



NEW ZEALAND ALPINE CLUB

- **Date of release:**
 - 17 December 2021
- **Date of revision:**
 - This protocol will require revision in the instance that significant change is implemented by the New Zealand Government

Protocol: COVID-19 Infection control

Protocol:

NZAC Events & Gatherings, Engagement Management

Guidance for Staff, Volunteers, Contractors

Introduction

The New Zealand Alpine Club (NZAC) is committed to mitigating the impact of Covid-19 on it's people - members, member volunteers, staff and contractors.

This Covid-19 Event & Gathering Engagement Management Procedure is for the purpose of supporting the NZAC in it's management of Covid-19 infection control and the health and safety risk Covid-19 poses in our accommodation management.

The procedure and its implementation is led by the

- [NZAC Policy: Covid-19 Infection Control](#)
- **Government guidance on social event management** [Click here to read](#)

- **Government guidance on professional and volunteer led event management** [Click here to read](#)

and the practical management of reasonable Covid-19 infection control measures.

It is accepted that NZAC operated engagement events and gatherings present specific and individualised challenges to the management of Covid-19 infection control. The Club follows the advice of the New Zealand Government and is dedicated to undertaking all practicable measures to mitigate the impact of Covid-19 on it's people.

This protocol applies to all NZAC employees, contractors, volunteer members operating NZAC events and gathering engagements.

Under the Government Covid-19 Protection Framework NZAC can continue to operate its engagement events at each of the Red, Orange and Green levels.

The protocol applies to all NZAC events and gathering engagements including:

- NZAC national and regional events and gatherings (engagements)
- Mature Mountaineers meeting
- Instructional events
- NZAC regional events and engagements
 - trips
 - instructions
 - meetings
- Banff Film Festival - by facility location
- National Indoor Bouldering Series - by facility location

Definitions

Under the new traffic light system, an *event* is defined as:

- An activity where event entry is controlled through ticketing, fees, registration or other ways to control access. Events are held at commercial or private venues and can be held indoors or outdoors.

The normal operations of cinemas, theatres, stadiums, concert venues, conference venues, and private galleries are considered events, as commercial recreational activities, such as climbing instruction.

The definition of what is an event excludes an activity that is held at a private dwelling (like your home).

If you meet the definition for an event, you should apply events rules to your activity.

A *gathering* is defined as:

- An event including voluntary or not-for-profit sporting, recreational, social, or cultural activities, community club activities typically where someone has hired the space/premises for exclusive use.

Indoor event/ meeting

- Members can generally maintain at least 1 metre distance.
 - Generally performed in a space greater than 100 m2.
 - Members can be instructed to wear face masks and use hand hygiene measures.
 - Members share toilet and kitchenette facilities.
 - Members mostly travel locally only
 - Covid-19 instructional signage must be on display
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Outdoor event/ instruction

- These events happen generally outdoors.
 - Members may share limited close proximity with each other and an instructor.
 - Members can be instructed to wear face masks and use hand hygiene measures.
 - Members mostly travel locally only but regional travel may be involved.
 - Covid-19 instructional signage must be on display
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Vaccination

The NZAC believes that vaccination is the strongest protection against Covid-19. We strongly encourage our people to be vaccinated.

- Vaccination status may affect member services provided by the NZAC. For example owners of facilities NZAC members use for gatherings and events may require chosen or mandated protocols to be followed.
- Contractors to the NZAC who are in close contact, face-to-face proximity with members are required to be vaccinated. If a contractor who is engaged in face-to-face interaction with NZAC people is not vaccinated, the General Manager may terminate the contract after consideration of other options with the contractor to mitigate the frustration of the contract.
- Any new staff, volunteer and contractor will be required to be vaccinated and will provide proof of vaccination prior to appointment.
- Vaccination for all workers is required. Workers include staff, volunteers, contractors, professional and semi-professional performers. Workers must have had their first dose in order to work, and both doses from 17 January 2022.
- Businesses and services must display NZ COVID Tracer app QR codes, and are required to ensure that, as much as possible, record keeping is undertaken (i.e. all

those on premises must scan QR tracer codes, or other record keeping must be used).

- If My Vaccine Pass is required from event attendees, event managers must sight all attendee My Vaccine Passes, and verify a reasonable number.
- Capacity limits include children but not workers.

NZAC Events/ Engagements under the COVID Protection Framework

	If My Vaccine Pass is required from customers	If My Vaccine Pass is not required from customers
<p>Red:</p> <p>Red will be used if there's a need to protect both at-risk people and our health system from an unsustainable number of hospitalisations.</p>	<p>Events may occur with up to 100 attendees and based on 1m distancing (whichever is the lesser) per defined space.</p> <p>A gathering may occur with up to 100 people.</p>	<p>Events cannot be held.</p> <p>At gatherings held at venues, there can be up to 25 people based on 1m physical distancing in a single defined space at the venue at any time.</p> <p>Only gatherings of up to 25 people can occur.</p>
	<p>Face coverings will be mandatory in public facilities, on public transport and recommended whenever leaving the house.</p>	<p>Face coverings will be mandatory in public facilities, on public transport and recommended whenever leaving the house.</p> <p>Face coverings are required for workers at gatherings.</p>
	<p>All NZAC events where infection control of Covid-19 is a risk requires a risk assessment to be completed. It is the responsibility of the authorised individual to use the risk assessment tables in this</p>	<p>All NZAC events where infection control of Covid-19 is a risk requires a risk assessment to be completed. It is the responsibility of the authorised individual to use the risk assessment tables in this protocol and share the risk assessment</p>

	protocol and share the risk assessment results with the General Manager (and Section Chairperson if the event is operated by a regional representative of the NZAC).	results with the General Manager (and Section Chairperson if the event is operated by a regional representative of the NZAC).
	All NZAC people are expected to respect and adhere to the NZAC Covid-19 infection control policy, including WH&S policies related to collaborating organisations and their facilities.	All NZAC people are expected to respect and adhere to the NZAC Covid-19 infection control policy, including WH&S policies related to collaborating organisations and their facilities.
	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC event or engagement, a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC event or engagement, a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.
	<p>Outdoor:</p> <p>A gathering may occur with up to 100 people.</p> <p>Face coverings are required for workers, and strongly encouraged for others.</p>	<p>Outdoor:</p> <p>Only gatherings of up to 25 attendees per defined space can occur.</p> <p>Face coverings are required for workers at gatherings.</p>
	<p>Orange:</p> <p>Orange will be used when there's increasing community transmission of COVID-19.</p>	<p>If My Vaccine Pass is required from customers</p> <p>You can run events and gatherings without number limits.</p> <p>A gathering may occur.</p>
	All NZAC people are expected to respect and adhere to the NZAC	All NZAC people are expected to respect and adhere to the NZAC

	Covid-19 infection control policy, including WH&S policies related to collaborating organisations and their facilities.	Covid-19 infection control policy, including WH&S policies related to collaborating organisations and their facilities.
	Face coverings will be strongly encouraged on public transport, public facilities (indoors), and encouraged elsewhere.	Face coverings will be strongly encouraged on public transport, public facilities (indoors), and encouraged elsewhere.
	All NZAC events where infection control of Covid-19 is a risk requires a risk assessment to be completed. It is the responsibility of the authorised individual to use the risk assessment tables in this protocol and share the risk assessment results with the General Manager (and Section Chairperson if the event is operated by a regional representative of the NZAC).	All NZAC events where infection control of Covid-19 is a risk requires a risk assessment to be completed. It is the responsibility of the authorised individual to use the risk assessment tables in this protocol and share the risk assessment results with the General Manager (and Section Chairperson if the event is operated by a regional representative of the NZAC).
	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC event or engagement, a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC event or engagement, a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.
	<p>Outdoor:</p> <p>For events where My Vaccine Pass requirements can be implemented, There is no capacity limit.</p> <p>Face coverings are required for workers and encouraged for others.</p>	<p>Outdoor:</p> <p>Community events with uncontrolled access</p> <p>Restricted to 50 people per defined space (i.e. 2m between groups). Face coverings are required for workers and strongly encouraged for others.</p>
Green:	If My Vaccine Pass is required	If My Vaccine Pass is not required

Green will be used when there are some COVID-19 cases in the community.	from customers	from customers
	You can run events and gatherings without number limits. A gathering may occur.	Capacity limited to up to 100 attendees, based on 1m distancing, per defined space. Only gatherings of up to 100 people can occur.
	All NZAC people are expected to respect and adhere to the NZAC Covid-19 infection control policy, including WH&S policies related to collaborating organisations and their facilities.	All NZAC people are expected to respect and adhere to the NZAC Covid-19 infection control policy, including WH&S policies related to collaborating organisations and their facilities.
	Face coverings will be encouraged while indoors.	Face coverings will be encouraged while indoors.
	All NZAC events where infection control of Covid-19 is a risk requires a risk assessment to be completed. It is the responsibility of the authorised individual to use the risk assessment tables in this protocol and share the risk assessment results with the General Manager (and Section Chairperson if the event is operated by a regional representative of the NZAC).	All NZAC events where infection control of Covid-19 is a risk requires a risk assessment to be completed. It is the responsibility of the authorised individual to use the risk assessment tables in this protocol and share the risk assessment results with the General Manager (and Section Chairperson if the event is operated by a regional representative of the NZAC).
	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC event or engagement, a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.	Any NZAC person who has Covid-19 or suspected symptoms must not attend a NZAC event or engagement, a NZAC workplace or facility owned by the NZAC. They must follow the directions of public health officials.
	Outdoor: For events where My Vaccine Pass requirements can be	Outdoor: Community gatherings with uncontrolled access, such as a

	<p>implemented: No capacity limit.</p> <p>Face coverings are required for workers and encouraged for others.</p>	<p>public parade:</p> <p>Capacity limited to up to 100 people, based on 1m distancing, per defined space (ie 2m gap between groups).</p> <p>Face coverings are required for workers.</p>
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Provision of first aid service to members who are or may be unvaccinated under pandemic

- If the requirement for first aid service is considered urgent or outside the possibility of phone/ or email support to resolve, for example, in the field where:
 - Service is required to maintain the necessities of life
 - Service without which there is the likelihood of significant harm
 - Failure to provide service will result in significant worsening of the condition or situation
 - Where delay in provision of service will impact the person's ability to maintain functional independence.

Then close contact, face-to-face service to the member may be required.

- Close contact, face to face contact with members will require
 - Masks must be worn by member and staff
 - Outdoor engagement if possible
 - 2 metre physical distancing if practical
 - No food or drinks shared
 - No physical contact, including standard greetings such as handshakes
 - Hand sanitiser used before and after any engagement
 - The worker may wear full PPE equipment if they choose to
 - Specific employees/ volunteers (warden) based at identified NZAC accommodation facilities may instigate proof of vaccine measures if they feel sufficient level of concern
 - The worker must inform the General Manager of the engagement

Risk Assessment Tables

Table 1: Activity and environment risk factors

	0	1	2
Public facing	No contact with public	Public facing: controlled	Public facing: uncontrolled
Physical distancing	Able to maintain distancing	Able to maintain distancing of at least 1m	Cannot maintain distancing (ie close proximity)
Activity environment	Mostly done outdoors	Mostly done in an indoor space at least 100 m2	Mostly done in an indoor space less than 100 m2
Close contact with others	Brief contact (eg less than 20 mins)	20 mins to a few hours	More than a few hours
Travel	None	local	inter-regional
NZ traffic light	Green	Amber	Red

Risk level

Low exposure	Medium exposure	High exposure
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Table 2: Risk of Covid-19 by activity profile

	Office based	Indoor event/ meetings	Outdoor event/ instruction	Managed accommodation	Unmanaged accommodation
Risk of activity exposing our people to Covid-19					
Public facing	1	1	2	1	2
Physical distancing	1	1	2	1	2
Activity environment	1	1	0	1	2
Close contact with others	0	1	0	2	2
Travel	0	1	2	2	2
Risk of people bringing Covid-19 to the activity site and infecting others					
Total risk	3	5	6	7	10

Risk level	Low (0 - 3)	Medium (4 - 8)	High (9 - 12)
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