



Updated on 3 December 2021

PNZ GUIDELINES and HEALTH AND SAFETY PLAN FOR COVID-19 PROTECTION FRAMEWORK – GREEN SETTING

The Government is leading our response to the COVID-19 pandemic and our goal is to ensure we meet national requirements. Onsite operations will take place at the Green traffic light setting.

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.

Green Setting - at Green, there is limited community transmission, and our health system is ready to respond.

- You will be legally required to provide your My Vaccine Pass to enter places that have vaccination requirements in place under the traffic light system.
- PNZ strongly encourages all employees, who are able, to receive their COVID-19 vaccinations. PNZ Vaccination Policy [here](#).
- Businesses and workplaces are open at Green.
- Face coverings can be utilised as needed.
- Regularly wash and thoroughly dry your hands or use hand sanitiser.
- Sneeze and cough into your elbow.
- Keep your distance from people you do not know.
- Clean or disinfect shared surfaces often.
- Scan the QR code or keep a record of where you go.
- If you have cold, flu or COVID-19 symptoms, stay home and get a test.

More information on Sport NZ COVID-19 Protection Framework Green Setting – [Guidance at a Glance](#).

WHAT IS PNZ DOING AT COVID-19 GREEN SETTING

PNZ will be reviewing all 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 when Auckland is in the Orange Setting with all Health and Safety plans fulfilled, and protocols in place to manage COVID-19 related risks. Refer to the PNZ COVID-19 Vaccination Policy for more information on requirements of visitors prior to entering the PNZ office.
- From 1 December 2021, only those people who are fully vaccinated will be able to access the PNZ office. PNZ employees and contractors working in other workplaces will be required to be full vaccinated. PNZ contracted athletes will be required to be fully vaccinated to train with PNZ contractors. PNZ Board members will be required to be fully vaccinated to attend PNZ Board Meetings and other PNZ led events or activities. PNZ Classifiers will be required to be fully vaccinated to classify at events and anyone attending PNZ led events and activities will be required to be fully vaccinated.
- HPSNZ facilities and performance health centres will be open with drop in sessions available and 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 PNZ organised events will only be open to people with My Vaccine Pass. Children under the age of 12 years and 3 months do not need to provide a My Vaccine Pass to enter places with a vaccination requirement. There is no limit to how many people can be at the venue.

- Para athletes and support team members are required to liaise with their Programme Managers for guidance and monitoring.
- From 3 to 14 December 2021, you can only travel into and out of Auckland for permitted reasons [here](#). Between 15 December 2021 and 17 January 2022, you can travel into and out of Auckland for any reason but you must follow some restrictions.
 - You must be fully vaccinated and have your My Vaccine Pass with you; or
 - You must carry evidence of a negative COVID-19 test received within 72 hours before crossing the boundary.
 - When travelling into a different setting area, you will need to follow the guidance for that area when you are there.
- Areas in Green – you can travel anywhere in New Zealand but you must wear face coverings on flights. Some transport providers may ask you to show your My Vaccine Pass or provide proof of a negative COVID-19 test. Check with the operator before travelling. You do not need a My Vaccine Pass to use public transport. If you are travelling into a different setting area, you will need to follow the guidance for that area when you are there. There are no physical distancing requirements on transport services or in airports, train stations or bus terminals.
- All international travel is on hold until further notice.
- 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 Protection Framework Green Setting Guidelines are for:

1. PNZ Auckland Office Personnel
2. PNZ External Office Personnel and non-HPSNZ facilities
3. HPSNZ Facilities and Offices

1. PNZ AUCKLAND OFFICE PERSONNEL

- Refer page 1 – 2.
- Refer appendices 2 and 3.

2. COVID-19 GREEN SETTING GUIDELINES FOR PNZ EXTERNAL OFFICE PERSONNEL AND NON-HPSNZ FACILITIES

A. RETURN TO AN EXTERNAL OFFICE OR NON HPSNZ FACILITY

- 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 GREEN SETTING GUIDELINES FOR HPSNZ FACILITIES AND OFFICES

A. COMMON MEASURES AT ALL LEVELS:

- Mandatory vaccine policy applies.
- Contact tracing - mandatory for everyone in the environment.
- Health protocols - health triage is recommended to ensure people stay home if they are unwell:
 - health triage for all entering HPSNZ environments (including vaccine status confirmation)
 - stay home if you feel unwell, are waiting for COVID-19 test results, or have been in contact with anyone diagnosed/suspected to have had COVID-19 in the last 14 days
 - if you have flu symptoms, self-isolate at home and get tested immediately
 - if you are unwell but do not have COVID-19, do not enter HPSNZ facilities until you have been symptom free for at least 48 hours.
- Sanitisation
 - Personal hygiene practices (e.g. wash and dry hands on entry and exit to facility)
 - common touch points to be cleaned regularly
 - equipment and surfaces to be sanitised after use – leave work-stations clear
 - minimise sharing of equipment where possible.
- Physical Distancing
 - Maintain distancing where possible.
- Concerns
 - Discuss with your line manager, regional manager or HR.
- Shared facilities
 - Landlord requirements to be observed in common areas.

B. MEASURES AT GREEN SETTING

- Work from HPSNZ facilities, unless otherwise agreed in line with flexible working policy.
- Masks may be utilised as needed.
- No limits on numbers, no physical distancing requirements.
- Performance Health / Gyms: open, drop in sessions available.
- Other HPSNZ support, including HPSNZ forums, functions, events: face to face delivery.

APPENDIX 1

PNZ COVID-19 – 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)	
Have you read and agreed with PNZ COVID-19 Vaccination Policy?	Yes or No
Have you shared your My Vaccine Pass with PNZ?	Yes or No
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
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
PLANS FOR COVID-19 GREEN SETTING -
PNZ AUCKLAND OFFICE**

Phase	Consistent risk reduction measures	Application to facility	Responsibility
Entry and Exit	Access	Staff travel to the office must be safe with appropriate hygiene measures taken	All
		After-hours access permitted	All
		Employees, contractors and visitors can access the PNZ office with My Vaccine Pass sighted	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		CE	
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 throughout the office	All
		Complete daily cleaning checklist (Refer to Appendix 3)	All

APPENDIX 3
Cleaning Checklist – Green Setting
PNZ AUCKLAND OFFICE

Time	Item	Completed?
Start of day	All doorknobs and light switches (regardless of who has been in the building)	
	Sign or scan in (on first arrival)	
	Clean hands	
End of day	Last person in building – all points of contact (detailed below)	
	Each team member - thorough clean of personal workspace - desk, mouse, keyboard, chair	
After each use by all team members	All points of contact (detailed below)	
On team members arrival or going back out and back in	Clean hands	
	Reminders to team to clean other bacterial hotspots – steering wheels, phones etc	
	Gentle reminders to team if they forget to clean, go out of the wrong door, or to keep their distance	
	Keep your distance from other team members where ever possible.	
Points of contact/high frequency touch points: To be cleaned after each use and at end of day.	Any shared point of contact your team member might use after you e.g.: <ul style="list-style-type: none"> • Door handles (inside and outside of door) • Light switches • Meeting room tables/shared tables • Chairs • Toaster or Kettle handle • Microwave and door • Fridge and door • Cupboards • Kitchen bench • Bins • Taps • Shared equipment – guillotine, photocopier, hole punch or if you use something on someone else's desk 	