



NEC Christchurch

NEC Covid-19 Health and Safety Plan 2020

INTRODUCTION

NEC wish to take all practicable steps to manage the health and safety of all our employees, contractors, organising committees, public and volunteers on the NEC grounds during the Covid-19 outbreak at every level.

This plan sets out the health and safety procedures that we will use at NEC and is based around the guidelines from the NZ Government, NZ Ministry of Health, NZ Ministry of Primary Industries, Sport NZ and ESNZ.

These procedures are to be implemented by ESNZ groups, NZPCA, all employees, committee members, private organising committees and contractors, that use or hire NEC for competitions, clinics, camps or other – these will be called OC's.

We will use this safety plan and continue to review our safety practices on site by means of meetings and regular feedback and communication.

We know that we are in this together. This means trusting those who we work with to keep us safe, and we will do the same for them.

NEC DISCLAIMER – ESNZ and NEC are not experts on pandemics and as such all NZ Government, Ministry of Health and Ministry of Primary Industries information, guidelines and directives supersede this information.

NEC and its safety officer and staff work in accordance with ESNZ and NEC committee guidelines, all safety and hazard and health plans are done so as a committee with input from ESNZ and its disciplines. No personal liability for safety documents and its contents or lack there of will be entered into.

This plan will be revised frequently to ensure it is a living document. Because of this, this document may change frequently, and we will strive to make sure all up to date information is available on the ESNZ and NEC websites.

GENERAL INFORMATION

The ESNZ general recommendations for Christchurch NEC at each level are as follows.

LEVEL FOUR

- No equestrian competitions are taking place
- Both NECs are closed
- Staff and volunteers to work from home
- Staff **living on site** can undertake work at the venue if maintaining social distancing and hygiene requirements
- NEC committee meetings are not taking place in person
- No POP campers
- All private facilities closed (toilets, shower blocks)

LEVEL THREE

- No equestrian competitions taking place
- Both NECs are closed
- Staff and volunteers should work from home where possible
- Grounds staff, admin staff and centre cleaners can undertake work at the venue if maintaining social distancing, hygiene and contact tracing requirements
- NEC committee meetings are not taking place in person
- No POP campers
- Private facilities (halls, meeting rooms, toilets, showers) cannot open except for use by staff, with appropriate public hygiene and cleaning measures in place

LEVEL TWO

- NECs are open, with appropriate Covid-19 and health and safety plans and measures in place for visiting clients
- Gatherings of up to 100 people are allowed, with an updated Covid-19 and health and safety plan, whilst maintaining physical distancing and contact tracing requirements.
- Equestrian competitions and trainings can go ahead. An updated Covid-19 and health and safety plan must be provided to NEC before an event goes ahead.
- At this stage there is NO overnight camping at NEC CHCH.
- At this stage there is NO use of the covered yards or stables at NEC CHCH. This will be reviewed once usage increases. The open yards in the training ground may be used, with payment, with social distancing practiced, and users must leave them clean and tidy.
- Officials/volunteers in the "high risk" category are encouraged to stay home where possible. However, they may choose to officiate. A detailed plan must be in place to ensure there is a limited risk of exposure for this group during the time frame of an event
- NEC staff, officials and volunteers have access to PPE. An OC's staff, officials and volunteers have PPE provided either personally or by the OC. NEC is not required to make available PPE for events not run by NEC
- Contact tracing is in place. Sign in and out and is required to use the centre

- NEC has extensive signage and information up around the centre, regarding precautions for managing Covid-19
- NEC has an up to date cleaning schedule and adequate provisions to facilitate good hygiene practices
- No POP campers
- Food and trade vendors can operate on site if they have an updated Covid-19 and health and safety plan, and physical distancing and contact tracing requirements are met

LEVEL ONE

- NECs are open
- No restrictions on gathering numbers or camping
- No restrictions on equestrian events or training
- Riders, officials, volunteers, staff and public are encouraged to withdraw or stay at home if they have flu like symptoms
- NEC staff, officials and volunteers have access to PPE. An OC's staff, officials and volunteers have PPE provided either personally or by the OC. NEC is not required to make available PPE for events not run by NEC
- You should continue to keep track of where you have been riding and who you were with
- OCs should continue to enable contact tracing by having signing in and out registers
- NEC has extensive signage and information up around the centre, regarding precautions for managing Covid-19
- NEC has an up to date cleaning schedule and adequate provisions to facilitate good hygiene practices
- New POP campers can stay onsite
- Food and trade vendors can operate on site if they have a Covid-19 and health and safety plan
- Unrestricted camping and overnight stays are allowed

EVERYONE HAS A ROLE TO PLAY

We are all in this together, and whether you are an employee, contractor, athlete, tenant, OC or other visitor to our facility, there are some general steps you must take to help keep everyone safe.

- Stay at home if you are feeling at all unwell
- Wash your hands frequently with soap and water and/or sanitiser
- If you need to sneeze or cough, do so into your elbow or tissue (and dispose into bin)
- Maintain the recommended physical distancing
- Sign in and out when you enter and leave the facility
- We encourage you to keep a daily record of where you've been, who you've been with and when, so that you have this information if needed for Covid-19 contact tracing

ORGANISING COMMITTEES

At levels 4 and 3 NEC is closed to all public. At level 2, NEC will reopen to casual, clinic and events with a maximum capacity of 100 people onsite at any time, with conditions. At Level 1 NEC will be available to hire for all events with no restrictions.

Should your area group/club be willing and able to allow training or competition, it may consider some of the following measures.

- Contact tracing will be recommended so every OC will need a system to log all those at the premises at any time
- Spacing out parking for horse trucks and floats – as appropriate in Level 1

Event organisers should follow the COVID Code (<https://sportnz.org.nz/covid-19/sector-advice/events-sector-voluntary-code>) to enable rapid contact tracing and good hygiene practices.

Once the OC takes over the hire of NEC, the responsibility for all clients, members and volunteers entering NEC falls under that OC's general health and safety plan. At level 1 a Covid-19 safety plan is recommended but not mandatory.

A Covid-19 safety plan should include:

- Any risks arising from restarting an activity that was shut down during previous levels
- A plan on how to ensure all people entering the grounds for your event can keep themselves safe from exposure to Covid-19
- A plan on how you will gather information on the wellness of your staff/volunteers to ensure they are safe and well to work/help
- A plan on how you will operate in a way that keeps everyone safe from exposure to Covid-19
- A plan on how you will manage a positive case of, or an exposure or suspected exposure to Covid-19 during or because of your event
- A plan on how you will evaluate and review, whether your processes or risk controls are effective
- A plan on how any changes made impact on the risks of the work that is done over the event
- A plan on how you will gather information for contact tracing

Worksafe NZ have a very useful document on how to compile a Covid-19 plan

POP CAMPERS

There will be NO POP campers at levels 4, 3 and 2.

At level 1 there is no restrictions on POP campers.

CASUAL USERS

As NEC is closed between levels 3-4 there is to be NO casual use at the centre in that time.

At level 2 NEC will reopen to the public with conditions.

At level 1 there will be no restrictions on casual use other than if the centre is closed by request of an event.

- While physical distancing is not required you should still consider distancing yourself from people you don't know if you can.
- Practice personal hygiene at all times – including regular hand washing, sneezing or coughing into a single use tissue or your elbow, limiting the sharing of personal equipment.
- Keep a record of what time you arrive and leave and who you ride with or use the NEC sign in and out forms.
- While there is no limit to, or on the activities you can undertake, it is important to remember to do so safely.

CLEANING PROTOCOL

You should continue basic hygiene measures, like regularly washing and drying your hands with soap and coughing and sneezing into your elbow.

NEC will continue to regularly clean shared surfaces and to provide hand washing or sanitising facilities.

However, there is no requirement to deep clean or sanitise equipment between uses.

In the event of a Covid-19 case at NEC, NEC will hire in a dedicated professional cleaning company to do a deep clean before another booking will be able to use the facility.

CONTACT TRACING

Contact tracing is the identification of individuals that have come into contact with people who have been diagnosed with COVID-19, and it is a fundamental precaution taken against the spread of the virus.

REQUIREMENTS OF SPORTS FACILITIES

You should continue to keep track of where you have been riding and who you were with.

Facilities and OCs should continue to enable contact tracing by keeping a signing in and out register.

CASH HANDLING

At levels 3-4 all payments for any invoices or facility use of NEC must be paid electronically either by internet banking.

NEC will not accept cash payments until levels 1-2. At levels 2 the **preferred** method of payment will be internet banking to limit cash handling. At level 1 payment may be made by cash.

Finally, all personnel (riders, supporters, OC, Officials) are advised to stay home if they feel unwell

While none of the public health requirements are mandatory – it is important to remain vigilant and continue to practice good hygiene to minimise the risk of community transmission. In Alert Level 1 we should be vigilant in maintaining these good practices, so that we are prepared to quickly move into higher alert levels if we need to.