

WOODHILL SANDS TRUST

Covid -19 Pandemic Policy

Updated 12 May 2022



Introduction:	<p>The Trust is committed to providing a safe and welcoming venue for our staff, volunteers, officials, contractors, riders, supporters and spectators. To ensure this, the Trust has developed the following COVID-19 Pandemic Policy. Trustees and all staff are responsible for the implementation of this policy. It is also expected that any groups who hire the venue for events will also organise and operate their event in a manner consistent with the policy and meeting all Government and public health requirements.</p> <p>The current variants of COVID-19 have proved to carry significantly higher risks of transmission than previous strains of the virus. The Government has repeatedly emphasised the importance of vaccinations – to protect individuals and to give the country more opportunities to manage the virus. Vaccination is widely considered critical to protecting people’s health and safety, by reducing the risk of transmission and minimising the clinical impacts of COVID-19 infection.</p> <p>The manner that Equestrian Sport functions, provides the opportunity to be able to operate, while complying with social distancing, appropriate PPE, record keeping, restrictions on numbers and vaccine certification (MVP’s), where required by government regulation, in addition to other Government and public health requirements.</p>
Purpose:	<p>The purpose of this policy is to provide clear guidance and direction for operations of the venue within the context of Covid-19.</p> <p>This policy sets out the Woodhill Sands Trust’s COVID-19 vaccination and operational requirements as they apply to employees, contractors, volunteers, officials and to all participants, (including athletes, support people and spectators). It is designed to keep our people safe and is aligned to the Government’s objective of minimising the impacts of the COVID-19 pandemic and protecting the communities of Aotearoa New Zealand.</p>
Scope:	<p>The policy will address the following areas: General Policy Principles and then how these relate to our Employees, Volunteers and Officials, Contractors and the general public.</p> <p>The policy outlines the Trust’s approach under the current Covid-19 Protection Framework settings and will be reviewed as and when needed as a result of updated Government requirements or if legislation is amended.</p>
Policy Principles:	<p>The Woodhill Sands Trust encourages and supports its workers and participants to be vaccinated against COVID-19, so that we can reduce the risk of exposure and transmission of COVID-19. It is important that we provide you with a safe environment and community, in which you can undertake equestrian sporting activity. A safe community is a COVID-19 free community, and currently the best protection against spreading COVID-19 is vaccination. We recognise that COVID-19 poses a very real and serious risk to the safety of our workers, participants and volunteers, and in accordance with our health and safety obligations, we are required to take reasonably practicable steps to put in place control measures to manage and minimise (or eliminate) any such risk. The Trustees are aware of their responsibilities and duties under the Health and Safety at Work Act to keep both our workers and the public safe.</p>

As My Vaccine Passes (MVP) are no longer required for gatherings, The Woodhill Sands Trust no longer requires these for those participating, spectating or supporting the gathering as a worker, official or contractor. A MVP is also no longer required for workers outside of show days at the venue.

Our sporting community comprises a wide range of age groups including those under 12 years of age and some elderly who involve themselves as volunteers or spectators. The Trust is cognisant that there are face to face dealings with those who would be considered to be vulnerable. Updates to the community relating to our Covid 19 Policy and practices will be regularly posted on the website, Facebook pages and programmes relating to upcoming activity at the venue.

The Trust understands that the environment in which we operate is a dynamic one that requires ongoing review as circumstances change.

In addition to this policy, the Trust will maintain a range of appropriate and complementary measures in its facilities and during its activities, to further minimise the risks associated with COVID-19. All actions will be in line with the requirements and guidance set out in legislation and public health advice.

The conditions of entry **before coming to the venue or taking part in activities include:**

- Stay home if you are unwell
- You must wear a mask in line with public health requirements that apply at the time.
- Wash or sanitise hands before entering the venue and when moving through different areas
- You must abide by any distancing requirements that apply at the time.

The COVID-19 health questions you should consider when deciding to come to the venue include:

- You do not have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
- You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19
- You are not a household contact of someone who has tested positive for COVID-19

Screening questions will be updated as required to reflect public health adaptations to the virus.

The Trust acknowledges that best practice in the minimisation and mitigation of the impacts of COVID-19 is evolving rapidly (e.g. the introduction of rapid antigen testing). Given this, the Trust confirms its intention to work in good faith, as new information and recommendations come to hand, and to do its utmost to introduce the latest and complementary measures to further minimise risks.

The Trust notes that this policy is based upon the information currently available from Government and is subject to change as we learn and understand more about how New Zealand manages the fight against COVID-19 in our communities and workplaces. In addition, the Government may mandate that the Trust take certain steps. This policy may be revoked, amended or replaced at the Trust's sole discretion on reasonable notice in the circumstances at that time.

<p>COVID-19 Current Practices: EMPLOYEES (including casual events staff):</p>	<p>As an employer, the Trust has a health and safety obligation to manage the risks that COVID-19 poses to our people and workplaces. This includes putting in place controls that eliminate, or where that is not reasonably practicable, minimise the risk of COVID-19.</p> <p>The Trust has carried out a role-based risk assessment for employees. This was done by grouping positions according to type of role and the work each role does within the organisation and considering a series of risk factors prescribed by WorkSafe New Zealand.</p> <p>While other control measures (outlined below), are useful in reducing the speed of spread, they will not stop the spread and only provide partial protections from COVID-19 variants.</p> <p>Working in this manner reflects the way we operate, the flexibility and freedom of movement in our operations, and the potential consequences for our communities if COVID-19 is transmitted in our environment. This will also enable us to provide more certainty and continuity to participants by keeping our facilities open, activities running and minimising any disruption for our communities.</p> <p>At all times employees will follow the control measures to minimise spread of infection:</p> <ol style="list-style-type: none"> 1. Limitation on numbers – The numbers of people who can gather per “pod” on site, will be specified by the settings in place. The Trust will work within Government and public health requirements. This may be supported by limits on support people or spectators attending the venue. 2. Physical distancing – physical distancing will be practiced at all times on the property in line with public health requirements. 3. Record keeping – QR codes will be displayed at the venue for users if wanted and scanning will be mandatory when required by government regulation. Placement of and instruction for use of the Woodhill Sands Trust QR code will be at various locations on site (including the gate, toilets, office and kiosk). For those unable to use the QR code a safe and secure system for recording people who have been at the premises is provided at the office. The online entry system is also used to monitor those riding (and registered support people) at the venue. 4. Personal Protection Equipment (PPE) – masks will be required by all workers and participants/spectators while on the property in line with public health requirements. 5. Cleaning and disinfecting – Public areas, surfaces and objects are to be regularly cleaned and disinfected. 6. Management of symptoms – staff have a responsibility to isolate when symptomatic. Staff who have any COVID like symptoms (cough, cold, runny nose, headaches, body aches, high temperature/chills) are NOT to come to work. They are to expediently obtain an approved COVID-19 test and notify management as to when they have had the test and to advise when the result is returned. All information provided to users of the venue states to not attend the venue if they are unwell or displaying any COVID-19 symptoms.
<p>COVID-19 Current Practices: VOLUNTEERS & OFFICIALS</p>	<p>At training days and shows and at all other times when on site at the venue, all other control measures including; physical distancing, record keeping, PPE and management of symptoms will be applied in line with Government and public health requirements.</p>

	Judges boxes and management of dressage judges' cars with a writer, will be reviewed with those officials involved. Where distancing cannot be maintained, (e.g. judges' boxes and dressage judges' cars with writers) and where people will be in close proximity together for a considerable length of time (i.e. >15minutes) all those within the space may wear a mask where it is agreed between those involved.
COVID-19 Current Practices: CONTRACTORS	<p>All contractors undertaking work on site are required to respond to the screening questions relating to:</p> <ul style="list-style-type: none"> • Not having any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell) • they do not have COVID-19 nor are you awaiting the results from being tested for COVID-19 • They are not a household contact of someone who has tested positive for COVID-19 <p>If the answers to any of these questions is "Yes", the contractor will not be permitted to enter the venue.</p>
COVID-19 Current Practices: GENERAL PUBLIC (including riders, support people and spectators)	At training days and shows and at all other times when on site at the venue, participants and members of the public must follow control measures including the use of PPE, physical distancing, record keeping/scanning and hygiene/hand washing requirements that apply to the site at the time as required by Government regulation. Participants, their support people and spectators are asked not to attend if they experience symptoms. To manage number restrictions the venue may limit the number of support people or spectators at the venue.
Communication of information and signage	<p>Information relating to the Covid-19 Policy and supporting procedures will be included in the health and safety processes of the Trust and will be made available to users of the venue.</p> <p>This will include communication through social media channels, e-mails directed to entered riders, the Woodhill Sands website and information on display at the venue.</p> <p>Signage and posters outlining any required practices around physical distancing, record keeping, PPE, cleaning and personal hygiene and advice to those who are sick or experiencing symptoms will also be prominently displayed at sites across the venue.</p>
Policy Review	<p>This policy will be closely monitored by the Trust Manager. A COVID-19 group, led by a designated Trustee, will take responsibility for managing the COVID-19 safety plan and reviewing and updating this policy and risk assessment as needed in consultation with the Trust Board.</p> <p>Policy approved: 17 May 2022</p> <p>Next review date: At the end of August and thereafter annually, or if there are significant updates to the Protection Framework or public health measures.</p>