

# FACE TO FACE COURSES

## COVID-19 SAFETY PLAN

### - KEY INFORMATION

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

- Please do not attend a course 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 any signs of illness when you are attending a course 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.
- A seating plan will be posted inside the room. We ask that you keep to your allocated seat unless otherwise instructed.
- We will provide you with a personalised course pack containing a workbook, notepad and pen. Please take all your course materials with you at the end of each day.
- Only registered attendees, IoD staff member/s and facilitator/s will have access to the conference and break out rooms. Hotel staff will have access for cleaning and catering.
- Any breakout activities will be limited to a maximum of six per group. That will be your 'course bubble'. Attendees cannot mix course bubbles during breakout sessions. Please observe physical distancing within your 'course bubble' during all breakout activities.
- During morning tea, lunch and afternoon tea we ask that you use your allocated course desk. Please stand on the spaced markings when lining up for coffees and meals. If you stand and eat, please observe the 1m physical distance from others. Meals will be plated, 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 purposes, a register of attendees, staff and facilitators will be kept. This will collect the full name, phone number, email address, and time in and out of the conference room for each attendee. This information will be kept secure for 2 months as is required by NZ Government guidelines, after which time the records will be destroyed.

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

If you would need more detailed information, please speak to your PDA who will provide you with the Institute of Directors full COVID-19 Safety Plan.



Governance development

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