

COVID 19 Under the Protection Framework (traffic lights) Rules for use and hireage of Waitomo District Council Operated Community Facilities

Vaccination Certificates

Waitomo District Council (WDC) managed facilities can only be hired and used by persons/ groups/ organisations (Hirer) that ensure, so far as reasonably practicable, that each person aged 12 years and 3 months or older, who enters the facility is **fully vaccinated and can produce a valid COVID-19 My Vaccine Pass – at all traffic light settings – Green, Orange and Red.**

The Hirer must ensure that each person (including any worker/ employee/ contractor) aged 12 years and 3 months or older who enters the facility, produces a valid COVID-19 My Vaccine Pass when requested (on or immediately after entering the facility).

Numbers and Physical Distancing Under the COVID-19 Protection Framework Where all Users are Vaccinated

The Hirer must ensure compliance with the following physical distancing and number of attendees at each facility:

Facility	Traffic Light Setting	Events	Social Gatherings
Les Munro Centre – Total Complex	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 468, 1 metre distancing	Capacity Limit
	Red	Up to 100 people, based on 1 metre distancing seated and separated	Up to 100 people, based on 1 metre distancing
Les Munro Centre – Foyer	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 100, 1 metre distancing	Capacity Limit
	Red	Up to 100 people, based on 1 metre distancing seated and separated	Up to 100 people, based on 1 metre distancing
Les Munro Centre – Supper room	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 80, 1 metre distancing	Capacity Limit
	Red	Up to 80 people, based on 1 metre distancing seated and separated	Up to 80 people, based on 1 metre distancing
Piopio War Memorial Hall	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 94, 1 metre distancing	Capacity Limit
	Red	Up to 94 people, based on 1 metre distancing seated and separated	Up to 94 people, based on 1 metre distancing

Facility	Traffic Light Setting	Events	Social Gatherings
Railway Building 1 – Function Room 1	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 14, 1 metre distancing	Capacity Limit
	Red	Up to 14 people, based on 1 metre distancing seated and separated	Up to 14 people, based on 1 metre distancing
Railway Building 1 – Function Room 2	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 9, 1 metre distancing	Capacity Limit
	Red	Up to 9 people, based on 1 metre distancing seated and separated	Up to 9 people, based on 1 metre distancing
Railway Building 3	Green	Capacity Limit	Capacity Limit
	Orange	Capacity 18, 1 metre distancing	Capacity Limit
	Red	Up to 18 people, based on 1 metre distancing seated and separated	Up to 18 people, based on 1 metre distancing

Facility	Capacity Limit
Les Munro Centre – Total Complex	750
Les Munro Centre – Foyer	100
Les Munro Centre – Supper room	120
Piopio War Memorial Hall	200
Railway Building 1 – Function Room 1	40
Railway Building 1 – Function Room 2	15
Railway Building 3	50

Events are defined as: A congregation of people with controlled access involving ticketing, registration or another way to control access. Examples are:

- Auctions
- Commercial recreational activities
- Concerts
- Conferences
- Art exhibitions
- Sporting events

Social Gatherings are defined as: A congregation of people that is not considered an Event.

Examples are:

- Weddings and Civil Union ceremonies
- Most faith-based gatherings
- Club functions
- Social sports
- Community fairs
- Funerals and Tangihanga

Masks

The Hirer must ensure that people aged 12 years and older who enter the facility wear a face covering wherever possible, except when exercising and playing sports.

Entry Criteria (Facilities and Activities)

The Hirer must ensure no entry into the facility to persons with any of the following:

- currently exhibiting a fever, or any other common symptoms of Covid-19 symptoms.
- have knowingly been recently (in the last 14 days) exposed to a person with Covid-19.

Contact Tracing

The Hirer must ensure contact tracing protocols are used for all individuals entering the facility.

QR Codes are available at all entrances to the facility.

The Responsible Person* of the Event / Social Gathering must have systems and processes in place to ensure, so far as is reasonably practicable, that each person who enters the facility where the Event / Social Gathering is held, scans the QR code for the Event / Social Gathering or manually records their entry.

If manually recorded, the Responsible Person must keep relevant information for at least two months in accordance with Ministry of Health guidelines.

Manually recorded contact tracing data collected must include:

- Date and time of visit
- Name of attendee
- Phone number of attendee; and
- Email address of attendee

*Responsible Person: is the person responsible for the care of Facility during occupation, and with the overall responsibility to ensure compliance with the Waitomo District Council Covid-19 Rules for the use and hireage of the Waitomo District Council Operated Community Facilities.

Cleaning

1. Entry process - Hand sanitisation on entry for all attendees with soap and water or hand gel is highly recommended. This should ideally take place before attendees enters the facility, or as early as possible on their transit through the building.
2. All common touch points are to be cleaned prior to the commencement of the use of the facility and at the end of the use of the facility as outlined below:
 - Common touch points include all door handles, toilets, basins & taps.
 - All common touch points on equipment, tables, chairs and any other common use equipment within the facility.
3. All cleaning products to be provided by the Hirer.

Declaration

I/We _____ have read and understand the above Covid-19 Rules for use and Hireage of a Waitomo District Council Operated Community Facility and will comply with all Rules.

Hirer Name

Responsible Persons Name
(if different from above)

Signature

Date