. Children will not be able to attend playcentres and play groups. Home-based care, education and supervision of young children for more than one family in a home if public health control measures can be implemented. Children are encouraged to stay at home, if caregiving is available.</li> <li>Primary and intermediate schools are open. If there is a parent or caregiver available to look after children at home and school children have access to distance learning, children and young people are encouraged to continue distance learning at home.</li> <li>Secondary schools are open for young people in Years 9 and 10 who may not be able to stay home by themselves. All young people in Years 11–13 learn from home.</li> <li>Tertiary education facilities open for limited activities involving small groups (up to 10 people), and with distance learning provision for others.</li> </ul> <p>Any educational facilities connected to a confirmed or probable case of COVID-19 must close temporarily, if advised by the public health unit, to support contact tracing and case and contact management.</p>	<p><b>All educational facilities closed.</b></p> <ul style="list-style-type: none"> <li>All schools engaged in some form of distance learning.</li> <li>Necessary tertiary student and some school hostel (where international students cannot return home and/or it is not safe for domestic students to return home) accommodation can remain open.</li> </ul>



Mahi Haumaru Aotearoa

**You and your club, coach group, or event are required to develop a safety plan that carefully considers the impacts of Covid-19 and the mitigation processes you need to put in place to keep your staff, contractors, participants and athletes safe.**

The following are snippets from the WorkSafe NZ website that are helpful to consider with the development of your safety plan. Detailed information can be found at the following link:

<https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/>

To ensure you are minimising the risk of COVID-19 appropriately, and that your business can continue to operate safely, you need to consider the following questions. Your plan is a record of how you will achieve this.

1. Are there any risks arising from restarting your business or a business activity that has been shut down during alert level 4, and how will you manage these?
2. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?
3. How will you gather information on the wellness of your workers to ensure that they are safe and well to work?
4. How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?
5. How will you manage an exposure or suspected exposure to COVID-19?
6. How will you evaluate, and continuously review, whether your work processes or risk controls are effective?
7. How do any changes impact on the risks of the work you do?

### **How will you manage an exposure or suspected exposure to COVID-19?**

Despite all your best efforts it is possible a worker or other person at work may start to show symptoms consistent with COVID-19. This could happen either while they are at work or after they interacted with you or your workers.

There will be a time delay between symptoms developing, testing, and getting test results. In most cases the person will not have COVID-19.

Unless advised otherwise continue to operate but your plan needs to ensure that:

- Workers who are unwell with respiratory symptoms immediately go home, and call Healthline or their GP.
- Workers with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.
- If a worker has tested positive, and you are contacted by a public health unit, you can provide clear information regarding the worker's contacts at work. Wait for public health to contact you. They will provide advice about any further actions you are required to take. Consider who at your workplace is best to liaise with the public health unit if they call.

- The work area of the unwell worker is disinfected in accordance with the cleaning procedures that you have implemented.
- That you have information about who was in contact from when the worker is suspected to have contracted COVID-19 because this will assist with contact tracing)
- You have a system for keeping in contact with unwell workers and tracking their progress.

### **How will you evaluate, and continuously review, whether your work processes or risk controls are effective?**

Operating a business under alert level 2 will mean different ways of working and things may not always go to plan. You and your workers will need to be prepared to learn and adapt to find the best ways to incorporate physical distancing, and good hygiene and cleaning practices.

To make sure you can learn and adapt quickly, engage with your workers to find ways for them to let you know about what's working, what's not, and how things could be improved. You need to have good processes in place, which encourage workers to engage in work health and safety matters. Ask your workers – don't just assume they will tell you.

Many businesses will already have effective incident reporting approaches that can be adapted to assessing how well their COVID-19 plans are operating. If you don't have an incident reporting approach, or your usual practices aren't right for these circumstances, you'll need a way to find out if your plan is working.

You might like to consider:

- the best way to engage with workers and their representatives – ask them how they would like to engage on decisions and provide feedback, and remember it may not be possible for them to complete forms or attend meetings outside of work
- scheduling regular times to review your plan and its effectiveness
- how you'll communicate changes to processes and make sure all workers know about the changes and are trained to implement them
- how often you'll update and share new versions of your plan
- how you might use health and safety representatives to evaluate the plan's implementation
- whether you have sufficient worker representation to support the implementation of the plan.

## Guidelines for Triathlon Events at Alert Level 2

The following outlines key considerations you need to make when delivering Triathlon Events at Alert Level 2.

Triathlon New Zealand Event Delivery Recommendations:

- Events will need to adhere to the maximum number of 100 people allowed in a gathering, in a defined space, as set by the government. This will include participants, volunteers, sponsors, suppliers, technical officials etc.
- A gathering is defined as; where people come into contact and do not maintain 2m distancing
- An event cannot go ahead without a Covid-19 Safety Plan being developed and implemented to protect participants, staff, volunteers, spectators, technical officials, suppliers and sponsors AND to ensure the event meets government Level 2 guidelines (details of requirements and templates noted below)
- Events will not be endorsed or promoted by Triathlon New Zealand without the implementation of a Covid-19 Safety Plan
- Social distancing and hygiene measures, as directed by the government need to be in place at the event

### Events – detailed information below and see additional templates at end of document

<p>- Pre-Event Safety Recommendations at Alert Level 2</p>	<p><b>Health &amp; Safety Planning</b></p> <ul style="list-style-type: none"> <li>• Ensure that your event will meet the government guidelines on max numbers of 100 people attending your event, within a defined space, and at any one time. This will include participants, staff, volunteers, spectators, technical officials, suppliers and sponsors. The next review on these numbers will be on the 8<sup>th</sup> June 2020 <ul style="list-style-type: none"> <li>○ For example you could have multiple waves of athletes separated by a starting that ensures only 100 people are onsite at any one time. But if the event is run over several hours, you will be able to increase the number of entrants (above 100) that you are accepting into your event</li> <li>○ You could have a totally separated area for spectators, with separate facilities, so participants and spectators do not break the social distancing rules</li> </ul> </li> <li>• Include all your new information and plans, with regards to COVID-19, as an addition to your current health and safety documentation.</li> <li>• Whilst gaining the usual event approvals from Councils, governing bodies, IWI, DOC, venues etc, ensure you also check with them to see if there are any new requirements so that you can update and adjust your plan where required. Ensure that you fully understand and can adhere to their health &amp; safety requirements.</li> <li>• If someone at your event does display symptoms of COVID-19 follow the Ministry of Health's guidelines and contact them (<a href="tel:08003585453">0800 358 5453</a>) as soon as possible to inform them of a possible case. Then follow their instructions with how to manage the situation, they will require your contact tracing information as a minimum. The suspected person(s) will also need to be advised to contact the Ministry of Health and will more than likely be required to self-isolate</li> </ul>
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## Pre-Event Safety Recommendations at Alert Level 2

- Carry out your own assessments on the risks associated with your event and any new ones that will need to be mitigated in this new environment.
- Ensure you have a robust plan in place to carry out contact tracing on all the people that will be at your event. This includes participants, staff, volunteers, spectators, technical officials, suppliers and sponsors. Refer to the [contact tracing register](#) information in this document.
- Work through your event and put plans in place as to how you will meet the physical distancing requirements, **between gatherings**, from the government. For example:
  - Wave starts over a longer duration
  - Reduced entry numbers
  - Registration carried out over a longer period of time
  - Transition setup to allow for at least 1.5m between athletes
  - **Spectators kept totally separate from participants, with their own facilities, such as toilets.**
- Follow up with all suppliers and contractors to ensure that they are still able to carry out their services for your event. Also ask them whether they will have any new procedures for their service when they arrive onsite. Ensure that they understand your new plans at your event with regards to COVID-19. Ensure that they are included on your contact tracing register
- Pre-event communication to your participants needs to include a statement that informs participants that older people or people with existing medical conditions are at higher risk of severe illness from COVID-19 and it is recommended that they seek medical advice prior to entering the event or undertaking any form of exercise.
- Ensure in pre-event information you are communicating to all workers and participants the importance of ensuring that everyone is aware 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.
- Ensure that you have up to date emergency contact details for each participant
- Review and update your media policy and appoint a media manager to manage all external communications. Important to ensure that everyone understands this process.
- Review your budget to ensure that the additional requirements still mean the event is financially viable
- Decide on how you will communicate these new processes and procedures to everyone that will attend your event, through website, social media, newsletters Instagram etc.
- Ensure key equipment is cleaned thoroughly, this includes timing chips , bike racks, transition areas, registration areas, aid stations, toilets etc.
- Event Staff, workers and volunteers to be briefed on the new procedures at the event, including contact tracing, cleaning and hygiene, what PPE will be provided to help keep them safe
- Event staff, workers and volunteers are informed that their feedback is vital to the successful implementation of this plan. The plan will be continually reviewed pre-event and post event to ensure that the plan is working and is effective.

Pre-Event Safety Recommendations at Alert Level 2	<p><b>Health Screening</b></p> <ul style="list-style-type: none"> <li>• It is recommended that each participant undergoes some form of health screening prior to entering the event. <a href="#">An example of a pre-event questionnaire.</a></li> <li>• Staff and volunteers will be required to complete a health screening questionnaire as well to ensure that they are fit to work at the event.</li> <li>• This could simply be a questionnaire completed by all participants during the entry process or prior to being onsite for the event. <a href="#">An example of a pre-event questionnaire</a> can be found on the final page of this document.</li> <li>• Detailed information on health screening can be found in the <a href="#">World Triathlon COVID-19 Prevention Guidelines</a></li> </ul> <p><b>Briefings</b></p> <ul style="list-style-type: none"> <li>• Ensure that your staff and volunteers are briefed and fully understand the new procedures that need to take place within your COVID-19 plan</li> <li>• Are there other options for briefing your volunteers, can this be carried out remotely via a platform such as zoom?</li> <li>• Participant briefings – can they be carried out pre-event through website, social media etc? If a webinar is planned, then questions can be asked during this time.</li> </ul> <p><b>Entry Numbers</b></p> <ul style="list-style-type: none"> <li>• Gatherings must be restricted to a maximum of 100 people for both indoor and outdoor facilities.</li> <li>• Reduce your entry numbers or spread your participants start times, over a longer period of time, to ensure that everyone can safely carry out social distancing <u>between gatherings</u> during the event so the maximum number of 100, in a gathering, can be met</li> </ul>
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## During event safety recommendations at alert level 2

### Venue considerations

- Registration
  - can this be spread across a longer duration to reduce large numbers congregating in one area?
  - Participants could be given a time slot to register.
  - Registration packs could be sent out prior to the event or have them at the participants position in transition, or maybe you don't need to do race packs at all?
  - Think about having separate entry and exits, or if it is the same entry/exit split it to keep people apart
  - If registration is indoors, you could create 'defined spaces' by having multiple registration areas, separated by temporary walls to allow for a maximum of 100 people in each defined space at a time.
  - Ensure there is signage displayed reminding people of social distancing and personal hygiene.
- Transition
  - Spread transition out to ensure everyone has more space during the event to avoid contact with someone during transition? This may mean that you need to reduce the entry number to accommodate the larger space between athletes or increase the time between 'sessions/starts' to ensure that each 'gathering' is only 100 people in transition, which would mean you could place participants closer together, but racks would need cleaning between sessions.
  - Ensure there is at least 5m between rows and consider 1.5m-2m between athletes.
- Consider increasing the number of wave starts and reducing the number of people in each wave to meet the 100 person gathering limits. This will reduce chances of contact during the first discipline of the event but will also spread the athletes out during the entirety of the event, including the finish area.
  - You could have a Time Trial format for a race start, spread over a longer period of time
  - You could have multiple start times throughout the day, working on having 100 people in a start group at any one time. This can be achieved by allowing enough time between the starts so no group is mingling with another.
  - If you currently have 3 different starts consider increasing this further, with a short gap of a minute or so between the additional waves which will reduce the number of people on the start line together.
- All working areas need to be reviewed to allow for social distancing between groups of 100 people, remembering that each group must remain separate from each other.
- Finish area – think about how you can minimise people being in close contact around common areas such as the finish line.
  - Having someone looking after this area to ensure that people are keeping moving and not 'hanging around'.
  - Have multiple tables for post event hydration, or encourage athletes to use their own hydration.
  - Have multiple bins/boxes for used timing chips and athletes are to remove these themselves
- Bag Drop – can this be removed for the event? If not remind athletes there will be delays and that they must queue for collecting respecting social distancing. All volunteers must wear gloves and never touch equipment or bags without gloves on. Regular hand sanitizing of gloves is also

	<p>recommended. Have time slots for drop-off and pick up where there are large volumes of people wanting to use this service.</p> <ul style="list-style-type: none"> <li>Remove changing tents for long distance events. All athletes are required to have all their gear and equipment at the transition area. Alternatively, you will need to ensure that groups of 100 are spread enough during the event so they are not intermingling within the change tent</li> </ul> <p><b>Use of PPE</b></p> <ul style="list-style-type: none"> <li>It is recommended that all staff, volunteers, officials and other associated event team wear gloves if they are in contact with athletes (e.g. registration, transition zone, start area, finish area, aid stations, medical)</li> <li>All staff working at an aid station should be wearing gloves</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>Review the staffing for the event to ensure you can meet the 100 person gathering limit. Look at reducing the numbers of volunteers in each area (where there are higher numbers, such as registration area), ensuring that safety of all workers, staff and participants is possible with a reduced number of people.</li> <li>Ensure that all staff are equipped with PPE as above</li> </ul>
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### Course Considerations

- Non-drafting events allow athletes to be suitably spread on the course but you may have draft legal events, where the groups that will be together, are no more than 100, and are from the same group that started together. Different groups of 100 cannot intermingle
- Increase times between waves to increase distance between athletes, could consider Time-Trial starts.
- If multitap course– consider spreading waves out to reduce overlap of athletes. Noting as above groups cannot intermingle
- Aid stations should be self-service. Volunteers should wear gloves as a minimum. Monitor that athletes only touch what they take.
- Any food provided during the event should be single serve and wrapped
- Increase the finish line and post finish area to allow for social distancing. Ensure volunteers are moving athletes on as quickly as possible when they are finishing.

### Additional equipment to be onsite

- Rubber/latex gloves – enough for all persons requiring plus spares
- Masks for those that are required to wear them
- Hand Sanitizer – this should be located at all areas around the event.
- Soap and water
- Single use Hand towels
- Rubbish bags/bins for disposal of wipes, paper towels and used PPE
- Posters for reminders of social distancing and personal hygiene

### Cleaning and Hygiene

- Increase cleaning for all areas. This includes bathrooms and working areas. Examples of equipment that would need to be sanitised includes timing chips, bike racks, registration areas, aid station areas, etc. Ensure there are disinfectant wipes available for staff to use
- Have hand sanitizer at the entrance to all venue areas
- Increase the number of rubbish bins around the venue to allow people to be able to dispose of items easily and frequently. Ensure bins are emptied regularly

### Transition Check-in

- Reduce the number of checks that are required to take place, prior to an athlete entering the transition zone, keep it to a minimum
- Volunteers and officials should wear gloves
- Keep 2 metres away from people where possible.
- Can you spread out the day of racing, so people are checking in during a longer period and not all at once?
- If athletes need to be body marked it is suggested that this is carried out by the athlete either prior to them arriving or at the event. If it is done at the event ensure that someone is wiping down pens after each use and if volunteers are carrying this out they should be wearing gloves.

### Prize giving

- It is recommended that no mass prize giving's are held. There are ways that you could work with prize giving's for each group of 100 people but a prize giving is an activity that attracts people and could become difficult to manage.
- Alternative options could be:
  - Individual prizes be mailed out or given as the athlete comes across the finish line?

	<ul style="list-style-type: none"> <li>○ Look into holding an online prize giving</li> <li>○ Spot prizes given out during registration</li> </ul>
Post event safety recommendations at alert level 2	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Securely keep contact tracing information for at least 4 weeks post event</li> <li>• Contact the Ministry of Health (0800 358 5453) if you are made aware of a suspected case of COVID-19 at your event and work with them to follow their processes</li> <li>• Media Spokesperson to manage any media enquires</li> <li>• Communicate with participants to inform the event should they feel ill or require COVID-19 testing within 14 days of the event</li> <li>• Ensure hand washing and sanitation notices are displayed throughout the venue (templates and example posters are included below)</li> </ul> <p><b>Review and Debrief</b></p> <ul style="list-style-type: none"> <li>• Review and debrief on how the COVID-19 plan worked and whether it was effective.</li> <li>• Update COVID-19 plan with any changes and implement for future events.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Ensure any near misses and incidents that take place at your event are reported as per your standard health and safety reporting processes</li> </ul>

## Guidelines for Coaches

### Triathlon New Zealand Coaching Recommendations:

- Coach Group sessions and individual coaching can resume at Level 2  
Coach Sessions will need to adhere to the maximum number of 100 people allowed in a gathering, in a defined space, as set by the government.
- A gathering is defined as: where people come into contact and do not maintain 2m distancing.
- A COVID-19 Safety Plan needs to be developed that ensures athletes being coached are safe (details of key considerations and templates noted below)
- Any coaching safety plan needs to consider the environments coaching is being conducted e.g. pools, running tracks, and ensure the coaching safety plan notes adheres to the facility safety requirements

Coaches	
Pre-Workout	<p><b>Health &amp; wellbeing</b></p> <ul style="list-style-type: none"> <li>• Check the health and wellbeing of your clients/athletes – no one should be participating in physical activity (or leaving home) if they are displaying symptoms of COVID-19, awaiting a test, or required to self-isolate or if they have any other cold or flu-like symptoms</li> <li>• It is recommended that all athletes returning to your training environments complete a health screen checklist before they are able to return to training. <a href="#">An example of a Health Screening questionnaire can be found below. This screening needs to be completed once prior to returning to training.</a></li> <li>• Advise athletes that older people and those with existing medical conditions have a higher risk of severe illness from COVID-19 and it is advised that they seek medical advice prior to undertaking physical activity.</li> </ul> <p><b>Health &amp; Safety Planning</b></p> <ul style="list-style-type: none"> <li>• Business premises (e.g. cafes/bars in club rooms, or pro shops) can be open for staff and customers provided that they meet the relevant workplace requirements</li> <li>• If you are planning a session at the local pool or gym or similar, ensure that you have all the latest information from the facilities to ensure you fully understand and can adhere to their health &amp; safety requirements</li> <li>• If you need to travel to the training destination, do so in your own vehicle rather than travelling in groups.</li> <li>• Where possible run a session that doesn't require people to share equipment</li> <li>• Include this additional information in your current health &amp; safety documentation.</li> <li>• Have a plan in place of how you will carry out contact tracing for each workout/coach session (<a href="#">use the template or apps as recommended</a>)</li> </ul> <p><b>Cleaning &amp; Hygiene</b></p> <ul style="list-style-type: none"> <li>• Everyone needs to wash their hands with soap and water prior to the workout, or use hand sanitizer where required</li> <li>• Ensure, if in fixed facility, washing hands and sanitation reminders are displayed (posters and print outs for this can be found below)</li> </ul>

During Workout	<p><b>Inductions</b></p> <ul style="list-style-type: none"> <li>• Carry out an induction when you have your first session together, with each new person. Ensure that they understand your processes, how the session will operate and processes prior to the session beginning.</li> </ul> <p><a href="https://vimeo.com/397334828">https://vimeo.com/397334828</a></p> <p><b>Physical Distancing</b></p> <ul style="list-style-type: none"> <li>• Physical distancing is required where you have multiple training groups. A training group can be up to 100 people, who do not need to carry out physical distancing, but each group of 100 must carry out social distancing .</li> <li>• However different groups cannot intermingle and must maintain 2 metre physical distancing e.g. when running make sure to run single file when approaching people from another 'gathering/group' and give them a wide berth when passing. e.g. If sharing a lane when swimming in the local pool avoid resting at the same time at the same end if you are not from the same group.</li> <li>• Keep group numbers to the maximum of 100 as indicated by the government.</li> <li>• Ensure these guidelines are included in your briefings</li> </ul> <p><b>Cleaning &amp; Hygiene</b></p> <ul style="list-style-type: none"> <li>• Compulsory handwashing pre and post-workout for members/clients and staff. Washing should be with soap and water for 20 seconds and hands dried thoroughly. Repeat often (if hand washing facilities are not available, ensure hand sanitiser is available).</li> <li>• Avoid touching your face while working out / working with clients</li> <li>• Encourage use of non-shared equipment where feasible (e.g. yoga mats, boxing gloves)</li> <li>• Compulsory use of non-shared towels</li> <li>• Provide cleaning products and wipes so that staff and members can regularly clean shared equipment such as weights, mats and machines. Wipes should be disposable.</li> <li>• Sneeze or cough into elbows, provide disposable tissues (use once and throw away).</li> </ul> <p><b>Risky Activities</b></p> <ul style="list-style-type: none"> <li>• Activities should still be well within your athletes/client's confidence and skill level to reduce the likelihood of needing emergency services. For example, only mountain biking on known trails within your ability level and stay on clearly defined and marked tracks in the back country.</li> </ul>
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<p>Post Workout</p>	<p><b>Cleaning &amp; hygiene</b></p> <ul style="list-style-type: none"> <li>• Ensure all equipment, surfaces touched etc are cleaned and sanitized</li> <li>• Everyone should clean their hands with soap and water after exercise</li> </ul> <p><b>Stay up to date</b></p> <ul style="list-style-type: none"> <li>• Stay informed and up to date. Check out the latest information from the Ministry of Health regularly, as the situation rapidly changes.</li> </ul> <p><b>Health &amp; Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Follow up with your client to make sure they are still not displaying any signs of COVID-19 and feel ok after their workout/session</li> <li>• Contact the Ministry of Health (0800 358 5453) if there is a possible case of COVID-19 following one of your sessions and ensure that your contact tracing documentation is available for the Ministry of Health to be able to carry out their requirements.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Ensure any near misses and incidents that take place at your event are reported as per your standard health and safety reporting processes</li> </ul>
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## Guidelines for Clubs

### Triathlon New Zealand Club Activity Recommendations:

- Club /group coaching activity can resume at Level 2
- Club activity will need to adhere to the maximum number of 100 people allowed in a gathering, in a defined space, as set by the government.
- A gathering is defined as; where people come into contact and do not maintain 2m distancing
- A COVID-19 Safety Plan needs to be developed that ensures athletes attending the club or club related activity are safe (details of key considerations and templates noted below)
- Any club safety plan needs to consider the environments/facilities the activity is being conducted at/in e.g. pools, and shared club room facilities to ensure the club safety plan adheres to the facility safety requirements

### Clubs

- Business premises (e.g. cafes/bars in club rooms, or pro shops) can be open for staff and customers provided that they meet the relevant workplace requirements.
- Review WorkSafe NZ requirements for plans for return to work post lock-down for any clubs that have full time staff members
- Travel should be done safely to reduce the possibility of transmission and spread of the virus
- People at high risk of severe illness from COVID-19 (particularly older people and those with existing medical conditions) should take additional precautions when undertaking physical activity.
- Stay home if you're sick and do not take part in sport or recreation if you have flu-like symptoms, self-isolate at home and get tested immediately
- Review event guidelines for any events that the club is wishing to host
- Review Coach guidelines for any group sessions that the club is wishing to host during alert level 2. Important to remember gatherings must be restricted to a maximum of 100 people (both indoor and outdoor facilities). A gathering is defined as; where people come into contact and do not maintain 2m distancing
- Sport NZ Guidelines:
  - For sports that take place outdoors in a large open area with multiple fields and courts the requirements on the numbers of people apply to a single field and court, so long as this is managed in accordance with other public health guidelines and the attendees at one gathering do not mingle or interact with each other in anyway.
  - Gathering restrictions apply to each separate space e.g. an outdoor court that can be managed separately with suitable physical distancing between these spaces.
  - For large areas such as golf courses or ski fields, individual groups engaging in activities should keep physically distanced from each other. Careful measures will be necessary to maintain physical distancing between groups while indoors.
  - Multiple groups of 100 are allowable in event facilities provided they are in separate 'defined spaces' with no ability to mingle between groups.
  - One metre physical distancing is required in event facilities, apart from groups of people who all know each other, or if the event facility has been hired for a social gathering
  - Care must be taken to avoid interacting at communal points such as entries and car parks.
  - Phasing of activities could be used to allow time for people to pass through these areas safely. For smaller venues a lower maximum number may be more appropriate to maintain physical distancing between groups.

## Example of pre-workout/event questionnaire (Health Screening)

Date:			
Name:			
Date of Birth:			
Contact Phone Number			
Email			
<b>QUESTIONS</b>		<b>Yes</b>	<b>No</b>
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 since January 2020, have you	Been tested for COVID-19 and it was negative		
	Been tested for COVID-19 and it was positive		
In the last 14 days, have you	Been in contact with anyone confirmed or suspected to have COVID-19		
	Travelled internationally?		
Do you currently feel UNWELL in any way			
Do you have any concerns about your general health and risk of COVID-19	If yes, have you spoken to your General Practitioner or Medical Specialist regarding your concerns		
General Comments:			

## Contact Tracing Register

In Alert Level 2 all events, activities and facilities must have a contact tracing register that all participants, staff, volunteers, suppliers, contractors, spectators and anyone at your event or training session must complete. This allows the Public Health Unit to be able to identify and isolate affected individuals in the event of a COVID-19 exposure, which is a fundamental precaution taken against the spread of the virus to the community.

WorkSafe NZ recommend that you keep a register of:

- all people, both workers and visitors, entering or leaving the workplace
- all people that workers have contact with while conducting their work.
- You should keep the records for at least two months in case the local Public Health Unit needs to access them.

At a minimum, you should collect the following information:

- full name (not nickname)
- contact telephone number
- email address
- Date and time of visit
- *Note that the requirement to collect a physical address has been removed*

For an event this information is generally collected for your participants during the entry process and so long as you can prove that a participant turned up on the day, this can be used as the contact tracing register for the participants. E.g. – cross checking your entry list with who has collected their race pack, or comparing to the timing as to whom has started in the event. You will still require an additional contact tracing register for the other people at your event.

Sample register that could be used: <https://covid19.govt.nz/assets/resources/posters/COVID-19-contact-tracing-register-A4.pdf>

Sport NZ have some great information around the requirements for contact tracing and have the following advice around the register that you keep:

**Transparency:** Individuals must be made aware of the reason for the register, and what will happen to the information. It is suggested that the following wording be used:

*“This information is being collected to assist in the management of the COVID-19 pandemic. It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes. We will not use it for any other purpose and will be destroyed after four weeks. [enter people’s names/titles] will have access to this information at the club/coach group/event”*

**Security:** Keep the information safe, in a locked area and think about how to prevent individuals seeing the information provided by others on the register, e.g. could you cover the others’ details when later individuals sign in?

**Retention and disposal:** Securely dispose of the register after 4 weeks. Do not just throw it in the bin.

**Use:** The sole purpose of the register is for contact tracing. Do not use the information for any other purpose, such as building your mailing list.



**Disclosure:** Do not give the register to other parties, or let individuals flick through it.

Should there be a suspected or confirmed COVID-19 case among someone who visited your facility, you should contact Healthline's dedicated COVID-19 hotline on 0800 358 5453. Health authorities will then decide whether to contact anyone else linked to the suspected or confirmed case.

### **Contact Tracing Register Apps**

There are various free apps available for keeping a contact tracing register of which two examples are given below, they are simple to use and will carry out all that you need.

<https://checkin-19.com/>

<https://tracing.co.nz/get>

On the following page is a template that you can use should you wish to keep a manual record,

# Contact tracing log for [organisation name]

This information is being collected to assist in the management of the COVID-19 pandemic.

It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes.

We will not use it for any other purpose and will destroy this record after four weeks. It will be kept on this premise in a safe and secure location.

Under the Privacy Act 1993 you have a right to access and correct any information we hold about you.

Date	Full Name	Email	Phone	Time in	Time out

## Cleaning & Hygiene

Cleaning and Hygiene is an integral part of reducing the spread of the virus through physical activity.

- Participants and coaches should wash and dry their hands before and after activities.
- Facilities, water, soap and towels/drier should be available for participants to wash and dry their hands or use hand sanitiser if this is not possible.
- Where possible equipment should be cleaned before and after each use, for example gym users should wipe down and clean equipment between each use. For recreation activities where equipment is unable to be sanitised, for example ropes, a withholding period could be considered to allow any virus particles on these surfaces to die.
- Measures should be taken to minimise the sharing of equipment
- However, for sports or activities where equipment must be shared ensure that all participants wash and dry their hands before and afterwards, and clean and disinfect the equipment before and afterwards.
- Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.
- Encourage and remind participants to cough or sneeze into their elbow and to not touch their face
- Put any used tissues in the bin or a bag immediately. Then wash your hands thoroughly. Then dry.
- Use of gloves when handling equipment and cleaning down areas.
- If you are using timing chips at your event, ensure that these have been disinfected well prior to use.

Make sure that you display posters/information to remind people of good hygiene practices, some examples of these can be found at the following links:

[https://covid19.govt.nz/assets/resources/posters/COVID-19\\_Key-Message\\_Clean-and-Disinfect\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID-19_Key-Message_Clean-and-Disinfect_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_wash-hands\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_wash-hands_A4.pdf)

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_cough-sneeze\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_cough-sneeze_A4.pdf)

## Gathering Restrictions and Physical/Social Distancing

As per Government guidelines gatherings must be restricted to a maximum of 100 people (both indoor and outdoor facilities).

A gathering is defined as; where people come into contact and do not maintain 2m distancing

Physical distancing of 2 metres should be maintained wherever possible, especially from people that you don't know. It is recognised that contact during physical activity will occur, but this should be minimised as much as possible, especially off the field of play.

- Indoor and outdoor facilities will need to restrict groups to a maximum of 100 people
- For smaller venues a lower maximum number may be more appropriate to maintain physical distancing between groups.
- Multiple gatherings can take place at the same event or facility, so long as they can be kept separate.
- For sports that take place outdoors in a large open area with multiple fields and courts the requirements on the numbers of people apply to a single field and court, so long as this is managed in accordance with other public health guidelines.
- Gathering restrictions apply to each separate space e.g. an outdoor court that can be managed separately with suitable physical distancing between these spaces.
- For large areas such as golf courses, individual groups engaging in activities should keep physically distanced from another group.
- Care must be taken to avoid gathering at communal points such as entries and car parks. Phasing of activities could be used to allow time for people to pass through these areas safely.
- Sports clubs should follow public health guidelines on physical distancing and personal hygiene. If you are having club events, consider limiting the number to ensure physical distancing can take place, take extra care on cleaning surfaces and when preparing food to minimise risks. Now is not the time to have a large club prizegiving or event, think about keeping things simple.

[https://covid19.govt.nz/assets/resources/posters/COVID-19\\_Key-Message\\_2m-Distance\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID-19_Key-Message_2m-Distance_A4.pdf)

## COVID-19 Posters

**Examples of Posters you could print and have on display:**

### **COVID19 Poster**

[https://www.health.govt.nz/system/files/documents/pages/protect\\_yourself\\_against\\_coronavirus-poster-english-3march2020.pdf](https://www.health.govt.nz/system/files/documents/pages/protect_yourself_against_coronavirus-poster-english-3march2020.pdf)

### **Clean and Disinfect**

[https://covid19.govt.nz/assets/resources/posters/COVID-19\\_Key-Message\\_Clean-and-Disinfect\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID-19_Key-Message_Clean-and-Disinfect_A4.pdf)

### **Slow the Spread**

[https://covid19.govt.nz/assets/resources/posters/COVID19\\_poster\\_slow-the-spread\\_A4.pdf](https://covid19.govt.nz/assets/resources/posters/COVID19_poster_slow-the-spread_A4.pdf)

### **Exercise NZ Top 10 tips for providing a safe workout environment**

<https://exercisenz.org.nz/wp-content/uploads/2020/03/Covid19-ExNZ-Poster.pdf>

### **Additional resources from Ministry of Health**

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-resources#posters>

<https://covid19.govt.nz/resources/posters/>



## COVID-19 Event Safety Plan Template

To operate at Alert Level 2 you will need a COVID-19 Safety Plan.

Tri NZ has created two templates one for events and the other for coaching groups. These templates can be changed and adapted for your own events and activities.

The blank template can be found at the following link that can be utilised by events, coaches and clubs: <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/>

## Resources

**NZ Government COVID-19 Website** - <https://covid19.govt.nz/>

**Ministry of Health Guidelines** - <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

**Sport NZ Guidelines** - <https://sportnz.org.nz/covid-19/sector-advice/>

**WorkSafe NZ Guidelines** <https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/>

**Self-Isolation Advice** - <https://covid19.govt.nz/individuals-and-households/health-and-wellbeing/self-isolation-advice-if-youre-unwell/>

**Exercise NZ Advice** - <https://exercisenz.org.nz/covid19-advice-for-exercise-providers/>

**World Triathlon COVID-19 Prevention Guidelines** - [https://www.triathlon.org/uploads/docs/20200430\\_Covid19\\_Guidelines.pdf](https://www.triathlon.org/uploads/docs/20200430_Covid19_Guidelines.pdf)

**World Health Organisation Guidelines for Mass Gatherings**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/points-of-entry-and-mass-gatherings>

**World Health Organization Risk Assessment and Mitigation Checklist**

<https://www.who.int/publications-detail/how-to-use-who-risk-assessment-and-mitigation-checklist-for-mass-gatherings-in-the-context-of-covid-19>

[https://apps.who.int/iris/bitstream/handle/10665/331764/WHO-2019-nCoV-Mass\\_Gatherings\\_Sports-2020.1-eng.pdf](https://apps.who.int/iris/bitstream/handle/10665/331764/WHO-2019-nCoV-Mass_Gatherings_Sports-2020.1-eng.pdf)

[https://www.who.int/docs/default-source/coronaviruse/who-2019-ncov-mg-decision-tree.pdf?sfvrsn=35435b5a\\_2](https://www.who.int/docs/default-source/coronaviruse/who-2019-ncov-mg-decision-tree.pdf?sfvrsn=35435b5a_2)

## FAQ

Event FAQs	
Question	Answer
The rules say we can only have gatherings of up to 100 people. Does this mean I have to limit entries in our race to only 100?	<i>You can have multiple gatherings of 100, so long as you can keep those groups separated. For example, this may mean having 2 separate sessions with 100 people in each but ensuring that the first sessions has left the venue prior to the next arriving.</i>
Do I need to carry out contact tracing for a one on one training session?	<i>Yes, a log of all activities and contacts with all your clients must be kept so the Ministry of Health can determine someone's touch points during an investigation of a positive COVID-19 case</i>
Are there limits on the number of people I can have in 1 lane during a swimming session?	<i>Check with the facility to determine what their Level 2 Guidelines are. Ideally you want to ensure social distancing at all times during physical exercise and if people are sharing a lane when swimming then try and avoid them all resting at the same time at the end of the pool in close proximity to each other.</i>
Can we share equipment during an event or training session	<i>Where possible equipment should not be shared. However, for sports or activities where equipment must be shared ensure that all participants wash and dry their hands before and afterwards, and clean and disinfect the equipment before and afterwards. Where possible any shared equipment should be shared at difference times, and the equipment should be cleaned before and after each use.</i>
Does my COVID-19 plan replace my current health and safety plan?	<i>No – your plans and policies regarding the management of COVID-19 for your activity should be additional to your current planning. It is important to ensure that you have briefed all staff, volunteers etc so they know and understand the new plans and policies</i>
Does my event team need to enforce physical distancing during the athlete registration process?	<i>Yes, physical distancing needs to be adhered to during this time.</i>
What happens if we get to the point that we think there are more than the maximum number of people present?	<i>It is important to put measures in place prior to this happening You will have a good understanding of how many entrants you have entered into your event, prior to the event, and you may need to restrict entries. Ensure you have encouraged people to not bring spectators or supporters to the event.</i>

	<i>Review your communication plan on how you could manage communication for requesting spectators to leave the event should that be required.</i>
<b>Should I allow more space in the transition area so that people can space themselves out? If so, how much space per person should we allow?</b>	<i>If you have the ability to be able to give people more room in transition, this is the best option. So long as you are meeting the gathering numbers of 100 people onsite.</i>
<b>Would it be a good idea for us to discourage people from bringing spectators or supporters to the race?</b>	<i>Yes, this will help you to maintain your maximum allowed number people at your event. If you have the ability to be able to completely separate spectators from participants you could potentially have 2 groups of 100 at your event, but they must be kept separate and have separate facilities.</i>
<b>Is it OK to have mass race starts or do we need to adopt some kind of time-trial starting process?</b>	<i>Yes you can have mass starts, so long as you are meeting the 100 persons gathering limit for your event. An additional measure would be to do time trial type starts which will spread the participants throughout the entire event.</i>
<b>What do we need to do in terms of sanitising the race equipment? For example, do we need to wipe down the bike racks after they have been set up?</b>	<i>Cleaning and Hygiene is a very important part of managing the spread of COVID-19. Sanitizing the bike racks pre-event and post-event is a recommendation</i>
<b>Are there any recommendations in regard to providing hand-washing/sanitising facilities?</b>	<i>Yes there should be adequate hand washing facilities onsite or an adequate amount of hand sanitizers onsite for everyone to be able to use</i>
<b>Do we need to supply our volunteers with Personal Protective Equipment (PPE), for example masks and/or gloves?</b>	<i>Yes, you should supply any required PPE to your workers and volunteers that you require them to wear. This will be gloves for those working closely with athletes. Your medical team will likely wear masks and gloves and if they are a contracted medical team, they will likely provide this themselves, but it is best to check with them first.</i>
<b>If we are setting up aid stations are there any additional sanitary precautions we should be taking over and above what we would normally do?</b>	<i>The aid stations need to be self-service and anyone at the aid station must be wearing gloves. Ensure any drinks that are provided are served from cups that have been opened and filled by someone wearing gloves. Regularly sanitize the tables during the event and monitor athletes to ensure they are only touching the cup they intend to use. Have additional rubbish bins available for used cups.</i>
<b>Do we need to place restrictions on who can enter the event, for example, people who are over 70 or people who have respiratory conditions such as asthma?</b>	<i>People with underlying health conditions need to be extra cautious about taking part in physical activity. It is recommended that you ensure this information is shared with all participants so they can assess their own</i>

	<i>wellbeing. You could also recommend that they seek advice from their local GP.</i>
<b>Contractors are coming on site; do I have to provide all the safety and mitigation strategies for them too?</b>	<p><i>No – each supplier will need to complete their own safety planning. It will be important that they provide this plan to you, to ensure you are happy with the safety processes they have in place.</i></p> <p><i>If there is equipment that they deliver, and then is utilised by you as an event e.g. bike racks, cones, high touch point areas, you will need to identify how these surfaces/areas will be kept clean and sanitised during the event. This will be a discussion with you and the supplier.</i></p>
<b>What should we do if there is someone at the event who is clearly demonstrating cold or flu-like symptoms (coughing/sneezing etc)?</b>	<i>Politely ask them to go home and contact the Ministry of Health or their local GP</i>
<b>If someone who has been at our event is subsequently diagnosed with Covid-19, what do we need to do?</b>	<p><i>Contact the Ministry of Health (0800 358 5453) if you are made aware of a suspected case of COVID-19 at your event and work with them to follow their processes.</i></p> <p><i>Follow your usual process for managing any media enquiries.</i></p>
<b>Does a prizegiving after the race count as a “gathering” or a “sporting event” and does the government limit of maximum people in attendance apply?</b>	<i>Yes a prize giving is a gathering and it is recommended that this does not take place during Alert L2, unless you can meet the 100 person gathering limit</i>

Coaching and Training FAQs	
Question	Answer
<b>Do I need to carry out contact tracing for a one on one training session?</b>	<i>Yes, a log of all activities and contacts with all your clients must be kept so the Ministry of Health can determine someone's touch points during an investigation of a positive COVID-19 case</i>
<b>Are there limits on the number of people I can have in 1 lane during a swimming session?</b>	<i>Check with the facility to determine what their Level 2 Guidelines are. Ideally you want to ensure social distancing at all times during physical exercise and if people are sharing a lane when swimming then try and avoid them all resting at the same time at the end of the pool in close proximity to each other.</i>
<b>Does my COVID-19 plan replace my current health and safety plan?</b>	<i>No – your plans and policies regarding the management of COVID-19 for your activity should be additional to your current planning. It is important to ensure that you have briefed all staff, volunteers etc so they know and understand the new plans and policies</i>
<b>Is it OK for us to resume group rides? Are there any recommendations on how far apart we should be spaced?</b>	<i>Yes – it is ok to resume groups rides as part of a coach group activity so long as the ride meets the gathering limits of 100 people. You will need to ensure that you have a safety plan in place, contact tracing is implemented, the social distancing is maintained between groups of people. Encourage riders in the same group to not stay around to socialise, and that riders to not share any equipment. Riders within the same group can draft</i>
<b>As a coach is there any PPE I should be using? Do the athletes in my group need to use any PPE?</b>	<i>If you are unable to maintain social distancing and touching or sharing of equipment is required then regular sanitation should occur and gloves to be worn if appropriate.</i>