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**Updated 25 August 2020**

**APPENDIX 2**

**PNZ COVID-19 CHECKLIST**

**FOR ALL EXTERNAL OFFICE/FACILITY**

This checklist is to be completed by Programme Managers or staff based in external offices/facility prior to using any external office/facility for training or work at each revised Alert Level. Should any items need to be addressed these should be actioned before using the office/facility.

Completed checklists must be emailed to Lynette Grace, PNZ Games Campaign and Sport Manager at lgrace@paralympics.org.nz

Date:

Completed by:

Location being reviewed:

Please tick the following if a yes:

* Is non-essential work/training being deferred?
* Have those using the external office/facility completed Appendix 1 and read the PNZ COVID-19 Health and Safety Plan?
* Is the number of team members using the facility the minimal required to undertake the job/training?
* Have you explored alternative ways of working (shift-based working/training, staggered meal breaks)?
* Have you reviewed the tasks to be undertaken to see if physical distancing can be implemented? Have

you set up systems for this?

* Will anyone be using the facility alone?
* Have you considered travel to the facility, changes to hours the facility is used, how meetings will be
* conducted?
* Have you identified high-risk personnel/Para athletes? Is the facility suitable to use for their needs?
* Have you been issued with any COVID-19 Health and Safety Plans in relation to the venue to be used? Have these been circulated to relevant personnel/Para athletes?
* Does the facility you are using have a plan and records for regular cleaning of all high-risk touch points (door handles, desks, counter-tops)
* Does the facility you are using have cleaning records set up?
* Is there appropriate signage at the venue being used to highlight the required protocols?
* Is there a sign in/sign out QR code at the facility being used?
* Do you have a regular cleaning plan in place for all personal items (training equipment, steering wheels, electronics)
* Are hand washing facilities accessible and available at the facility?
* Is hand sanitiser readily available?
* Do you need further supply of hand sanitiser?
* Do you require any PPE (including face masks) to be able to use the facility safely?

Are there any further comments in relation to the use of this facility that need to be noted or are there any further actions that need to take place prior to use?