

BRANCH EVENTS

COVID-19 SAFETY PLAN

- KEY INFORMATION

The IoD has developed revised formats and protocols for branch events to ensure health and safety measures incorporate NZ Government guidance around COVID-19. By registering for this event, you have agreed to abide by and adhere to these safety measures. Below is a summary of key information:

- Please do not attend an event if you are unwell or have any COVID-19 symptoms, or if you need to be in isolation/quarantine for any reason for example, recent contact with a confirmed COVID-19 case. If you show signs of illness when you are attending we will ask you to leave, to ensure we are not putting other participants at risk.
- Attendees are reminded to take personal responsibility and adhere to the 1 metre physical distancing protocol for controlled environments and to follow and maintain good hygiene practices.
- Table seating will be arranged to ensure the 1 metre rule between attendees is observed. Please respect everybody's personal bubble and maintain 1 metre distance between yourself and your neighbour at all times.
- Seating plans may be used for larger functions for contact tracing purposes. We ask that you keep to your allocated seat unless otherwise instructed.
- Only registered attendees, IoD staff member/s, guest speaker/s and venue/catering staff will have access to the function room.
- Please stand on the spaced markings when entering the registration area and observe the 1m physical distance from others at all times. Food will be plated and served, rather than served buffet style.
- Please regularly wash and sanitise your hands. Sneeze and cough into your elbow and dispose of any used tissues appropriately. Take extra care to sanitise after contact with high touch points such as door handles, taps and lift buttons. Hand sanitiser will be provided on site.
- For contact tracing and mandatory record keeping purposes, a register of attendees, staff and facilitators will be kept.
- NZ COVID Tracer QR codes will be on display and it is requirement that all attendees and staff scan in. If you don't have a smartphone, a physical register will be available and you must complete this.

If you have concerns or questions about anything related to the COVID-19 precautions outlined, your **Branch Manager** will be able to help you in the first instance. The Branch Manager has the authority to resolve issues and answer your queries. If for any reason they are unable to do so, the IoD National Manager Branches will provide assistance.