

COVID-19 Response - *He waka eke noa*

# Alert Level 2 Guidance for Health Pandemics (COVID-19)

## For Organised Outdoor Activities & Facilities

Version 2 – September 2021

## Introduction

This guidance is designed for outdoor school camps, outdoor education centres, outdoor recreation facilities, outdoor activity providers, youth organisations, recreational clubs, schools, commercial adventure operators and any other relevant users.

These are written to support your existing safety management system and to supplement Ministry of Health, Ministry of Education, WorkSafe EONZ and Sport NZ guidance.

Ultimately, you are your own workplace (PCBU) and must continue to comply with the Health and Safety at Work Act 2015.

### How the guidelines are organised:

In response to Government and Ministry of Health COVID-19 Guidelines, two sets of public health and social measures are in place in these guidelines:

1. School Groups and other Controlled Environment Groups (workplaces),
2. Social, Mixed Individuals and Non-Controlled Environment Groups

The distinct differences between the two categories are:

- Gatherings – workplaces, educational facilities, gyms, and public and school transport are not considered gatherings.
- Physical Distancing – the recommended distance between people and groups depends on if the members of the groups(s) are made of known (contact traceable) or unknown people to each other.

### Version control:

V1.1 - Changes from Version 1 (June 2020)	Where
Reword on Physical Distancing	Page 2 Introduction
Note added re Hazard Analysis table Reorder and reword on Physical Distancing	Page 5&6 General Hazard Analysis
Review of groups sizes from 10 to 100	Page 6 and throughout
Greater emphasis on target of 1m distancing for activity choice	Page 8 Programme / Activity Plan
V2 Changes from Version 1.1 (September 2021)	Where
Groups size 50 indoors, 100 outdoors	Throughout
Physical distancing 1 and 2 metres	Page 5 and throughout
Addition of mask use	Page 7 and throughout

## How to apply these Guidelines to your Safety Management Systems

1. Read this document and the relevant Good Practice Guidelines for your activity.
2. Consider your organisation's safety management system, policies, procedures, and other relevant guidance.
3. Identify each component of your system and edit and adjust to meet the public health requirements.
4. Consider the following components of your system and reference public health requirements as follows:

<b>Value of the programme/ activity</b>	<b>What are you planning to do and why?</b>
General hazard analysis	Alert Level information and WorkSafe health and safety plan
Site specific hazard analysis	Facility requirements for hygiene, distancing and specific site plan detailed for records of Contact Tracing
Leadership and Supervision plan	Competence and knowledge of hygiene, distancing, and all new or adapted procedures
Emergency plan – if someone has COVID-19 symptoms	Identify, Isolate, Remove, available PPE
Participant details/register	Health Screening, Contact Tracing
Site/area map	Distancing for dorm, dining layouts, hand washing stations, etc.
Resources and equipment	Face masks and hand sanitiser Suitable cleaning products and processes. Check manufacturers information.
Post trip review	Reports, Feedback into Operations, Monitor COVID-19 information sources daily/weekly.

## **Risk Assessment and Management - keep informed and up to date**

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You don't need to send this plan to WorkSafe for review or comment. However, WorkSafe may call to ask a few basic questions and to remind businesses of their responsibilities.

Use these questions to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic.

Consult with staff to encourage worker participation and engagement which is part of the Health and Safety at Work Act.

- How will you manage the risks of restarting part or all of your operations at Alert Level 2?
- How will you ensure all staff are able to keep themselves safe from exposure to COVID-19?
- How will you gather information on your staffs' wellness to ensure they are safe and well to work?
- How will you operate your organisation in a way that keeps staff, children, young people and other people coming on-site safe from exposure to COVID-19?
- How will you manage an exposure or suspected exposure to COVID-19?
- How will you check to see if your work processes and risk controls are effective?
- How do any changes impact on the risks of the work you do?

## **Physical distancing**

Physical distancing must be managed. Face to face interaction closer than 2m presents the highest risk exposure.

In an uncontrolled situation like public spaces with unknown people/public 2m separation must be maintained. In a controlled situation like a camp this distance may be less, with face masks and other controls in place.

In an outdoor situation, consider spacing, airflow and how people are positioned - to minimise face to face exposure.

For activities in water or involving physical exertion, where wearing a mask is not practicable, put emphasis on distancing, handwashing before and after activities and regular cleaning of equipment.

If it is not practical to physically distance OR wear a mask, agree the conditions with the school. If the participant is not from the school group they must fully understand and accept the risk. You could consider postponing the activity or running an alternative.

## **Different measures for different group types –**

Information for following table:

A public enrolment course is one where you pre-register, sign up with contact details and full medical details, and are attending a programme or course with an organisation. The organisation has full safety management systems and incident response procedures that have in some way been validated, accredited, or audited.

<b>School Groups and other Controlled Environment Groups</b>	<b>Social, Mixed Individuals and Non-Controlled Environment Groups</b>
<p>When School Groups attend your outdoor organisation, they maintain their normal in-school protocols at your facility / site.</p> <p>See EOTC and Outdoor education guidance <a href="#">here</a></p>	<p>When individuals or social groups, such as social meet up groups or families attend your outdoor organisation, they follow the Public Health public venue and hospitality protocols.</p>
<p>Gathering</p>	
<p>When a group is from the same school, the physical distancing, hygiene and contact tracing guidelines for schools apply.</p> <p>There are no restrictions on numbers of people indoors or outside in your facility when working with school groups other than what other public health or health and safety measures require, e.g., safe activity, safe cooking, safe distancing, strict hygiene etc.</p> <p>When there is more than one school at a venue, the schools must operate separately.</p> <p>Different rules apply for events with students from different schools – see the <a href="#">EOTC Guidance</a> for details.</p>	<p>Group size limits apply</p> <ul style="list-style-type: none"> <li>• Maximum group size of 50 people in a defined space, and 100 in a defined outdoor space</li> <li>• Multiple groups may be in separate defined spaces but may not mingle, i.e., 100 in an outdoor area and 2 groups of 50 in separate indoor areas, e.g., staggered dining times and cleaning.</li> <li>• Groups cannot intermingle or share equipment or common touch points at any time unless sanitized between group use.</li> </ul>
<p>Physical Distancing</p>	
<p>Maintain 1 metre distance between school students and provider staff where practical. Maintain sufficient distance between students so they are not breathing on or touching each other, coupled with good hygiene practices (coughing into your elbow, handwashing and drying) and regular cleaning of commonly touched surfaces.</p> <p>Keep 2m from unknown persons/ public</p>	<p>Keep 2m from unknown persons / public</p> <p>Keep 1 metre from others in most environments, unless there are other controls in place e.g., masks, barriers</p>

## Other Considerations

### Using facemasks

- Re-usable or disposable masks must be worn properly to be effective. Face coverings (including scarves and bandanas) are not recommended
- Face masks are not acceptable as PPE if they are wet
- Participants should bring own mask, but organisation should have extras
- The Ministry of Health website has more information on using [facemasks](#)

### Health Screening

- Specific checks around COVID-19 symptoms before and during camp, e.g., a pre-course survey for participants AND staff, observe for symptoms, arrange for those presenting as unwell to go home
- Identify specific health conditions that place participants and staff at a higher risk to COVID-19 e.g., respiratory issues, compromised immune system
- Discuss with any vulnerable people how they may participate and manage their COVID-19 risk.

### Hygiene and Cleaning

- Awareness and training on how to maintain personal hygiene – Play it Safe
- Facility and equipment hygiene as per advice from Ministry of Health, Ministry of Education, Sport NZ, and other advice

### Contact Tracing – Who, Where, When

- Consider details of your leaders/staff/visitors/contractors (who come within 2m or common touch points of your group) and the ability to contact trace their interactions in and out of the workplace. Consider personal diaries, or similar.
- Minimise visitors that are not working as volunteers for the school
- Focus on who, where, when with spatial plans and/or activity plans.
- Provide QR codes and paper sign in sheets, where other registrations process is not in place. Alternatively, providers can record the school's presence and the school can keep the record of the students onsite.

### Ability to Isolate and Remove for any suspected case

- At a residential site/facility – having an isolation room/s with good ventilation and PPE (mask, gloves, eye protection) for carer to ensure rapid response to any symptoms.
- When remote, isolated, or mobile – review your programme/activity plan for how to respond to any suspected case of COVID-19.
- Ensure new procedures are added to existing emergency plans and all staff are familiar with them
- Follow all Ministry of Health or Healthline instructions with any suspected or confirmed case.

## Planning Considerations

**Guidance on pre and post event planning, and working with external providers**

### **IMPORTANT PROCESSES TO COMPLETE PRIOR TO THE PROGRAMME / ACTIVITY INCLUDE:**

#### **Programme/Activity plan**

Choice of activity for the Alert Level –

- Required distancing appropriate for group type
- Schedule and timing allow for public health measures – personal hygiene, washing hands, cleaning of equipment and high touch points. Consider a trial or timing test?
- You may need to choose some activities to be limited to one group per day to allow for appropriate cleaning of equipment between groups
- Consider other ways of meeting objectives. Is it necessary to come within 1m of a person, if so, how will you minimise the risk e.g., masks, barriers.
- Organise your plan to ensure you know which staff member is with each group, and where. This allows schools to manage the contact tracing of students if necessary

#### **Consider a site visit to ensure you know where everything is and how it works**

- Hygiene stations, equipment & facility cleaning processes
- Distancing – appropriate to your groups needs
- Check and plan your drop off and pick up zones, particularly any interaction with public or unknown parent or others to participants and any areas of congregation.
- Coordinate contact tracing records
- Prepare site plans, dorm bed layouts, activity areas, dining, changing and other common room layouts for recording who, where, when
- Check with relevant authority for their latest advice for access and public health measures, e.g. Councils, [Auckland parks](#), [Christchurch parks](#), [Department of Conservation](#)

### **IMPORTANT PROCESSES DURING THE PROGRAMME / ACTIVITY INCLUDE:**

#### **Ensuring participants understand how crucial it is to:**

- practice physical distancing with people you don't know
- frequently wash and dry hands
- cough into your elbow
- not touch your face
- notify leaders, staff, management at the first sign of feeling unwell
- follow the cleaning, food preparation, food handling, and dining protocols.



Consider how to manage the situation where a participant does not understand or cannot take personal responsibility for these actions.

### **Good hygiene practices**

You will need to reinforce the importance of good hygiene in preventing spread of illness, including COVID-19.

The [COVID-19.govt.nz](https://www.covid19.govt.nz) and [Ministry of Health](https://www.health.govt.nz) websites are a good source of information including:

- [Hand washing](#)
- [Cleaning surfaces](#)
- [Cough and sneeze etiquette](#)

Promote good hand washing techniques and share information and promote about protection from COVID-19 - [Posters](#).

Washing hands with soap and water continues to be very effective. Hand sanitiser should be available in dining areas and other common areas. Hand washing should be mandatory:

- after blowing their nose, coughing, or sneezing
- after returning to the programme/activity
- after touching surfaces outside of the programme/activity/facility
- after touching money
- before, during and after caring for a sick or vulnerable person
- before and after eating
- after using the toilet
- after handling rubbish
- after touching animals and pets
- when hands are visibly dirty

Consider how to motivate and ensure good hygiene practices and why they are necessary, e.g., during your briefings and programme.

### **Post Event**

#### **IMPORTANT PROCESSES TO COMPLETE AFTER AN EVENT INCLUDE:**

- Reviewing the event with recommendations and learnings for next time
- Any new hazards or changes to the public health and social measures
- Any incidents that need reporting
- Keep contract trace records for a maximum of 60 days, if records are only for contact tracing purposes.

## **Advice for Schools, Groups, Camps**

### **Working with an external provider / third party provider**

When you contract an external provider to provide a service or resources (for example, the venue, equipment, staff, or a specific activity) there is potential for gaps, overlaps or uncertainty regarding health and safety responsibilities.

#### **YOU WILL NEED TO:**

- Check, and be confident in, their health and safety management capability
- Ensure that there is clarity regarding who is doing what. – Consult, Coordinate, Collaborate

#### **CLARIFYING WHO DOES WHAT:**

- Use some form of agreement or contract to clarify who is responsible for implementing and supervising each health and safety requirement
- Provide them with appropriate information regarding the event/activity, risk they may be exposed to, relevant emergency procedures, participant and staff health information
- Consider any hire equipment, venue use, catering, transportation and/or other services in these discussions.

#### **ONCE THE EXTERNAL PROVIDER IS ENGAGED YOU MUST CONTINUE TO:**

- Consult – about shared risks and how they will be controlled
- Cooperate – the organisation that is closer to the work is likely to have more direct control and influence over the risk and should be supported accordingly
- Coordinate – to ensure that either organisation's health and safety efforts aren't duplicated, or gaps aren't left. E.g., who is providing and checking the cleaning products or first aid PPE? Who is responsible for assigning beds, activity equipment and managing the Who, Where, When Contact Trace process.
- Monitor the external provider's efforts to ensure they are doing what has been agreed
- Reserve the right to halt any event conducted by an external provider for health or safety or other reasons.

## Resources and equipment

### Guidance on cleaning and keeping gear safe using suitable products

- Issue individual gear where possible for the whole programme, e.g., rain jacket, sleeping bag, harness.
  - Review your gear issue and return procedures to allow for medium to long term issue and cleaning and disinfecting between groups.
- Check with manufacturers for product use
  - Leave disinfectant for 30 seconds, ensure item is dry before use.
  - Consider steaming for 30 sec where disinfectant is not suitable, e.g., full face helmets
  - Consider spray and leave to dry for equipment and fabrics
  - Consider products like Periderm and SteriGENE. Request COVID-19 specific anti-viral products. Explain what you are cleaning and how people are using the item – hands, head, body, etc.
- Consider appropriate disinfection methods e.g.,
  - For wet items (e.g., wetsuit) immerse,
  - For dry items spray & leave
  - For absorbent items / fabrics (e.g., rope) immerse
  - For hard surfaces spray and leave
- Consider the use of paper towels from a sustainability / waste point of view. Maybe have enough reusable cloths to use once during day and launder at end of day. Ensure cloths are dried and not left damp.
- Consider usage and what is regular cleaning for your programme/activity.
  - Between sessions or end of day?
  - Focus on high touch points, buckles, zips, handles, pockets, etc.
  - Between users if not in same group or part of a school, workplace where other control measure is in place.
  - Disinfecting between groups is required. Whole group if under controlled group type or groups of 10 if under non-controlled group type.
- Where not practicable or suitable to disinfect, advice suggests leaving for 3-5 days in quarantine before re-using.
- Where not practicable or increased safety risk to person to disinfect, consider sanitising the user
  - Climbing wall holds would involve working at height,
  - Chalk and strict frequent hand washing and sanitizing
  - Playgrounds, confidence courses, etc., focus on sanitizing the user

## Catering

### Guidance on how to manage dining area, food preparation & service.

Clarify with your provider, group leaders, self-catering guests their systems for food handling and deliveries (you will need to be reassured they have processes in place to meet public health requirements and are approved to provide those services at Alert Level 2).

If you or the provider will be preparing food on site you must check the [MPI guidance](#) and ensure the school, the provider and any suppliers meet all health and safety requirements before the event.

[Food Standards Australia New Zealand](#) has useful information about food safety.

The key risk to consider regarding food handling is those who are ill, or potentially ill, coughing and sneezing over surfaces and someone else touching that surface (e.g., bench tops, cutlery, crockery, water containers etc) and then touching their mouth, nose, or eyes.

If you have suspected symptoms of respiratory illness, you should avoid preparing food for other people and seek medical attention.

If gathering rules apply to the group, there can only be 50 people in a defined indoor space. Multiple gatherings can take place at the same event or facility, as long as they can be kept separate (i.e., are physically separated by walls with separate airflows for indoor spaces).

School Groups and other Controlled Environment Groups	Social, Mixed Individuals and non-controlled Environment Groups
<b>Catering/Dining Rooms</b> <b>The Three S's Seated, Separate, Single Server</b>	
<p>All staff must be physically separated from each from participants/guests/customers by 1 metre.</p> <p>Face coverings could be considered for entering, serving and leaving the dining space, but they are not a requirement.</p> <p>Practice good hygiene practices and regular cleaning of commonly touched surfaces.</p> <p>Participants do not need to sit in the same place each meal.</p> <p>Hand sanitiser should made be available in dining areas and other common areas.</p> <p>Washing and drying hands with soap is still the most effective hygiene measure.</p> <p>Sensible serving, food prep, wash up to be conducted in accordance with catering guidance above.</p>	<p>All customer facing staff must wear a face mask while serving food.</p> <p>Consider how groups if self-catering will manage the three S's. Keep to Group sizing and Gathering limits. Consider how these groups are formed and kept for duration of programme / activity.</p> <p><b>Seated</b> – restrict movement</p> <p><b>Separate</b> – ensure there is at least 1m space between groups while eating Set a seating plan and consider tape on the ground to designate table area limits and lay out walkway paths, entry, exit, lining up for service. (In line with fire and evacuation protocols)</p> <p><b>Single server</b> – No self -serving of food (sharing utensils) at Level 2. If you need to change person serving, they must wash and dry hands. Consider prepacked lunches, pre-plated meals instead of buffet if there is no server available. Consider asking people to bring their own food and drinks particularly if a day programme or activity or a journey type activity.</p> <p>Plus, strict hygiene and disinfection routine.</p>
<b>Other Catering/Dining Room Considerations for Social, Mixed Individuals and non-controlled Environment Groups at outdoor camps</b>	
<p>Maximum of 50 people in a defined indoor space – stagger dining times between groups.</p> <p>Dine seated in cabin groups, up to 10 people, as appropriate. Same table and seat at each meal.</p> <p>Monitor and supervise that distancing is maintained between groups at condensed points in dining hall e.g., dirty dishes drop off.</p>	

Minimal staff used for server or access into kitchen.

Plates, cutlery etc. should only be touched by the person using it. Issue one set for whole programme or bring own from home.

Consider PPE for staff (face masks, gloves, eye protection) if coming within 1m of diners.

Consider a Perspex screen around the food serving area. Needs to be cleaned regularly and easily.

All plates and cutlery sent through dishwasher / sterilizer, or cleaned appropriately according to Ministry of Health guidelines

Only staff/ designated leader / participant unloading dishes or people wearing gloves and strict change of gloves if touch face occurs

## Drinking Fountains

### Close drinking fountains

- All participants must bring and use own drink bottle
- Own drink bottles need to be well labelled and no sharing between participants

Only consider drinking stations with clean cups available/ single use with strict supervision and management of cup use. Assign leader strictly to station and remove each cup to wash area immediately while maintaining 1m distance and strict hygiene.

## Sleeping Area & Dorms

### Guidance on how to manage dorms and accommodation blocks

Keep a record of each bed and dorm layout and the students or staff that used it, to enable contact tracing.

School Groups and other Controlled Environment Groups	Social, Mixed Individuals and non-controlled Environment Groups
<b>Accommodation</b>	
<ul style="list-style-type: none"> <li>• There are no limits to number of persons for accommodation.</li> <li>• Keep 1m distancing where possible and minimum not in others' breathing space</li> <li>• Remind and monitor of 'no touching'</li> </ul>	<ul style="list-style-type: none"> <li>• &lt;50 group sizes in indoor spaces</li> <li>• Consider 50% bunk room capacity to allow for distancing</li> <li>• Consider alternate top and bottom sleeping positions</li> <li>• No head-to-head sleeping</li> </ul>
<ul style="list-style-type: none"> <li>• Allocate beds and document who is sleeping where.</li> <li>• Strict hygiene standards and cleaning between groups.</li> <li>• Meet usual building and accommodation regulations.</li> </ul>	
<p><b>Other Considerations:</b></p> <ul style="list-style-type: none"> <li>• If groups, clean and disinfect mattresses/pillows at the end of each group appropriately. Enough gloves for use. How to launder reusable gloves? Or use single use gloves?</li> <li>• Record and Monitor cleaning of door handles and other high touch areas e.g., handrails, light switches, door handles at set intervals throughout the day as recommended.</li> <li>• Have available and stocked, cleaning equipment per group/room to stop group transmission.</li> </ul>	

## **Ablutions**

### **Considerations for use and cleaning of showers, toilets and changing rooms**

Social, Mixed Individuals and non-Controlled Environment Groups at outdoor camps

- Set times for showers and staggered by groups <50  
e.g., some morning shower, some evening showers
- Named personal towels can be laundered and dried daily for personal use
- Time allocation for morning and evening teeth cleaning. 30 minutes per group set timetable.
- Consider tape to allocate 1m distancing in changing areas.
- Record and monitor cleaning of door handles and other high touch areas  
e.g. handrails, light switches, door handles at set intervals throughout the day as recommended.

## **Laundry**

As noted on the [COVID19.govt.nz](https://www.covid19.govt.nz) website dirty laundry that has been in contact with a sick person can be washed with other people's items.

Do not shake dirty laundry. This minimises the possibility of dispersing the virus.



## Transport

### Guidance on how to manage vans, buses, public transport

- Keep a record of each vehicle used and the students and staff that travelled in it, to enable contact tracing.
- Have hand sanitiser available for each student to use as they board the vehicle.
- Vehicles and surfaces will need to be sanitised after each journey
- Consider having masks available

School Groups and other Controlled Environment Groups	Social, Mixed Individuals and non-controlled Environment Groups
<b>Transport</b>	
<ul style="list-style-type: none"> <li>• There are no limits to number of persons for school transport, vans, buses etc.</li> <li>• Keep 1m away from driver if not part of group, e.g., teacher, group leader etc.</li> <li>• Keep 1m from all adults where possible.</li> <li>• Keep 2m away from all public and unknown persons – consider for pick up and drop off locations.</li> <li>• Meet usual transport regulations.</li> <li>• Children over the age of 12 must wear masks on public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Inter-regional travel can happen with good personal health &amp; distancing measures &amp; keep records of who, where, when.</li> <li>• Keep 2m from others. Minimise stops. Prepare for delays.</li> <li>• Keep 1m distance between groups. Consider 50% capacity.</li> <li>• Plan hygiene and distancing into loading and unloading protocols, e.g., enter the front of the bus and exit through the back.</li> <li>• Inform and monitor how personal items are being transported e.g., hold on to their bags, or bags are stowed in a specified area.</li> </ul>
<p>Children aged 12 and over must wear masks on public transport. School bus services contracted by the MoE, charter services and private transport are exempt from this rule.</p>	

## Participants

### Guidance on health information and briefings for participants

#### Clarifying participant health information

- All participants are declared clear of COVID-19 symptoms for the two weeks prior to attending.
- Consider temperature check of all participants and staff on arrival.
- What underlying medical issues do the participants have that could affect their safe participation? e.g., knowing a person has asthma or hay fever may alleviate concern that symptoms could be COVID-19.
- Are there issues that are made worse by the stress of participating in the activity at these times? e.g., lack of sleep, fatigue, change in routine? How are these issues best managed?
- Are participants or their guardians sufficiently reliable to provide this information? Or do you need, for example, a respiratory management plan or a medical certificate for underlying or at-risk conditions?
- What medications or additional resources (other than supervision) do participants need to take part safely? e.g., prescriptions, physical aids, helpers.
- Don't forget to consider the health needs of any guardians, helpers, or supervisors.

#### Include in your welcome and activity briefings:

- Importance of recording, who, where and when
- Maintaining distance – appropriate to group type
- Sharing of personal items, e.g., phones, clothes
- Personal hygiene etiquette
- Be kind and respect other perceptions and experiences
- How facility will work – movement, touch points, etc.
- Importance of telling us when sick.

#### Consider how best to brief, inform and monitor including:

- Language/ability to follow your briefing and instructions safely and appropriately?
- Behavioural characteristics - compliant, non-compliant, mixed?
- COVID-19 cautious perceptions and expectations (e.g., families and friends affected directly by COVID-19, or are from overseas where conditions are much worse and are extra cautious as a result)
- Gain consent to come closer than 1m?
- Ask if ok to touch, come close when other safety measures are required for the activity or programme to occur?
- What are your participants' expectations around separating genders or gender identities (LGBTIQA+) in sleeping areas and bathroom areas and does this affect spacing?

## Supervision

### Guidance on distancing, stepping in for safety, and other considerations

Supervision needs to vary according to age and ability of the participants (including fitness, health, or other needs), the activity involved, the environmental conditions, and the competence of leaders and assistants. At Alert Level 2:

- Consider when and where less than 1 metre distancing may be required and ask how that can be eliminated or minimized.
  - Where necessary, focus on other barrier and hygiene measures
  - Is it appropriate to group type?
- The number of leaders should consider requirements to respond to a suspected case of COVID-19, not just when things are going smoothly. In an incident, responders must focus on their roles; there still needs to be leaders available to manage the other participants.
- Consider how to adopt your child protection policy to include COVID-19 requirements and appropriate strategies are in place.
- Ensure that the supervision structure and staff roster take into consideration issues around falling ill or suspected symptoms in days leading into arrival and the need to stay home.

## Leader competence

### Guidance on leader preparedness and other considerations

Wellbeing:

- Consider the physical, medical, and mental wellbeing of all leaders and persons in safety sensitive roles.

Induction and On-going Communication and Support for:

- Focus on keeping all leaders and decision makers up to date, informed and confident on all new processes and COVID-19 procedures.
- Acknowledge we are all in this together and cultivate a positive, transparent, honest culture for all.

***“Competent leaders are one of the mainstays of ensuring safety”***

## **General Facility and Site Considerations for Use and Cleaning**

Consider wedging doors open to reduce touch points, except due to privacy (toilets and shower blocks) and fire and building regulations.

### Car Parks:

- Consider protocols required to keep 2m from public and unknown persons.

### Deliveries:

- Avoid any interaction from group with a minimum of 2m distancing for delivery staff.
- Organise a specific drop point that minimises common touch points.
- No stopping on site except at drop off point.
- One delivery at a time

### Cleaning:

- Documented regular cleaning schedule by staff.
- Ensure the use of suitable cleaning products
- If using reusable cloths, these should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.
- Disposable gloves should be worn when cleaning and placed in the bin when finished. Or disinfect reusable gloves after each use.
- Physical distancing should also be practiced when cleaning facilities.

### Cleaning Products:

- Soap and water is good practice for cleaning.
- Hand sanitiser should have minimum 60% alcohol content
- Check current cleaning products. The key is breaking down an enveloped virus.
- Consider:
  - Cleaning products like Bleach, Periderm (spray on and leave), hospital grade disinfectant, Sterigene (non-toxic or corrosive)
  - Steam cleaning for equipment if chemicals can harm equipment
  - The specific use of chemicals is up to each PCBU, the requirement is that they can kill enveloped virus and bacteria

## Emergency planning

Keep in mind other emergency response, e.g. fire, earthquake

- Review your assembly points for physical distancing – adjust your programme and venue capacity to suit what your assembly area can host.
- Consider different routes for people to enter and go out, to minimise social distancing issues

If you have a suspected case of COVID-19, Ministry of Health guidance is available [here](#).

Identify, Isolate and Remove, Prepare to Close Down

### **THERE ARE A NUMBER OF THINGS TO THINK ABOUT INCLUDING:**

Organisation

- Collect accurate symptom information, discuss, and ensure information is tagged to the right person.
- Ensure persons distinguish COVID-19- symptoms from those of other conditions, e.g., hay fever, asthma
- Ensure appropriately assigned and competent leaders, staff, volunteers, helpers (competence in symptom recognition and rapid response process procedure)
- Ensure contact tracing process is ready to identify who, where, when associated with suspected case.
- Prepare for 72 hours shutdown for contact tracing and testing and a further 14 days if test is positive.
- Conduct [specialist clean](#) for confirmed and probable case
- Prepare communication plan.
- Communicate test results to group, their communities, and any other persons who may have been involved.
- Consider response plan when less staff, management, leaders involved – operation scaled down.
- Consider fear, blame, COVID-19 cautious expectations and perceptions currently.

## Emergency planning

### Organisation

Questions to help plan:

- How well prepared are we to manage the initial stages of a suspected case until advice and support gained from public health unit (PHU)?
- How long would it take for removal / evacuation of case and/or group?
- Is there cell phone reception?
- What other forms of communication do we need? e.g., VHF maritime radio, Personal Locator Beacon, InReach, satellite phone
- How can we isolate until removal /evacuation?
- How to manage others?

Other questions to think about include:

- Who will need to be informed immediately after symptoms are identified?
- Who is responsible for contacting everyone (e.g., emergency contacts, managers, administrators, club presidents) in the immediate aftermath?
- Who will communicate with the media?

### Participant

- Honest disclosure of medical information.
- Tell someone, leader, staff, management immediately of any concerns about symptoms.
- Request PPE (mask) and isolation

### Leader

- Know who is at risk, and be aware of the symptom response plan
- Minimise exposure to others.
- Manage isolation and removal process
- Keep distance of 2 metres minimum or wear PPE
- Report and seek test.
  
- Work with organisation for Response plan
  - Gloves, eye covering, mask available in first aid room for school/ camp nurse/first aid person to use for all contact.
  - Prepare separate first aid room/ bunk/ tent area to isolate all suspected cases.
  - Call Healthline for free on 0800 358 5453 for further information or doctor.
  - Isolate person with suspected case in separate isolation space

## Relevant Links for use of these Guidelines

- [Government Alert Level 2](#)
- [SportNZ – Play, Active Recreation and Sport at Alert Level 2](#)
- [WorkSafe – operating safely, what you need to think about](#)
- [EOTC Learning through COVID-19 Alerts](#)
- [Recreation Aotearoa Guidelines](#)
- [SupportAdventure COVID-19 Operating Guidelines](#)
- [TIA advice and support for the tourism industry](#)
- [Sport NZ Contact Tracing](#)
- [Government COVID-19 Advice on Cleaning Surfaces](#)
- [Sport NZ Hygiene and Sanitation Guidance](#)
- [Min of Health Guidance for workplaces that have a case of COVID-19](#)
- [Department of Conservation COVID-19](#)
- [Ministry of Education – COVID-19](#)
- [Cleaning following confirmed or suspected COVID case](#)