



Updated on 13 April 2022

## **PNZ GUIDELINES and HEALTH AND SAFETY PLAN FOR COVID-19 PROTECTION FRAMEWORK – ORANGE 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 red 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.

Orange Setting - at Orange, there will be community transmission of COVID-19, with increasing risks to vulnerable communities, and pressure on the health system.

- PNZ strongly encourages all employees, who are able, to receive their COVID-19 vaccinations. PNZ Vaccination Policy [here](#).
- My Vaccine Pass is no longer a government requirement.
- Businesses and workplaces can open at Orange.
- There are no capacity limits at indoor or outdoor venues.
- Face coverings help reduce the spread of COVID-19. You are encouraged to wear a face covering when leaving your home including at work.
- 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.
- There is no requirement to scan in or for a business to display a QR code poster or have mandatory record keeping.
- You are encouraged not to remove the COVID-19 tracer app from their phone just yet in case it's needed in the future.
- If you have cold, flu or COVID-19 symptoms, stay home and get a test.

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

### **WHAT IS PNZ DOING AT COVID-19 ORANGE 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.
- 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 fully 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.
- When travelling into a different setting area, you will need to follow the guidance for that area when you are there.
- You must wear a face covering 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.
- 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 Orange 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. 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.
- 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.

### **3. GUIDELINES FOR HPSNZ FACILITIES AND OFFICES**

#### **A. COMMON MEASURES AT ALL LEVELS:**

- a. CONTACT TRACING
  - i. Mandatory for everyone in the environment.
- b. HEALTH PROTOCOLS
  - i. Health triage is recommended to ensure people stay home if they are unwell
  - ii. health triage for all entering HPSNZ environments (including vaccine status confirmation)
  - iii. 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
  - iv. if you have flu symptoms, self-isolate at home and get tested immediately
  - v. 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
- c. SANITATION
  - i. Personal hygiene practices (e.g. wash and dry hands on entry and exit to facility)
  - ii. Common touch points to be cleaned regularly
  - iii. Equipment and surfaces to be sanitised after use
  - iv. Leave work-stations clear
  - v. Minimise sharing of equipment where possible.
- d. PHYSICAL DISTANCING
  - i. Maintain distancing where possible.
- e. CONCERNS
  - i. Discuss with your line manager, regional manager or HR.
- f. SHARED FACILITIES
  - i. Landlord requirements to be observed in common areas.

#### **B. MEASURES AT ORANGE SETTING**

- Work from HPSNZ facilities, unless otherwise agreed in line with flexible working policy
- Masks encouraged at all times, except when training
- 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
- Travel permitted, pool cars available

**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?
<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  
PLANS FOR COVID-19 ORANGE SETTING  
- PNZ AUCKLAND OFFICE**

Phase	Consistent risk reduction measures	Application to facility	Responsibility
Before Opening	Induction	Mandatory training (Review of these Health and Safety Plans and PNZ Vaccination Policy)	All
		Mandatory submission of form (Appendix 1)	All
		Induction records collected and stored securely	All
	Access	Employees, contractors and visitors can access the PNZ office with My Vaccine Pass sighted	All
	Preparation / Maintenance	Designated zones and routes in/out/around Office Spaces to be taped on floors prior to reopening	All
		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 <sup>rd</sup> 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
Single point of entry			All
Sanitation		Hand sanitiser on entry	CE
Contact Tracing		Induction and daily health check confirmed prior to entry	All
		Complete contact tracing (NZ COVID-Tracer or form) on entry and exit	All
		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	CE
On-Site Operations		Physical Distancing - 1 metre distancing	No handshakes, hugs or hongis
	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
	Encourage one in/one out when using the office kitchen. Please wash all dishes in the dishwasher only.		All
	Meeting rooms – no more than 2 PNZ staff at a time.		All
	Masks are encouraged in the PNZ office.		All
	Minimise equipment sharing	Staff to bring in and take-home 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 and clean 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	CE
		Disinfectant spray/wipes and paper towels spread through the office	CE
		Complete daily cleaning checklist (Refer to Appendix 3)	All

**APPENDIX 3**  
**Cleaning Checklist – Orange Setting**  
**PNZ AUCKLAND OFFICE**

Time	Item	Completed?
<b>Start of day</b>	All doorknobs and light switches (regardless of who has been in the building)	
	Sign or scan in (on first arrival)	
	Clean hands	
<b>End of day</b>	Last person in building – all points of contact (detailed below)	
	Each team member - thorough clean of personal workspace - desk, mouse, keyboard, chair	
<b>After each use by all team members</b>	All points of contact (detailed below)	
<b>On team members arrival or going back out and back in</b>	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 wherever possible.	
<b>Points of contact/high frequency touch points:</b> 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"> <li>• Door handles (inside and outside of door)</li> <li>• Light switches</li> <li>• Meeting room tables/shared tables</li> <li>• Chairs</li> <li>• Toaster or Kettle handle</li> <li>• Microwave and door</li> <li>• Fridge and door</li> <li>• Cupboards</li> <li>• Kitchen bench</li> <li>• Bins</li> <li>• Taps</li> <li>• Shared equipment – guillotine, photocopier, hole punch or if you use something on someone else's desk</li> </ul>	