



Updated on 17 January 2022

## PNZ HEALTH AND SAFETY GUIDELINES FOR CLASSIFICATION AT ALL TRAFFIC LIGHT SETTINGS

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 all traffic light settings, it is essential that we minimise exposure to, and transmission of, COVID-19.

Outlined in this document are the Paralympics New Zealand (PNZ) Guidelines to support the safe return to classification activities, in response to the COVID-19 pandemic. They are intended to support event organisers and classification stakeholders with the delivery of classification. They are a minimum recommended standard and classifiers may use additional protective equipment at their discretion.

These Guidelines have been written to comply with the PNZ Vaccination Policy, PNZ Guidelines and Health and Safety Plan for Covid 19 at all traffic light settings, (regularly updated) and the IPC Classification Hygiene and Infection Control Guidelines (June 2020). The PNZ Health and Safety Plans and Guidelines are regularly updated based upon updated Government advice and along with the PNZ Vaccination Policy can be viewed at <https://paralympics.org.nz/about/covid-19-guidelines/> and the IPC Classification Hygiene and Infection Control Guidelines can be viewed at [https://www.paralympic.org/sites/default/files/2020-07/2020\\_06\\_25\\_IPC%20classification%20hygiene%20infection%20control%20guidelines\\_final.pdf](https://www.paralympic.org/sites/default/files/2020-07/2020_06_25_IPC%20classification%20hygiene%20infection%20control%20guidelines_final.pdf)

With reference to the **PNZ Covid Vaccination Policy**: 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.

Classification practices should be included in the sport and venue specific risk assessments and an event risk mitigation strategy should be formed, prior to any classification activities being conducted.

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

- 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.
- Self-isolate if you're told by officials to do so.
- Wash your hands frequently with soap and water and/or hand sanitiser.
- If you need to sneeze or cough, do so into your elbow or tissue (and dispose of it in a bin).
- It is mandatory to wear a face covering when in an indoor environment with people you don't know.



- Maintain the recommended physical distancing, 1 metre plus social distancing for workplaces and known social groups, 2 metres if visitors in a workplace, 2 metres when in public spaces and with strangers.
- Sign in and out when you enter and leave facilities. Each facility will have their own contact tracing system in place. For those that are unable to use the QR code, a paper contact tracing register is available.

### **Classification Process Guidelines**

#### **Waiting Area and Administration**

- Prior to attending classification, it is mandatory everyone must complete the questionnaire related to athletes being healthy enough to complete the classification process. Refer to Appendix 1, (attached), this includes any accompanying person as well. Postpone assessment for athletes who present with symptoms typical of a Covid-19 Infection. (High temperature, fever or chills, cough, runny nose, sneezing, shortness of breath, sore throat, loss of taste)
- Athletes and their support personnel should arrive at allocated times to the waiting room (do not arrive early) to avoid congestion.
- Provide a well-ventilated waiting area with adequate space to allow enough space (minimum of 1 metre) between athletes and support staff. Keep number of people in the waiting area to a minimum (avoid planning time slots too tightly). Provide directed seating and managed flow.
- Advise athletes to bring their own pen for administrative procedures or have enough pens available to allow for cleaning between handling.
- Athletes who use equipment should clean areas that might be touched during the assessment, before the beginning of the classification assessment, and prior to final hand hygiene. For example, cleaning push rims, wheels, backrest handles, hand breaks, canes, and glasses with a sanitising tissue.
- Any volunteers involved in conducting the administrative procedures should have sufficient space around the check-in desk. I.e., at least 1 metre perimeter maintained around the check-in desk to maintain appropriate distancing.
- Administration assistants should always wear masks.

#### **During Classification Assessment**

It is mandatory that athletes, classifiers, and any accompanying persons, to wear masks during the classification process.

- If gloves are to be worn, Classifiers are to wear non-latex gloves due to the risk of allergy. Certain athletes such as athletes with spina bifida, spinal cord injury, or those who have had repeated multiple prior surgeries may be at an increased risk of latex allergy.
- The number of people attending classification should be minimised to one accompanying person only. Observers to classification are not recommended during this period.
- If athletes require assistance to transfer, both athletes and anyone assisting the transfer should wash their hands before and after the transfer, and face masks should be used by all parties.
- Time spent in close proximity to an athlete should be limited and athletes and classifiers should minimise talking when in very close proximity to each other. Classifiers should advise the athlete of this.



- If athletes need to supply equipment for the technical assessment they should avoid using their mouths when applying equipment, and assistance should be offered by others. Non-latex gloves should be used when assisting.
- Athletes should be advised to cover up open wounds before arrival to the facility. If the classification assessment can take place without engagement with the athlete's open wound, proceed with care, if not, the assessment should be postponed.
- Appointments should be scheduled to allow opportunity for disinfection and aeration of the examination room between each individual athlete evaluation.

### **Classification Facilities and Equipment**

- Access to first aid and/or kit.
- Hand hygiene facilities for athletes and classification personnel (access to hand sanitiser/handwashing facilities/soap in bathrooms). Hand sanitisers should be alcohol based.
- Access to single use surgical disposable face masks and non-latex gloves of various sizes (small, medium, large).
- Access to adequate amounts of disposable tissues, cleaning wipes, etc.
- Non touch rubbish bins with closed lids to help contain contaminants. Rubbish bins should be lined with plastic liner and emptied daily.
- Each classification assessment area should have enough space for the number of people present; adequate ventilation and airflow in classification rooms should be ensured.
- No food/snacks should be stored in the assessment room.
- Any shared equipment that would be touched by different athletes should be cleaned with single use wipes between assessments e.g., optical/vision assessment tools, laptop computers, sports equipment.
- Thorough cleaning of all parts of vision assessment equipment including slit lamps, occluders, trial lens kits, autorefractors, and visual field machines.
- Priority disinfection procedures must be adopted for high-touch surfaces (in the classification room and any other areas used during the process – e.g., bathrooms or hallways), door and window handles, light switches, railings, working desks and counter tops, shared computer equipment, taps, sink bowls, A thorough clean of all facilities should be done at the end of each day with disinfectants.
- The amount of time in the waiting room needs to be limited. If the schedule is running behind, then athletes and accompanying persons should be allowed to leave and contacted when their turn is imminent.
- When appropriate, frequently used doors should be kept open to avoid recurrent contamination of doorknobs or high touch contact points.
- Only plastic and non-fabric chairs are to be used in the waiting and examination room. Any valuables should be put into plastic containers under the chairs.

The Chief Classifier/NSO classification staff is recommended to make the final decisions regarding the provisions to ensure safety of the environment.



APPENDIX 1

**PNZ COVID-19 PANDEMIC  
HEALTH QUESTIONNAIRE  
CONFIRMATION**

Prior to attending Classification at an HPSNZ or other training or assessment facility, the following COVID-19 is required to be completed by everyone. 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., athlete, classifier, coach )	
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 Been in contact with anyone confirmed or suspected to have COVID-19? 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 <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.	