



Health and Safety Plan for all events in Council Halls during the COVID-19 Level 2 restrictions.

Name:

Venue:

Type of activity

Date and time of activity:

Please complete the following details to show how you will manage Level 2 restrictions.

Requirements		How we will manage Level 2 restrictions.
Activity -	How will you ensure that there will be no more than 50 people present in the hall?	
Covid-19 Level 2 Activity Guidance	<p>Have you read the Covid-19 Level 2 guidance for the type of activity you are wishing to hold in the hall? (This information can be found on <a href="http://www.covid19.govt.nz">www.covid19.govt.nz</a> or on Guidance sheet below )</p> <p>How do you plan to meet the Level 2 Covid 19 guidance requirements for your activity i.e. masks, food, seating, spectators etc?</p>	

Physical Distancing –	<p>What is the physical distancing required for your activity?</p> <p>How will you ensure, as much as possible, to maintain physical distancing required?</p>	
Hygiene and Cleaning –	<p>Water, soap and towels/drier should be available (where practicable) for participants to wash and dry their hands or hand sanitiser (containing at least 60% alcohol). Describe what hygiene measures will be in place at the gathering/event.</p>	
	<p>Describe how you will ensure that participants wash and dry their hands before and after attending the gathering/event.</p>	
	<p>Measures should be taken to minimise the sharing of equipment (including chairs/tables etc.).</p> <p>List what equipment if any will be used at the gathering/event and what measures will be used to ensure these are cleaned before and after use.</p>	

	Describe how you will exercise caution with common touch points (e.g. doors) and wash or sanitise hands after touching these surfaces	
Contact tracing –	IS A MUST, there is a contact QR tracer sign at the premises but please have a written contact register just in case they don't have their phone please keep the written register with everyone attending the event for at least a month.	
If unwell -	Describe what measures you have in place to ensure no one who is unwell will be present at your gathering or event.  No one should not be participating in physical activity (or leaving home) if you are displaying symptoms of COVID-19, awaiting a test, or required to self-isolate.	

# Guidance for activities in Halls at Level 2 taken from the 'Unite against Covid-19 Website'

## September 2021

### **Meeting friends and whānau at Alert Level 2**

At Alert Level 2, you can get together with friends and whānau but gatherings are limited to:

- 50 people if you are meeting indoors
- 100 people if you are meeting outdoors.

This includes people who usually live in your house.

Social gatherings include:

- having guests over to your home
- family events
- weddings
- funerals and tangihanga
- faith-based services and places of worship
- community club and sport activities
- celebration events like birthday parties or stag dos.

Workers providing services to a social gathering are not included in the indoor and outdoor gathering limits.

### **Events and entertainment at Alert Level 2**

At Alert Level 2, events can go ahead but with restrictions.

**Events and event facilities** — for example, stadiums and cinemas can have a maximum of:

- 50 people in any defined indoor space, and
- 100 people in any defined outdoor space.

If you have people in both indoor and outdoor spaces, you need to make sure the two groups do not mix. This means making sure you have separate entrances for shared areas — for example bathrooms or counters where people go up to order or pay.

Workers providing services to the event are not included in the indoor and outdoor gathering limits.

If you are providing food and drinks at an event, everyone must be seated to be served.

Employees working at an event legally must wear a face covering if they interact with customers.

#### **Going to an event or using an event facility**

If you go to an event, you legally must keep 1 metre apart from people you do not know. We encourage you to wear a face covering if physical distancing is difficult.

Event organisers and venues such as cinemas may alternate occupied seats with vacant seats to support you to physically distance. Please follow the venue's safety measures and stay in your allocated seat.

Even if you have been fully vaccinated against COVID-19, you still need to keep 1 metre apart from others, sign in using the NZ COVID Tracer app, and stay home if you are sick.

### **Defined spaces for events**

A defined space is a single indoor or outdoor space separated from other spaces.

If a place has more than 1 defined space, then people should not intermingle between the defined spaces. This includes when entering, leaving, or going to the bathroom. It does not include workers.

## **Funerals and tangihanga at Alert Level 2**

At Alert Level 2, there are limits on the number of people who can attend a funeral, tangihanga, kawehari mate or unveiling ceremony/hura kōhatu.

- Up to 50 people can attend a funeral or tangihanga if it is held indoors.
- Up to 100 people can attend a funeral or tangihanga if it is held outdoors.

This applies to funerals and tangihanga held at:

- funeral homes
- churches, mosques and other faith-based institutions
- hired venues or facilities
- private dwellings.

Organisers legally must record attendees to make sure contact tracing can happen if needed. If you're visiting a funeral home, or attending a funeral or tangihanga, you can scan in using the NZ COVID Tracer app, or provide your details for contact tracing.

Do not attend a funeral, tangihanga or religious gathering if you are feeling unwell. Stay home and call your doctor or Healthline on 0800 358 5453 for advice on getting a test.

If there are people at the gathering you do not know, make sure you scan the QR code or give your details to an organiser.

We recommend avoiding physical contact such as harirū, hongis, kissing, and hugging except if you:

- live with them
- are whānau
- close friends.

## **Weddings and civil unions at Alert Level 2**

At Alert Level 2, there are different rules on the number of people who can attend a wedding or civil union ceremony, depending on if the venue is indoors or outdoors.

If your wedding or civil union ceremony is indoors — for example, at a church, mosque or other faith-based institution, or at a private home, up to 50 people can attend.

If your wedding or civil union ceremony is outdoors, up to 100 people can attend.

Your guests can move around freely, but they should try to keep 1 metre apart from people they do not know. When planning your wedding or civil union, make sure you have enough space for all your guests to be spread out and comfortable.

If you are organising a wedding or civil union where your guests will have to be seated most of the time, you can space out the seats to help your guests meet the physical distancing requirements.

If you are serving food or drinks, you must provide table service. Try to seat extended household bubbles together at one table and place the tables 1 metre apart to help with physical distancing. Serve food individually if possible so guests do not have to share utensils or plates.

If you are planning to host a wedding reception or party at a restaurant, pub or other public venue, please follow the establishment's safety measures.

Your guests can dance, sing or perform at the wedding or civil union service. Physical distancing rules still apply. This means people should try to keep 1 metre apart if possible.

Keeping yourself and others safe

Do not attend a wedding or civil union ceremony if you are feeling unwell.

If there are people at the wedding you do not know, make sure you scan the QR code or give your contact details to the organiser. This is to help support contact tracing.

We recommend avoiding physical contact such as harirū, hongī, kissing, and hugging except if you:

- live with them
- are whānau
- are close friends.

Keep up good health behaviours like regular hand washing and coughing or sneezing into your elbow. Your host should provide hand sanitiser around the venue and make sure there is plenty of soap available for everyone to wash their hands.

Try not to share food or drinks.

## **Sports and recreation at Alert Level 2**

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 in public, try to keep a 2 metre distance from people you do not know if possible.

You can do activities like:

- walking, biking and hunting, including on public conservation land — overnight trips are okay
- swimming at a public swimming pool, but there will be restrictions
- going to the gym, but there will be restrictions
- boating and motorised watersports.

When exercising outside, try to record the route you took and when. You can exercise with others in a group. Someone in the group should keep a record of the people you're with.

### **Indoor recreation facilities**

At Alert Level 2, indoor sports facilities such as gyms, swimming pools, dance studios and health clubs can open, but with extra safety measures.

You will need to keep 2 metres apart from others. Facilities may restrict numbers to help with physical distancing.

Wipe down and clean shared gym equipment after you use it.

If you use a recreation facility, remember to sign in using the NZ COVID Tracer app.

### **Guidance for workers**

All customer-facing staff legally must wear a face covering while serving customers — except at swimming pools.

All workers must keep 2 metres apart from customers and clients using the services.

Guidance for customers

- You should wear a face covering wherever possible, except when exercising and playing sports.
- Keep a record of wherever you visit.
- Follow physical distancing measures.

### **Team sports**

At Alert Level 2, team sports events can continue. These are limited to 50 people in indoors venues and 100 people at outdoor venues. The 100 person limit includes players and spectators. Referees, officials and other workers providing services to a sports game are not included in the 100 people.

If a sports ground has more than 1 field, you can play multiple games at the same time, as long as each group is separated. Groups should try not to mix with each other, or share common facilities such as changing rooms at the same time.

If you are organising a sports event, make sure everyone records their visit. If you are watching the event, stand 2 metres away from others.

Guidelines from Sport New Zealand are **attached**.

## **Worship at Alert Level 2**

At Alert Level 2, places of worship can host services and ceremonies to a maximum of 50 people if the service is indoors, and 100 people if the service is outdoors. The indoor and outdoor gathering limits do not include staff — for example, clergy.

### **Advice for places of worship**

- All places of worship must have ways for attendees to record their visit. This can be done by asking everyone to scan in using the NZ COVID Tracer app, or by recording their contact details manually.
- Think about how you can reconfigure seating, prayer and other activities to allow for physical distancing. Everyone attending a service at a place of worship needs to keep 2 metres apart.
- Offer online services so people who cannot attend in person can participate.
- Encourage attendees to leave promptly after the service to avoid people gathering or congregating.
- Some religious rituals or practices need close contact — for example, a christening. Try to keep the time spent in close contact to a minimum.
- Remove communal resources such as prayer mats or prayer books.
- Encourage attendees to wear a face covering.
- You can have refreshments after the service, but people should not share drinks, cups, plates or cutlery.
- Clean and sanitise musical instruments and other shared surfaces thoroughly before and after use.
- Encourage contactless donations instead of a cash collection box.