



NOTICE TO CLUB MEMBERS

An important update for members, guests and visitors.

As a community-based organisation, we are taking advice on COVID-19 (Coronavirus) seriously, and as a result have implemented the following measures to ensure the safety and wellbeing of our staff, members, guests and visitors. Our primary concern will be to protect people, ensure our obligations under the *Health and Safety at Work Act 2015* and maintain our duty of care to our staff, and to persons on, or seeking to visit our premises.

All persons who have returned from overseas from midnight Sunday 15 March 2020, or been in contact with people who have returned from overseas travel are required by law to self-isolate for a period of 14 days and as a result will not be permitted to enter the Club premises.

All persons whose place of employment, education or socialisation that has been closed due to a confirmed case of COVID-19 are not to enter the Club.

All persons who experience or show signs of flu like symptoms are not to enter the Club. These symptoms may include fever, cough, sore throat, tiredness and shortness of breath.

Persons who are onsite and showing flu like symptoms will be asked to leave the premises. We encourage all persons who are experiencing flu like symptoms to follow the advice of Ministry of Health. For more information on COVID-19 visit <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public#symptoms>.

We encourage all staff, members, guests and visitors to practice good hygiene at all times.

The Club has increased signage within the venue to inform staff, members, guests and visitors of good hygiene practices.

The Club's staff will be discouraged from engaging in personal contact, such as the shaking of hands with fellow staff, members, guests and visitors. Please do not take this in any other way than as a preventative and control measure to help prevent the spread of viruses.

The Club is also instituting frequent sanitisation of "high touch areas" including bathrooms, door handles and buttons.

The Club will continue to monitor the advice of Clubs New Zealand and implement advice accordingly.

Events, Entertainment and Functions

The COVID-19 situation continues to evolve rapidly. Following advice from the Ministry of Health on 17 March 2020 it is recommended that non-essential, organised gatherings be limited to fewer than 500 people.

This includes events such as concerts, sporting fixtures with large crowds, exhibitions and religious celebrations. While all New Zealanders are encouraged to exercise personal



responsibility for social distancing, there are no current restrictions recommended on attending other settings, such as shopping centres, or using public transport.

For non-essential organised gatherings with fewer than 500 attendees, Ministry of Health recommends that organisers:

- remind attendees and staff not to attend if they are feeling unwell
- remind attendees and staff not to attend if they have travelled overseas in the past 14 days
- ensure emergency management practices are up to date
- brief staff on how to practice good hygiene and make it easy for staff and attendees to practice good hygiene
- have adequate hand washing facilities available

Ministry of Health also offers the following advice for attendees:

- stay home and do not attend if you are feeling unwell
- stay home and do not attend if you have travelled overseas in the past 14 days.

Should the advice from Ministry of Health change, the Club will update its policy accordingly. While onsite at the Club, staff, members, guests and visitors are encouraged to practice good personal hygiene including:

- cleaning your hands regularly for at least 1 minute with soap and water or use an alcohol-based hand rub
- cover your nose and mouth when coughing and sneezing with a tissue or flexed elbow.

We encourage attendees of organised functions and events at the Club to liaise directly with those organisers, rather than the Club. The Club and its catering contractors are taking our responsibility seriously and have implemented a number of temporary measures at the dining facilities which include:

- Removal of cutlery from all tables. Cutlery will be delivered with your meals.
- Introduction of single-use menus.
- Increased sanitation of all work and public spaces.
- Additional staff training.
- Increased use of gloves, including in the acceptance of deliveries.
- Removal of 'help yourself' sauce and cutlery stations.

Persons who do not cooperate with our advice in relation to COVID-19 will be asked to leave our premises.

We ask for your complete cooperation and understanding as we continue our commitment to offering a quality based community hub for all people of our community to enjoy.

If you have any questions, please seek to liaise with our Club's management.

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