

Poverty Bay Hunt Sports

6th November 2021

COVID 19 Alert Level 2

RESPONSE PLAN

This response has been completed by
Poverty Bay Hunt Sports committee

HELD AT THE POVERTY BAY ASSOCIATION GROUNDS, 35 MAIN ROAD,
GISBORNE

SITE OPERATIONS

At Alert Level 2, gatherings, including events and conferences for no more than 50 people inside and 100 outside plus staff and workers, can take place at the Poverty Bay A&P Show grounds/equestrian Park as long as these groups are managed according to the Alert Level 2 guidelines, and social distancing and hygiene requirements are adhered to. All people onsite will be allocated to groups (horses/ponies/helpers) that may not mingle or socialise. Physical distancing of at least 2 metres needs to be always maintained on site. The government has mandated the use of face coverings at Level 2 to help to prevent the spread of COVID 19 and face coverings must be worn in all indoor areas and where physical distancing of 2 metres is not possible outdoors.

Riders are strongly encouraged to only bring one support person and only if they really need the support.

Site inductions that include up-to-date and relevant COVID-19 information, will be conducted for all those on site during this event including staff, committee members of the Poverty Bay A&P Ass, committee members of Poverty Bay Hunt Sports, volunteers, suppliers, contractors, and tenants. Inductions will be completed whilst maintaining the Alert Level 2 Physical Distancing and Hygiene protocols outlined in the NZ COVID MOH guidelines and outlined on the Unite Against COVID-19 website <https://covid19.govt.nz/alert-levels-and-updates/alert-level-2/>

We ask that you print the Induction form and return it to the Committee by email prior to the event or on entry to the grounds.

Bathrooms will have signage providing guidance from the MOH on how to wash hands properly to prevent the spread of the viruses. Anyone entering the POVERTY BAY A&P GROUNDS site will be required to wash their hands with soap and water regularly. Hand sanitiser will be provided where appropriate but does not replace the need for proper handwashing. Physical distancing must be maintained when using bathrooms and ideally only one person should be in each bathroom at any one time. Cleaners will clean and sanitise the designated toilets and bathrooms throughout the event. Some toilets will be closed and may not be used to minimise the potential spread of viruses.

Key operational procedures follow:

SIGN IN – Mandatory Contact Tracing

Contact tracing is mandatory. You must enter through GATE 3. All riders will have access to the declaration form on MAINEVENTS. No entry to the site is allowed without completion of this form. A QR code will be set up for signing in at the gate and there will be a manual contact tracing register on hand for those unable to sign in the QR code. All designated areas will have a QR code that MUST be used when using that designated area.

Every support person in your vehicle must also sign in via the QR code or manual contact tracing register. In addition, you must enter the number of support people in your vehicle (limited to 1 if possible) on MAINEVENTS. Please note their names on your entry.

No spectators or public will be allowed to enter the grounds for this event to ensure numbers are limited and meet the expectations of this response plan.

PARKING

There are 3 designated parking areas, and every person onsite will be allocated to a specific area. The areas are colour-coded and shown clearly on the attached site map. A maximum of 100 people in total are allocated to each area.

Each area has designated toilets a horse wash area, and day yarding. You may only use the designated facilities for your allocated area, and you **MUST NOT** enter another designated area at any time. Any person found in another area will be immediately scratched from the show and asked to leave the grounds. No refunds will be provided if you do not abide by our rules and guidelines.

Where you park is where your vehicle will stay for the duration of the event.

Designated facilities

PONIES: WINDMILL Paddock, Golf mania covered yards, outside yards between RDA building and oval. Outside toilets of RDA building facing Windmill paddock, Wash bay (hose) in Windmill paddock.

HORSES: HORSELINES, covered yards, section of outside yards adjoining covered yard blocks, Stallion boxes. Toilets men's and women's on side of RDA building facing covered yards. Wash bay beside covered yards.

HELPERS/COMMITTEE: WOOD CHOPPING AREA/AROUND OVAL, toilets beside food and wine area.

FACE COVERINGS

You must legally wear a face covering if you are aged 12 & over in certain circumstances such as inside a retail business and you are strongly encouraged to wear a face covering when you cannot maintain your physical distance from others. In an equestrian context, face coverings must be worn in all indoor areas and where physical distancing of 2 metres is not possible outdoors. Coaches are expected to wear face coverings when in the warmup areas. Officials are asked to wear face coverings when working.

Face coverings are not required when in the saddle or participating in the round.

If you are exempt from wearing a face covering, you must provide evidence of your exemption in writing to the event secretary by 12pm on Friday 5th November.

Face coverings must be worn when visiting the secretary's caravan, but you are strongly discouraged from going to the caravan.

The induction form will include the following questions relating to COVID-19 exposure:

- I have read and understood the COVID-19 PB Hunt Sports level 2 Response Plan.
- I will comply with social distancing & face covering guidelines while on the grounds.
- I have not had any COVID-19 symptoms in the last 14 days, I am not awaiting a Covid-19 test result and I am not required to be in isolation for any reason.

All information provided to the PB Hunt Sports is treated in strictest confidence and will only be provided to authorities should anyone within these groups contract COVID-19.

Those attending this event must have completed the induction form prior to arrival or complete one at the gate. They will not be allowed to enter the grounds without this having been completed and returned. The only entrance to the PBAP grounds will be through Gate 3. QR coding and manual tracing registers are available on entry at both gates.

PERSONAL AND SITE HYGIENE

General rubbish bins are not provided for this event. Each person must manage and remove their own rubbish from the grounds. Rubbish bins will only be provided in the toilet for the sole use of disposing of hand towels. No personal rubbish is to be placed in these bins which are provided with plastic liners that can be safely removed by the cleaners for disposal.

All people on site for this event are expected to practise good hygiene:

1. Do not touch eyes, nose, or mouth if your hands are not clean.
2. Wash and dry hands with soap after using toilet and before handling food. Sanitising should be completed as a secondary line of defence to hand washing.
3. Cough or sneeze into your elbow to prevent potential spread of COVID-19. It will keep the virus off your hands, so you will not spread it to other people and make them sick too.
4. Regularly clean surfaces that get touched frequently.
5. Maintain physical distancing. Keep a safe distance from people you do not know while out and about. This will help reduce the spread of COVID-19 if community transmission returns. Office areas are off limits to anyone except those that occupy these areas normally.

EVERY PERSON ON THE GROUNDS PARTICIPATING IN THIS EVENT HELD HAS SPECIFIC OBLIGATIONS UNDER THIS RESPONSE PLAN

A reminder that failure to follow these rules and guidelines will result in immediate scratching from the show and removal from the grounds.

SPECIFIC SITE SAFETY INFORMATION AND RULES

- The PBAP grounds and RDA equestrian centre are multi-hazard areas. Please be aware of the following potential hazards/risks while at these grounds.
- Uneven surfaces and grounds with potential to create trips, slips, falls or issues for machinery being used to undertake the job. Controls – wear good footwear. Keep your head up while moving around the venue to avoid possible trips.
- Weather – on occasion rain can cause pooling and minor flooding around the property. Control – it is recommended that flooded areas are avoided and should not be driven through if it will cause machinery/vehicles to become stuck or unstable.

INDUCTION CHECKLIST

Date: SITE: Poverty Bay A&P Association

Participants Name:

Support person name/s:

- I have been informed of and will meet my obligations under the governments COVID-19 Alert Level 2 rules and guidelines and those of the response plan for this event.
- I have been informed of any specific safety rules for this site.
- I have been informed of the hazards particular to this site.
- I will comply with social distancing of 2 metres while at PB Hunt Sports/PB A& P Assoc grounds and face covering guidelines.
- I have not had any COVID-19 symptoms in the last 14 days, I am not awaiting a Covid-19 test result, and I am not required to be isolated for any reason.

MANAGING COVID-19 Risk

You agree to the following Covid-19 requirements

- Stay at home if you are feeling unwell. If you become unwell during the show you agree to go home.
- Follow good personal hygiene practises, including washing hands regularly.
- Maintain distancing of 2 metres whenever possible in all areas of the grounds.
- Sign in via QR code or manual register on arrival at the PBAP grounds and when using designated facilities displaying a QR code.
- Wear a face covering in all indoor areas and where physical distancing of 2 metres is not possible. You do not have to wear a mask when mounted. Coaches, officials, volunteers, and committee members are expected to wear masks when carrying out their duties.
- Ask the committee if you have any questions to ensure you understand the map and the designated areas and your obligations under this response plan.
- Failure to follow the rules and guidelines set out in this response plan will mean you are immediately scratched from the event and will be asked to leave the grounds.

Once you feel you have been sufficiently informed of all the Health and Safety requirements of the Poverty Bay Hunt Sports/Poverty Bay A and P Assoc grounds and understand your obligations, please sign below.

Name: Signed

Date:

Support staff name: Signed

Your entry to the grounds and this event is based on the receipt of this form signed. Please ensure your details are correct and any changes are notified to the show secretary immediately.