

2023 Ignite Sport COVID-19 Procedures

Ignite Sport (IS) has created the following procedures in consideration of the NZ Government's COVID-19 response, as well as the holistic health & wellbeing of our staff, young people (YP), their whānau & wider community. The *2023 IS COVID-19 Procedures* are consistent with the overarching *IS Health & Safety Procedures*. Please note that expectations outlined in the following procedures, that apply to IS staff, also apply to any volunteers or guests on an IS programme. The following may need to adapt to adhere to the changing environment & individual school's expectations.

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
- 2.2 The definition of fully vaccinated includes being up to date with any available “booster” vaccinations offered by the NZ Government or Ministry of Health

3. Face masks – Ignite Sport Staff ¹

- 3.1 Face mask wearing for IS staff is determined by personal preference

4. Face masks – Young People ²

- 4.1 Face mask wearing for YP is determined by personal preference
- 4.2 IS will provide a mask to YP who do not have one & would like one

5. Contact Tracing

- 5.1 Programme records will identify which YP attend programme, 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)

6. General Health & Safety Measures

- 6.1 The following measures will be communicated to all staff & YP:
 - Stay home if sick, take a test if symptoms recommend
 - Try to not touch face or face mask
 - Sneeze or cough into elbow
 - Wash or sanitise hands often
- 6.2 The following measures will be undertaken/made available by IS:
 - Hand sanitiser available at the IS centre

7. COVID-19 Symptoms and Positive Case Contingency*

In any of the following scenarios, the following measures may be taken:

*Note, current MOH guidelines will be adhered to in all instances.

¹ Face Masks must meet current NZ Government & MoH standard/definition of what constitutes a 'mask'

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7.1 An IS staff member develops COVID-19 symptoms

- A symptomatic IS staff member will be asked to return home as soon as possible & take a RAT
- If staff take a RAT they should report the result to MOH through the *My Covid Record* website & IS management

7.2 An IS staff member or YP on an IS programme is COVID-19 positive

- Any IS staff member or YP who tests positive for COVID-19 should stay home for 5 days (or until they return a negative RAT or symptoms clear up)
- Any COVID-19 positive YP will be returned to school (or home if applicable), IS will notify school to notify whānau
- If IS needs to transport any COVID-19 positive YP, it will be in a vehicle with only the driver. The driver & positive person will maintain 1m physical distancing & be masked
- All high touch surfaces in the office & vehicles/gear used on applicable programmes will be disinfected, if an IS staff member or YP tests positive
- IS staff members will immediately inform IS management of any positive results (themselves, household member, YP)
- IS staff members will be encouraged to take regular RATs if they are a household contact

8. Business Continuity Plan

The reality of IS's delivery means that working from home and/or segmenting the team into 'bubbles' is not a feasible option. Therefore the 14 staff members of IS will continue to work in one bubble. The effect is that if an IS staff member or YP on an IS programme tests positive for COVID-19 (and the virus spreads), the delivery of the organisation could be affected significantly for an undetermined period of time.

8.1 IS's overarching *IS Health & Safety Procedures* & the *2023 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

8.2 IS Director will encourage staff members to be making personal plans in the event they contract COVID-19. Resources to support that planning can be found here: <https://covid19.govt.nz/>