

## New Zealand Rugby COVID-19 Level 2 Clubrooms Guide

New Zealand Rugby has developed the Return to Rugby Requirements which prioritises the safety of participants and supporters and provides rugby clubs with guidance on what they need to do to be ready for kick off.

At Alert Level 2 all venues and sporting facilities, including clubrooms and gyms, are able to open. As part of the Return to Rugby requirements and to meet Government COVID-19 guidelines, all rugby club will need to develop a health and safety plan in four key priority areas: trainings, changing rooms, club rooms and match days.

This guide helps Rugby Clubs develop a Clubrooms health and safety plan for its member. Your local Provincial Union can provide you with support and will need to approve the plan before clubs can return to safe use.

Helpful information and resources on health and safety plans can be found on the [Worksafe New Zealand website](#).

Helpful information on operating at Alert Level 2 can be viewed at <https://api.hospitality.org.nz/wp-content/uploads/2020/05/Food-Beverage-L2-Guidelines-V2-2.pdf>.

It is now mandatory to ensure recordkeeping at venues and events is completed. NZR recommends using the Covid Tracer App.

### Key requirements:

- Indoor facilities are limited to a maximum of 50 people (not including staff)
- People must be seated and served. Groups must be served by a single server, however servers can serve more than one table. Groups must be separated by a minimum of 1 metre.
- Regular disinfecting of surfaces.
- Masks are mandatory unless eating or drinking. Servers must wear masks at all times.
- Encouraging good hand hygiene by allowing frequent hand washing and sanitising.
- Not having unwell people at your facility including club employees and volunteers.
- Contact tracing and physical distancing requirements in place. View the Contact Tracing resource at <https://qrform.tracing.covid19.govt.nz/>

The following represents the **minimum** requirements before clubs can reopen with the approval of their Provincial Union. **Please Note:** Clubrooms that do not operate in accordance with Ministry of Health Guidelines may face consequences (closures and/or fines) for any breaches.

Health & Safety Considerations	Potential Health & Safety Actions	Club Person Responsible	PU Sign Off
<p><b>Does anyone outside your club need to be involved in your plan?</b></p> <p>Consider other authorities and agencies that might need to contribute to or be consulted as part of your plan.</p>	<ul style="list-style-type: none"> <li>• This may include local council and facility owners.</li> </ul>		
<p><b>Who is Responsible?</b></p> <p>Each club will need to develop, implement and monitor the clubrooms plan.</p>	<ul style="list-style-type: none"> <li>• Appoint an employee or committee member to be accountable and responsible for your COVID 19 Health and Safety Plan.</li> </ul>		
<p><b>Who needs to be involved in your plan?</b></p> <p>All employees, management, and volunteers need to be involved in developing your plan.</p>	<ul style="list-style-type: none"> <li>• Complete your COVID 19 WorkSafe plan (see Resources below).</li> <li>• Do you have the right people with the right skills to operate safely?</li> <li>• Do you need to conduct training of all employees and volunteers on COVID-19 protocols?</li> </ul> <p><b>Resources:</b> WorkSafe plan template <a href="https://worksafe.govt.nz/dmsdocument/27557-covid-19-safety-plan-template-word-version/latest">https://worksafe.govt.nz/dmsdocument/27557-covid-19-safety-plan-template-word-version/latest</a></p>		
<p><b>COVID-19 Manager</b></p> <p>A person needs to be designated authority to manage, monitor and enforce your COVID 19 protocols.</p>	<ul style="list-style-type: none"> <li>• Assign a roster system for employees and volunteers for clarity of accountabilities and responsibilities.</li> </ul>		

**Please Note:** These guidelines are subject to change. To keep up with the latest information visit [www.newzealand.rugby/covid-19](http://www.newzealand.rugby/covid-19)

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<p><b>Managing Illness</b></p> <p>Employees, management, volunteers, and members need to know they can't attend training if they are feeling unwell.</p>	<ul style="list-style-type: none"> <li>Designated person to control entry / exit when open to the public.</li> <li>Appropriate posters at all entrances.</li> <li>Include 'Play it safe' messaging in all club communications</li> </ul> <p><b>Resources:</b> <a href="https://covid19.govt.nz/resources/posters/">https://covid19.govt.nz/resources/posters/</a></p>		
<p><b>Contact Tracing</b></p> <p>All visitors need to be part of a contact tracing process.</p>	<ul style="list-style-type: none"> <li>Appointment of a person(s) to manage contact tracing within the clubroom environment.</li> <li>Contact tracing posters clearly displayed on all entrances.</li> <li>Ensure there is a method compliant with Government / MOH regulations to manage contact tracing recording and data management.</li> </ul> <p>It is now mandatory to ensure recordkeeping at venues and events is completed. NZR recommends using the <a href="#">Covid Tracer App</a>.</p> <p><b>Resources:</b> View the Contact Tracing resource at <a href="https://qrform.tracing.covid19.govt.nz/">https://qrform.tracing.covid19.govt.nz/</a></p>		
<p><b>Hand Hygiene</b></p> <p>There must be hand hygiene measures in place for employees and members.</p>	<ul style="list-style-type: none"> <li>Sufficient supplies of hand sanitiser available at entry points and in clubrooms.</li> <li>Access to soap and water to enable good hand washing measures.</li> <li>Consider placement of COVID-19 posters in and around venue and clubrooms.</li> <li>Post COVID-19 posts on club social media feeds (Facebook, Instagram).</li> </ul>		
<p><b>Food and Bar Service</b></p> <p>Food and bar service must be in accordance with Government requirements.</p>	<ul style="list-style-type: none"> <li>Food hygiene regulations for COVID-19 apply.</li> <li>No bar or food counter service.</li> <li>Patrons must be seated and served by a single server, though this server may serve multiple groups.</li> <li>Implementation of table service only and mobile contactless pay systems (no cash).</li> </ul> <p><b>Resources:</b> See <a href="https://api.hospitality.org.nz/wp-content/uploads/2020/05/Food-Beverage-L2-Guidelines-V2-2.pdf">https://api.hospitality.org.nz/wp-content/uploads/2020/05/Food-Beverage-L2-Guidelines-V2-2.pdf</a></p>		
<p><b>Physical Distancing</b></p> <p>Numbers must be limited to 100 (excluding staff) and ensuring physical distancing within the clubroom.</p>	<ul style="list-style-type: none"> <li>Number limited to 100 (excluding staff), however, the venue needs to provide safe physical distancing at all times so maximum number might be restricted.</li> <li>Designated person(s) to manage arrivals / departures within the club (Ensure maximum number of 100 at any one time is not breached).</li> <li>Reconfiguration of seating plan and removal of tables / bar leaners and clear pathways to create separation and traffic flows.</li> </ul>		
<p><b>Sanitisation</b></p> <p>High contact areas need to be regularly cleaned.</p>	<ul style="list-style-type: none"> <li>Consider staggering timeframes / entrance / exit rosters for distinct groups (i.e. junior club members / senior club).</li> <li>Is there a process in place to ensure all high contact areas (e.g. doors, tables, bench surfaces, chairs, bathrooms etc) are being sanitised before each use.</li> </ul> <p><b>Resources:</b> Cleaning guidelines to minimise the spread of infectious diseases can be found here: <a href="http://www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/workplace-infectious-disease-prevention">www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/workplace-infectious-disease-prevention</a></p>		
<p><b>Club Communication</b></p> <p>The club should regularly communicate with its members.</p>	<ul style="list-style-type: none"> <li>Keep members informed through regular updates.</li> <li>Reinforce good behaviour and correct misunderstandings.</li> </ul>		
<p><b>Monitoring the Plan</b></p>	<ul style="list-style-type: none"> <li>Monitor your plan in its early stages to ensure that is effective and understood.</li> <li>Stay updated with New Zealand Rugby and Provincial Union COVID-19 advisories.</li> </ul>		

Health & Safety Considerations	Potential Health & Safety Actions	Club Person Responsible	PU Sign Off
It is important that all health and safety plans are monitored and adjusted to keep participants safe and as Government guidelines change.	<ul style="list-style-type: none"> <li>Set regular updates to ensure that it remains sustainable and relevant.</li> </ul>		

**Important Notes**

**Subject to change:**

- Please note that this advisory is subject to change.
- New Zealand Rugby continues to work closely with Sport NZ and the Ministry of Health to provide the most up-to-date information for our stakeholders.