



## Set-up - getting ready checklist



Who's the key contact person if someone gets COVID-19 and attended your venue? List this number on your website and at your venue.



Is hand sanitiser freely available? Key sanitising points should include entrances and exits, bathrooms, and in and outside of kitchens.



Are free masks available? Encourage everyone to wear one while at your venue. Staff/volunteers must wear them in Orange & Red unless they are an entertainer or speaker and 2m+ apart from the audience.



Do you have QR codes for scanning in at all entrances? This helps us contact everyone quickly if someone with COVID-19 visits your premises.



Is there a sign-in book available to capture name and contact details? This should be available for those who cannot scan in.



Is someone ready to check vaccine passes at the entrance? This is required if you are holding an event/gathering requiring My Vaccine Pass.



Encourage different bubbles to distance, especially indoors – this is required at red, and at Orange if not using My Vaccine Passport.



Check capacity limits - make sure you know the limits for how many people can attend your events and gatherings, and keep count.



Encourage people to stay away if they are unwell - they should get tested & stay home until it comes back negative and they feel better.



Ventilate indoor spaces by keeping windows and doors open & using air filtration systems, and hold events and gatherings outdoors if possible.



## Help others be vaccinated

The vaccine is the best way to protect yourself and those you love. Vaccines are free and are currently available to anyone in Aotearoa aged 12 and over.

- Get two vaccine doses, 3 weeks apart.
- You can get a booster shot 4 months after your 2nd dose for extra protection.
- Children aged 5 to 11 can also get a COVID-19 vaccination from 17 January.

Visit [www.bookmyvaccine.nz](http://www.bookmyvaccine.nz) or call 0800 28 29 26 to get your shot or arrange one for someone else.



## What to do if someone is unwell?

If someone feels unwell it's important they:

- get a COVID-19 test
- stay home until this comes back negative and they have been symptom free for 24 hours
- do not come to any events or gathering if they have cold, flu or COVID-19 symptoms

If someone has COVID-19 anyone they live with needs to stay at home and should not come to your venue either.

People may also need to stay home if they visited a Location of Interest, or if they are told they are a close contact. This is because they are at higher risk of getting COVID-19 too.

# COVID-19 Protection Framework Guidance - Summary for Places of Worship

  
**GREEN**

  
**ORANGE**

  
**RED**



 Record keeping / scanning is encouraged

 Gatherings (e.g. weddings, funerals) can be up to 100 people with 1m distancing.

 Events (indoor/outdoor) can be up to 100 people based on 1m distancing

 Event attendees must be seated and separated for the service of food and drink

 Face coverings are encouraged for everyone

 Record keeping / scanning is encouraged

 No limits on capacity for gatherings

 No limits on capacity for events

 No additional requirements on serving of food and drink

 Face coverings are encouraged for everyone

 Record keeping / scanning is required

 Gatherings (e.g. weddings, funerals) can be up to 50 people with 1m distancing.

 Events cannot operate

 Food and drink is not available as events aren't operating

 Face coverings are required for workers & volunteers and encouraged for everyone else; performers/speakers can take them off if 2m apart from audience

 Record keeping / scanning is required

 No limits on capacity for gatherings

 No limits on capacity for events

 No additional requirements on serving of food and drink

 Face coverings are required for workers & volunteers and encouraged for everyone else; performers/speakers can take them off if 2m apart from audience

 Record keeping / scanning is required

 Gatherings (e.g. weddings, funerals) can be up to 25 people with 1m distancing.

 Events cannot operate

 Food and drink is not available as events aren't operating

 Face coverings are required for workers & volunteers and encouraged for everyone else; performers/speakers can take them off if 2m apart from audience

 Record keeping / scanning is required

 Gatherings (e.g. weddings, funerals) can be up to 100 people with 1m distancing

 Events can be up to 100 people based on 1m distancing

 Event attendees must be seated and separated for the service of food and drink

 Face coverings are required for workers & volunteers and encouraged for everyone else; performers/speakers can take them off if 2m apart from audience

You can switch between activities operating with My Vaccine Pass (MVP) and operating without My Vaccine Pass as long as:

- spaces are cleaned between groups
- there is no intermingling between the two groups
- spaces are well ventilated
- it is made clear to all involved (attendees/staff/volunteers) which activities are using MVP and which are not
- posters or signage must be displayed indicating to attendees whether or not a MVP is required (posters can be downloaded from <https://covid19.govt.nz>)

To encourage good personal hygiene you can:

- make sure hand washing facilities are available to all visitors
- provide hand sanitiser upon entry and exit, outside bathrooms, and in and outside of kitchens
- provide wipes in every room
- put signage in all toilets with instructions on good hand washing techniques
- put rubbish bins(with lids) next to doors inside bathrooms so members can use a paper towel to open bathroom door, and then dispose of this hygienically