This document outlines the controls that the Client and Auckland Unlimited (AUL) will implement to mitigate the risk of exposure to COVID-19 for all persons engaged with the Event under Red Alert Level and outlines the responsibilities for each party to adhere to. These controls and responsibilities are subject to change at AUL’s discretion in response to changes to government-imposed restrictions under Red Alert Level.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | \*Event ID\* - \*Description\* | **Account** | \*Legal Name - Account\* |
| **Event Type** | \*Type\* | **Venue Configuration** | \*Venue Configuration - Event - User Fields\* |
| **Account Rep** | \*Salesperson\* | **Event Coordinator** (If allocated) | \*Coordinator\* |
| **Maximum Capacity** | *Maximum pax based on 1M distancing in a defined space (Capped at 100pax) per Red Alert guidelines for events.* ***Maximum pax includes guests / patrons / registrants,*** *excludes client crew, artists, AUL staff, catering staff.***Maximum Capacity: XX (green = edit or remove)** |
| **Defined Spaces** | A defined space is an indoor area that has no direct airflow to another indoor area that is being used; or an outdoor area that is separated from other outdoor areas by 2 metres. Separate spaces must be managed so that, so far as is reasonably practicable, groups do not mix entering, leaving, or using the premises. |
| **Floor Plan** | *Floor Plan incorporating physical distancing controls is submitted and approved as an attachment to this document. Current physical distance required for seating is* ***1M.*****Floor Plan attached: YES / NO** |
| **Physical distancing controls** | *Strategies to ensure physical distancing is maintained. AUL DOM to manage on event day.** Floor Plan design (i.e. entry layout, registration desk, catering stations, mingling areas): XX
* Number of entrances: XX
* Staggered guest arrival and supporting patron communications: XX
* Demarcation and 1M distancing for queuing on arrival to the event / venue (floor decals, stanchions).
* Guest separation is a minimum 1M once in the event.
* Other controls: XX
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| **Deliveries** | *Delivery controls to mitigate risk of C19 exposure.** Site deliveries to be contactless.
* Other controls: XX
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| **Face Coverings** | All staff working the event are required to wear a mask. All guests / Patrons are encouraged to wear a mask. |
| **Contact Tracing / Mandatory Record Keeping** | *Record keeping as required by Law. AUL EVCO to confirm who will monitor this and script staff as required.** NZ COVID Tracer sign in mandatory (App or manual sign in).
* Client to maintain records (i.e. invitations / registrations / ticketing databases).
* *AUL* to maintain records for 60 days
* Contact tracing required for any suppliers coming on site (responsibility of *AUL* internal operations teams).
* Other controls: XX
 |
| **Signage Requirements** | *Signage controls to mitigate risk of C19 exposure. AUL DOM to manage.** MOH signage displayed at points of entry, inside Spaces and by catering stations.
* ‘NZ COVID Tracer’ contact tracing displayed at venue entrances.
* ‘Physical distancing’ displayed throughout venue.
* ‘Wash your hands’ displayed throughout venue.
* ‘Three people per lift’ displayed by all lifts.
* Other controls: XX
 |
| **Catering Service Plan** | *Food and beverage must be consumed seated and separated.**External Caterers to provide information on food preparation, delivery, and service method.** Catering Services Plan: **Attached** OR XX details
 |
| **Technical Delivery Plan** | *Technical team controls to mitigate risk of C19 exposure. AUL Production Manager to manage.** All technical equipment to be sanitised before and after event.
* Multi touch equipment (eg clickers) to be sanitised between speakers.
* Plans for managing multiple speakers / Q&A: XX
* Other controls: XX
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| **Vaccinations** | Per government guidelines and AUL policy all Staff, volunteers, contractors, partners, clients, suppliers, artists, performers, tenants and patrons and visitors.Vaccination passports will be verified by AUL staff on arrival to the venue. |
| **Additional AUL Resources Required** | *Additional controls to mitigate risk of C19 exposure. AUL EVCO to manage.** Additional staffing for contact tracing and ensure physical distancing: XX
* Additional PPE requirements: XX
* Other controls: XX
 |
| **Other** | *Include standard AUL C19 venue controls and consider any other items specific to this event.** Provision of free-standing hand sanitiser units at entry (AUL Housekeeping oversight)
* Regular cleaning of high touch surfaces (AUL Housekeeping oversight)
* Equipment & furniture to be disinfected pre & post event (AUL Setup oversight)
* Other controls: XX
 |
| **Event Health & Safety** | *The additional controls outlined in this Form will be applied to the standard event health and safety process. Note the Client / Internal Producer to complete a C19 Task Analysis for simple meetings under 50 pax, instead of the usual Event H&S Plan. AUL EVCO to facilitate as per standard process.* |
| **Approval to proceed** | Signed by AUL Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved Date: | Signed by Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved Date: |