

2022 Ignite Sport COVID-19 Procedures

Ignite Sport (IS) has created the following procedures in consideration of the NZ Government's *COVID-19 Protection Framework* & vaccination requirements, as well as the holistic health & wellbeing of our staff, young people (YP), their whānau & wider community. The *2022 IS COVID-19 Procedures* are consistent with the overarching *IS Health & Safety Procedures*. Please note that expectations & mandatory requirements outlined in the following procedures, that apply to IS staff, also apply to any volunteers or guests on an IS programme. The following requirements may need to adapt to adhere to the changing environment & individual school's requirements.

1. Vaccinations - Young People & Ignite Sport Delivery

- 1.1 All YP participating in an IS programme, are not required to present a *My Vaccine Pass*
- 1.2 IS will use venues, partners, deliverers who do not require YP to present a *My Vaccine Pass*

2. Vaccinations – Ignite Sport Staff

- 2.1 As a highly relational, people focused organisation, which delivers programmes in schools & at community facilities, IS strongly recommends all staff are fully vaccinated. IS will verify staff vaccination status by collecting a copy of each staff members *My Vaccine Pass* to be stored in a confidential management folder in Sharepoint
- 2.2 The definition of fully vaccinated includes any “booster” vaccinations as required by the NZ Government or Ministry of Health. Ignite Sport will be informed by Ministry of Health guidance on the requirement and frequency of booster vaccinations moving forward

3. Face masks – Ignite Sport Staff^{1 2}

- 3.1 IS staff will uphold the mask wearing requirements of public spaces, businesses & venues, in accordance with the NZ Government's mandatory requirements
- 3.2 It is mandatory for IS staff to wear face masks when in the IS office, delivering an IS programme, on school premises & whilst travelling in a vehicle for IS purposes
- 3.3 Masks are not required to be worn whilst delivering a workshop, explaining an activity, playing sport, eating/drinking, or when outdoors

4. Face masks – Young People^{3 4}

- 4.1 IS will ensure all YP (aged 12 and over) on an IS programme, uphold the specific mask wearing requirements of public spaces, businesses & venues, in accordance with the NZ Government's requirements
- 4.2 Mask wearing is mandatory for all YP travelling in a vehicle for IS purposes
- 4.3 IS will provide a mask to YP who do not have one
- 4.4 IS will communicate mask expectations to YP & schools, prior to them attending an IS programme

¹ procedure does not apply to those who have a face covering exemption card from the Disabled Persons Assembly NZ

² Face Masks must meet current NZ Government & MoH standard/definition of what constitutes a 'mask'

³ procedure does not apply to those who have a face covering exemption card from the Disabled Persons Assembly NZ

⁴ Face Masks must meet current NZ Government & MoH standard/definition of what constitutes a 'mask'

4.5 Masks are not required to be worn whilst playing sport, eating/drinking, or when outdoors

5. Regional Travel

- 5.1 Travelling with a group of YP outside of the Greater Wellington Region and/or for an overnight Ignite Sport programme may not be permitted under *COVID-19 Protection Framework Orange*. IS management to advise on a case by case basis
- 5.2 IS staff travelling outside of the Greater Wellington Region for personal reasons will be required to notify IS management before travelling & a plan for safe return to work will be made

6. Contact Tracing

- 6.1 Programme records will identify which YP attend programme, and when and who they have contact with during the day. IS staff will note any changes to planned activities. The records will also note any volunteers involved or any staff working for an external provider (e.g. a guest speaker)

7. General Health & Safety Measures

- 7.1 If an IS vehicle is used for non-IS purposes, all IS COVID-19 vehicle procedures must be adhered to
- 7.2 The following measures will be communicated to all staff & YP:
 - Stay home if sick, get test if symptoms recommend
 - Try to not touch face or face mask
 - Sneeze or cough into elbow
 - Wash or sanitise hands often
- 7.3 The following measures will be undertaken/made available by IS:
 - Daily wipe of high touch surfaces⁵
 - Vans, spaces & gear used on programme to be wiped down after each programme⁶
 - Hand sanitiser available in all spaces & vans

8. COVID-19 Symptoms and Positive Case Contingency

In the event:

- 8.1 A young person develops COVID-19 symptoms while on an IS programme:
 - Young person will immediately be isolated from the rest of the group
 - If the young person & other YP aren't already required to be wearing a mask, they will now be required to
 - The school (or individual whānau in the case of programmes not connected to schools) will be contacted & IS will follow their guidance for next steps
 - If IS needs to transport the young person, it will be in a vehicle with only the driver. The driver & young person will maintain 1m physical distancing
 - All gear, venues & vehicles used on the programme will be disinfected
- 8.2 An IS staff member develops COVID-19 symptoms while on an IS programme
 - Staff member will immediately be isolated from the rest of the group

⁵ see Covid Delta Level 2 Daily Wipe Schedule for more information

⁶ including any non-commercial community facilities we use (e.g. church halls)

- If the staff member, YP & other staff members aren't already required to be wearing a mask, they will now be required to
 - Staff member will immediately return home, take a RAT, report result to MOH through *My Covid Record website* & IS management
 - The school (or individual whānau in the case of programmes not connected to schools) will be notified
 - If IS needs to transport the staff member home, it will be in a vehicle with only the driver. The driver & staff member will maintain 1m physical distancing
 - All gear, venues & vehicles used on the programme will be disinfected
 - IS's continued delivery will be dependent on RAT result & advice from MOH
- 8.3 An IS staff member develops COVID-19 symptoms while at the IS office
- Staff member will immediately return home, take a RAT, report result to MOH through *My Covid Record website* & IS management
 - All high touch surfaces in the office disinfected
 - IS's continued delivery will be dependent on RAT result & advice from MOH
- 8.4 An IS staff member or YP who was present on an IS programme tests positive for COVID-19
- IS staff member will immediately inform IS management
 - IS's continued delivery will be dependent on advice from MOH
- 8.5 A household contact of an IS staff member tests positive for COVID-19
- IS staff member will immediately inform IS management
 - IS staff member will isolate & work from home until MOH guidelines deem it safe to return

9. Business Continuity Plan

The reality of IS's relatively limited financial and physical resources, and small team size in comparison to large delivery workload, means that segmenting the team into 'bubbles' is not a feasible option. Therefore the 20 staff members of IS will continue to work in one bubble. The effect of this is that if an IS staff member or YP on an IS programme tests positive for COVID-19 (especially the Omicron variant) the organisation could be shut down from face-to-face delivery for an undetermined period.

Over the past two years IS has developed content and strategies to navigate youth development delivery in the face of a global pandemic. Therefore, in the event of a COVID-19 shut down/isolation period IS staff will work from home to continue journeying, connecting & engaging meaningfully with the young people of IS digitally.

- 9.1 IS's overarching *IS Health & Safety Procedures* & the *2022 IS COVID-19 Procedures* are in place to protect IS staff & young people. They reduce the risk of contracting the disease, and slow down transmission. Meaning that the long-term effect of COVID-19 on IS as an organisation is mitigated to the best of IS's ability
- 9.2 All IS staff will be required to take their laptops & any essential work resources home at the end of every day. In the event a period of 'working from home' happens without notice
- 9.3 IS admin staff will work away from the IS office when possible
- 9.4 IS will have RATs available for staff use
- 9.5 IS Director will encourage staff members to be making personal plans in the event they: contract COVID-19, have to isolate, or work from home. Resources to support that planning can be found here: <https://covid19.govt.nz/>