



COVID-19 PROTECTION FRAMEWORK

Guidelines for Business Events

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INTRODUCTION

Government has announced a new protection framework as part of the next stage of the COVID-19 response plan. Referred to as the **COVID-19 Protection Framework (CPF)** the framework is also commonly referred to as the Traffic Light System due to the use of Green, Orange and Red stages. This new framework replaces the previous system of Alert Levels 1-4.

The CPF comes into effect on Friday, 5th December. Refer to <https://covid19.govt.nz/alert-levels-and-updates/covid-19-protection/> for more details on the CPF and the general settings for operating at each stage - Green, Orange and Red.

These guidelines are for operating at all three levels for Business Events: Red, Orange, and Green. Additional guidelines have been developed for accommodation and tourism activities. The government has announced that some regions will move to Red and others to Orange when the CPF takes effect. No regions will move directly to Green.

CAPACITY LIMITS

Capacity limits are based on the maximum number of people who could occupy the defined indoor space if each person was 1 metre apart. People do not have to keep 1 metre apart at the venue. In some cases, a maximum number is also specified.

	GREEN	ORANGE	RED
MVP in use: Maximum numbers	No limit	No limit	100
MVP not use: Maximum numbers	100	0	0

The limits include everyone, including children, in a defined space, except workers.

EVENT VERSUS GATHERING

An event is defined as an activity where entry is controlled through ticketing, fees, registration, or other ways to control access. Events are held at commercial or private venues and can be held indoors or outdoors.

Gatherings at a business may only occur where someone has hired the space/premises for exclusive use. Gatherings include voluntary or not-for-profit sporting, recreational, social, or cultural activities, community club activities, faith-based gatherings, funerals or tangihanga, and weddings (as well as gatherings at someone's home).

For the purposes of clarity, this document provides guidelines for **BUSINESS EVENTS**.

DEFINED SPACE

A defined space is a single indoor or outdoor space separated from other spaces by a wall which is either permanent or temporary, that substantially divides that space from other spaces and does not share direct airflow with another indoor space. If your venue has multiple defined spaces, you should make sure as is reasonably possible that groups do not mix.

What this looks like in practice may vary. For example, it could mean making sure you have separate entrances for shared areas, or stagger start times. It might also mean you make sure that groups use different bathrooms or service counters.

An outdoor space can also be separated by at least 2 meters from others who are outside that space.

Although legally, the limits include a dancefloor, we would suggest and advise that additional space should be allowed for this feature. See the table below as a guideline only.

Attendee number	Minimum size of room	Est dancefloor size (if applicable)	Minimum total size of room
25	25m ²	10m ²	35m ²
50	50m ²	15m ²	65m ²
100	100m ²	20m ²	120m ²

QR CODE

The requirement to display a QR Code is still required. This came into force on 19th August 2020 and is mandated. All venues and businesses legally must display a COVID Tracer QR code. This legal requirement applies irrespective of the framework level.

A separate poster is needed for each unique location. Each location legally must display their poster in a prominent place at or near the main entrance.

MANDATED BUSINESSES

The CPF is more flexible than the Alert Level system because it recognises those businesses that can only open to vaccinated customers, pose a lower risk.

However, some industries must have fully vaccinated staff and the events sector falls into that category. Event organisers, venues, and operators can determine if they will accept events where attendees are not vaccinated, however this comes with significantly restrictions.

The accommodation sector is not a 'mandated' sector. However, we strongly encourage accommodation businesses to require any visitors or customers to be vaccinated. These businesses can also undertake a health and safety assessment risk of roles within the business to assess whether these roles should be fulfilled by vaccinated workers.

VACCINE REQUIREMENTS

Vaccination for all workers associated to the events industry is required. Workers include staff, volunteers, contractors, professional and semi-professional performers. Workers must have had their first dose when the COVID-19 Protection Framework comes into force, on 3 December 2021 (or their first day of employment after that), and both doses by 17 January 2022.

They would also have **My Vaccine Pass (MVP)** either loaded into their phone and saved in their wallet or in a laminated paper format.



CURRENT GUIDELINES – QUICK REFERENCE

The following table provides a high level, quick reference for business event organisers. It looks at fundamental aspects of an event and provides information as to how the Framework is applied. The MVP column indicates whether or not the event uses MVP's. Note: an event either applies MVP's or doesn't. There is no combination. However, a venue may hold different events in different defined spaces, using different rules.

GREEN	ORANGE	RED
Green will be used when there are some COVID-19 cases in the community.	Orange will be used when there's increasing community transmission of COVID-19.	Red will be used if there's a need to protect both at-risk people and our health system from an unsustainable number of hospitalisations.
Face coverings will be mandatory on flights	Face coverings will be mandatory on flights, public transport, in taxis, retail, public facilities, and encouraged elsewhere.	Face coverings will be mandatory on flights, public transport, in taxis, retail, public facilities, and recommended whenever leaving the house.

	MVP	Green	Orange	Red
MVP Only Event	Yes	Only participants with an MVP can attend	Only participants with an MVP can attend	Only participants with an MVP can attend
	No	Cannot attend	Cannot attend	Cannot attend
Number limitation	Yes	No limits	No limits	Up to 100 people per designated space.
	No	Up to 100 people per designated space	Not applicable	Not applicable
MVP Verification* Refer to note below on thresholds	Yes	Produced on entry. All sighted, minimum 20% verified via verifier app	Produced on entry. All sighted, minimum 20% verified via verifier app	Produced on entry. All sighted, minimum 20% verified via verifier app
	No	Not applicable if no MVP	Not applicable if no MVP	Not applicable if no MVP

	MVP	Green	Orange	Red
Staff included in limits	Yes	Not applicable	Not applicable	No
	No	No	Not applicable	Not applicable
Masks required	Yes	Not mandatory	Not mandatory but encouraged for attendees. Mandatory for F & B service	Strongly encouraged. Mandatory for F & B service
	No	Strongly encouraged except when eating or drinking. Mandatory for F & B service	Strongly encouraged except when eating or drinking. Mandatory for F & B service	Strongly encouraged except when eating or drinking. Mandatory for F & B service
Physical distancing during registration process	Yes	No restrictions	No restrictions	No restrictions on physical distancing. Do note venue size vs size of group
	No	No restrictions on physical distancing. Do note venue size vs size of group	Not applicable	Not applicable
Physical distancing during event	Yes	No restrictions	No restrictions	No restrictions on physical distancing. Do note venue size vs size of group
	No	No restrictions on physical distancing. Do note venue size vs size of group	Not applicable	Not applicable
Can attendees move when not eating?	Yes	Yes. No restrictions, masks encouraged	Yes. No restrictions, masks encouraged	Yes. Masks strongly encouraged
	No	Yes. Masks strongly encouraged	Not applicable	Not applicable
If the event is outside, are there restrictions?	Yes	No restrictions	No restrictions	100 pax maximum. Do note venue size vs size of group
	No	Based on max number with min. 1m space. No need to distance at venue	Not applicable unless "event" is defined as a gathering (50 pax maximum)	Not applicable unless "event" is defined as a gathering (25 pax maximum)

	MVP	Green	Orange	Red
Registration area	Yes	No restrictions, masks encouraged	No restrictions, masks encouraged	Masks should be worn
	No	Masks should be worn	Not applicable	Not applicable
Air transportation	Yes	Masks are mandatory	Masks are mandatory	Masks are mandatory
	No	Masks are mandatory	Masks are mandatory	Masks are mandatory
Coach transportation	Yes	Masks are required. No seating limitations	Masks are required. No seating limitations	Masks are required Suggest one person per row, per side
	No	Masks are mandatory. Suggest one person per row, per side	Not applicable	Not applicable
Dancefloor allowed	Yes	No restrictions	No restrictions	Yes, masks should be worn
	No	Yes, masks should be worn	Yes, masks should be worn	Yes, masks should be worn
Trade Shows	Yes	No limits, masks are encouraged	No limits, masks are encouraged	Based on max number of 100 with min. 1m space. No need to distance at venue
	No	Based on max of 100 number with min. 1m space. No need to distance at venue	Not applicable unless “event” is defined as a gathering (50 pax maximum)	Not applicable unless “event” is defined as a gathering (25 pax maximum)

MVP Verification: To comply with government rules, all MVP’s must be sighted, and a “reasonable” number must be verified. While we recommend that all MVP’s are verified via a verifier app, this may not be feasible. Therefore, we would recommend at the minimum 20% are verified via a verifier app.



MY VACCINE PASS (MVP)

Verification of vaccine passes

When the COVID-19 Protection Framework is in place, all event venues will be required to check attendee My Vaccine Pass by sight, or preferably, with the NZ Pass Verifier app. Do note, there is no current capability in place for international visitors. The use of the MVP determines how an event will run; how many people can attend as well as logistics. Attendees with a medical exemption will also carry a My Vaccine Pass.

Scanning/Checking MVP's

It is necessary to display, in a prominent place (refer to list below) a sign indicating whether the venue is operating under MVP or non-MVP rules. Got to <https://toolkit.covid19.govt.nz/> to access artwork.

The best place to scan (preferred method) or check by sight an attendee's MVP is at one of three locations: -

1. Entrance to the venue (either at entrance to the hotel, venue, or room within the venue)
2. At registration desk at the event
3. At entrance to the meeting room if neither of the above areas are available

Attendees should not enter a venue and wait for an excessive time or engage with other attendees before being scanned.



OPERATIONAL INFORMATION

The key to successfully navigating the MVP is discussion and collaboration between the event organiser and suppliers, particularly the venues. This will establish how the event will operate.

- If using the MVP verified app, the location of that scanner may be at
 - Entry into the venue at the main door or
 - Entry into the pre function area of the venue before attendee proceeds to the registration desk
 - At the registration desk
 - Entry into restaurants – including hotel restaurants
 - Entry onto transportation (coach etc)
- PCBU responsibility sits with both the venue and the event organiser. Communication to third parties and suppliers working on the event needs to be consistent. Suggest restating that only vaccinated employees can access the event venue.



TECH INTEGRATION

Discussions are underway to incorporate the MVP verifier into existing event technology platforms, including the uploading of MVP's. This is a work in progress.



RECORD KEEPING

Under the traffic light levels, all workplaces, unless exempt, need to display the official NZ COVID Tracer QR code poster in a prominent place at or near the main entrances to each of their premises.

New requirements means that record keeping is only mandatory for the food & beverage services, for example, if you use a hotel restaurant for lunch, not the event itself. Transportation vehicles no longer need to display a QR code, for example, group coaches.

People in control of workplaces must also ensure that:

- a) Additional copies of a Covid-19 QR code are displayed in other places throughout businesses and locations (which are already required to display them). This is in addition to an already required QR code displayed at the main entrance.

- b) The QR code must not be altered in a way that makes it unclear that it has been issued by the NZ Government for the purposes of contact tracing. Businesses and locations must use the official Covid-19 QR code posters issued by the Ministry of Health. This also ensures people know that the QR code they are scanning, links to the COVID tracer app and is for contact tracing purposes.

It is recommended that all attendees should be instructed to scan in using the Covid 19 app at the venue, even though this is no longer mandatory, and encouraged to turn on Bluetooth to support Covid 19 tracing.

A registration system which confirms attendance at an event is an appropriate back-up.



PRIVACY FAQ'S

Businesses will be required to comply with the Privacy Act 2020 and take reasonable steps to ensure any manual record keeping is kept private and stored securely. These need to be replaced with other processes and systems.

What information do I have to collect?

A general rule of the Privacy Act is to collect only as much information as you need and no more. For contact tracing you only need to record the person's name, contact number, and the date and time of their visit

What should I tell my customers about privacy?

Use a simple privacy statement alongside your alternative record keeping system to let people know why the information is needed and how long you need it for. See the Office of the Privacy Commissioner's advice on Covid tracing at www.privacy.org.nz for an example.

How do I keep the sign-in records secure?

Customers should not be able to view the details of others who have signed into the business or service. Physical records should be stored securely in a place where only those that may need access can access them.

What are the best alternative sign-in systems for those who cannot use the Covid tracer app?

Set up a ballot box with individual paper slips or cards for people to fill in their name, phone number, date and time of visit and place in the box.

- (a) Have an employee manually record visitor details – this ensures that staff maintain control over the records and do not leave contact information visible to others.
- (b) Consider an electronic system, like a tablet sign-in app, work timesheet or an existing booking system.
- (c) Use a work cell phone to receive texts from attendees. Simply publicise the cell phone number around the entrance to your service or business and let customers text you, their name.
- (d) Event registration system.

How many other record keeping systems do I need to keep?

You need to display a QR code and have one alternate form of record-keeping for people who do not use the COVID Tracer App. See question above for examples.

Covid-related privacy breaches.

How long do businesses have to keep the records for?

It is advised that records are kept for 60 days. When this time elapses, you must securely destroy the physical records (i.e., manual sign-in records) and electronic records if alternative methods were used like a tablet or a 'burner phone' which individuals' text into. Do note, this requirement is only for businesses that must keep a record, such as food and beverage.

Where can businesses and organisations get advice on privacy requirements?

More information is available from the Office of the Privacy Commissioner at [Privacy and Covid-19](#)



MASK WEARING/ FACE COVERINGS

Wearing a face covering helps keep you and others safe. Face coverings are particularly useful in poorly ventilated indoor spaces and when physical distancing is hard. They stop droplets spreading when someone speaks, laughs, coughs or sneezes.

They are encouraged to be worn at Level Green and Orange, and strongly encouraged at Red level of the CPF.

Face covering must be worn at Level Green, Orange and Red when:

- On all flights

Face covering must be worn at Orange and Red levels when:

- on public transport and at arrival and departure points, this includes Cook Straight Ferries and school transport
- in taxis or ride share vehicles
- inside a retail business, for example supermarkets, shopping malls, pharmacies, petrol stations, and takeaway food stores
- inside public facilities, such as museums and libraries, but not at swimming pools
- at a vet clinic
- visiting the public areas within courts, tribunals, local and central government agencies, social service providers, and NZ Police
- in the public area of premises operated by NZ Post Limited
- when visiting a healthcare service, for example a healthcare or aged care facility.

In general, face coverings should be worn whenever you can, but especially at Level Red. If attendees are around people they do not know, it is a good idea to encourage mask wearing.

While consuming food and beverage — people cannot eat while wearing a face covering but are encouraged to wear one when not eating or drinking. They are encouraged to be worn at Orange level, and strongly encouraged at Red level

Performers and entertainers do not need to wear masks as it impedes their performance.

Exemptions

- (a) there is an emergency; or
- (b) wearing a face covering is not safe in all of the circumstances; or
- (c) the person is communicating with a person who is deaf or hard of hearing and visibility of the mouth is essential for communication; or
- (d) the person is asked to remove the face covering to ascertain identity; or
- (e) the person is under the age of 12 years; or
- (f) the person has a physical or mental illness or condition or disability that makes wearing a face covering unsuitable; or
- (g) the person needs to remove the face covering to take medicine; or
- (h) the person needs to remove the face covering to eat or drink.

Further information can be found here: [Wearing a face covering](#)



DUTY OF CARE - VENUE

Health & Safety at Work Act 2015

Events in NZ fall under the Health and Safety at Work Act 2015 (HSWA). Under the Act, [ORGANISER] is considered as Person Conducting a Business or Undertaking (PCBU) and assumes responsibilities, obligations, and duties as the event organiser.

Under Subpart 2, section 36 – Duties of Care:

Primary duty of care

- (1) [ORGANISER] must ensure, so far as is reasonably practicable, the health and safety of—
 - (a) workers who work for [ORGANISER], while the workers are at work in the business or undertaking; and
 - (b) workers whose activities in carrying out work are influenced or directed by [ORGANISER], while the workers are carrying out the work.

- (2) [ORGANISER] must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

- (3) Without limiting subsection (1) or (2), [ORGANISER] must ensure, so far as is reasonably practical.
 - (a) the provision and maintenance of a work environment that is without risks to health and safety; and
 - (b) the provision and maintenance of safe plant and structures; and
 - (c) the provision and maintenance of safe systems of work; and
 - (d) the safe use, handling, and storage of plant, substances, and structures; and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
 - (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.