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From: **CP Agreements** <cpagreements@aucklandcouncil.govt.nz>

Date: Wed, 26 Aug 2020 at 09:30

Subject: Level 2 re opening guidelines

To:

Cc: GRP AC ACE CP Community Led

<grpacacecpcommunityled@aucklandcouncil.govt.nz>

Tēnā koutou,

The government has announced that Auckland will be moving back down to Alert Level 2 from midnight on Sunday 30 August 2020; and that this will be reviewed after one week on Sunday 6 September 2020.

Since our last update, we've been preparing by developing new procedures for life in Level 2, particularly around the wearing of face coverings and/or PPE (Personal Protective Equipment) and especially where social distancing cannot be maintained.

As always, we wanted to share our approach with you. There's a lot to get through, so you can jump to a section by **clicking the links** just below, or read on for the full story...

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General guidance for Alert Level 2

From Monday 31 August at 5am Auckland will move into Alert Level 2. For us this means that all ACE venues will reopen, subject to the requirements set by the Ministry of Health. You can learn more about these requirements [here](#).

Guidance for transitioning through alert levels for local government

You can click [here](#) to view a copy of the Local Government New Zealand Guidance Through Alert Levels documents, which is intended to support consistency across NZ with the delivery of council services. This is a living document and subject to change as future decisions are made.

Capacity restrictions

In Auckland gatherings will be limited to 10 people during Alert Level 2. Funerals and tangihana will be limited to 50 people and must meet other conditions set by the Ministry of Health.

We will also reduce the capacity in each of our venues to allow for physical distancing. We've published our capacity limits for ACE venues in Level 2 [here](#).

Contact Tracing

We will display the government's NZ COVID Tracer app QR posters at each of our buildings and community facilities. For those who cannot, or choose not to download the app, we will also have paper-based sign-in sheets available. We've included more about this process below.

We will be using both methods in our ACE venues and although we will be encouraging our visitors to check-in, it will not be mandatory

Venue hirers and other third parties will be responsible for contact tracing for their activity, in accordance with updated Terms and Conditions of hire.

Manual sign-in process

Council venues will have dedicated staff members to oversee the manual sign-in process. This will allow us to monitor completion and to ensure customer confidentiality (for example, that details aren't photographed or noted down by other members of the public).

When each sheet is completed, it will be removed and stored in a secure location. At the end of each day, sheets will be scanned and emailed to a secure council file. Physical documents will be disposed of securely (i.e. shredder or confidential documents bin).

- For your venue, you may choose to follow a similar process or just keep the hard copies in a safe location for 60 days and then dispose of them securely.

Face coverings

We will be providing masks for our staff who cannot practice physical distancing while performing their roles under Alert Level 2. You can find out more about our masks and face coverings protocol for COVID-19 [here](#).

Wearing a mask or face covering will not be mandatory for staff but encouraged. Likewise, we will encourage customers to use masks or face coverings, but this won't be a condition of entry at the moment.

Activities and programming

Council operated ACE venues will resume our usual programmes, depending on our ability to apply COVID-19 risk management practices. For example:

- ✓ Groups are no larger than the maximum allowed;
- ✓ There are adequate measures to provide for physical distancing between groups;
- ✓ There is no intermingling between groups, and
- ✓ Contact tracing measures are in place.

Cleaning and hygiene

- Anyone who is sick should not enter the venue
- All surfaces, tables and chairs must be wiped down after use
- A high standard of hygiene must be maintained. Wash or sanitise hands regularly, cough/sneeze into your elbow etc.
- People should keep 2 metres from people they don't know, in public and retail stores. In other environments like workplaces, keep 1 metre apart.
- Promote cashless systems and avoid cash payment systems wherever possible, and include manual disinfectant of EFTPOS machines.

In the case of an incident.

If you need some support with developing some incident management principles, for example; a staff member feels unwell and believes they may have COVID 19 or a staff member receives a positive COVID 19 test please reach out to us. Your relationship advisor will be happy to help work with you on this.

Closing message

The government seems to be more instructional in their communications and health advice, and this is likely to continue as we see further waves of COVID-19 in New Zealand. We are all still working in a changing environment; as further government information comes through, we'll let you know about any changes we make for our council operated ACE venues.

Looking to the year ahead, there will be some KPIs and services that won't be going as you would normally expect, and we understand this. We want to reassure you that now, more than ever, is the right time to be responsive and flexible, encourage resilience and innovation.

Have a great week and see you in Alert Level 2!

Ngā mihi

Community Led Team

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Arts, Community and Events

Auckland Council
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