



SPORT
NEW ZEALAND
IHI AOTEAROA

Events and tournaments during COVID-19

—
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This guidance is to assist organisations in planning and managing events and tournaments while minimising the risk of COVID-19 transmission

Events and tournaments at various alert levels

Based on the current alert level framework, events and tournaments can continue at Alert Levels 1 and 2. The key requirements are as follows:

| Alert level | Limit of gatherings | Contact tracing | Physical distancing |
|-------------|---|---|---|
| 1 | No restrictions on gatherings or public venues | Must display the NZ COVID Tracer QR Code | Encouraged where possible, but not required |
| 2 | All social gatherings restricted to 100 people in any defined space | Must display the NZ COVID Tracer QR Code and must record attendees (and keep those records) for contract tracing purposes | 1 metre physical distancing applies to people you do not know |

Please note this guidance is subject to change and its always best to check Ministry of Health guidance. We publish regular updates on our website.

Defined space

While the current Alert Level 2 settings limit gatherings to 100 people, events and tournaments can have more than one 'defined space'. A 'defined space' is a single indoor or outdoor space separated from other spaces. Each defined space can have up to 100 people, but it's important the people in the defined space do not intermingle.

Where there are defined spaces, the following systems should be in place:

- Workers should only provide services to one group of 100
- Indoor spaces must have walls (temporary or permanent) between the spaces that substantially divide that space from another space.
- Outdoor spaces must have 2 metres of space separating people from that 'defined space' from any other people outside that space. This could be through temporary or permanent walls, ropes, line markings, or partitions.
- Each defined space of 100 should remain 2 metres apart from other groups when using shared exits to the greatest extent possible (i.e. through staggered start and end times).
- Facilities such as toilets may be used by multiple groups, if they are used at different times so that the facilities are not being used by multiple groups of 100 at once. It is recommended that additional measures are taken, such as cleaning between usage or allocating dedicated toilets to each group.

Health and safety

Overview

The Health and Safety at Work Act 2015 is New Zealand's workplace health and safety law. The law recognises that we all have a role to play in health and safety, and there are a range of 'duty holders' that have legal obligations.

The main duty holder under health and safety law is a 'Person Conducting a Business or Undertaking' (PCBU).

A PCBU includes organisations such as Sport New Zealand, local clubs, governing bodies and venues and suppliers involved in event planning and delivery.

However, an organisation will not be a PCBU where they are a volunteer association. An organisation will be a volunteer association if:

- a. there is a group of volunteers working together for one or more community, and
- b. the association does not employ anyone to carry out work for the association.

Irrespective of whether an organisation is a 'PCBU', we should all play our part in managing the risk of COVID-19 to ensure events and tournaments are safe for those involved.

A PCBU's primary duty is to ensure, so far as is reasonably practicable, the health and safety of its workers while at work or carrying out work, and that the health and safety of 'other persons' is not put at risk from work it carries out. Other persons could include players, referees, spectators and attendees. Where PCBUs are working together, they also have a duty to consult, cooperate and coordinate with each other.

Health and safety duties when running events and tournaments is business as usual. While COVID-19 remains a risk in our communities, you will also need to think about minimising the risk of COVID-19 transmission (as well as the other risks you usually plan for).

Planning for an event - what you need to think about

Where the COVID-19 Alert Levels allow for events and tournaments to go ahead, with good preparation and planning they can be undertaken.

Planning for an event

1. Guidance – Check and stay up to date with the latest Ministry of Health guidance. Look out for maximum attendance numbers, contact tracing requirements and any other health measures.
2. Planning – Create a plan for minimising the risk of COVID-19. This will be specific to the nature of the event, but some things to consider are:
 - a. Contact tracing – ensuring QR codes are in prominent and accessible locations, means of keeping attendance records,

- particularly while at Alert Level 2 (for example, will there be a register, tickets, or will you seek records from clubs/teams).
- b. Hand washing facilities and/or hand sanitiser stations – where will these be? Will sanitising wipes be provided for equipment?
 - c. Physical distancing – can this be encouraged through one-way exit/entry points to the venue, stickers on seats, markers on the floor, or staggering arrival and exit times and/or games? How big is your venue? Do you need to limit attendees to ensure there's enough room to socially distance?
 - d. First aid – if someone becomes unwell with one or more symptoms of COVID-19 while at the event/tournament what will you do?
 - e. Alert Level changes – do you have a plan in place if the Alert Level settings change?
 - f. Defined spaces (Level 2) – will you have more than one defined space? How will you keep the spaces separated (including facilities such as toilets)?
 - g. Cleaning – how often will surfaces and frequently touched items be cleaned during the event? Will balls, benches or other items be cleaned during the event? Are there any items that the event/tournament usually provides that workers, teams or players should bring themselves (for example, bibs, balls, whistles)? Are there ways that participants could assist in cleaning protocols (for example, by cleaning their benches with sanitising wipes after use)?
 - h. Education – will you have signs or information about basic hygiene measures or social distancing?
3. Consulting with others - You may be working with a range of organisations when planning an event or tournament. Set aside some time to make sure you are all on the same page about the Ministry of Health guidance, the plan for the event, and who is doing what.
 4. Communication – Communicate the event details to attendees. It's important to cover off the following:
 - a. Record keeping at the event. Encourage attendees to scan the QR Code. If your organisation is collecting information about attendance, inform attendees that their information will be collected for the purposes of contact tracing and may be disclosed to the Ministry of Health should the need arise.
 - b. Hygiene practices (washing hands, cough and sneeze etiquette, avoid touching your face).
 - c. Asking attendees to stay at home if:
 - i. they are unwell or experiencing any symptoms;
 - ii. awaiting a test result;
 - iii. required to self-isolate; and/or
 - iv. are a suspected/probable/confirmed case of COVID-19.
 - d. Any other protocols you are putting in place.

During the event

1. Set up – ensure your plan is in place especially displaying your QR Code and handwashing facilities and/or hand sanitiser stations are appropriately set up.
2. Contact tracing - If you are collecting your own information about attendance during the event, ensure this is as accurate as possible and kept somewhere safe.
3. Education – Adhere to best practice while at the event and encourage others to do so – i.e. social distancing, basic hygiene measures.
4. Cleaning – ensure surfaces and frequently touched items are regularly cleaned and disinfected.

After the event

1. Contact tracing records – Retain your contact tracing records for a minimum of four weeks in a safe place, and then delete them when they are no longer needed.
2. Review – Reflect on the event and tournament: what went well and where were there learnings for the next event/tournament? Can these be shared with others?
3. Respond – If attendees or workers develop symptoms after the event, encourage testing of attendees and workers as required (for example, if they become unwell or an attendee later tests positive for COVID-19), facilitate sharing of information as required, and consult the Ministry of Health.