

Barefoot Sport procedures during Covid-19 alert Levels

Event: Kapiti Half – Run the Coast

Updated: 15 October 2021

Preface

Barefoot Sport has prepared these COVID-19 guidelines in accordance with Government legislation around open air mass participation events including input from but not limited to the Ministry of Health, Sport New Zealand, Health and Safety at Work Act 2015, Local Councils, Landowners and our guiding principle documents.

The purpose of this document is to create and clearly document the changes Barefoot Sport is going to make to its operating procedures in light of the Covid-19 pandemic and subsequent environment we now find ourselves in. Ultimately it is about keeping our staff, suppliers and of course participants safe, in a clear and transparent manner. We fully believe we can achieve this while still delivering a high quality, enjoyable event experience up to our normal high standards.

The purpose of our response plan is to:

- Prevent the spread of COVID19 during event activities
- To ensure the reputation and integrity of our events
- Provide guidance, so our participants understand what happens to the event when the COVID19 Government response levels change

This is a working document that will change as required to meet Government recommendations. Barefoot Sport has signed up to the Events Sector Voluntary Code. This means that we:

1. Are committed to COVID -19 Ministry of Health Guidance
2. Will enable effective contact tracing
3. Will retain records
4. Are committed to the Health of operators and Attendees.
5. Encourage a culture of adhering to best practice Covid-19 risk management.



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Key Outcomes of our Covid 19 Response Plan:

- To ensure the reputation and integrity of our events
- Enable Barefoot Sport to operate safe and compliant events at Level 1 and 2 of Government Covid-19 alert levels.
- Provide guidance, so our participants understand what happens to the event when the COVID19 Government response level change

Personal responsibility of participants at Level 1 and 2 (not all apply at level 1)

A key part of keeping everyone safe within our community and at Barefoot Sport Events is personal responsibility. All participants and spectators will be expected to adhere to Ministry of Health guidelines. These are:

- If you, or someone you are in close contact with, have symptoms of cold or flu, are unwell or who are waiting on test results for COVID-19 please do not attend the event.
- If anyone (or if anyone close to you) in self isolation within the last two weeks prior to the event, please do not attend the event.
- If you have travelled from an area of Level 3 or 4 please do not attend the event.
- If you have travelled from an area within Level 2 restrictions it is your responsibility to act as if you are within those restrictions at all times.
- All participants must practice social distancing of 1 metre from people that they do not know at all times. This means no Hugs or High fives outside your bubble.
- All participants are encouraged to wear masks while on site but not while they are competing in the event. For disposable masks we will have a drop bin at the start line.
- Regularly clean your hands with an alcohol-based hand rub or wash your hands with soap and water, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Cough into your elbow and avoid touching your eyes, nose, and mouth with unwashed hands.
- Participants must use a handkerchief, sleeve or tissue, no air hanky's please!
- All fuel stations and finish line food and drink are self-serve and will only have single use cups and pre-packaged food options.
- If a participant becomes unwell within the two weeks after an event, notify us as soon as possible.

What are the restrictions around Mass Gatherings?

Level One

- No restrictions on mass gatherings
- Contact tracing mandatory (to the best of operators ability)
- Adherence to Ministry of Health personal hygiene standards.

Level Two

- No restrictions on mass gatherings if within a defined event facility.
- OR if not within a defined event facility, an event can have more than 100 people at a time, but there must be no more than 100 people in each defined space.
- All participants must practice social distancing of 1 metre from people that they do not know at all times. This means no Hugs or High fives outside people you do not know.
- An event must manage their numbers to ensure that every individual or group of people is kept 1 metre apart within the venue..
- All Staff must wear masks and socially distance at minimum of 1m.

A defined space is somewhere separated from other spaces by either:

- Walls or partitions — whether indoors or outdoors, or
- At least 2 metres between groups of people when outdoors.
- If a place has more than 1 defined space, then people should not intermingle between the defined places. This includes when entering, leaving, or using the toilet. It does not include workers.
- Shared areas (toilets, food, vendors) must have separate access for each defined space.

Businesses and workplaces must operate safely, for us this means:

- Complying with general Alert Level 1 and 2 settings
- Displaying a NZ COVID Tracer app QR code poster and have alternative contact tracing systems.
 - Each defined space must have a separate Covid-19 tracing app
 - There must be multiple QR posters around the venue as well as at the entrance.
- Maintaining hygiene measures, including physical distancing, hand washing and regularly cleaning surfaces,
- If workers or participants have symptoms of COVID-19, they will stay home.
- All our staff and volunteers will wear masks.
- All our staff and volunteers will be vaccinated.

Level Three & Four

- At these alert levels the event will not go ahead.
- The source of this information and full Government restrictions for COVID 19 can be found at [covid19.govt.nz](https://www.covid19.govt.nz)



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Our Commitment

Below is a list of the practices we will be putting in place to ensure safe participation in the Kapiti Half Marathon.

Play it Safe

- We will restrict numbers to events based on government guidelines for gatherings.
- We will create waves to separate distances and events over a longer period to allow people to participate if required.
- Registration and Finish line will be separated.
- Registration will be contactless and reduce the amount of time spent with staff.
- Defined areas will be set up to allow safe participation.
- Spectators are welcome but must wear masks at all times. If the space has limitations on numbers spectators will be asked to stay out of the start/finish area and only spectate in public places.
- Or: if limited to waves of 100 spectators must stay out of the event village and start and finish area.

Event Facility – MacLean Park

Law Insider defines an event facility as:

“Event Facilities means all locations (offices, reception and meeting room facilities) used for official purposes connected to the Event”

Ministry of Health requires the land owner to define whether a venue is an event facility. Kāpiti Coast District Council have confirmed that MacLean park is a designated event venue and has services set up for the purpose of events.

We are therefore confident that MacLean Park is a defined event facility and we therefore operate under the Ministry of Health Level 2 guidance of a defined event facility. That guidance states:

“At Alert Level 2, there are no restrictions on the number of people that can attend an event at a venue, for example at a stadium, cinema, theatre, casino, concert hall or conference venue — as long as everyone can safely stay 1 metre apart. Attendees can be seated or standing.

This includes indoor and outdoor event facilities, and both ticketed and non-ticketed events.”

That said, the safety of our participants and their community is at the heart of everything we do so we will be taking additional cautionary measures to ensure a safe and compliant event.

Kāpiti Half – Run the Coast at Level 2

- All participants will be required to enter online ahead of event day.
- There will be no entries available on site. Participants can enter online right up to start time but this must be online before attending the venue. Their bib collection point will be away from the main entrance and facility point.
- Participants will be recorded as they pass through a number of points throughout the day;
 - Site entry
 - Start line
 - A number of Intermediate points on the course
 - Finish line
 - Event Base exit
- There will be sign-in QR code posters present and visible for participants to register with the NZ COVID Tracer App.
- The information collected by the processes above will be kept for 60 days and then destroyed and allow us to accurately track participant's movements throughout the day, which will be provided to Ministry of Health for contact tracing purposes if required.
- Supporters will be considered their own group and contact traced appropriately.

Contact Tracing – Level 1 and 2

- Contract Tracing App posters on site with additional analogue registers at every entry/exit point, toilets, vendors and registration desk. It is expected that all participants scan in through the tracing App.
- Additional contact tracing ability.
 - We have registration and timing software to track and trace all our participants throughout their event experience. This enables us to define exactly who may be a close contact of a potential case whether they are in the Event Village area or out on course. This includes:
 - Start line records every participant.
 - A mat at the exit to the finish area confirms when each participant left the event.
 - Information on who was near, overtook or was passed in either direction by a Covid 19 case.
 - Mats at the entrance and exit of the facility so we know when people entered and exited the facility.

Event Protocols

Level Two

- Pre Event
 - Participants will be grouped into waves relative to the event distance. These waves will not be more than 300 people. Each wave will be allocated a time slot to arrive at the event base to ensure no contact between different groups. Waves will have a separate congregation area to ensure enough space to allow for 1m social distancing.
 - Bib Pick up: Bib pick up will be from either Dark Horse café's throughout the week leading up to the event. This allows for a gradual and safe pick up of race packs.
 - Participants will be required to sign a waiver that they are fit and healthy and adhere to the personal responsibility requirements as outlined above.

- Car parking
 - Participants are required to arrive within their allocated time slot. We will ask them to remain in their vehicle until this time.
 - Participants to maintain physical distancing while walking to event base.
 - Participants to adhere to community Level 2 guidelines while socialising outside the event venue.
- Event Facility
 - Event facility will have defined, separate start and finish areas. There will be clear signage and barriers to direct participants. The start location will be different to the finish location.
 - There will be multiple hand sanitising stations available for participant use.
 - Each area will be cleaned between waves.
 - Each area will have access to toilet facilities.
 - Participants will make their way through the facility in a defined manner to the start line.
- Bag Drop
 - Each individual wave will have their own bag drop in the waiting area. This will be transported to the finish line and left in wave collection zone after the finish area.
- Coffee
 - Contactless payment only
 - Two tables will be used to ensure distancing is maintained
 - H&S requirements the responsibility of the Coffee vendor.
- Toilets
 - Toilets will be spaced with 2m gaps to maintain physical distancing and will be split between the carpark, start and finish locations.
 - Individual lines for each toilet with social distancing marks on the ground for guidance with appropriate signage.
 - High touch areas (door handles, locks and soap dispensers) will be cleaned between each wave and at regular intervals.

Contactless Registration:

- Registration will be contactless. Participants will either:
 - Be pre allocated numbers – This will be sent to you via email and it can also be found on your Race Roster Profile.
 - Collect any bib number at Dark Horse Coffee prior to event.
- Late – and on the day entrants will pick up bibs as you enter the facility through one of 2 late registration tents. (please see Appendix A for registration flow).
 - Pick up your number
 - Move to the start area
- Changes to be made via your online profile only at www.racetroster.com

Registration areas are large enough to keep 1m distance between the rest of your wave. Briefings will happen via video and can be watched at any time on your own device.

Briefings

- A video briefing will be sent out via email to all participants 1 week prior to event day and on the Saturday prior to event day.
- An on site briefing will take place at the start area 10 min prior to the start. This will not be as comprehensive as the online briefing and will only cover key safety elements.
- These briefings will have a particular focus around the new procedures

Sanitisation – Wash your hands wash your hands wash your hands

- Additional Hand Washing Facilities available throughout the start and finish areas.
- Hand washing stations and sanitiser at the entrance to facility, at the registration area and on the start line.
- We will regularly disinfect high contact areas such as toilet doors, tables, gates. These will all be cleaned between waves.
- Guidance for safe wellbeing signage will be distributed before and at event day.
- Toilet facilities will be spread out to increase gaps between participants.
- Toilet facilities are cleaned between waves.

On course

- Participants must maintain at least 1m distance between each runner/walker.
- People are asked not to use the “air hanky” technique or spit during their run rather carry tissues or use sleeves.
- When passing please be aware of each other and give both runners appropriate space to ensure at least 1m of distance at all times.

Finish Line

- After finishing you will be able to congregate in a socially distanced manner and may be asked to wait in specific areas as others finish. These will be marked with signage.
- Participants will be asked to make their way to their car as soon as possible once finished.
- Signage will be in place and MC announcements made to remind people once they have finished.
- An additional timing mat will be placed at the exit from event base area to register when participants leave the event base area, and to provide additional contact tracing ability.
- There will be mobile prize givings throughout the day to reduce congregation in a specific area. A participant will be told they are to attend prize giving at a specific time when they cross the finish line.
- Prize giving will be live streamed on Social Media.
- Spot Prizes will be allocated at random as people cross the finish line. This removes the requirement to congregate in significant numbers.

Water and Food on Site

- All food and drinks are self serve. Service areas (including course fuel stations) will be regularly cleaned.
- Hydration will be provided at the finish line in disposable cups but will be limited to one per participant. Participants will be encouraged to bring their own hydration equipment.

Massage

- We cannot offer this service under Alert Level 2 restrictions.

EXPOSURE OR EXPECTED EXPOSURE TO COVID-19

- If someone at the event displays symptoms of COVID-19 on the day the Event Manager will politely ask that the person leaves the event and self-isolates. They will be informed that they should contact the Ministry of Health and get tested.
- The Event Manager will contact the Ministry of Health on 0800 358 5453 as soon as possible to inform them of a possible case. The Event Manager will then follow the Ministry of Health's instructions with how to manage the situation. This could include assisting with communication to the participants that were at the event.
- The Contact tracing registration will be made available and any other information that they require.
- The Event Director for the event will manage any media enquiries and this will be done in association with the Ministry of Health.
- Post event all workers and participants will be reminded through email communication that they should inform the Ministry of Health and/or the event if they are feeling ill or showing COVID-19 symptoms within 14 days of the event.

Event Staff Safety

New procedures have been introduced for our Marshals, volunteers and staff to ensure your and their safety. These have been added to our Safety Manual and Hazard register.

- You must not participate in or work at the Kāpiti Half – Run the Coast (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate

Event Staff and Marshals

- All event staff will wear appropriate PPE equipment to stop the spread of Covid-19 including masks and gloves where appropriate.
- Marshalls will remain 1m distance from runners at all times. If a Marshall has to come into contact with a participant they will record that participants details and time of contact in a specific COVID register.
- All Marshalls will wear PPE when dealing with participants

Outcome:

Following the above plan and consultation with participants, local government and staff it has been decided that we will operate the Kāpiti Half – Run the Coast in Level 1 & 2 Covid-19 restrictions. We reserve the right to re-evaluate this plan as guidelines and vaccine programmes develop.

Decision making timeframes:

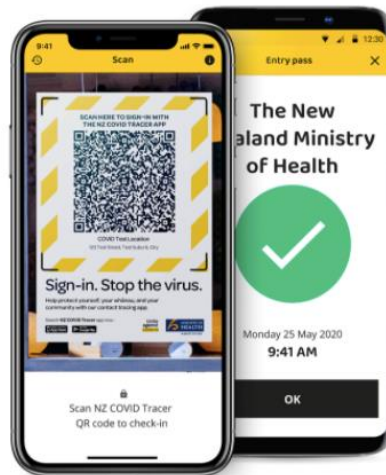
A decision on whether to go ahead or not will be made the Friday a week before the event. Decision will be based on the current (or predicted) alert level of Kāpiti. If Kapiti is at level 1 the event will go ahead. If Kapiti is at level 2 with guidelines at date of publish the event will go ahead. If Kāpiti is at Level 2 or 3 but there is clear direction that it will be dropping to Level 2 within the week it will go ahead. If Kapiti is at level 3 or 4 then the event will be postponed and our Reserve Date Policy will take effect. The reserve date for the Kāpiti Half 2021 is 20th February 2022.



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Appendix 1: Example Wave Timetable

Start area 198m long/300 runners. 5 m width = 3 participants. All Waves separated by divide until start.
Sub waves based on time expectation – Self seeded

Group 1 – 3 Waves - Max 300 Participants (100 PAX per wave) – Half Marathon – 8:30am Start
7:30am Site open – Move through finish area to pre start
8:15am Start area open (all participants expected at start area)
8:30am wave 1 Start

Group 2 – 3 Waves - Max 300 Participants (100 PAX per wave) – Half Marathon – 8:40am Start
7:40am Recommended arrival – Move to finish area and mid zone if required.
8:15am Move to pre start
8:30am Move to start
8:40am Group 2 Start

Group 3 – 3 Waves - Max 300 Participants (100 PAX per wave) – 10km – 8:50am Start
7:50am Recommended arrival – Move to finish area.
8:30am Move to Pre Start
8:40am Start area open
8:50am Group 3 Start

Group 4– 3 Waves - Max 300 Participants (100 PAX per wave) – 5km – 9am Start
8:00am Recommended arrival – Move to finish area.
8:40am Move to Pre Start
8:50am Start area open
9:00am Group 4 Start

Group 5 – Multiple small Waves - Max 200 Participants (100 PAX per wave) – 2km – 9:10am Start
8:00am Recommended arrival – Move to finish area.
8:40am Move to 2km Start Zone
9:02am Start area open
9:10am Wave 2 Start