



COVID-19 Alert Level 2 Response Plan

August 2020

Version 7: 12/8/2020

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

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

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

MANFEILD PROTOCOLS FOR WORKING UNDER COVID-19 ALERT LEVEL 2

At 9.30pm on Tuesday 11th August the government announced that Auckland would be moving to Level 3 and the rest of New Zealand would be moving to Level 2 following a non-traceable community outbreak of Covid-19 in South Auckland.

The following protocols have been put in place as the Manfeild Park Trust's response plan to allow businesses to continue to operate under COVID-19 Alert Level 2. Our plan is in line with government directives through the Ministry of Health.

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. Covid-19 Protocols will be added to all standard H&S Inductions and will be amended as the alert levels change.

ONLINE COVID REFERENCE INFORMATION:

<https://covid19.govt.nz/covid-19/restrictions/alert-level-2/>

Site Operations

1. Site inductions, which will include updated relevant information for COVID-19, will be reconducted for all staff, hirers, guests, suppliers, contractors, tenants, and settlors who attend on site (Appendix 1). These will be completed whilst maintaining the Alert Level 2 Physical Distancing and Hygiene Protocols as per the NZ COVID-19 MOH guidelines. The designated Manfeild staff member completing the inductions will sign your induction form on your behalf if required to reduce the risk of transmission.

2. Bathrooms will have signage providing guidance from the Ministry of Health on how to wash hands properly to prevent the spread of viruses. Anyone entering a Manfeild site will be required to wash their hands with soap and water before entering. Physical distancing must be maintained when using bathrooms and ideally only one person should be in each bathroom at any one time. Manfeild's cleaners will clean and sanitise those bathrooms used after each event and before the next event. Some toilets will remain off limit to minimise their use and potential spread of viruses.

3. The government has recommended the use of facial masks at Level 2 to help to prevent the spread of Covid-19.4. At Alert level 2 gatherings including events and conferences for no more than 100 people, plus staff and workers can take place at Manfeild Park as long as these groups are managed, and social distancing and hygiene requirements are adhered to. Spectators sub-contractors must still form part of the 100 max. in each grouping. Physical distancing of at least 2 metre needs to be maintained on site at all times.

5. For events or training held at the Race Circuit, access will be restricted to Rata Street only and those entering will need to be monitored to ensure the numbers entering do not go over the maximum permitted.

Sign in will be held in the Race Day Office (RDO) one person at a time, with entry from the main foyer door and exit via the Pitlane door. The drivers or riders must complete the Covid19 Induction/Indemnity and the Track & Trace Register. Any support team members must also complete the Track & Trace register.

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 provide a full Track & Trace list of those in their group and attendees, including date of event, name, company, and a contact phone number for each person.

The Indemnity process must also include appropriate questions relating to Covid-19 exposure, such as:

- ☐ I have read and understood the COVID 19 Manfeild Alert Level 2 Response Plan
- ☐ I will comply social distancing while at Manfeild
- ☐ I have not had any COVID-19 symptoms in the last 14 days, and I do not require to be in isolation for any reason

All information provided is retained in the strictest confidence and will only be provided to authorities should anyone within these groups contract Covid-19.

The sliding gate must remain locked at all times while the circuit is in use. No spectators are permitted. Test Days sessions will be limited to 40 Vehicles, with a maximum of 2 people only per vehicle. Garaging must be pre booked and paid before arriving so these can be opened and ready on arrival.

The use of the Pit Bays must be limited to every second bay with every other bay being taped off. NO ONE is permitted to use the scrutineering shed without permission. Pitting outside must be managed to ensure distancing is also maintained with at least 1m gaps between each pit area.

5. For events or meetings at the Stadium, access will continue to be via the South Street and Kawakawa Road (horse events). Those attending meetings must report to reception on arrival to complete an Induction which will focus on relevant information for Covid-19. An Induction checklist will be completed for each person (Appendix 2). It is very important that all tenants and visitors to Manfeild Park fill in the contact tracing information at reception on arrival.

For meetings and conferences using the stadium suites there must be a plan around seating that allows for physical distancing of 1m between tables, people at tables or people in chairs. Those using the suites must contain toileting to the level 1 toilets only. Meetings should be managed in such a way that numbers do not exceed 100 at any one time.

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, the maximum number of organisers, participants and spectators must remain at no more than 100 people, plus staff and workers, but multiple groups of 100 are permissible as long as each group is managed, distanced from the other and they do not mix or socialise with each other. Organisers of such events must complete a Covid-19 Induction using the checklist (Appendix 2), be sent a copy of this Response Plan, ensure all their participants are sent a copy of this Response Plan, complete a pre-registration Track & Trace template for everyone involved in the event including themselves. The organisers must produce a Covid19 Response Plan as to how they will manage their events and participants to ensure compliance with best practice at Alert level 2.

This documentation must be returned to the Event Manager before the event packs in.

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 NDTC operations require a separate Track & Trace contact register to be maintained. Physical Distancing is also to be maintained during all facets of the operation included class's, meetings and driver training using the NDTC cars. There is a maximum of two people only to be in any one car at the same time. In this instance where physical distancing cannot be achieved the driver and passenger should lower windows to let air circulate and keep facing toward the windscreen.

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.

For vehicle operations it is recommended that each vehicle has a dedicated driver, rather than drivers being changed for one car.

For Defensive Driving courses held at Manfeild Hall, access is via Rata St. Once participants have arrived the gates are to be closed by the Trainer.

7. All staff, suppliers and contractors entering site will be signed-in as part of maintaining a contact tracing register. This will include a declaration of personal health, the location of your previous location, and your next location as you sign-out. A designated Manfeild staff member will be present to sign you in/out to eliminate the potential hotspot of infection. Suppliers and contractors are required to call ahead or when you arrive on site so that these inductions can be completed in a contactless manner.

8. Avoid physical contact with others at all times.

9. Office areas are off limits to anyone except those that occupy these areas normally.

10. Tool and machinery storage sheds are to be accessed by Manfeild staff only.

11. Deliveries to site are to be organised ahead of time to ensure a Manfeild staff member is available to receive the supplies. One member of staff will be nominated to receive deliveries. Delivery drivers should remain in their vehicles if the load will allow it and must wash/sanitise their hands before unloading supplies.

Staffing Procedures

1. Manfeild Staff will adhere to physical distancing while they are at work with some staff working from home (following dialogue and approval from the CEO) but this may be amended as further government announcements are made.

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 Manfeild CEO, Kathy Gibson directly via email ceo@manfeild.co.nz Or 027 659-9666

New Health and Safety Protocol

1. Suppliers and contractors will not be allowed to attend on site without first submitting a digital copy of their companies COVID-19 protocols to our office.

2. No non-essential meetings are to be conducted with clients, suppliers, contractors, tenants, or settlers. Meetings should be held via video conference if required e.g. Zoom, Skype, or Microsoft Teams.

4. Where possible, paperwork is to be provided digitally/emailed rather than handled manually. If unavoidable, wear gloves, or wash hands before and after handling said items.

Personal and Site Hygiene

1. The use of standard rubbish/disposal bins are provided on-site for used PPE, paper towels/tissues, and any other related items. These bins will be provided with plastic liners that can be safely removed and are required to be replaced at the end of each working day by a designated Manfeild staff member.
2. Avoid touching your eyes, nose, or mouth with unwashed hands.
3. Cough or sneeze into a paper towel/tissue or your elbow to prevent potential spread of COVID-19. Any used paper towels/tissues are to be placed into the designated COVID-19 item disposal bin immediately following use.
4. Maintain a high level of personal cleanliness throughout the day. Wash and dry your hands with soap after using the toilet and before handling food. Sanitising should be completed as a secondary line of defence to hand washing.
5. Cleaning and disinfecting of high use surfaces and objects may be required at the end of each working day by Manfeild Cleaners and or Manfeild Staff. These may include, but not be limited to: Hand/power tools, door handles, light switches, handrails, desktops, shared appliances, and toilets. Use disposable PPE (gloves & mask) when cleaning down surfaces with disposable cloths/paper towels to clean surfaces. These disposable items are to be placed in the designated COVID-19 item disposal bin immediately, which can then be tied and placed in the skip bin on site.
6. Manfeild staff will be required to follow the New Zealand 'COVID-19 Protocols Returning Home After Work' guide to stop the possible spread of COVID-19.
7. Tools are not to be shared between staff members where possible. All Manfeild employees' tools are to be disinfected at the beginning and end of each working day. Tools must be cleaned/sanitised thoroughly between use if they are required to be shared with another user. All staff should carry and use their own pen. If your pen is used by someone else, get another rather than take the original back.
10. Designated areas for breaks will be identified on site. These will be outside where possible to reduce the risk of transmission. If an inside area on site is large enough to allow everyone with physical distancing rules still being followed, then breaks can be had inside. Hand sanitiser will be available at the entrance to the room. Physical distancing will be required at all times.
11. All staff are advised to bring pre-prepared meals and refillable drink bottles from home. Current site facilities such as microwaves and toastie machines are available for use by Manfeild staff only. High touch parts of these such as handles, and buttons need to be wiped down with cleaning product before each use.
12. All cleaning and sanitising will be managed within the Covid-19 cleaning guide protocols.