



## **TAURANGA NETBALL CENTRE'S BUSINESS CONTINUITY – PANDEMIC POLICY**

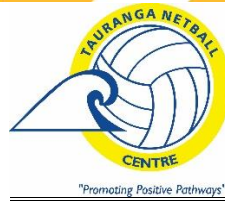
<p><b>Policy Rationale</b></p>	<p>Tauranga Netball Centre is committed to its members, athletes, employees, volunteers Coaches, suppliers and stakeholders to safeguard those individuals in the event of a pandemic.</p> <p>The overall goal is to have a pandemic policy which sits alongside the Business Continuity Plan. The Pandemic Policy provides for the care and flexibility for employees. It emphasises the need to put employees together with others which include all those relevant groups mentioned above (members, athletes, volunteers, coaches, suppliers and stakeholders) safety first while enabling essential services to continue as close to normal.</p>
<p><b>Policy statement(s)</b></p>	<p>Tauranga Netball Centre recognises the commitment of the Board, management, staff and suppliers to support the objectives of its Business Continuity and Pandemic Plan.</p> <p>It also needs to ensure obligations under the health and Safety in the Workplace Act 2015 are met. In particular the organisation is committed to ensuring:</p> <ul style="list-style-type: none"> <li>• Essential services continue to be delivered to the best level possible during any disruption arising from a pandemic, while not compromising health and wellbeing of staff. This is critical to ensure as much of a sense of normal as possible, during whatever abnormal circumstances may be at play. Documenting this ensures everyone has a clear understanding of the roles and responsibilities.</li> <li>• The possibility of workplace closure is addressed.</li> <li>• Risks of contagion to people in the workplace are managed, ensuring the health and wellbeing of employees.</li> <li>• Ministry of Health directives are the initial basis for decision making in the event of a pandemic, such as directives regarding self-isolation and gatherings of people.</li> <li>• Employees and volunteers are expected to continue to attend the workplace in line with their usual arrangements, except where alternatives are activated.</li> </ul>

	<ul style="list-style-type: none"> <li>Employees and volunteers are expected to remain working during a pandemic, unless they are on agreed leave.</li> </ul>
<b>Policy Implementation and Related Procedure Documents</b>	<p>The implementation and review of this Pandemic Policy is the responsibility of Tauranga Netball Centre's, Centre Manager.</p> <p>Tauranga Netball Centre's, Centre Manager is responsible for the establishment of a Pandemic Management Team.</p> <p>Tauranga Netball Centre's Pandemic Management Team will be responsible for the development and implementation of Tauranga Netball Centre's Pandemic Health and Safety Plan.</p> <p>Tauranga Netball Centre's, Centre Manager will be responsible for reviewing and updating Tauranga Netball Centre's Pandemic Health and Safety Plan annually. These plans will be reviewed by the Pandemic Management Team along with the Tauranga Netball Centre Board.</p>
<b>Legislative Compliance Considerations</b>	<ul style="list-style-type: none"> <li>Health and Safety at Work Act 2015</li> <li>Holidays Act 2003</li> <li>Guidance from Ministry of Health</li> </ul>
<b>Review Protocol</b>	<p>Policy Reviewed By: Centre Manager</p> <p>Date Reviewed: 20<sup>th</sup> August 2021</p> <p>Next Review Date: 20<sup>th</sup> August 2022</p>



**TAURANGA NETBALL CENTRE  
BUSINESS CONTINUITY – PANDEMIC PLAN**

<p><b>Plan statement and objectives</b></p>	<p>Tauranga Netball Centre is committed to its members, employees, suppliers and stakeholders. The Purpose of the Pandemic Plan is to ensure employee and stakeholders safety is put first while the provision of essential products and services continue, at each stage of the Pandemic.</p> <p>This Pandemic Plan has been prepared in accordance with the Organisations Pandemic Policy.</p> <p>Where possible, this plan is to be made available to all staff. The key objectives include:</p> <ul style="list-style-type: none"> <li>• Essential services continue to be delivered to the best level possible during any disruption arising from a pandemic, while not compromising health and wellbeing of staff. This is critical to ensure as much of a sense of normal as possible, during whatever abnormal circumstances may be at play. Documenting this ensures everyone has a clear understanding of the roles and responsibilities.</li> <li>• The possibility of workplace closure is addressed.</li> <li>• Risks of contagion to people in the workplace are managed, ensuring the health and wellbeing of employees.</li> <li>• Ministry of Health directives are the initial basis for decision making in the event of a pandemic, such as directives regarding self-isolation and gatherings of people.</li> <li>• Employees and volunteers are expected to continue to attend the workplace in line with their usual arrangements, except where alternatives are activated.</li> <li>• Employees and volunteers are expected to remain working during a pandemic, unless they are on agreed leave.</li> <li>• Communication plans are considered</li> </ul>
<p><b>Review Protocol</b></p>	<p>Plan Reviewed By: Centre Manager</p> <p>Date Reviewed: 20<sup>th</sup> August 2021</p> <p>Next Review Date: 20<sup>th</sup> August 2022</p>



**HEALTH AND SAFETY PLAN FOR TAURANGA NETBALL CENTRE**

**COVID 19**

**Name:** *Tauranga Netball Centre*  
**Address:** *Maunganui Road, Mt Maunganui*  
**Contact Person:** *Tracy Walters*  
**Contact Phone:** *027 204 7118*

What measures are in place - Planning Ahead	Who is responsible
Complete clean and sanitisation of facility	<b>Tauranga Professionals</b>
Disinfect chairs/desks/office space/stairwell handrails door handles/windows and all common touch areas	<b>Tauranga Professionals</b>
Sanitiser and soap/paper towels received Gloves and masks ordered and received	<b>Operations</b>
All staff induction material copied and available at entrance of facility	<b>Manager</b>
Tracing plans in place Government app or paper register	<b>Manager</b>

What measures are in place – Accessing the Facility	Who is responsible
All staff and contractors entering the facility must be inducted under the COVID-19 Return to Work Induction and must sign in either manually or via Government app	<b>Operations Assistant</b>
All volunteers and visitors entering the facility must read COVID-19 Return to Work Induction	<b>Operations Assistant</b>
Hand sanitiser will be placed at entrances to facility and around facility and signage of good hand washing guidelines will be displayed, staff and volunteers will be strongly urged to wear masks	<b>Operations Assistant</b>
All teams will be sent guidelines with expectations in regards to accessing the facility and what is required	<b>Manager and Operations</b>



How will you operate to keep workers/volunteers and others safe from exposure to COVID 19

Who is responsible

COVID 19 alert levels for gatherings will be followed

**All Centre staff and volunteers**

Staff may work from home

Contact tracing guidelines will be adhered to

Hand sanitiser stations around facility

Gloves and masks available for staff/volunteer use, strongly urged to wear them

Hygiene guidelines will be adhered to

Social distancing is encouraged between staff/volunteers

Desk space 1 metre apart

Regular cleaning of touch points and desk spaces

If unwell do not come to work and advise management

What measures are in place – Signage

Who is responsible

Will put signs up on how to use contact tracing app

**Operations**

Will advertise correct sanitising and hygiene procedures

**Operations**

Will put up signs regarding which gates are to be accessed depending on which court team is playing on

**Operations**



What measures are in place – Cleaning & Hygiene	Who is responsible
Cleaners to follow new cleaning procedures	<b>TPCG and Operations</b>
High contact areas will be sanitised regularly, bathrooms to be cleaned every hour and signed off on bathroom cleaning form on back of each main bathroom door	<b>Manager and Operations</b>
Hand sanitiser available around facility as well as soap and hand towels in bathrooms	<b>Operations</b>
Team/Umpire guidelines advise them to provide sanitiser	<b>Operations</b>
If it is identified that a COVID-19 carrier has used the Centre we will close the Centre until appropriate sanitising by a commercial cleaner is done	<b>Operations</b>
Every court will have a hygiene kit consisting of sanitiser spray and gloves and wipes. Balls must be sanitised after every game	<b>Manager and Operations</b>
Team guidelines advise they are to clean their own equipment after use and also the goal post pads on the court they were using	<b>Operations</b>
Scorecard Boards will be wiped with disinfectant wipe between games	<b>Office volunteer</b>
What measures are in place – Equipment & Facilities	Who is responsible
All goal post pads to be sprayed with disinfectant	<b>Operations and Teams</b>
All balls to be disinfected (hygiene kit at each court)	<b>Operations and Teams</b>
All score card holders to be disinfected	<b>Operations</b>
High contact areas will be sanitised regularly	<b>Operations</b>



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What measures are in place – Coaching Practices

Who is responsible

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See guidelines for participants attached to this document

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What measures are in place – Communications

Who is responsible

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The Centre will communicate with staff/volunteers and Members any changes via website/Facebook and Friendly Manager database

**Manager and Operations**

We have added this safety plan and guidelines to our website and will email it to club and school convenors to forward to their members and also to our volunteers and officials

**Manager and Operations**

All volunteers and staff will be emailed the staff induction and Guidelines

**Operations**

Ministry of Health directives are the initial basis for decision making in any event during this pandemic such as directives such as self isolation and gatherings of people





## Health and Safety Guidelines for Participants

### Coaches and Managers – use for Game Day

- Please ensure that if any team member is unwell or if any members of their household is unwell they must stay home. They should not be participating in trainings or games.
- Teams will only be allowed in the court enclosure together – you must wait for all team members to arrive (please arrange a meeting place for your whole team practicing the 2 metre social distancing guidelines and away from the immediate TNC building and courts).
- Either the coach or manager is to inform the office your team have arrived for their game. The team manager will be emailed a team list which you are to email back to [ops@tauranganetball.co.nz](mailto:ops@tauranganetball.co.nz) with who will be playing on that date. Please make sure the coach and manager is entered into our FM system before attending so they appear on the team list. If a person is not on the team list they will not be allowed inside the court enclosure. This procedure will replace the filling out the back of scorecards. The coach or manager will collect the scorecard if they are the first team on the draw (see guidelines for scorers below) It will be mandatory for any adult entering the court enclosure or building to scan the covid QR code located at each gate and doorway.
- You will be advised which court you are playing on and which gate you are to use to enter/exit – PLEASE ONLY USE THE GATE YOU ARE ASSIGNED and ensure your team moves quickly through this area and tries to adhere to the 2 metre distancing rule, strictly no loitering around gate areas.
- A gate warden will be at your gate to ensure teams have signed in at the office
- The only people to enter the court enclosure are one coach, one manager and the players – no spectators are allowed in the court enclosure.
- Only players, coaches and managers are allowed into the facility to use the toilets only – ensure the team knows they are to go in and out of these areas quickly and are not to use the showers or changing rooms
- Have disinfectant wipes and disinfectant spray – along with paper towels to clean with and a towel to dry with. A hygiene kit will be available at each court if you forget.
- Ensure balls are cleaned and disinfected before and after use. Please ensure you have a sanitised match ball ready for game day.
- All equipment has been sanitised before each netball activity.
- Ensure bibs have been washed after each netball activity.
- Ensure players have their own sport towel and bottle in their own bags court side. They are not to be lying around on the ground or in the way of the umpires. No bottle holders are to be used
- Have nail clippers for players to use. Highly recommend players do this at home and not share clippers.



- Ensure no players touch the goal posts. If they do please clean and dry.
- Ensure you have a fully equipped first aid kit plus gloves to tend to any injuries safely.
- If one of your team players lands on the floor during play and leaves a sweat area – Dettol wipe or disinfectant spray the area and then dry it. Play is to be held up for this but not added onto the game time. (This applies to indoor games only)
- At the end of the game please wipe the goal post pads down closest to your team bench with disinfectant spray.
- Ensure the match ball is placed into a bag immediately following the game and disinfected along with other equipment used as soon as possible. Place all equipment in a bag so no one touches it until it is cleaned.
- **ALTHOUGH MASKS ARE NOT MANDATORY UNDER ALERT LEVEL 2, TNC STRONGLY URGE ALL PERSONS WHO ARE NOT PLAYING OR UMPIRING TO WEAR THEM.**

#### **Coaches and Managers – use for Trainings**

- Please ensure that if any team member is unwell or if any members of their household is unwell they must stay home. They should not be participating in trainings or games.
- All teams must provide a team list to TNC of who will be attending training – this includes coach and manager. All adults who enter the court enclosure must scan the covid QR code located at the entrance of each gate.
- The only people who can enter the court enclosure are one coach, one manager and the players – strictly no spectators or children.
- Please practice social distancing of 2 metres as required but particularly with another team
- When turning on lights please ensure you sanitise your hands before and after
- Have disinfectant wipes and disinfectant spray – along with paper towels to clean with and a towel to dry with.
- Ensure balls are cleaned and disinfected before and after use.
- All equipment has been sanitised before each netball activity.
- Ensure bibs have been washed after each netball activity.
- Ensure players have their own sport towel and bottle in their own bags court side. They are not to be lying around on the ground or in the way of the umpires. No bottle holders are to be used
- Ensure no players touch the goal posts. If they do please clean and dry.
- Ensure you have a fully equipped first aid kit plus gloves to tend to any injuries safely.
- At the end of the training please wipe the goal post pads down.
- Place all equipment in a bag so no one touches it until it is cleaned.
- The gate must be locked when the last team leaves, please wipe with disinfectant wipe
- **ALTHOUGH MASKS ARE NOT MANDATORY UNDER ALERT LEVEL 2, TNC STRONGLY URGE ALL PERSONS WHO ARE NOT PLAYING OR UMPIRING TO WEAR THEM.**



### **Players**

- Practise good hygiene at all times and social distancing as required.
- If unwell, please stay at home.
- Your coach and manager have been given strict guidelines for which they are responsible for the team adhering to, please ensure you fully know what is expected from each player and that all protocols are strictly followed
- Do not touch surfaces unnecessarily when warming up and cooling down i.e. goal posts or pads, floors/ground, score bench. If you do then please wipe it and then dry this surface.
- Stretching – standing stretches only please do not do them on the floor/ground
- Bring your own sport towel and drink bottle and keep stored in a bag – not to be left on surfaces, ensure they are not in the way of the umpire.
- Sanitise hands at breaks – recommend Manager pump sanitiser onto hands to restrict people touching the top of the sanitiser.
- Players can decide to provide their own sanitiser so they can use it in the breaks &/or for in the bathrooms.
- Recommend limited use of bathrooms where possible – only players, coaches and managers are to use the toilets – do not use the changing rooms or showers. You must move in and out of these areas quickly.
- Clip their nails at home before coming to their netball activity. For hygiene reasons we do not recommend sharing clippers.
- Come ready dressed for your game as changing rooms may have restrictions around their use.
- The centre from the team that has the match ball - chosen by the umpires - will take the ball and place it in the centre circle for opposing centre or hold onto it to take the pass.
- At the end of a quarter the ball will get taken back to a team bench and the centre will take it back out for the next centre pass.
- At the end of the game you can line up to say thanks but limit unnecessary physical contact.

### **Captains**

- Do papers scissors rock at a social distance.
- Inform the scorer who won the toss, who is taking the ball, and which way the teams are going. Please do not touch the bench or score card at any time.
- When the umpire asks please take your match ball to them. They will ask you to bounce the ball and guide you through the checking of it. The umpire will not be touching the ball. The chosen ball will then be placed by the Captain into the centre circle.
- If approaching the umpire for clarifications, ensure you keep your social distance.
- At the end of the game the captain from the team that the game ball belongs to will collect the ball and take it to their team bench.



### **Umpires – Registered umpires**

- Must provide their own sanitiser to use as needed court side.
- Must not come if unwell. Ensure you let TNC or the team you are umpiring know well in advance so they can get someone to cover your games.

### **Both registered and player umpires**

- Check in upstairs of the facility before your game so the TNC staff can tell you what court you are on. Umpires are to enter the facility using the front door only.
- Do not touch the ball or score bench. Please read above for guidelines on what the players will do and below what the scorers will do. The only time you should touch the ball is at a toss up.
- Guide the scorers on how to complete the score card – do not touch the card or pen/pencil.
- Complete the nail check at the correct social distance. Do not touch the player's hands.
- Have your own whistle. DO NOT share whistles with anyone.
- Ball checks – you ask the captains to bring their ball over and bounce it for you to see if it is flat. You ask the captain to show you the ball by turning it around in their hands. Both umpires will make a call from a distance. The captain will then take it back to their team bench for the centre to bring out for the start of play.
- Ensure all drink bottles and bags are safely out of the way.
- At the end of the game the captain from the team who the ball belongs to will collect the ball and take it to their team bench/huddle.
- At the breaks you will check the score card and direct the scorer how to complete the card.
- At the end of the game you will check the card is completed correctly. The scorer who has been doing the score card for the whole game will take the card to the office.
- Do not touch the score benches, score cards or other surfaces to keep yourself safe.



## Scorers

- Each team is to nominate a scorer (either the coach or manager) for the whole of the game.
- The first team named on the draw will collect the score card from the office – please note that TNC staff will be using gloves setting up the score cards and the boards will be sanitised between use. The scorecard will be in a plastic bag to enable limited handling.
- Scorer will provide their own pen/pencil to do the scoring.
- The scorer doing the score card will not change throughout the game unless absolutely necessary. If this is to happen, the new scorers must sanitise their hands, using their team's sanitiser and provide their own pen/pencil. The score bench must be wiped down too (Indoor courts only)
- Depending on the level we are at when we get into return to play – only the score card will be used for keeping the score.
- A scorer from each team must sit on the score bench or stand beside one another – social distancing so as to ensure that every goal is placed on the score card correctly.
- If we are at a level that the electronic score bench can be used the same scorer must do this for the duration of the game (Indoor games only) If a change is necessary the scoring device and bench must be wiped down with a disinfectant wipe supplied by the scorer's team.
- At the start of the game the scorer will note which team has the centre pass by putting an 'E' in top corner box for the team that has the centre pass and an 'O' in the opposition top corner box. If you are unsure note down who is doing what and the umpires can step you through it when they come to the court.
- At the breaks the umpires will direct the scorer on what to do with the score card – the umpires will not be touching the score card at any time.
- At the end of the game the umpires will check the card is done correctly and then the scorer will return the card back to the registration desk maintaining physical distancing guidelines.
- **ALTHOUGH MASKS ARE NOT MANDATORY UNDER ALERT LEVEL 2, TNC STRONGLY URGE ALL PERSONS TO WEAR THEM**



### **Spectators and Supporters**

- If you or members of your household are unwell, you must stay home.
- Be aware that there may be restrictions on entry and number of spectators allowed.
- Please ensure you fill out the manual contact tracing log or use the Government app
- Physical distancing of 2 metres must be maintained wherever possible.
- Supporters must follow usual personal hygiene measures – cough into your elbow, avoid touching face, wash hands or use sanitiser.
- Avoid high traffic areas for a long period of time e.g. car parks, facilities and entry/exit points. Move in and out of these areas quickly.
- **ALTHOUGH MASKS ARE NOT MANDATORY UNDER ALERT LEVEL 2, TNC STRONGLY URGE ALL PERSONS TO WEAR THEM**

### **Course/Workshop Attendees**

- If you or members of your household are unwell, you must stay home.
- Please ensure you fill out the manual contact tracing log or use the Government app
- Physical distancing of 2 metres must be maintained wherever possible.
- Attendees must follow usual personal hygiene measures – cough into your elbow, avoid touching face, wash hands or use sanitiser.
- Avoid high traffic areas for a long period of time e.g. car parks, facilities and entry/exit points. Move in and out of these areas quickly.
- **ALTHOUGH MASKS ARE NOT MANDATORY UNDER ALERT LEVEL 2, TNC STRONGLY URGE ALL PERSONS TO WEAR THEM**

### **Cleaners/Contractors**

- If you or members of your household are unwell, you must stay home.
- Please ensure you fill out the manual contact tracing log or register via the IDME app
- Physical distancing of 2 metres must be maintained wherever possible.
- Cleaners/Contractors must follow usual personal hygiene measures – cough into your elbow, avoid touching face, wash hands or use sanitiser.
- Avoid high traffic areas for a long period of time e.g. car parks, facilities and entry/exit points. Move in and out of these areas quickly.
- **ALTHOUGH MASKS ARE NOT MANDATORY UNDER ALERT LEVEL 2, TNC STRONGLY URGE ALL PERSONS TO WEAR THEM**

## Supporting information and documents to refer to:

### **Netball NZ**

<https://www.netballmnz.co.nz/useful-info/resource-library/return-to-play>

- - NNZ Workplace Guidelines.pdf
- - NNZ Contact Tracing Guidelines.pdf
- - NNZ Gatherings Guidelines.pdf
- - NNZ Hygiene and Sanitation Guidelines.pdf
- - NNZ Participant Guidelines.pdf
- \_COVID-19 Get Ready for Netball - Risk assessment for returning staff and contractors.pdf
- \_NNZ COVID-19 Get Ready for Netball - Staff Induction for Return to Work or Centre.pdf
- \_NNZ COVID-19 Get Ready for Netball - Health & Safety Plan for Return to Work or Centre.pdf
- \_COVID-19 Contact Tracing log.pdf
- \_COVID-19 Prepare to Play - Event & Activity Health and Safety Plan - template.pdf
- \_Prepare to Play - Coach Guidelines and Tracing Log.pdf
- \_Mother Earth futureFERNs – Prepare to Play resource.pdf

### **Sport NZ**

<https://sportnz.org.nz/covid-19/sector-advice/>