



**Triathlon NZ Guidelines**  
**For Coaches, Clubs and Events**  
**Under Alert Level 2**  
**Version – 3 September 2021**



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## 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 (at 20 September 2021) 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 (20 September 2021)
  - 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

### **Key Links:**

COVID19 - <https://covid19.govt.nz/alert-levels-and-updates/about-the-alert-system/>

Major Events NZ - <https://www.majorevents.govt.nz/resource-bank/covid-19-information-for-event-organisers/>

Sport NZ - <https://sportnz.org.nz/resources/play-active-recreation-and-sport-at-alert-level-2/>

WorkSafe: <https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/operating-safely-what-you-need-to-think-about/>

## NZ Government Guidelines at Alert Level 2

This level is where there is low risk of community transmission within an applied area, however there are still active clusters in more than 1 region.

At Alert Level 2, you can do your usual sport and recreation activities if you can do them safely. But if you are sick, stay home. When exercising, keep a 2-metre distance from people you do not know.

It is essential to make sure all the protocols are in place before undertaking activity and ensure that everyone in your club or organisation is on the same page.

Full information and details can be found at the following link:

<https://sportnz.org.nz/resources/play-active-recreation-and-sport-at-alert-level-2/>

At the current alert level 2 (as at 20 September 2021) the following are the key changes that have occurred since level 2 in 2020. These are listed below:

### Gathering Numbers

- Community sports are limited to groups of 100 in a defined space both indoors and outdoors (as a single group – different people cannot come and go under these group limits). These group limits include all players and spectators (but not referees and officials). A sports venue can have multiple defined spaces by keeping:
  - people in separate groups of up to 100
  - measures to keep the groups separate such as separate entrances/exits if possible, temporary or permanent walls between groups, and separate airflow for each group for indoor facilities.
- These groups must not mingle or share common facilities at the same time.
- Definition:
  - An indoor space is a single space if there are walls that substantially divide that space from other spaces. The walls can be permanent or temporary — but should not allow direct airflow between the defined spaces.
  - An outdoor space is a single space if there:
    - are walls that substantially divide that space from other spaces — the walls can be permanent or temporary, or
    - is at least 2 metres between all people in that space and any other people outside that space.

### Contact Tracing and Mandatory Record Keeping

It is mandatory for any business or service to display a QR code for the NZ COVID Tracer app prominently at the main entry point of their building.

There is also now a legal requirement to keep a record of those who attend certain facilities such as indoor public facilities (e.g. swimming pools, recreation centres etc) and exercise facilities (e.g. gyms, sports venues, yoga studios etc) through the COVID Tracer App or an alternative means. It is also recommended that QR code scanning and record keeping is undertaken in other places where people gather such as changing rooms and non-commercial or non-ticketed outdoor events involving more than 30 people.

A person in charge of a social gathering must ensure records are kept for contact tracing purposes, except where every person in a gathering knows, and can identify for the purposes of contact tracing, every other person who is a participant in the social gathering. This includes in your home, community hall or other space.

Ways that records can be managed:

- scanning in using the NZ COVID Tracer app
- Getting people to fill in their details on a slip of paper to put in a collection box
- using a location's existing record-keeping systems, such as swipe-card access or appointment bookings (this could be the entry/timing system for participants)

### **Face Coverings**

At Alert Level 2 the risk of COVID-19 being present in the community is higher. You are encouraged to wear face coverings when you are indoors at sport and recreation facilities such as gyms, dance studios and health clubs apart from when you are exercising or playing sports. Employees working at an event legally must wear a face covering if they interact with customers. However, when exercising it is not required.

Additional to the above the following are also important:

- 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.
- Wear a mask when out in the public and take note of where it must legally now be worn.

<https://covid19.govt.nz/health-and-wellbeing/protect-yourself-and-others-from-covid-19/wear-a-face-covering/>

### **Key Links:**

COVID19 - <https://covid19.govt.nz/alert-levels-and-updates/about-the-alert-system/>

Major Events NZ - <https://www.majorevents.govt.nz/resource-bank/covid-19-information-for-event-organisers/>

Sport NZ - <https://sportnz.org.nz/resources/play-active-recreation-and-sport-at-alert-level-2/>



**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://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/operating-safely-what-you-need-to-think-about/>

When thinking about what working at a new Alert Level means for how you operate, you will need to consider how you will implement the Order's public health requirements. Remember that you must also continue to meet the Health and Safety at Work Act 2015 (HSWA) requirements.

WorkSafe have identified seven key areas all businesses and organisations should think about when planning their approach to operating at a new Alert Level.

1. How will you manage the risks of restarting part or all of your operations?
2. How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?
3. How will you gather information on your workers' wellness to ensure they are safe and well to work?
4. How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19?
5. How will you manage an exposure or suspected exposure to COVID-19?
6. How will you check to see if your work processes and 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.

You may also like to think about:

- how you'll make sure your contact tracing records are being used, maintained and secured correctly
- how you'll prevent people from touching common surfaces, or using common equipment, in order to enter contact details
- whether you should/could divide your work space into zones and limit movement between the zones
- how you'll avoid people sharing office products like pens and paper whenever possible
- how you'll make sure workers are able to wash their hands regularly
- whether you'll supervise visitors who aren't at your site regularly

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

A change in Alert Levels requires 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 maintain 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 and organisations will already have effective incident reporting approaches that can be adapted to assess how well their COVID-19 controls are working. 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 COVID-19 controls are 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 COVID-19 controls and their effectiveness
- how you'll communicate changes to processes and make sure all workers know about the changes and are trained to implement them
- how you might use health and safety representatives to evaluate the COVID-19 controls' implementation.

## 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 as at 20 September 2021.

Triathlon New Zealand Event Delivery Recommendations:

- Events will need to adhere to the maximum number of people in a gathering. 100 people in a defined space both indoors and outdoors (as a single group – different people cannot come and go under these group limits). These group limits include all players and spectators (but not workers, referees and officials).
- If you are holding an event, your participants and spectators legally must keep 1 metre physical distance from people they don't know, where possible - if they can't, we encourage all to wear a face covering. Employees working at an event legally must wear a face covering if they interact with customers.
- If your participants have been fully vaccinated against COVID-19, they will still need to keep 1 metre apart from others, sign in using the NZ COVID Tracer app, and ask participants to stay home if they are sick.
- 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**

**Pre-Event Safety Recommendations at Alert Level 2**

**Health & Safety Planning**

- Ensure that your event will meet the government guidelines on max numbers of 100 people outdoors and 15 people indoors attending your event, within a defined space, and at any one time. This will include participants, suppliers and sponsors, but excludes any volunteers, workers or officials.
  - For example you could have multiple waves of athletes separated by a start 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
  - You could have a totally separated area for spectators, with separate facilities, so participants and spectators do not break the social distancing rules
  - If your registration is indoors then you will need to consider how you can ensure that everyone can socially distance to collect their race pack. Signage like at the supermarkets etc and only allowing a small number of people inside at any one time. Cleaning of frequently touched surfaces will also be important.
- Include all your new information and plans, with regards to COVID-19, as an addition to your current health and safety documentation.
- 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 & safety requirements.
- If someone at your event does display symptoms of COVID-19 follow the Ministry of Health’s guidelines and contact them ([0800 358 5453](tel:08003585453)) 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

## 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.
- 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
- 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
- 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.

### Communication

- 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 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. Also reminding people that they need to check with their GP whether they are ok to do this type of physical activity.
- Reminding people that if they come to the event they are legally required to keep 1 metre apart from people they do not know and are encouraged to wear a face covering.

### Management of Split Levels

It is highly likely that the country will have different alert levels in different regions. The event would operate under the requirements/restrictions for its current alert level.

Key points from the government with people attending events, who are coming from a different alert level:

At Alert Level 2, you can travel to other regions that are at Alert Level 1 or 2 to attend a concert, conference, sports game or any other public event. If the event is in an Alert Level 2 region, the indoor and outdoor gathering limits apply.

If you are travelling to an Alert Level 1 region to attend an event, make sure you do it in a safe way. This includes:

	<ul style="list-style-type: none"> <li>• keeping a record of who you have been in contact with, and what transport services you used</li> <li>• wearing a face covering</li> <li>• keeping a 2 metre distance from people you do not know</li> <li>• regularly washing or sanitising your hands.</li> </ul>
<p style="text-align: center;"><b>Pre-Event Safety Recommendations at Alert Level 2</b></p>	<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 outdoor facilities and 100 for indoor 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>

### Contact Tracing and QR Code Display

- It is mandatory for any business or service to display a QR code for the NZ COVID Tracer app prominently at the main entry point of their building. For an event this will mean having many QR codes around the venue and in prominent places so people see them. A good place is the registration area and also the toilets.
- There is also now a legal requirement to keep a record of those who attend certain facilities such as indoor public facilities (e.g. swimming pools, recreation centres etc) and exercise facilities (e.g. gyms, sports venues, yoga studios etc) through the COVID Tracer App or an alternative means. This would apply to an indoor registration or event. Ways this can be managed:
  - scanning in using the NZ COVID Tracer app
  - Getting people to fill in their details on a slip of paper to put in a collection box
  - using a location's existing record-keeping systems, such as swipe-card access or appointment bookings (this could be the entry/timing system for participants)

### Face Coverings

You are encouraged to wear face coverings when you are indoors at sport and recreation facilities such as gyms, dance studios and health clubs apart from when you are exercising or playing sports. **Employees working at an event legally must wear a face covering if they interact with customers.** However, when exercising it is not required.

### Venue considerations

- Registration
  - You will need to display QR Codes and ensure that people scan these as they enter the registration area or have a manual ballot option to complete if they are unable to scan a QR code. This is a legal requirement.
  - 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
  - Think about a distanced queuing system, managed by someone to ensure social distancing is carried out. Think of supermarkets and how they manage this.
  - 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 que for collecting bags, respecting social distancing. All volunteers must wear gloves and never touch equipment or bags without gloves on. Regular hand sanitizing of gloves is also recommended. Have time slots for drop-off and pick up where there are large volumes of people wanting to use this service.
- 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

**Use of PPE**

- 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)
- All staff working at an aid station should be wearing gloves

**Staffing**

- Staff and volunteers are not included in the 100 person gathering limits, but you want to ensure that they feel safe.
- Ensure that all staff are equipped with PPE as above

**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 could 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 and for those that wish 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 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>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Post event safety recommendations at alert level 2</b></p>	<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 QR Codes, hand washing, social distancing 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, 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. Mask wearing will be required within certain facilities, except whilst exercising.
- There is now a requirement for QR code display and record keeping to be kept, as outlined below.
- You are encouraged to wear face coverings when you are indoors at sport and recreation facilities such as gyms, dance studios and health clubs apart from when you are exercising or playing sports. Employees must legally must wear a face covering if they interact with customers. Face coverings are not required when exercising.

## Coaches

### Pre-Workout

#### Health & wellbeing

- 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
- It is recommended that all athletes returning to your training environments complete a health screen checklist before they are able to return to training. [An example of a Health Screening questionnaire can be found below. This screening needs to be completed once prior to returning to training.](#)
- 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.

#### Contact Tracing and QR Code Display

- It is mandatory for any business or service to display a QR code for the NZ COVID Tracer app prominently at the main entry point of their building. For an event this will mean having many QR codes around the venue and in prominent places so people see them. A good place is the registration area and also the toilets.
- There is also now a legal requirement to keep a record of those who attend certain facilities such as indoor public facilities (e.g. swimming pools, recreation centres etc) and exercise facilities (e.g. gyms, sports venues, yoga studios etc) through the COVID Tracer App or an alternative means. This would apply to an indoor registration or event. Ways this can be managed:
  - scanning in using the NZ COVID Tracer app
  - Getting people to fill in their details on a slip of paper to put in a collection box
  - using a location's existing record-keeping systems, such as swipe-card access or appointment bookings (this could be the entry/timing system for participants)

#### Face Coverings

- You are encouraged to wear face coverings when you are indoors at sport and recreation facilities such as gyms, dance studios and health clubs apart from when you are exercising or playing sports. **You legally must wear a face covering if you are an employee involving customer contact at most businesses or services.** However, when exercising it is not required.
- Personal trainers or coaches are encouraged to wear a face covering as they are in contact with many people.

#### Health & Safety Planning

- 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
- 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 & safety requirements
- Where possible run a session that doesn't require people to share equipment
- Include this additional information in your current health & safety documentation.
- Ensure you communicate expectations to your clients/athletes prior to them arriving.

During Workout	<p><b>Inductions/briefings</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>• 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>• 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> <li>• Ensure, if in fixed facility, washing hands and sanitation reminders are displayed (posters and print outs for this can be found below)</li> <li>• Ensure all equipment, surfaces touched etc are cleaned and sanitized post workout</li> </ul>
Post Workout	<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>

## 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 coaching is being conducted e.g. pools, running tracks, and ensure the coaching safety plan notes adheres to the facility safety requirements. Mask wearing will be required within certain facilities, except whilst exercising.
- There is now a requirement for QR code display and record keeping being kept, as outlined below.
- You are encouraged to wear face coverings when you are indoors at sport and recreation facilities such as gyms, dance studios and health clubs apart from when you are exercising or playing sports. Employees must legally must wear a face covering if they interact with customers. Face coverings are not required when exercising.

### Advice on mandatory vaccinations for club events or coaching sessions

Tri NZ sought legal advice as to whether mandating vaccinations for club training attendees or event entrants would be legal. Aaron Lloyd, from MinterEllisonRuddWatts, has confirmed their view that whilst clubs should obtain up to date advice given the lack of precedent and possibility for rules to change, Clubs can require people to show evidence they have been vaccinated before they can participate in Club events, such as trainings and races. However, his advice is that Club's should follow the following steps:

1. They should undertake an assessment of why the Club considers vaccinations are necessary and to document the same. One consideration is that irrespective of whether the Club is technically a PCBU under the Health and Safety At Work Act 2015 or otherwise, Club's will nonetheless want to take all reasonably practicable steps to ensure the health and safety of its members. Given we know how easily COVID-19 Delta Variant can be transmitted and given the inherent risk factors for transmission during events (due to close proximity, and exercising with increased risk of sweat exchange), it is reasonable to think that requiring people to be vaccinated to reduce risk of transmission and/or effect of the same is a reasonable requirement.
2. Having made that decision, it is then open to Club's to tell prospective participants in events that this is the policy. The Privacy Act 2020 does not bar you from asking someone's vaccination status. So long as you tell them why you need that information, obtain the information directly from them, and then treat the information obtained securely, it is okay to ask. You can't compel someone to tell you, but if they don't wish to give you evidence they have been vaccinated, you can simply exclude them.

3. If someone objects, ask them to set out why, and tell them you will consider and discuss it with them. If they raise one of the prohibited grounds of discrimination (under the Human Rights Act 1993) as a justification for why they will not tell you, or justification for why they are not vaccinated, then you should consider that on a case by case basis. However, even if they can justify their decision on the basis of a prohibited ground of discrimination (perhaps disability or religion) that does not necessarily mean you will need to include them in your event. There are further considerations, including whether you can reasonably accommodate their participation in a safe manner, which you will need to consider.

## 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. It is important to review the full requirements at the following link:
  - <https://covid19.govt.nz/alert-levels-and-updates/alert-level-2/#cafes,-bars,-restaurants-and-night-clubs>
- 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.

## Contact Tracing and QR Code Display

- It is mandatory for any business or service to display a QR code for the NZ COVID Tracer app prominently at the main entry point of their building. For an event this will mean having many QR codes around the venue and in prominent places so people see them. A good place is the registration area and also the toilets.
- There is also now a legal requirement to keep a record of those who attend certain facilities such as indoor public facilities (e.g. swimming pools, recreation centres etc) and exercise facilities (e.g. gyms, sports venues, yoga studios etc) through the COVID Tracer App or an alternative means. This would apply to an indoor training session or event. Check with the facilities you are using for any requirements.
- Ways this can be managed:
  - scanning in using the NZ COVID Tracer app
  - Getting people to fill in their details on a slip of paper to put in a collection box
  - using a location's existing record-keeping systems, such as swipe-card access or appointment bookings (this could be the entry/timing system for participants)

## Face Coverings

- You are encouraged to wear face coverings when you are indoors at sport and recreation facilities such as gyms, dance studios and health clubs apart from when you are exercising or playing sports. **You legally must wear a face covering if you are an employee involving customer contact at most businesses or services.** However, when exercising it is not required.
- Personal trainers or coaches are encouraged to wear a face covering as they are in contact with many people.

**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.
- 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 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			
COVID19 Testing	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

Many businesses and locations are now required to make sure people can easily keep a record of when they visit. This is a requirement at all Alert Levels.

If you are the person in charge of a business, location or event, you legally must:

- make sure you have safe and secure systems and processes in place so that everyone working on or visiting your premises can scan in or provide their details for contact tracing.
- keep contact tracing records for workers, contractors, customers, and volunteers, no matter how long they are there for.
- keep a record of everyone aged 12 years or over who visits or works at your premises.

You legally must have more than one way for people to record their visit, especially for people who are not able to scan QR codes.

Your system for recording customers and visitors can include:

- asking people to scan in using the NZ COVID Tracer app
- recording your customers' and visitors' details manually
- providing paper forms for customers and visitors to fill in with their details and place in a collection box
- using your existing record-keeping systems, such as swipe-card access or appointment bookings.

You still need to continue displaying your QR code poster even if you are not required to collect customer records.

The following business must have a way to record visits:

- a cafe, restaurant, bar or nightclub
- a health service
- a close-contact personal care service — for example, a hairdresser or beautician
- **an indoor exercise facility — for example a gym or swimming pool**
- an entertainment venue — for example a cinema, stadium, theatre or casino
- an indoor public facility where people gather — museums or libraries
- a court or tribunal
- a social services provider with customer service counters — such as a Ministry of Social Development office
- organising a wedding, funeral, tangihanga or faith-based service
- organising a concert
- having a gathering or hui at a marae.

At an event, for example a wedding or tangihanga, either the venue owner or operator, or the organiser/hirer of the venue can be the person who is responsible for making sure there are ways for people to record their visit.

Contact records are personal information. They need to be collected, used, stored, disclosed, and disposed of safely and securely in accordance with the Privacy Act 2020.

## Protect the Contact records you collect

The most secure way for customers and visitors to record their details is by scanning the NZ COVID Tracer app.

If people cannot use the NZ COVID Tracer app, you need to make sure that any alternative method you use for contact tracing protects people's privacy, and that you only use the information they provide for contact tracing purposes.

Alternative recording systems require more care to keep them safe and secure.

Do not leave paper-based records out in the open where others can see the information. This is the leading cause of COVID-19-related privacy breaches.

The Office of the Privacy Commissioner's website has practical guidance that will help you protect people's privacy when using alternative contact recording methods.

Use a simple privacy statement alongside your alternative record keeping system to let people know why the information is needed and how long you need it for.

*"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"*

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.

For detailed information click on the following link:

<https://covid19.govt.nz/business-and-money/businesses/record-keeping-and-contact-tracing/>

## 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)

## COVID-19 Posters

Visit the COVID19 Government website for downloadable posters that can be displayed.

This includes posters for:

- QR Code Poster
- NZ COVID Tracer app Posters
- Record keeping: slips, box sticker and box templates
- NZ COVID Tracer app posters
- Actions to protect yourself and others
- Wash or sanitise your hands
- Cough or sneeze into your elbow
- Stay home if you are sick
- Wear a face covering
- Clean and disinfect
- Physical distancing
- Maximum number of people
- Be Kind
- Social media tiles

## COVID-19 Event Safety Plan Template

To operate at all Alert Levels 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.

## 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/resources/play-active-recreation-and-sport-at-alert-level-2/>

**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
<b>The rules say we can only have gatherings of up to 100 people for events. Does this mean I have to limit entries in our race to only 100?</b>	<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>
<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>Can we share equipment during an event or training session</b>	<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>
<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>Does my event team need to enforce physical distancing during the athlete registration process?</b>	<i>Your event team are part of your core team and do not have to physically distance, however it is recommended.</i>
<b>What happens if we get to the point that we think there are more than the maximum number of people present?</b>	<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 for an outdoors setting.</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 outdoor 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 outdoor 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. Remember that any customer facing workers are legally required to wear a face covering. Additional to this you may provide gloves for those working closely with athletes. Your medical team will 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>Ideally the aid stations can 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</b>	<i>People with underlying health conditions need to be extra cautious about taking part in</i>

<p><b>over 70 or people who have respiratory conditions such as asthma?</b></p>	<p><i>physical activity. It is recommended that you ensure this information is shared with all participants so they can assess their own wellbeing. You could also recommend that they seek advice from their local GP.</i></p>
<p><b>Contractors are coming on site; do I have to provide all the safety and mitigation strategies for them too?</b></p>	<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>
<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></p>	<p><i>Politely ask them to go home and contact the Ministry of Health or their local GP</i></p>
<p><b>If someone who has been at our event is subsequently diagnosed with Covid-19, what do we need to do?</b></p>	<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>
<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></p>	<p><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></p>

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 you will be required to wear a face covering. However, face coverings are not required when you are exercising. Regular sanitation should occur and gloves to be worn if appropriate.</i>