



**EQUESTRIAN SPORTS**  
NEW ZEALAND

## COVID-19 Checklist – Level 2

This Checklist has been designed to make sure that your Area Group/Club/OC is able to meet the requirements for Alert Level 2. It will identify any gaps in procedures and where ESNZ or your discipline can assist in meeting level 2 requirements to ensure a successful meeting/event/ride.

A level 2 toolkit has been put together to assist Area Groups/Clubs and Organising Committees with navigating level 2 requirements and can be found on the ESNZ website under the following link: <https://www.nzequestrian.org.nz/level-2-tool-kit/>

If you require any assistance at all in meeting level 2 requirements, please contact ESNZ or our Discipline Sport Manager.

<p><b>Public health measures:</b></p> <p><i>Equestrian sports are subject to gathering requirements and have a 100 person limit which includes all riders, officials and spectators.</i></p> <p><i>Multiple gatherings can take place at the same event or facility, as long as they can be kept separated.</i></p>	<p><input type="checkbox"/> You agree to adhere to the government directive on gatherings.</p>
<p><b>Number of Volunteers/Officials required for the Event:</b></p>	
<p><b>Online Entry Provider being used:</b></p>	<p><input type="checkbox"/> Equestrian Entries</p> <p><input type="checkbox"/> Main-Events</p> <p><input type="checkbox"/> Not being used (refer to next question)</p> <p><input type="checkbox"/> Other digital platform</p>
<p><b>Do you have a contact tracing system in place?</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Venue being used has own contact tracing system in place</p> <p><input type="checkbox"/> Assistance Required – please contact ESNZ or your Discipline Sport Manager</p> <p><i>Information and recommendations can be found in the level 2 Toolkit as well as a template for a manual contract tracing.</i></p>



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<b>Health &amp; Safety Officer:</b>	Name:
	Phone:
	Email:
<b>Will competitors be overnight camping?</b>  <i>NB. Overnight camping is allowed if all necessary health measures and physical distancing are made clear to campers.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you able to provide Volunteers/Officials with appropriate protection?</b>	Hand Sanitizer <input type="checkbox"/> Yes / <input type="checkbox"/> No
	Hand Washing Station <input type="checkbox"/> Yes / <input type="checkbox"/> No
	Assistance Required <input type="checkbox"/> Yes / <input type="checkbox"/> No  <i>Please contact ESNZ or your Discipline Sport Manager if you require assistance.</i>
<b>Health &amp; Safety:</b>  <i>Ensure that Staff, Riders, Officials and Volunteers are properly briefed on all information regarding precautions for managing COVID-19?</i>	<input type="checkbox"/> Staff will be briefed <input type="checkbox"/> Riders will be briefed <input type="checkbox"/> Officials/Volunteers will be briefed  <i>Briefing documents can be found in the Level 2 Toolkit.</i>
<b>What signage will you have in place?</b>	ESNZ recommends the following: <input type="checkbox"/> Restricted Access/Area sign and tape for taping areas off <input type="checkbox"/> Sign in here (if manual contact tracing) <input type="checkbox"/> Sign out here (if manual contact tracing) <input type="checkbox"/> Handwashing Stations <input type="checkbox"/> Stop, wait here please, maintain physical distancing <input type="checkbox"/> One at a time in the office please <input type="checkbox"/> No Entry, Organising Committee Only <input type="checkbox"/> Ministry of Health sign for protecting against COVID-19 <input type="checkbox"/> Please use your own ablution facilities if you have them  <i>These signs can be downloaded from the Level 2 Toolkit.</i>



<b>Facilities and Cleaning:</b>	<p>Own facility – must have own up to date cleaning schedule and adequate provisions to facilitate good hygiene practices. ESNZ recommends the following:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Cleaning schedule to be visible (last cleaned/next clean)</li><li><input type="checkbox"/> Ministry of Health sign for protecting against COVID-19</li><li><input type="checkbox"/> Sign encouraging riders to use ablution facilities in own horse truck if possible</li><li><input type="checkbox"/> Soap / Hand sanitizer</li><li><input type="checkbox"/> Paper towels or hand dryers</li></ul> <p>Hiring of facility – the facility you are hiring must have its own up to date cleaning schedule and adequate provisions to facilitate good hygiene practices.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Have you double checked with the facility that this is in place.<ul style="list-style-type: none"><li><input type="checkbox"/> Yes</li><li><input type="checkbox"/> No</li></ul></li><li><input type="checkbox"/> Does the venue provide all the above?<ul style="list-style-type: none"><li><input type="checkbox"/> Yes</li><li><input type="checkbox"/> No</li></ul></li></ul> <p>No facility and hiring in all event infrastructure – if hiring in event infrastructure (toilets, showers etc) check the conditions of hire and whether they include provisions to facilitate good hygiene practices. If not included, you will need to make further provisions.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Have you double checked with the provider that this is in place?<ul style="list-style-type: none"><li><input type="checkbox"/> Yes</li><li><input type="checkbox"/> No</li></ul></li></ul>
<b>Will your event have food vendors?</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Yes</li><li><input type="checkbox"/> No</li></ul> <p>If yes, have you made sure that they can demonstrate and document public health requirements?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Yes</li><li><input type="checkbox"/> No</li></ul>



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	<p>Have vendors got processes in place for managing social distancing?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>What are the provisions for social distancing for members of the Organising Committee?</b></p>	<p>i.e. Separate buildings/rooms for admin/office/catering/ablutions.</p>
<p><b>Dressage, Para, Eventing Judging in Vehicles:</b></p>	<p>What processes are in place for managing social distancing, minimum 1 metre?</p>
<p><b>Will your event have paid medics?</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, have you made sure that they can demonstrate and document public health requirements and have the appropriate certifications and equipment?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, what provisions are in place to support volunteer medics:</p>