



## **COVID-19 Alert Level 1**

### **Response Plan**

**June 2020**

**Version 3: 15/6/2020**

This Response Plan has been compiled with input and review from:

- Manfeild CEO
- Manfeild Senior Management
- Manfeild Health & Safety Officer
- Manfeild Grounds Staff

All items are subject to review and update as new guidelines and protocols are released.

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## MANFEILD PROTOCOLS FOR WORKING UNDER COVID-19 ALERT LEVEL 1

The following protocols have been put in place as the Manfeild Park Trust's response plan to allow us to return to work under COVID-19 Alert Level 1. Our plan is in line with the New Zealand Events Association, Event Venues Association of New Zealand, and The Ministry of Health recommendations.

Refer to the following references:

<https://hail.to/evanz/article/01Vzx12> This includes the New Zealand Events Sector "Voluntary Code" for Alert level 1, which will be attached to this Plan.

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-general-public/protecting-yourself-and-others-covid-19#golden>

A copy of these protocols will be kept on site at all times, and made available to Manfeild staff, hirers, guests, tenants, suppliers, and contractors.

### IMPORTANT TO NOTE:

All specific standard Health & Safety protocols and procedures still remain in place.

These are still of equal importance and are not to be compromised by the revised COVID-19 protocols that we have put in place.

## Site Operations

1. Site inductions, can now revert to the normal procedures and protocols where it is no longer necessary to reference Covid19.
2. Bathrooms will continue to have signage providing guidance on how to wash hands properly to prevent the spread of viruses. Manfeild's cleaners will clean and sanitise those bathrooms used after each event and before the next event. Some toilets may still remain off limit to minimise their use and potential spread of viruses.
3. At Alert level 1 Professional Events can now return with no restrictions on numbers. Spectators can now also return to view events. Everyone is encouraged to keep track of where they have been and who they have been with.
4. For events or training held at the Race Circuit, access can now either be via South Street Monday to Friday or Rata Street. There is now no restriction on numbers and as such no need to monitor numbers arriving on site.

Test Days can now be held as normal meaning we return to running "open" test days, but still with pre-registration requirements. This will become the new normal for Manfeild Open Test Days but does not restrict people from turning up on the day to test. Refer to the Manfeild website for full details. <https://www.manfeild.co.nz/test-days.html>

Sign in will be held in the Control Room on the top floor from now on.

Anyone attending other events or training such as Track Days and /or Driver Training must be sent a copy of this Response Plan. Hirers using the circuit venue must manage Track & Trace requirements with their clients.

5. For events or meetings at the Stadium, access will continue to be via the South Street and Kawakawa Road (Equestrian Events).  
For meetings and conferences using the stadium suites there is now no requirement around distancing, but again those hiring the facilities must manage Track & Trace requirements with their clients.

Cleaning and Sanitising of the meeting area and toilets will be completed by Manfeild Cleaners after each meeting.

For events inside or outside of the Stadium, there is now no restriction on numbers or distancing. Organisers are encouraged to manage Track & Trace requirements with all their clients.

Cleaning and Sanitising of the common areas and toilets will be completed by Manfeild Cleaners daily with those costs being passed to the organisers.

6. The National Driver Training Centre operations will continue to use a separate Track & Trace contact register. Physical Distancing is no longer required.

After each use the cars will need to have common touched areas wiped down with appropriate wipes that provide sanitisation of the surfaces touched. This practice should take place daily before and after use of the cars.

Specific toilets are to be designated if classes are held on site and cleaning and sanitising of these will be carried out by Feilding Cleaners after each class. Hand Sanitiser is to be provided in the classroom as well.

7. All staff, suppliers and contractors entering site will still be asked to signed-in as part of maintaining a contact tracing register. Suppliers and contractors are still required to call ahead whenever possible or when you arrive on site so sign in can be completed.

**General Rules at Alert Level 1**

- **If you are sick, stay home. Do not socialise.**
- **If you have cold or flu symptoms call your doctor or Healthline and make sure you get tested.**
- **Wash your hands, wash your hands, wash your hands. And dry them thoroughly.**
- **Sneeze or cough into your elbow or a tissue and regularly disinfect shared surfaces.**
- **If you are told to self-isolate, you must do so immediately.**
- **If you are concerned about your wellbeing, or have underlying health conditions, work with your GP to understand how best to stay healthy.**
- **Keep track of where you have been and who you have been with. Use the NZ COVID Tracer app as a handy way of doing this.**
- **Stay vigilant. There is still a global pandemic going on. People and businesses should be prepared to act fast to step up Alert Levels if we have to.**

**Staff Health and Safety Protocols**

1. Manfeild Staff have been separated with some continuing to work from home at times and this will remain the situation until the end June2020.

2. All staff will be required to familiarise themselves with the New Zealand COVID-19 Personal Health Flowchart.

3. If you are feeling sick or unwell, stay at home. This decision must be made before you arrive at work. Workers who are sick, or unwell will be required to stay at home until they are fully recovered, in addition a doctor's note may be requested.

4. If a suspected or confirmed case of COVID-19 is discovered, follow the New Zealand COVID-19 Protocols 7 step procedure. An incident report must be completed in the event of a suspected or confirmed case of COVID-19. Health and Safety Manager Steve Easthope must be notified of the case without delay as he will notify the Ministry of Health. In his absence please notify Kathy Gibson.