## **COVID-19 RESPONSE PLAN – [Insert Event]**

The intent of this plan is to summarise **[club/organisation]’s** response to the delivery of the **[Insert Event]** (the event) under the Covid Protection Framework and the steps that the event will undertake in considering all its stakeholders, the wellbeing of all those attending and to uphold the intent and guidelines directed by the NZ Government.

The principals of this plan follow the [Cycling New Zealand Guidelines for the resumption of cycling events and organised cycling activity](https://www.cyclingnewzealand.nz/events-and-results/covid-19-information/).

The event is scheduled to take place in an outdoor situation on [date] in [location].

The event recognises that the Covid-19 situation is fluid and the government can make decisions that impact the event at any time. The Ministry of Health (MOH) website and updates will be monitored and reviewed when new information is released.

This event will be a ‘My Vaccine Pass’ event. It is a requirement for all attendees of the event including; riders, handlers, officials, volunteers, staff and spectators to scan and verify (using the NZ Pass Verifier app) their My Vaccine Pass as they enter the event village. (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 but may be asked for proof of age).

The event will also operate under the principles of the [‘Event Sector Voluntary Code for NZ’](https://www.majorevents.govt.nz/assets/Major-Events/new-zealand-event-sector-voluntary-code.pdf) which include:

* Demonstrate through planning and delivering, a commitment to Covid – 19 Ministry of Health Guidance and consider all those attending the event.
* Enable effective contact tracing that will support fast and effective tracing if required.
* Retaining records of attendance and vaccine status and in accordance with the privacy act.
* Take all reasonable and practical measures to ensure the wellbeing of all those attending the event.
* Encourage a culture of adhering to best practice Covid-19 risk management.

This plan below provides a summary of the events response under the different colours of the Covid Protection Framework for general event planning and specifically considered the following groups of stakeholders:

Riders, Officials, Volunteers, Contractors, Spectators, Sponsors, Staff, and Members of the public (not connected with the event)

Details from this plan will be included in the events safety management plan. [XXXX] is responsible for this plan.

Approx number of attendees directly under our control

* Riders XX
* Volunteers/Officials XX
* Onsite Contractors XX
* Activating Sponsors XX
* Staff XX

Other groups not under our direct control

* Spectators
* Members of the public in the area

This plan has been sent to the following persons for review:

* [list any councils or other authorities you have send this plan to]

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| --- | --- | --- | --- |
| **Host Region CPF Status** | **Red**  | **Orange**  | **Green** |
| General | The event will operate as a ‘MY VACCINE PASS EVENT’. All those attending are required to present a valid MVP to take part in the event and enter the event village.The event is limited to up to 100 attendees (includes riders and spectators but does not including venue staff and event workers) in a defined space. This will be achieved by:* Only essential personnel permitted at the event.
* Event Programme to be revised to meet the limits and if required, events may be removed to enable it to go ahead. *[insert new event programme that will demonstrate your ability to keep groups separated and under 100 in each defined space)*
* Specific areas set up to separate groups within defined spaces if necessary. *[describe how you will do this to keep groups separated and under 100 in each defined space]*

These above groups will be advised by email and other communications on social media and the event website on the requirements and the passes will be checked and verified at the following points (using the NZ Pass Verifier app):Riders – at race number pickup Officials and Volunteers – at briefingContractors – on arrival to siteSponsors – on arrival to siteSpectators – where practical possibleToilets and general shared surfaces will be cleaned in between each group if necessary.All riders instructed to leave immediately after their event.Prize giving will be cancelledSign-on will become ‘Roll Call’.Sponsor activations cancelled. Spectators actively discouraged *[detail how you will communicate this and how you will manage any spectators who turn up].* Cancel non-essential services including XXXX and XXXX.A unique QR Code for the event will displayed around the event and at key locations (race desk, toilets, etc). A manual sign in will be available at the race desk. Physical distancing signs will be displayed around the event in key areas. Face masks will be required to be worn by all those attending the event in any capacity and can only be taken off to drink, eat or during racing. If someone arrives at the event displaying Covid-19 symptoms they will be asked to leave the venue and to contact their GP or the MOH. If [location] is not their home base, they will be asked to self-isolate in a vehicle, accommodation or similar location until the MOH can be contacted and arrangements can be made for their isolation or safe return to home.If the event is alerted of a positive case post event, the Event Director will contact the MOH and follow their procedures from there with regards to contact tracing and self-isolation protocolsRiders’ details obtained during the registration process and will be provided to the MOH if required. Volunteers, officials and contractors will be required to sign in on arrival and informed prior to the event that their contact details will be provided to the MOH if required.All those undertaking a specific role (worker) is sent this plan prior and given the opportunity to give feedback/ask questions so they full understand the events procedures. Ensure key roles have back up personnel in the event a key role is unable to attend the event due to Covid-19. Check in volunteers and officials to make sure they are still comfortable with volunteering – some volunteers may be immune compromised etc.Confirm with contractors that they are able to be deliver services in Orange setting.Additional barriers and signage will be put in place in key spectator zones to encourage physical distancing. In addition to the above conditions, all stakeholders are encouraged to continue with the other protections available. These messages will be pushed out via direct emails to all groups, social media and on the day via event commentary and through signage at the event. * Stay at home if you are sick (If you have cold or flu symptoms call your doctor or Health line and make sure you get tested.)
* If you are told by health authorities to self-isolate you must do so immediately.
* Stay at home if you are awaiting the results from being tested for COVID-19
* Stay at home if you have been in contact with any known/suspected cases in the past 14 days
* Stay at home if you have returned or been in contact with anyone else who has returned from overseas in the past 7 days
* You are encouraged to maintain physical distancing from people you do not know.
* Wash your hands.
* Wear a mask when away from home.
* Get your booster vaccine as soon as possible.
* Sneeze and cough into your elbow, and regularly disinfect shared surfaces.
* If you’re concerned about your wellbeing or have underlying health conditions, work with your GP to understand how best to stay healthy.
* If you test positive for Covid-19 following your attendance at the event, please notify the Event Organiser immediately.
 | The event will operate as a ‘MY VACCINE PASS EVENT’. All those attending are required to present a valid MVP to take part in the event. This includes: Riders, Officials, Volunteers, Contractors, Sponsor and spectators. These is no limit to the number of participants or spectators that can attend under these conditions.These groups will be advised by email and other communications on social media and the event website on the requirements and the passes will be checked and verified at the following points (using the free NZ Pass Verifier app):Riders – at race number pickup Officials and Volunteers – at briefingContractors – on arrival to siteSponsors – on arrival to siteSpectators – where practical possibleA unique QR Code for the event will displayed around the event and at key locations (race desk, toilets, etc). A manual sign in will be available at the race desk. Physical distancing signs will be displayed around the event in key areas. Face masks are recommended for all who are attending and for participants when not racing - especially when in close contact with others.If someone arrives at the event displaying Covid-19 symptoms they will be asked to leave the venue and to contact their GP or the MOH. If [location] is not their home base, they will be asked to self-isolate in a vehicle, accommodation or similar location until the MOH can be contacted and arrangements can be made for their isolation or safe return to home.If the event is alerted of a positive case post event, the Event Director will contact the MOH and follow their procedures from there with regards to contact tracing and self-isolation protocols.Riders’ details obtained during the registration process and will be provided to the MOH if required. Volunteers, officials and contractors will be required to sign in on arrival and informed prior to the event that their contact details will be provided to the MOH if required.All those undertaking a specific role (worker) is sent this plan prior and given the opportunity to give feedback/ask questions so they full understand the events procedures. Ensure key roles have back up personnel in the event a key role is unable to attend the event due to Covid-19. Check in volunteers and officials to make sure they are still comfortable with volunteering – some volunteers may be immune compromised etc.Confirm with contractors that they are able to be deliver services in Orange setting.Additional barriers and signage will be put in place in key spectator zones to encourage physical distancing. In addition to the above conditions, all stakeholders are encouraged to continue with the other protections available. These messages will be pushed out via direct emails to all groups, , social media and on the day via event commentary and through signage at the event. * Stay at home if you are sick (If you have cold or flu symptoms call your doctor or Health line and make sure you get tested.)
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**The following is a list of key stakeholders that we will contact if our planning changes significantly or we are advised that we are a ‘location of interest’:**

**Key Stakeholders for Notification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact number** | **Contacted by who** |
| Heath line | Health line | 0800 358 5453 | Event Director |
| [list key sponsors, club presidents, council contacts etc that may be impacted by any change in your planning or should have advanced notice of any potential media] |  |  |  |
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| Participants |  | Via email/social media |  |

**Key Contractors for Notification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact** | **Role/Organisation** | **Contact number** | **Contacted by who** |
| [list key contractors that are likely to be impacted if you need to change your planning or need to advise them of a positive test. |  |  |  |
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