

# ALERT LEVEL 2 - COVID-19 SAFETY PLAN

## Athletics Waikato-Bay of Plenty

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ORGANISATION NAME: Athletics Waikato-Bay of Plenty

CONTACT PERSON NAME: Steve Rees-Jones

CONTACT PERSON PHONE: 0212676997

NEXT REVISION DATE: 1/7/2020 or at change of alert level if sooner

### Club/Centre goal/statement

Our Athletics Club/Centre has implemented the following measures so we can:

- Keep our volunteers and staff healthy and safe
- Keep members and participants healthy and safe
- Reduce the chances of COVID-19 recurring in the community, and
- Minimise the possibility of further lockdown periods being required.

### PLANNING

- All Athletics Waikato-Bay of Plenty staff/representatives to remain safe by:
  - Ensuring contact tracing logs are used when undertaking training courses etc.
  - Wearing appropriate PPE as required
  - Maintain Physical distancing
  - Having undertaken induction for their role as to safe operations under Covid-19 restrictions
  - Having attended pre-event briefing on protocols
- Contact tracing mechanism established using Athletics NZ provided template and by using online entries for events. Large events may use the iDMe contact tracing register as an alternative.
- Communications to membership/participants prior to all events on how events will operate and any restrictions or mitigating measures that will apply. This will be communicated via our usual methods, website, email, Facebook. Communications to include the following instructions to stay away if you are ill, keeping 2m distance, following basic hygiene practices and minimising any spectators. Spectators can be given a designated area distanced from the competition area.
- For Athletics Waikato-Bay of Plenty events, online pre-entries only with no entries on the day. This will minimise any gatherings with event registration at the venue and also provide a further online record of attendees that can be used for contact tracing.

### ACCESING VENUES

- We will ensure that restrictions on mass gatherings will be followed (100 maximum).
- We will ensure that any facilities used are appropriately cleaned and sanitised prior to the event, e.g. clubrooms, toilets etc. Adequate supplies of sanitizing/cleaning products to be on site prior to events.
- We will assess the limit for appropriate number of attendees whilst allowing physical distancing to be maintained outside of actual competition. Consideration will be given to staggering arrival or event times to minimize large numbers being together at any one place or time. We are committed to encouraging the 2m physical distancing between individuals at the venue outside of competition.
- Formal prize presentations to not take place to minimise gathering of people together.
- Contact tracing to be carried out on site upon arrival at venue.

## SIGNAGE

- Appropriate contact tracing signage to be displayed at prominent places at entrance point to venue, explaining check in procedures.
- Covid-19 safety posters to be displayed on site. Protecting yourself and physical distancing posters at entrance and washing hands poster in toilets.

## CLEANING AND HYGIENE

- All high use areas (e.g. gates, door handles etc.) are to be sanitized regularly during the day by a nominated person.
- Adequate levels of sanitizer/soap and water supply will be present for all attendees to use.
- If it is identified that a known Covid-19 infected person has visited the site then the venue will be closed and thoroughly sanitised/cleaned and the owner of the venue will be informed immediately.
- Any shared equipment will be cleaned between uses.

## CENTRE OWNED EQUIPMENT/FACILITIES

- Anyone who wishes to use Athletics Waikato-Bay of Plenty equipment if required to sign a document confirming that they understand the need to maintain hygiene practices and clean equipment between uses.
- We will limit any equipment usage only to essential items for training that clubs or individuals cannot supply themselves e.g. high jump bar and stands. These are to be cleaned/sanitised by each user after each time they are used and item.
- Whilst Athletics Waikato-Bay of Plenty does not own any facilities, we will ensure that any venues hired will be cleaned/sanitised appropriately after usage.

## EXTERNAL VISITORS

- Any external visitors to events shall be limited to essential services only, e.g. medical. Visitors will have to report in, contact trace and confirm that they have not had recent contact with a Covid-19 case or are suffering from any illness.

## COMMUNICATIONS

- This health and safety plan to be made available on the Athletics Waikato-Bay of Plenty website and can be displayed at any venues for attendees to read. This document can also be sent to members and other organisations on request.
- We have identified a contact person from Athletics Waikato-Bay of Plenty (executive officer) who can be contacted regarding any queries about this document or any other aspects of Covid-19 mitigation by the organization.

**A copy of this safety plan will be brought to all events and each section can be checked and signed as completed by a nominated Covid-19 safety officer in attendance.**

Signed.....

Dated.....