

Management/Contingency Plan for Creative Communities Scheme Projects based on New Zealand's Covid19 Alert Level Guidelines

This plan is to help you identify what you need to consider when planning your event. It is a general plan and may not cover everything you need to know, so please read the official guidance at <https://covid19.govt.nz/alert-system/covid-19-alert-system/>.

It is important you continue to check these official guidelines leading up to the time of your project to ensure you have covered everything you need to.

Alert Level 1

Outline what measures you are taking for each of these key guidelines:

1. No restrictions on gatherings: Currently, there are no restrictions at Level 1 on gatherings. However, applicants should keep up to date with any changes to ensure your project complies with the Level requirements at the time of your project. You also need to have contingency planning if the changes occur while your project is running.

What is your contingency planning for your event if the Level changes, or conditions under Level 1, change?

2. Border entry measures to minimise risk of importing COVID-19 cases
If your project involves anyone who has or will have been from another country, how will you check if they have been cleared through the quarantine process?

3. Rapid contact tracing of any positive case

See: [Contact tracing information sheet for non-retail businesses and services](#)

[Contact tracing register for retail businesses \[PDF, 1.6 MB\]](#)

What contract tracing measures will you have in place for participants and attendees for your project?

4. Schools and workplaces open, and must operate safely.

What measures do you have to ensure your venue is hygiene and safe e.g. hand sanitiser, regular and frequent cleaning of surfaces and facilities?

5. Physical distancing encouraged.

How will you organise your event to ensure physical distancing of one metre apart?

6. Self-isolation and quarantine required.

What measures will you follow if:

- a participant in your project develops COVID-like symptoms;

- a participant is tested positive for COVID-19?

E.g. inform all other participants, and report to Healthline; (if an audience exposed to an infected person) providing details and your contact tracing lists to the Ministry of Health; self-isolation for participants who have been exposed to the person.

7. Wash and dry your hands, cough into your elbow, don't touch your face

8. Stay home if you're sick, report flu-like symptoms

What information will you have in place for participants to ensure they observe personal health/safety practices, e.g. informing you if they are not able to attend or participate further?

Alert Level 2

Outline what measures you will take for each of these key guidelines if your event will take place under Level 2:

1. Restrictions on gatherings: No more than 100 people at gatherings, including weddings, birthdays, funerals and tangihanga.

Event facilities, including cinemas, stadiums, concert venues and casinos can have more than 100 people at a time, provided that there are no more than 100 in a defined space, and the groups do not mix.

How will you organise your event so that no more than 100 people are in your venue at one time?

What is your contingency planning for your event if the Level changes, or conditions under Level 2 change?

2. Keep physical distancing of 2 metres from people you don't know when out in public or in retail stores. Keep 1 metre physical distancing in controlled environments like workplaces, where practical.

How will you organise your event to ensure physical distancing of two metres apart?

3. Border entry measures to minimise risk of importing COVID-19 cases

If your project involves anyone who has or will have been from another country, how will you check if they have been cleared through the quarantine process?

4. Rapid contact tracing of any positive case: A person in charge of a social gathering must ensure records are kept for contact tracing purposes, except where every person in a gathering knows each other. This includes in your home, community hall, or other space.

See: [Contact tracing information sheet for non-retail businesses and services](#)

[Contact tracing register for retail businesses \[PDF, 1.6 MB\]](#)

What contract tracing measures will you have in place for participants and attendees for your project?

5. Keep surfaces clean, wash your hands, and maintain safe physical distancing where possible.

What measures do you have to ensure your venue is hygiene and safe e.g. hand sanitiser, regular and frequent cleaning of surfaces and facilities?

6. Self-isolation and quarantine required.

What measures will you follow if:

- a participant in your project develops COVID-like symptoms;
- a participant is tested positive for COVID-19?

E.g. inform all other participants, and report to Healthline; (if an audience exposed to an infected person) providing details and your contact tracing lists to the Ministry of Health; self-isolation for participants who have been exposed to the person.

7. Hygiene and Self-care: Wash and dry your hands, cough into your elbow, don't touch your face. Stay home if you're sick, report flu-like symptoms

What guidance will you have in place for participants to ensure they observe personal health/safety practices, e.g. informing you if they are not able to participate, observing hygienic behaviour while participating?