



Updated on 22 February 2021

## **PNZ GUIDELINES and HEALTH AND SAFETY PLAN FOR COVID-19 ALERT LEVEL 1**

The Government is leading our response to the COVID-19 pandemic and our goal is to ensure we meet national requirements. At Alert Level 1, it is essential that we are all ready in case COVID-19 reappears in our community.

Outlined in this document are the Paralympics New Zealand (PNZ) Guidelines and Health and Safety Plans to prevent, detect, contain, and rapidly respond to COVID-19 related risks. We are all in this together, and whether you are a board member, employee, contractor, Para athlete, support team member, or visitor to PNZ offices, **please remember the golden rules** to help keep everyone safe:

1. If you're sick, stay home. Don't go to work, school or socialise.
2. If you have cold or flu-like symptoms, call your doctor or Healthline, and get advice about getting tested.
3. Self-isolate if you're told by officials to do so.
4. Wash your hands.
5. Sneeze or cough into your elbow and regularly clean shared surfaces.
6. Stay healthy, work with your GP if you have underlying health issues.
7. Wear face coverings on public transport and domestic flights.
8. Keep track of where you've been.
9. If you are a business or service, display a QR code.
10. Stay vigilant.
11. Be kind to others and be kind to yourself.

### **WHAT IS PNZ DOING AT COVID-19 ALERT LEVEL 1**

At Level 1, COVID-19 is contained in New Zealand, but remains uncontrolled overseas. Our general approach to Alert Level 1 is to be ready. PNZ will be reviewing all of our safety measures on a regular/or as needed basis and adjusting where required to ensure that we are responding appropriately and effectively.

- The PNZ office is open with protocols in place to manage COVID-19 related risks.
- HPSNZ training facilities and performance health centres will be open with protocols in place to manage COVID-19 related risks. Para athletes and support team members are required to liaise with their Programme Managers for guidance and monitoring.
- Face coverings must be worn on domestic flights and public transport.
- All international travel is on hold until further notice.
- PNZ organised events are taking place with strict health and safety guidelines in place.
- For those experiencing anxiety or having welfare concerns please ensure you talk to either:
  - Manager/ Programme Manager
  - PNZ Psychologist, Rod Corban at [rod.corban@gmail.com](mailto:rod.corban@gmail.com) or 021 941 765

The PNZ COVID-19 Alert Level 1 guidelines are for:

1. PNZ Auckland Office Personnel
2. PNZ External Office Personnel and non-HPSNZ facilities in Auckland
3. HPSNZ Training Facilities and Performance Health Centres in Auckland

## 1. **COVID-19 ALERT LEVEL 1 GUIDELINES FOR PNZ AUCKLAND OFFICE PERSONNEL**

In order to enhance PNZ's ability to manage a safe environment, the PNZ Auckland office is open with all Health and Safety plans fulfilled. The Health and Safety plan can be viewed in **Appendix 3**.

### A. **PNZ AUCKLAND OFFICE**

- Everyone entering the office for the first time since the office closure must complete **Appendix 1 – Health Questionnaire and Health and Safety induction confirmation**.
- You must only enter the office when you have been authorised to do so.
- You should not enter the office or return to work if you have been in contact with anyone diagnosed or suspected to have COVID-19 in the last 14 days.
- If you have had symptoms that may be consistent with COVID-19 over the period of the pandemic, you must obtain a written medical clearance prior to returning to the office.
- If you are unwell but do not have COVID-19, you must not enter the office until you have been symptom free for at least 48 hours.

### B. **ENTERING AND EXITING PNZ AUCKLAND OFFICE**

- Please wash your hands or use the hand sanitiser provided upon entry and exit.
- You are encouraged to use the QR code each time you enter the office for the purposes of contact tracing.

### C. **WHEN INSIDE PNZ AUCKLAND OFFICE**

- Common touchpoints (door handles, taps, lift buttons) will be cleaned regularly.

### D. **PREPARING TO LEAVE PNZ AUCKLAND OFFICE**

- Before leaving the office, you must ensure your work area is clear and that you have sanitised your work surfaces (cleaning products will be provided).
- Daily cleaning of common areas will align with MOH guidance.

### E. **WHAT IF YOU GET SICK OR ARE CONCERNED ABOUT HAVING COVID-19?**

- If you have any underlying health problems, are concerned about vulnerable family members or have other health-related concerns related to the COVID-19 pandemic, you should seek advice from an appropriate specialist prior to entering the PNZ office or returning to work. This may include your General Practitioner, medical specialist or other health advisor.
- COVID-19 symptoms may be very mild, and may include any of the following:
  - new/worsening cough
  - high temperature (at least 38C) – feeling unusually sweaty or cold
  - shortness of breath
  - sore throat

- sneezing and/or runny nose
- temporary loss of smell
- It is important to remember that while your symptoms may be mild, if you give it to someone else, they may become very unwell.
- If you develop any COVID-19 symptoms, please:
  - call Healthline (0800 358 5453) or your GP as soon as possible.
  - follow the advice of your medical practitioner.
  - When in a PNZ office inform your Manager. PNZ will clean and sanitise in accordance with guidance from the Ministry of Health.
- If you are onsite when you first develop these symptoms, please leave the office by the most direct route, without interacting with other individuals and then follow the steps above.
- If you are tested for COVID-19 and the test is positive, please continue to follow the advice of your doctor and public health officials. You will also be contacted by public health authorities to allow for contact tracing to occur. PNZ will support public health authorities via the entry and exit logs. You will need to self-isolate for 14 days.
- If you are tested for COVID-19 and the test is negative, stay home until you have been symptom-free for 48 hours.
- If anyone shows symptoms of COVID-19 the PNZ Auckland Office will be closed for a duration to enable disinfecting in accordance with the cleaning procedures. Employees/contractors will be notified when cleaning procedures are completed and the office is able to open.

## **2. COVID-19 ALERT LEVEL 1 GUIDELINES FOR PNZ EXTERNAL OFFICE PERSONNEL AND NON-HPSNZ FACILITIES**

### **A. RETURN TO AN EXTERNAL OFFICE OR NON HPSNZ FACILITY**

- Prior to entering any external office or non HPSNZ facility for the first time, a COVID-19 risk assessment - Appendix 2, must be undertaken by the Programme Manager and sent to the PNZ Games Campaign and Sports Manager.
- This risk assessment ensures the check of that the office/facility being used has basic Health and Safety measures to protect everyone from COVID-19.
- You should not enter the office/facility if you have been in contact with anyone diagnosed or suspected to have COVID-19 in the last 14 days.
- If you have had symptoms that may be consistent with COVID-19 over the period of the pandemic, you must obtain a written medical clearance prior to returning to the office/facility.
- If you are unwell but do not have COVID-19, you must not enter the office/facility until you have been symptom free for at least 48 hours.

### **B. WHAT IF YOU GET SICK OR ARE CONCERNED ABOUT HAVING COVID-19?**

- If you have any underlying health problems, are concerned about vulnerable family members or have other health-related concerns related to the COVID-19 pandemic, you should seek advice from an appropriate specialist prior to entering the office/facility. This may include your General Practitioner, medical specialist or other health advisor.
- COVID-19 symptoms may be very mild, and may include any of the following:
  - new/worsening cough

- high temperature (at least 38C) – feeling unusually sweaty or cold
- shortness of breath
- sore throat
- sneezing and/or runny nose
- temporary loss of smell
- It is important to remember that while your symptoms may be mild, if you give it to someone else, they may become very unwell.
- If you develop any COVID-19 symptoms, please:
  - call Healthline (0800 358 5453) or your GP as soon as possible.
  - follow the advice of your medical practitioner.
- If you are onsite when you first develop these symptoms, please leave the office/facility by the most direct route, without interacting with other individuals and then follow the steps above.
- If you are tested for COVID-19 and the test is positive, please continue to follow the advice of your doctor and public health officials. You will also be contacted by public health authorities to allow for contact tracing to occur.

**C. COVID-19 ALERT LEVEL 1 GUIDELINES FOR HPSNZ TRAINING FACILITIES AND PERFORMANCE HEALTH CENTRES**

If you have any concerns about returning to the HPSNZ environment, it is recommended that you discuss this with your Manager or Programme Manager.

Training Centres - access will be available to all athletes and full training can resume.

Performance Health Centres - are open. HPSNZ's 'contact tracing' requires a declaration of being well. At the start of all consults in Performance Health Centres, all athletes will still be asked a series of triage questions (coaches or other attendees will be expected to answer as well). Unwell or potentially infectious athletes will be managed offsite (via telehealth or a GP).

**HPSNZ Level 1 Protocols**

Importantly, as per the Government guidelines, the principle of staying home if you are unwell still applies at Alert Level 1 and beyond.

As we are still in a pandemic, some of our current processes and protocols at HPSNZ facilities will continue:

- All visitors will be expected to observe appropriate hygiene and sanitation requirements to ensure their health and safety and that of others.
- All visitors are asked to continue registering their details via our contact tracing app by scanning the QR code on arrival.
- While physical distancing is no longer a requirement at Level 1, visitors to HPSNZ facilities are asked to do so where possible and apply a common sense approach to this.

Further to above, as of 23 October 2020 HPSNZ have recommended for all athletes and staff (coaches, APS, others) and in relation to management of casual contacts:

- If you are identified as a casual contact, you should get a COVID-19 test as soon as possible.
- For casual contacts who are in daily contact with athletes and/or the training and competition environment, HPSNZ's medical recommendation is that they take a second COVID-19 test approximately 8 days after the original exposure – and avoid training and squad environments unless/until that test is negative.
- If the casual contact develops COVID-19 symptoms (or returns a positive test), treat it as though it is COVID-19 and follow MOH/HPSNZ guidance.

HPSNZ will be reviewing their safety measures regularly or as needed basis and adjusting where required to ensure that we are responding appropriately and effectively. Let your Manager or Programme Manager know if you have concerns.

#### **A. GETTING READY TO RETURN TO HPSNZ FACILITIES**

- Everyone entering HPSNZ facilities for the first time since closure will be required to complete an induction. This will include training on HPSNZ safety measures.
- You must only enter or work from HPSNZ facilities when you have been authorised to do so.
- You should not enter any HPSNZ facility or return to work if you have been in contact with anyone diagnosed or suspected to have COVID-19 in the last 14 days (see below for more details).
- If you are unwell but do not have COVID-19, you must not enter HPSNZ facilities until you have been symptom free for at least 48 hours.

#### **B. ENTERING AND EXITING HPSNZ FACILITIES**

- You must wash your hands or use the hand sanitiser provided upon entry.
- You will be required to “sign-in” and “sign-out” each time you enter and leave a facility (i.e. office, training facility or performance health centre) by scanning the provided QR code.
- Where HPSNZ facilities are located inside a third party’s building (e.g. within AUT Millennium or Avantidrome), you must also comply with the building operator’s contact tracing measures and other requirements.
- When scanning in you will also be required to confirm that you have completed induction and agree to some health statements that are designed to ensure that everyone entering HPSNZ facilities is feeling well.

#### **C. WHEN INSIDE HPSNZ FACILITIES**

- Common touchpoints (e.g. door handles, taps) will be cleaned regularly.

#### **D. PREPARING TO LEAVE HPSNZ FACILITIES**

- Before leaving an HPSNZ facility, you must ensure your work area is clear and that you have sanitised your work surfaces (cleaning products will be provided).

#### **E. WHAT IF YOU GET SICK OR ARE CONCERNED ABOUT HAVING COVID-19?**

- If you have any underlying health problems, are concerned about vulnerable family members or have other health-related concerns related to the COVID-19 pandemic, you should seek advice from an appropriate specialist prior to entering an HPSNZ facility or returning to work. This may include your General Practitioner, medical specialist or other health advisor.
- COVID-19 symptoms may be very mild, and may include any of the following:
  - new/worsening cough
  - high temperature (at least 38C) – feeling unusually sweaty or cold
  - shortness of breath
  - sore throat
  - sneezing and/or runny nose
  - temporary loss of smell

- It is important to remember that while your symptoms may be mild, if you give it to someone else, they may become very unwell.
- If you develop any COVID-19 symptoms, please:
  - call Healthline (0800 358 5453) or your GP as soon as possible.
  - follow the advice of your medical practitioner.
  - inform your PTL or line manager. HPSNZ will clean and sanitise in accordance with guidance from the Ministry of Health.
- If you are onsite when you first develop these symptoms, please leave the facility by the most direct route, without interacting with other individuals and then follow the steps above.
- If you are tested for COVID-19 and the test is positive, please continue to follow the advice of your doctor and public health officials. You will also be contacted by public health authorities to allow for contact tracing to occur. HPSNZ will support public health authorities via the logs from the sign in and sign out process.
- If we are informed that an individual with COVID-19 symptoms has entered HPSNZ facilities, we will follow the guidance of public health authorities and clean and sanitise the facility in accordance with Ministry of Health guidelines.

## APPENDIX 1

### PNZ COVID-19 PANDEMIC – HEALTH QUESTIONNAIRE AND HEALTH AND SAFETY INDUCTION CONFIRMATION

The Induction process will involve reading and understanding of the PNZ Health and Safety Plan and where appropriate those for external HPSNZ and other training facilities, on the health risks associated with COVID-19 and key exposure and transmission risks; the safety measures in place to mitigate those risks; and wellbeing considerations.

Confirmation of induction and health status will be collected on the form. If the answer to any of these questions is yes, the individual concerned must obtain a written medical clearance and provide that clearance to PNZ, prior to returning to work or training.

Prior to entering the PNZ Auckland office, other office spaces, HPSNZ and other training facilities for the first time following a COVID-19 related closure, everyone will be required to complete this questionnaire. Your information will be kept confidential and used to facilitate health monitoring and to inform decisions that help to minimise the risk of exposure to and transmission of COVID-19 on premises. Collated and anonymized data may be utilized for analytical assessment of PNZ and COVID-19.

Date:	
Name:	
Date of Birth:	
Position: (Role e.g. Para athlete, coach, employee)	
In the last 4 weeks have you been unwell with any of the following symptoms?  High temperature, fever or chills, cough, runny nose, sneezing, shortness of breath, sore throat, loss of taste	Yes or No  If yes, state what symptom otherwise state no to all
At any time since January 2020, have you a) Been tested for COVID-19 and it was negative? b) Been tested for COVID-19 and it was positive?	Yes or No  Yes or No
In the last 14 days, have you a) Been in contact with anyone confirmed or suspected to have COVID-19? b) Had any international travel?	Yes or No  Yes or No
Do you currently feel UNWELL in any way?	Yes or No
Do you have any concerns about your general health and risk of COVID-19?	Yes or No  If yes, have you spoken to your General Practitioner or Medical Specialist regarding your concerns?
<b>By submitting this form to <a href="mailto:info@paralympics.org.nz">info@paralympics.org.nz</a> you acknowledge that the information above is true and correct, and that you have read the PNZ plan relating to the safety measures PNZ has implemented to minimise the risk of exposure to and transmission of COVID-19 on at the PNZ Auckland office.</b>	

## 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. 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 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 mechanism 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?

**APPENDIX 3**

**a) PLANS FOR COVID-19 ALERT LEVEL 1- PNZ AUCKLAND OFFICE**

<b>Phase</b>	<b>Consistent risk reduction measures</b>	<b>Application to facility</b>	<b>Responsibility</b>
Entry and Exit	Access	Staff travel to the office must be safe with appropriate hygiene measures taken	All
		After-hours access permitted	All
	Sanitation	Hand sanitiser on entry	All
	Contact Tracing	Induction confirmed prior to entry	All
		Complete contact tracing (QR code and sign in form) on entry	All
		Staff encouraged to keep a record of where they have been and who they have been in contact with each day.	All
	Hard copy contact tracing records stored securely and destroyed after 60 days	MD	
On-site operations	Minimise equipment sharing	Fixed phones – spray with disinfectant and wipe down after use	All
		Clean desk policy – clear workstation at the end of each day	All
		Desk, keyboard, mouse, monitor, drawers to be sprayed with disinfectant and wiped down at the end of each day	All
		Kitchens to be left clean after use, spray surfaces with disinfectants and wipe down.	All
		Tables, door handles of meeting rooms to be sprayed with disinfectant and wiped down after use	All
		Hand-sanitiser available at entry and in kitchens, bathrooms, meeting rooms	All
		Disinfectant spray/wipes and paper towels spread through the office	All