



Updated on 17 February 2021

PNZ GUIDELINES and HEALTH AND SAFETY PLAN FOR COVID-19 ALERT LEVEL 2

The Government is leading our response to the COVID-19 pandemic and our goal is to ensure we meet national requirements. As onsite operations take place in Alert Level 2, it is essential that we minimise exposure to, and transmission of, COVID-19.

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 **there are some general steps you must take** to help keep everyone safe:

1. Stay at home if you are feeling at all unwell. Stay at home if you are feeling at all unwell. If you have cold, flu or COVID-19 symptoms call your doctor or Healthline and get advice about being tested.
2. Self-isolate if you're told by officials to do so.
3. Wash your hands frequently with soap and water and/or hand sanitiser.
4. If you need to sneeze or cough, do so into your elbow or tissue (and dispose of it in a bin).
5. It is mandatory to wear a face covering on public transport. At Level 2 you are asked to consider wearing a face covering when you can't maintain 2m physical distance from people you don't know.
6. Maintain the recommended physical distancing, 1 metre plus social distancing for workplaces and known social groups, 2 metres when in public spaces and with strangers.
7. Sign in and out when you enter and leave facilities. Each facility will have their own contact tracing system in place. At the PNZ Auckland office we have a NZ COVID Tracer QR code displayed. For those that are unable to use the QR code, a paper contact tracing register is available.
8. Keep a daily record of where you have been, who you have been with, and when, so that this information can be used for COVID-19 contact tracing. PNZ encourages you to use the NZ COVID-Tracer app to keep a record by scanning QR codes and/or adding information by manual entry.
9. PNZ will work with employees and contractors to facilitate the most appropriate and safest working environment, however if you have any concerns about returning to your work place and/or your high performance training environment, it is recommended that you discuss this immediately with your Manager/Programme Manager.

WHAT IS PNZ DOING AT COVID-19 ALERT LEVEL 2

At Level 2, COVID-19 is largely contained, but the risk of community transmission remains. Our general approach to Alert Level 2 is **PLAY IT SAFE**. PNZ will be reviewing all of our safety measures on a weekly/or as needed basis and adjusting where required to ensure that we are responding appropriately and effectively.

- The PNZ office is open with all Health and Safety plans fulfilled, and protocols in place to manage COVID-19 related risks. The office will be closed to visitors.
- HPSNZ training facilities and performance health centres will be open, but with protocols in place to restrict access and manage COVID-19 related risks. Para athletes and support team members are required to liaise with their Programme Managers for guidance and monitoring.
- All domestic travel must be safe with appropriate distancing and hygiene measures followed.
- All international travel is on hold until further notice.
- All PNZ organised events currently scheduled may be reviewed in the coming weeks dependent on Government advice. Mass gatherings are limited to 100 people.
- 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 or 021 941 765

The PNZ COVID-19 Alert Level 2 guidelines are for:

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

2. COVID-19 ALERT LEVEL 2 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.

3. COVID-19 ALERT LEVEL 2 GUIDELINES FOR HPSNZ TRAINING FACILITIES AND PERFORMANCE HEALTH CENTRES

HPSNZ offices will be open, but people are encouraged to work from home where possible.

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

Training facilities and performance health centres will be open.

Protocols will be in place to restrict access and manage COVID-19 related risks. All athletes and coaches will need to complete an induction before accessing HPSNZ facilities for the first time. For further information please go to <https://hpsnz.org.nz/covid-19/> Para athletes are required to liaise with their Programme Managers for guidance and monitoring.

HPSNZ will be reviewing their safety measures on a weekly or as needed basis and adjusting where required to ensure that we are responding appropriately and effectively as the pandemic situation continues to evolve. Let your Manager or Programme Manager know if you have concerns.

The Health and Safety plan for HPSNZ Training Facilities and Performance Health Centres can be viewed in **Appendix 3**.

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.
- Unless there is a significant change in the specified requirements, the induction process will not be repeated as escalation levels change. HPSNZ may continue to induct third parties or new staff as required.
- You must only enter or work from HPSNZ facilities when you have been authorised to do so. You must also only access your designated area with the specific facility.

- Access to HPSNZ gyms and performance health centres will be by appointment only. To plan your appointments, liaise with your Performance Team Leader or Regional Manager (training facilities), the Performance Health Operations Team or relevant practitioner (performance health centres).
- 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

- All entry and exit points will be locked and third-party swipe card access will be disabled unless otherwise agreed on a case by case basis (e.g. for HPSNZ sub-tenants).
- Where possible, there will be a single point of entry to each facility.
- 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). NZ COVID Tracer app QR codes are available at all facilities.
- Where HPSNZ facilities are located inside a third party’s building (e.g. within AUT Millennium or Avantidrome/Home of Cycling), you must also comply with the building operator’s contact tracing measures and other requirements when in communal areas.
- 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

- You must aim to maintain 1 metre distancing from others. To help with this, each facility has set a limit on the number of people who can be present at any one time (see schedules for details).
- You must follow designated routes in, out and around our facilities.
- Shower facilities will not be available.
- You must bring your own personal equipment (e.g. towels, drink bottles and kitchen utensils – glasses, plates, cutlery)
- Visitors must not eat inside HPSNZ facilities. Staff must only eat in the kitchen areas.
- Common touchpoints (e.g. door handles, taps) will be cleaned regularly.
- HPSNZ have established intensive sanitation measures for facilities in addition to regular cleaning arrangements.

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?
By submitting this form to info@paralympics.org.nz 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.	

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 2 - PNZ AUCKLAND OFFICE

Phase	Consistent risk reduction measures	Application to facility	Responsibility
Before Opening	Induction	Mandatory training (Review of these Health and Safety plans)	All
		Mandatory submission of form (Appendix 1)	All
		Induction records collected and stored securely	All
	Access	Employees can access the PNZ office	All
	NSO / Athlete appointments	No third-party access to PNZ office space, only PNZ employees	NSO
	Preparation / Maintenance	Designated zones and routes in/out/around Office Spaces to be taped on floors prior to reopening	TBC
		PNZ to rearrange Auckland office to allow for appropriate physical distancing and sharing of equipment.	All
		Pre-entry deep clean	Cleaners
		Signage relating to hygiene, COVID-19 symptoms and sanitation throughout the office	CE
		Signage to be provided for 3 rd party visitors and courier deliverers and tradespeople.	CE
Entry and Exit	Access	Staff travel to the office must be safe with appropriate hygiene and distancing measures taken	-
		No after-hours access permitted	
		Single point of entry	-
	Sanitation	Hand sanitiser on entry	TBC
	Contact Tracing	Induction and daily health check confirmed prior to entry	TBC
		Complete contact tracing (NZ COVID-Tracer or form) on entry and exit	TBC
		Staff to keep a record of where they have been and who they have been in contact with each day.	All
Contact tracing records collected and stored securely		TBC	
On-Site Operations	Physical Distancing - 1 metre distancing	No handshakes, hugs or hongis	All
		PNZ to develop a safe plan for use of the shared toilet facilities.	TBC
		No more than 1 person in each zone (i.e. every 4 desks)	All
		One in/one out when using the office kitchen	-
		Meeting rooms – no more than 2 at a time – larger meetings to be facilitated online	All
	Minimise equipment sharing	Staff to bring in own cutlery, crockery, glasses each day	All
		Avoid fixed phones – if necessary, 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. It is recommended no food	All

		is prepared in the facility. Users to come with pre prepared food only	
		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	TBC
		Disinfectant spray/wipes and paper towels spread through the office	TBC

b) PLANS FOR COVID-19 ALERT LEVEL 2 - HPSNZ PERFORMANCE TRAINING FACILITIES

The following plans have been provided by HPSNZ for use of their HPSNZ Performance Training Facilities in Level 2.

Phase	Consistent risk reduction measures	Application to facility	Responsibility
Before Opening	Induction	Mandatory online training	All
		S&C will only be present when delivering to athletes (otherwise work from home)	S&C
		Other staff will only be present by appointment with NSO, PTL and HOD (or in the case of physios who are accessing the gym with athletes for clinical activity, by arrangement with the local S&C on a case by case basis and subject to capacity)	All
	NSO / Athlete / Third Party appointments	Induction must be completed before access is arranged	NSO/Individual
		Access during Level 2 is by appointment only – coordinated with PTL or RM	PTL/RM
		Equipment that has been on loan must be returned upon Government announcement of return to Level 2 (refer to process in Forms section below)	NSO/Individual
		No third parties (including waived coaches) will be granted access except by appointment and with S&C supervision (or as set out in Regional Differences section below).	All
	Preparation / Maintenance	Designated zones and routes in/out/around Gyms to be taped on floors prior to reopening	Regional lead S&C
		Innovation team to conduct calibration and safety testing on all mechanised equipment	SM
		S&C to clean all equipment and confirm it is in working order	S&C
		S&C to place more space between cardio equipment where possible to facility physical distancing	S&C
		Air-conditioning checked	Facility
		Pre-entry deep clean	Cleaners
		Signage relating to hygiene, COVID-19 symptoms and sanitation throughout the facility	Regional lead S&C
Entry and Exit	Access	No after-hours access permitted	-
		Single point of entry	-
		No access to HPSNZ facilities with separate entry point	-
	Athlete appointments	Athletes must wait for appointment outside facility	All
		S&C to provide entry following daily health confirmation by phone	S&C

		Doors locked and where athlete have swipe cards to facilities, these will be disabled	S&C	
	Sanitation	Hand sanitiser on entry	BPS/S&C	
	Contact tracing	Scan QR code on entry and exit	S&C	
On-Site Operations	Physical Distancing	Follow designated routes / zones. Although the general rule at Level 2 requires 1m distancing, further distances are recommended in Performance Training Facilities to mitigate heightened transmission risk caused by increased respiratory flow when exercising.	S&C	
		No more than 1 person in each zone	S&C	
		Athlete lounge locked: no access (except as set out in Regional Differences below)	-	
		Max numbers for each facility (refer to Regional Differences section below).	All	
		Minimum of 3m distancing between athletes using cardio equipment	All	
		S&C are expected to maintain 2m physical distancing at all times. Exercises with repeated maximal external loads that require spotting (i.e. lifting to failure, or any exercises that require individuals to be within 2m physical distancing) should be avoided. If 2m physical distancing cannot be maintained, masks must be worn by both S&C and athlete. The eccentric loader and VEL machine may be used under strict supervision (and subject to these physical distancing conditions).	S&C	
	Minimise equipment sharing	Staff to bring in own cutlery, crockery, glasses each day	All	
		Athletes to bring in own towels, drink bottles each day	Athletes	
		Avoid fixed phones – if necessary, spray with disinfectant and wipe down after use	All	
		Clean desk policy – clear workstation at the end each day	All	
		Desk, keyboard, mouse, monitor, drawers to be sprayed with disinfectant and wiped down	All	
	Sanitation	Kitchens to be left clean after use, spray surfaces with disinfectants and wipe down	All	
		No food to be prepared onsite	All	
		Hand-sanitiser available at entry and in kitchens, bathroom, S&C office	BPS/S&C	
		The preference of HPSNZ S&C employees and contractors is to not wear masks while working, and instead rely on other measures to mitigate risk of exposure to COVID-19. Should an athlete feel uncomfortable with this, they may need to consider using another facility until this is no longer an issue (note that HPSNZ does not have a large supply of masks for S&C).	All	
		Disinfectant spray/wipes and paper towels spread through the gym	BPS/S&C	
		High frequency touch points (refer cleaning schedule) to be sprayed with disinfectant and wiped down 3 x daily	BPS/S&C	
		Athletes to spray disinfectant and wipe down after each use	Athletes	
		All equipment to be sprayed with disinfectant and wiped down after each session	S&C	
			Cleaning will take place as per HPSNZ Cleaning Schedule	Cleaners

Regional Differences	Auckland	<ul style="list-style-type: none"> - Closed. 	
	Cambridge (Home of Cycling)	<ul style="list-style-type: none"> - Due to the shared nature of operations, it has been agreed that Home of Cycling will manage all contact tracing requirements for the facility. - Home of Cycling requirements to be observed in common areas (including bathrooms) - Entry/exit via the back door - Max numbers: no more than 15 people (provided no more than 12 athletes). - HPSNZ S&Cs to use ground floor kitchen (other HPSNZ staff to use level 1 kitchen) 	
	Christchurch	<ul style="list-style-type: none"> - Tenant and third-party access to gym facilities is by appointment only – coordinated with Regional Manager (who will liaise internally, noting that Performance Partnerships team is responsible for allocating all appointments) - Tenants will be expected to operate in accordance with the terms of this plan (or their own safety plan provided this has been agreed in advance with HPSNZ) - Access via gym side door only - Max numbers: no more than 18 people at any one time including support staff (provided no more than 13 athletes). 	
	Dunedin	<ul style="list-style-type: none"> - Tenant and third-party access to gym facilities is by appointment only – coordinated with Regional Manager (who will liaise internally, noting that Performance Partnerships team is responsible for allocating all appointments) - Tenants and third party will be expected to operate in accordance with the terms of this plan (or their own safety plan provided this has been agreed in advance with HPSNZ) - Access via ground floor east entrance (beside fire stairwell) - Ground floor kitchen: no more than 2 at a time - Bathroom: no more than 1 at a time - Max numbers: no more than 18 people (provided no more than 15 athletes). 	
	Wellington	<ul style="list-style-type: none"> - ASB Sports Centre requirements to be observed in common areas (including bathrooms) - Access via main front doors only (South Entry) (ASB Sports Centre check in required on entry to the building) - Office opening hours 0700 to 1800 - Max numbers: no more than 7 people (provided no more than 6 athletes). 	

c) PLANS FOR COVID-19 ALERT LEVEL 2 - HPSNZ PERFORMANCE HEALTH CENTRES

The following plans have been provided by HPSNZ for use of their HPSNZ Performance Health Centres in Level 2.

Phase	Consistent risk reduction measures	Application to facility	Responsibility
Before Opening	Induction	Mandatory online training	All
	Access	PH practitioners will only be present when required for delivery to athletes (otherwise work from home)	All
	NSO / Athlete appointments	Induction must be completed before access is arranged	NSO/Individual
		Access during Level 2 is by appointment only – coordinated with the PH Operations Team or PH practitioner. Please note that safety measures will reduce PH capacity – if required, appointments will need to be prioritised and appropriate alternative arrangements will be made.	PHOT/PH practitioner
	Preparation / Maintenance	Designated zones and routes in/out/around PH to be taped on floors prior to reopening – reducing plinths or increasing space to facilitate physical distancing	Regional lead
		Air-conditioning checked	Facility
		Pre-entry deep clean as set out in HPSNZ cleaning schedule	Cleaners
Signage relating to hygiene, COVID-19 symptoms and sanitation throughout the facility		PHOT /PH Nursing	
Entry and Exit	Access	No after-hours access permitted	-
		Single point of entry	-
		No access to HPSNZ facilities from separate entry point	-
	Athlete appointments	Access to Performance Training Centres for clinical activity only. PH practitioner will be required to liaise with local S&C on a case by case basis – access will be subject to capacity in the gym. PH practitioner must sign themselves and athlete in and out of each facility. Hand sanitiser to be used on transitioning between PH and facilities.	PH practitioner
		Athletes must wait for appointment outside HPSNZ facility (internal waiting areas closed)	Athletes
		PH practitioner to provide entry following telehealth triage consultation with athlete immediately prior to entering the facility to confirm athlete health (and health of any support person) and to minimise face to face contact time.	PH practitioner
	Sanitation	Doors locked and where athlete have swipe cards to facilities, these will be disabled	PH practitioner
		Hand sanitiser on entry	PHOT/regional lead
	Contact Tracing	Athletes will be provided a face mask upon entry	PH practitioner
		Scan QR code on entry and exit	PH practitioner
Athlete appointments also booked via Outlook which provides an additional layer of contact tracing capability		PHOT or PH practitioner	
On - Sit	Physical Distancing - 1 metre distancing	Follow designated routes / zones	All
		No more than 1 practitioner in each zone	All

		Athlete lounge locked: no access (except as set out in Regional Differences below)	-
		Max numbers for each facility (refer to Regional Differences section below)	-
		Consultation rooms – no more than 3 at a time – larger meetings to be facilitated online	PH practitioner
		1m physical distancing to be observed where possible. Hands on treatment to be kept to a minimum.	PH practitioner
		Where possible, consultations will be partially completed by telehealth (e.g. triage), reducing time in the centres	PH practitioner
	Minimise equipment sharing	Staff to bring in own cutlery, crockery, glasses each day	All
		Avoid fixed phones – if necessary, spray with disinfectant and wipe down after use	All
		Clean desk policy – clear work station at the end of each day	All
		Desk, keyboard, mouse, monitor, drawers to be sprayed with disinfectant and wiped down at the beginning and end of each shift	All
	Personal Protective Equipment	Masks to be worn by all (practitioners and athletes) during face to face contact in PH centres.	PH practitioner
		HPSNZ staff to wear HPSNZ branded clothing onsite, changed daily and washed between use.	All
		Practitioners coming from other interactive work locations must change into fresh upper body clothing before entering the facility.	PH practitioner
	Sanitation	Kitchens to be left clean after use, spray surfaces with disinfectants and wipe down	All
		No food to be prepared onsite	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, bathroom, treatment rooms	PHOT/regional lead
		Disinfectant spray/wipes and paper towels spread throughout the facility	PHOT/regional lead
		High frequency touch points (switches, door handles) to be sprayed with disinfectant and wiped down 3x daily	All
		Therapists to wash hands before and after seeing patients, and during treatment as required.	PH practitioner
		Consult rooms (treatment tables, desk, medical trolleys, sink, any used equipment – e.g. ultrasound) to be sprayed with disinfectant and wiped down between consults	PH practitioner
		Plinths, face holes, trolleys, laptop shelf and chair to be sprayed with disinfectant and wiped down after use with clean paper towel.	PH practitioner
		Single use of laundry (pillowcases/towels/face shields) before washing.	PH practitioner
		Limit use of curtains where practical and appropriate (while still maintaining patient dignity and privacy)	PH practitioner
		Cleaning will take place as per Cleaning Schedule	Cleaners
Reb	Auckland	- Closed.	

	Cambridge (Home of Cycling)	<ul style="list-style-type: none"> - Due to shared nature of operations, it has been agreed that Home of Cycling will manage all contact tracing requirements for the facility - Home of Cycling requirements to be observed in common areas (including bathrooms) - Entry/exit via the back door - Max numbers: no more than 10 people at any one time (6 in clinic, 2 in doctor's room, 2 in massage room) - HPSNZ S&Cs to use ground floor kitchen (HPSNZ staff to use level 1 kitchen) 	
	Christchurch	<ul style="list-style-type: none"> - Access is via gym side door only - Access to each treatment area (two beds in use) will be via adjacent door - Max numbers: no more than two beds to be used at any one time (with empty bed to act as barrier between treatment cubicles) - Fresh laundry to be stored in cleaning cupboard to facilitate physical distancing 	
	Dunedin	<ul style="list-style-type: none"> - Performance Health Centre and HPSNZ office form part of the same area. - Access via main entrance - Ground floor kitchen: no more than 2 at a time - Bathroom: no more than 1 at a time - Max numbers: one provider and one athlete at a time 	