



# Alert Level Two

## Business Event requirements

# Alert Level Two guideline for the Business Events

The purpose of this document is to provide guidelines to customers, event organisers and venues, based on current Government supplied information to safely run a business event in an enclosed space. This is for Alert Level Two only, therefore at this time, Auckland, who is currently in Alert Level three, is unable to hold and host any event greater than 10.

This information may be subject to change, therefore please refer to the Government's COVID-19 website: <https://covid19.govt.nz/>

## QR Code

The requirement to display a QR Code for your business will come into force at 11.59am on 19<sup>th</sup> August 2020. We strongly recommend implementing this as soon as possible as part of the industry's commitment to the COVID Code – <https://qrform.tracing.covid19.govt.nz/>

## How we stay connected with you...

CINZ will communicate updates and announcements via four platforms to provide you with relevant immediate advice while trying to respect the increased flow of emails you may be receiving. This will occur via:-

**CINZ Website:-** <https://www.conventionsnz.co.nz/useful-resources> please save this link as a "favourite".

**The Hui Newsletter:-** published every week on a Monday while New Zealand is under Alert Level Three and Two and every fortnight under Alert Level One

**Linked In:-** Please follow the CINZ Linked In page <https://linkedin.com/company/conventions-&-incentives-new-zealand/> and check back on a regular basis

**Facebook:-** Please like and follow the CINZ Facebook page <https://www.facebook.com/CINZ.Social>



## CURRENT GUIDELINES (Subject to Change)

	Level One	Level Two
<b>Travel and transport</b>	<ul style="list-style-type: none"> <li>• No restrictions on domestic travel.</li> <li>• Do not use mass transport if required to self-isolate/ quarantine, experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19, or if subject to an individual notice issued under section 70(1)(f) of the Health Act</li> </ul>	<ul style="list-style-type: none"> <li>• People advised to minimise non-essential travel.</li> <li>• Do not use mass transport if required to self-isolate/ quarantine, experiencing symptoms of COVID-19, awaiting a result from a COVID-19 test, suspected/probable/confirmed to have COVID-19, or if subject to an individual notice issued under section 70(1)(f) of the Health Act.</li> </ul>
<b>Gatherings</b>	<ul style="list-style-type: none"> <li>• No restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• Gatherings must have no more than 100 people in each defined space and keep high hygiene levels.</li> <li>• These are total permitted numbers. <b><i>Additional conditions on gatherings:</i></b></li> <li>• Physical distancing and infection prevention and control requirements must be met.</li> <li>• All gatherings must record attendees to ensure contact tracing may be conducted if necessary.</li> <li>• No participants allowed who have COVID-19 symptoms or who need to be in isolation/ quarantine for any reason.</li> </ul>
<b>Public venues</b>	<ul style="list-style-type: none"> <li>• No restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• Public venues are open but must comply with conditions on gatherings.</li> </ul>
<b>Food &amp; beverage</b>	<p>Businesses must operate safely.</p> <ul style="list-style-type: none"> <li>• Meeting appropriate public health requirements for their workplace (e.g. handwashing and other hygiene efforts)</li> <li>• Fulfilling all other health and safety obligations.</li> <li>• Encouraging participants to maintain track and tracing</li> </ul>	<p>Businesses must operate safely using Hospitality New Zealand guidelines.</p> <ul style="list-style-type: none"> <li>• Multiple groups of 100 are allowed in defined spaces</li> <li>• Meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems)</li> <li>• Fulfilling all other health and safety obligations.</li> <li>• All customers must be seated with 1 metre in physical distancing.</li> <li>• One server per table</li> <li>• Counter service is allowed in unlicensed premises only</li> <li>• Alcohol consumption is strongly discouraged</li> </ul>



## DUTY OF CARE

### HEALTH & SAFETY AT WORK ACT 2015

Events in NZ fall under the Health and Safety at Work Act 2015 (HSWA). Under the Act, [ORGANISER] is considered as Person Conducting a Business or Undertaking (PCBU) and assumes responsibilities, obligations, and duties as the event organiser.

Under Subpart 2, section 36 – Duties of Care:

#### Primary duty of care

- (1) [ORGANISER] must ensure, so far as is reasonably practicable, the health and safety of—
  - (a) workers who work for [ORGANISER], while the workers are at work in the business or undertaking; and
  - (b) workers whose activities in carrying out work are influenced or directed by [ORGANISER], while the workers are carrying out the work.
- (2) [ORGANISER] must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsection (1) or (2), [ORGANISER] must ensure, so far as is reasonably practical.
  - (a) the provision and maintenance of a work environment that is without risks to health and safety; and
  - (b) the provision and maintenance of safe plant and structures; and
  - (c) the provision and maintenance of safe systems of work; and
  - (d) the safe use, handling, and storage of plant, substances, and structures; and
  - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
  - (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
  - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.



## GENERAL

Further information can be found here

<https://www.majorevents.govt.nz/resource-bank/covid-19-advice-for-event-organisers/>

### Event Facilities:

Event facilities include stadiums and conference facilities.

The overall cap on attendance at event facilities remains at 100. Multiple groups of 100 are allowable in event facilities provided they are in separate 'defined spaces' with no ability to mingle between groups.

Record-keeping for contact tracing is required for workers and clients / customers. The event facility/and event organiser still need to do this even for people that know each other.

One metre physical distancing is required in event facilities, apart from groups of people who all know each other, or if the event facility has been hired for a social gathering.

If an event facility is providing food and drink for consumption at the facility, then the food and drink provisions under the Hospitality New Zealand guidelines, apply. The food and drink provisions only apply to the part of the premises serving food and drink.

### Conferences:

The overall cap is 100. Multiple groups of 100 are allowed provided they are in separate 'defined spaces'.

Record-keeping for contact tracing is required for workers and clients/customers.

People must keep 1 metre distancing from people they don't know where practicable.



# RISK ASSESSMENT

1. Perform risk assessment of event and venue. Engagement between venue and event organisers in a pre-event briefing is paramount.
2. For consideration in the over-arching risk assessment: -
  - a. Availability and use of Personal Protection Equipment (masks, sanitiser)
  - b. Physical distancing management
    - Introduce barriers and mark floor to indicate space regulations for all queues, conference rooms and public spaces (e.g. entrance halls, restaurants, catering outlets and toilets).
    - Add physical transparent partition on counters (e.g. admission, registration and customer service). Allow spacious distance between booths and aisles for circulation.
    - Manage conference-style layout for side events and break-out rooms to allow physical distancing.
  - c. Work with guidelines / protocols dealing with/denying entry to stakeholders who show symptoms (e.g. set up isolation areas)
  - d. Manage cleaning, sanitation and disinfection regimes of commonly used areas
  - e. Provide sanitizing and handwashing stations
  - f. Enable no-contact policy (e.g. avoid shaking hands and consider alternative greetings)
  - g. Ventilated venues/exhibition halls and other facilities to have air-conditioning and air-filtering processes
  - h. Food and Beverage Services (refer NZ Hospitality guidelines)
  - i. Attendee flow management (e.g. monitor access routes, queuing space and entrances; exits; separate different areas of the event and control access)
  - j. Adapt registration process and manage set-up to reduce contact onsite (e.g. encourage online registration wherever possible print badges at home)
  - k. Manage number of attendees in the meeting space to no more than 100
  - l. Manage catering offer to allow physical distancing and encourage additional hygiene measures. Follow NZ Hospitality guidelines.



## REGISTRATION

### System

A registration system either online or manual is required for every event and to include all participants who will be in the venue. This would be made available to participants 4 – 8 weeks prior to the event. Participants could be asked to include the following information: -

- Name
- Address
- Phone / Email
- Next of kin
- Medical Disclosure Form
- Transportation method to the event Air / Car / Taxi / Public Transport
- Accommodation information
- Confirmation that participant will download the NZ COVID Tracer App

### Venue - Tracing

Using registration system, identify which room delegate may have been allocated if multiple rooms are being used. Delegates to be advised that they are unable to change rooms unless they advise organisers.

Using either QR Code technology or a manual attendance list, participants should confirm their attendance at the event as they enter the event room.

### Venue – Registration / Information Desk

To minimize contact, Registration Desks should include a sheet of Plexiglass which will separate staff (wearing masks and gloves) and attendees.

Name badges will be encouraged to be printed at home. Alternatively, name badges will be available to attendees from the Registration desk and handed to attendee by staff in a contactless manner. Registration desk to be wiped down with disinfectant between every five attendees approaching the desk.





## PARTICIPANTS

### Participants – Ground Transport

Delegates to advise mode of transportation to the venue in the Registration capture. If by group coach, one person per row. Every second row to be inaccessible. Stagger rows to ensure social distancing is maintained.

### Participants – Medical Disclosure Information

All delegates will complete a medical disclosure form. This will be included in the Registration capture.

### Participants – Information Packs

All delegates will be provided information packs, either through the event app or printed and distributed either prior to the event or onsite. Delegates to be reminded not to attend if feeling unwell, no handshaking

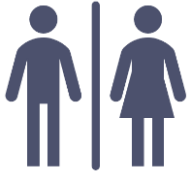
Information pack to include information from Ministry of Health on hygiene factors, phone numbers of the COVID-19 call centre should they feel unwell post meeting and instructions on how to download the NZ COVID Tracer App.

### Participant Notification System

Reminders to wash hands and maintain physical distancing to be pushed through the Registration App or incorporated into the programme, using the facilitator/emcee; on arrival and before and after each break.

*“Ladies and Gentlemen, can I please remind you to use the Sanitiser provided and to maintain physical distancing.”*





## PHYSICAL DISTANCING

### Signage

Signage will support areas of use for people-routing and distance-marking. A wide range of materials, markings, awareness signage and unique solutions can be used to support one-way floor routing and physical distancing.

In choosing markings, consider where they will be used, including lighting and likely 'wear and tear,' and aim to combine floor marks with signage on walls or screens where possible for reinforcing the message or direction.

Designated IN/OUT doors.

Reminders to attendees to wash hands, keep distance, sneeze or cough into elbows, use tissues

### Meeting Room layout

Whichever layout is used, ensure proper guidance and instruction for use. Whether on signs or screens, such information is particularly important for seating plans that do not involved a numbered or fixed seat.

#### *Room set-up*

Theatre style seating	Chairs to be set 1m apart
Boardroom seating	Delegates to be set 1m apart
Classroom style seating	1.8m Trestle: 1 delegate per table
	2.4m Trestle: 2 delegates per table
U-Shape style seating	Delegates to be set 1m apart
Cabaret style seating	3 delegates per round/oval
Banquet style seating	4 delegates per round/oval

At the end of this document are examples of two venue lay-outs for illustration purposes.

### Risk Assessment Report

The results from the Risk Assessment will also illuminate additional physical distancing areas.



## SECURITY

### Crowd Management

[Venue] will be responsible for crowd management and security services. It is up to the venue to ensure ease of access to the meeting rooms and social distancing is always maintained. These plans should be discussed with client/organiser.



## FIRST AID

### Medical Support

Medical support presence at each event with minimum two staff unless advised otherwise. Medical to brief all staff [venue and organisers] on best practice. Medical to be equipped with standard first aid equipment, including defibrillation machine as well as additional PPE.

Triage Room to be established with bed and equipment should a delegate fall ill during an event. This could be a small function room or hotel room.

Medical staff may recommend checking temperatures prior to entering venue. Anyone with increased temperature, sent to Triage Room.

CINZ partners with St John's for all medical support at events <https://www.stjohn.org.nz/>



## VENUE

The following are recommendations: -

### Room set-up

- No pens, paper or mints on the table. All meetings to be paperless/ own devices
- Water bottles (provided by venue or meeting organiser)
- Water stations in the room
- Sanitisation station in each meeting room and pre function space
- All set-ups, including pre function area to allow for social distancing of 1m between delegates
- Venue staff to be stationed to open and shut doors into the meeting room. Signage will advise delegates that venue staff only are permitted to open doors

### Staging

- Staging to be set-up with 1m between chairs if required for a panel
- Venue lectern to be cleansed at each break
- No additional water on stage

### Venue Cleaning

- Increased cleaning regime to include but not limited to: -
- Bathrooms
- Additional hand Sanitisation in the Bathrooms
- Additional tissue boxes in the Bathrooms
- Doors and other surfaces
- Audio Visual equipment
- Tables, chairs and linens



## CATERING

### Courtesy of Hospitality New Zealand

The COVID-19 Public Health Response Act (Alert Levels 3 and 2) Order 2020 commenced at 11.59am on 12th August 2020. Venues will have responsibility for catering management.

#### **The Order defines a Social Gathering as:**

Social gathering defined

In this order, social gathering—

- a. means people who are intermingling in a group; but
- b. does not include— i. people remaining at least 2 metres away from each other to the greatest extent practicable; and ii. an activity undertaken at a business or service in compliance with clauses 15 to 19; but
- c. does include a gathering if— i. the gathering is held at the facilities or venue of a business or service that has been hired for the gathering; but ii. the gathering is not held for the purpose of a business or service.

#### **Record-keeping requirements to enable contact tracing (Social Gatherings)**

1. The organiser of a social gathering, and the person in control of the defined space or premises in which a social gathering is held, must ensure that at least 1 of the following people keep records to enable contact tracing in relation to the social gathering:
  - a. the organiser of the social gathering;
  - b. the person in control of the defined space or premises where the gathering is held;
  - c. a participant in the social gathering.
2. Subclause (2) does not apply if every person at the social gathering knows, and can identify for the purposes of contact tracing, every other person who is a participant in the social gathering.
3. Hospitality venues may be able to accommodate social gatherings as private functions. However, we recommend the venue takes the following steps to ensure compliance:
  - Ensure the gathering does not exceed 100 people (not counting staff).
  - Ensure that there is a clear and genuine purpose for the event (recorded as part of the agreement for venue hire).
  - Insist a member of the gathering group agrees in advance in writing to be “organiser” of the gathering.

- Ensure the “organiser” of the gathering takes responsibility for contact tracing at the gathering (which is mandatory unless every person at the gathering can identify and trace every other person). The venue should keep a copy of the social tracing records.
- Use a designated private function room, rather than a space which usually operates as a bar open to the public, (unless hiring out the entire venue).
- Recommend hiring out the designated function room in writing for set hours, on a set date, for a set price and expressly for the designated purpose.
- Guests of the social gathering cannot mingle with any other people in different spaces (including common areas).

### Defined Spaces:

Defined Space has the following definition in the Public Health Order:

- means any single indoor space or outdoor space (see subclause (2)); and
- if there is more than 1 space in any premises, means a space described in paragraph (a) for which there are systems and processes in operation that ensure, to the greatest extent practicable, that persons using the space (other than workers) do not intermingle at a distance closer than 2 metres with other persons using, entering, or leaving the premises

For the purpose of the definition of **defined space** (subclause (2)) —

- a. an indoor space or outdoor space is a single space if there are walls (whether permanent or temporary) that substantially divide that space from other spaces:
- b. an outdoor space is also a single space if there is at least 2 metres between all people in that space and any other people (outside that space).



## Audio Visual

### Set-up

- 2m separation between relevant disciplines; Sound.....Lighting.....AV
- Client facing staff to have dedicated desk, clearly identified
- All presentations must be sent electronically in advance. USB's on the day will not be permitted. Changes on the day not permitted
- Separate table set-up as equipment sterilisation station close to AV table

### Staff

- Audio Visual staff to complete same registration details as attendees
- Tech staff to wear PPE (optional) but recommend masks, gloves and include hand Sanitisers
- Audio Visual staff to be included in the catering numbers and have own catering lunch boxes

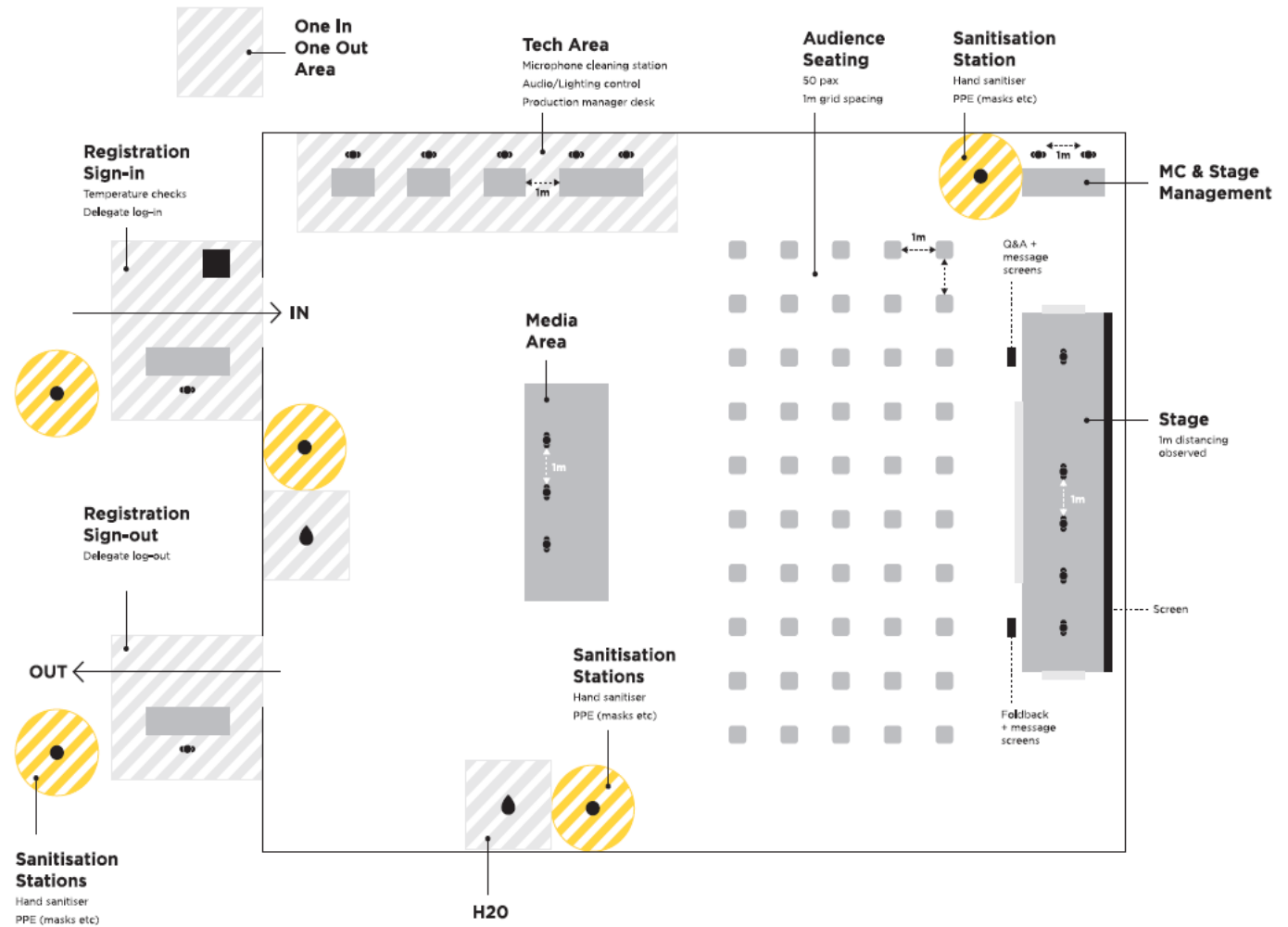
### Equipment Management

- Audio Visual staff to wear gloves when handling microphones from sterilisation station to presenters
- Microphones to be labelled by Tech Crew for individual presenters
- Microphones to be sterilised between sessions. Log provided to match up microphone to presenter
- Tech staff to wear PPE (optional) but recommend gloves and include hand Sanitisers
- Q & A via digital interaction only, or non-amplified voice – number dependent. No roving mics

The following renders are examples only. With thanks to Uno Loco for creating these floorplans

# Making your event work-safe.

VENUE FLOORPLAN  
THEATRE STYLE



# Making your event work-safe.

VENUE FLOORPLAN  
CLASSROOM STYLE

