



## COVID-19 SAFETY PLAN

Ignite Wanaka Chamber of Commerce has developed formats and protocols for each event or course to ensure health and safety measures incorporate NZ Government guidance around COVID-19. By registering for any Ignite Wanaka event or courses, we ask that you to abide by and adhere to these safety measures.

### **Below is a summary of the key information:**

- Please do not attend an event or course if you are unwell or have any COVID-19 symptoms, or if you need to be in isolation/quarantine for any reason for example, recent contact with a confirmed COVID-19 case. If you show any signs of illness when you are attending an event/course we will ask you to leave, to ensure we are not putting other participants at risk.
- Attendees are reminded to take personal responsibility and adhere to the 2 metre physical distancing protocol for controlled environments and to follow and maintain good hygiene practices.
- We encourage you to wear a face covering if physical distancing is difficult.
- NZ COVID Tracer QR codes will be on display and it is requirement that all attendees and staff scan in. If you don't have a smartphone, a physical register will be available and you must complete this.

### **Specific Alert Level information**

#### **Alert Level 4 & 3**

- All face-to-face events and training will be cancelled. If you are affected by the cancellation, we will be in contact with you to discuss the next steps and whether the event will be moved or cancelled completely. Credits and refunds will be given in most circumstances if we have to cancel an event.

#### **Alert Level 2**

Attendees must:

- Take personal responsibility and adhere to the 2 metre physical distancing protocol for controlled environments.
- Check-in using the covid tracer QR Code provided for the event and at the venue
- Follow and maintain good hygiene practices.
- Face coverings are now mandatory in all public places such as hospitality venues and for events.

- All courses and events will have no more than 50 people in any defined indoor space and will be seated only. No standing events will take place.
- Table seating will be arranged to ensure the 2 metre rule between attendees is observed.
- If we are providing food and drinks at an event, everyone must be seated to be served.

### **Alert Level 1**

- For contact tracing and mandatory record keeping purposes, a register of attendees, staff and facilitators will be kept.
- We ask attendees to check-in using the covid tracer QR Code provided for the event and at the venue.