

## Additional COVID-19 H&S template for an Auckland Council permitted event operating under **COVID-19 Level 1 requirements**

All events must follow the latest Ministry of Health guidelines for managing COVID-19. As the event organizer it is your responsibility to ensure that any relevant guidelines are followed by all parties including vendors, participants and attendees.

This may include (but is not exclusive to) using an established track and trace process to record who attends your event. You must also ensure that this information is made available to Auckland Council or the Ministry of Health should it be requested on account of someone who has attended your event subsequently being diagnosed with COVID-19.

To assist us in assessing whether your health and safety planning for your event on public open spaces has factored in the Ministry of Health requirements for events, can you please provide information below:

**Event name:**

**Event date:**

**Event location:**

How do you intend to track and trace attendees at your event?	
What cleaning plans do you have for your event, i.e. how do you plan to regularly disinfect shared surfaces?	
What, if any, additional steps around safe handling of waste collected (e.g. disposable gloves, sanitizing wipes etc) have you planned?	
What instructions will you be providing your food vendors with respect to the safe preparation and handling of food?	
Will your portable toilets have hand washing facilities, and if not, how do you plan to provide hand washing facilities for attendees?	
How will you deal with any body fluid incidents at your event (i.e. vomit, blood, sneeze droplets etc)	