



XTERRA procedures during Covid-19 alert Levels

XTERRA Wellington has prepared these COVID-19 guidelines in accordance with Government legislation around open air mass participation events including input from but not limited to the Ministry of Health, Sport New Zealand, Health and Safety at Work Act 2015, Local Councils, Landowners and our guiding principle documents.

The purpose of this document is to create and clearly document the changes Barefoot Sport is going to make to its operating procedures in light of the Covid-19 pandemic and subsequent environment we now find ourselves in. Ultimately it is about keeping our staff, suppliers and of course participants safe, in a clear and transparent manner. We fully believe we can achieve this while still delivering a high quality, enjoyable event experience up to our normal high standards.

The purpose of our response plan is to:

- Prevent the spread of COVID19 during event activities
- To ensure the reputation and integrity of our events
- Provide guidance, so our participants understand what happens to the event when the COVID19 Government response level change

This is a working document that will change as required to meet Government recommendations.

Personal responsibility of participants

- If you, or someone you are in close contact with, have symptoms of cold or flu, are unwell or who are waiting on test results for COVID-19 please do not attend the event.
- If anyone (or if anyone close to you) has been overseas or in self isolation within the last two weeks prior to the event, please do not attend the event.
- All participants must practice social distancing of 1 metre from people that are not in their bubble at all times. This means no Hugs or High fives outside your bubble.
- Regularly clean your hands with an alcohol-based hand rub or wash your hands with soap and water, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Cough into your elbow and avoid touching your eyes, nose, and mouth with unwashed hands.
- Participants must use a handkerchief, sleeve or tissue, no air hanky's please!
- All finish line food and drink are self-serve and will only have single use cups and pre-packaged food options.
- If a participant becomes unwell within the two weeks after an event, we ask they notify us as soon as possible.



What are the restrictions around Mass Gatherings?

Level Two

- An event can have more than 100 people at a time, but there must be no more than 100 people in each defined space
- They must also manage their numbers to ensure that every individual or group of people is kept 1 metre apart.

A defined space is somewhere separated from other spaces by either:

- Walls or partitions — whether indoors or outdoors, or
- At least 2 metres between groups of people when outdoors.

If a place has more than 1 defined space, then people should not intermingle between the defined places. This includes when entering, leaving, or using the toilet. It does not include workers.

Businesses and workplaces must operate safely, for us this means:

- Complying with general Alert Level 2 settings
- Displaying an NZ COVID Tracer app QR code poster and have alternative contact tracing systems
- Maintaining hygiene measures, including physical distancing, hand washing and regularly cleaning surfaces,
- If workers or participants have symptoms of COVID-19, they should stay home.

Level Three & Four

- At these alert levels the event will not go ahead.
- The source of this information and full Government restrictions for COVID 19 can be found at [covid19.govt.nz](https://www.covid19.govt.nz)

Our Commitment

Below is a list of the practices we will be putting in place to ensure safe participation in XTERRA Wellington.

Play it Safe

- We will restrict numbers to XTERRA events based on government guidelines for gatherings.
- We will create waves to separate distances and events over a longer period to allow the people to participate.
- Registration and Finish line will be separated.

XTERRA at Level 2 – 100 people permitted at gatherings

- All participants will be required to enter online ahead of event day.
- There will be no entries available on site. Participants can enter online before attending the venue.
- Participants will be recorded as they pass through a number of points throughout the day;
 - Site entry
 - Start line
 - A number of Intermediate points on the course
 - Finish line
 - Event Base exit



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- There will be sign-in QR code posters present and visible for participants to register with the NZ COVID Tracer App.
- The information collected by the processes above will allow us to accurately track participant's movements throughout the day, which will be provided to Ministry of Health for contact tracing purposes if required.
- No spectators allowed on site. In the event that a spectator does turn up they will be asked to register so we can contact trace as required and be kept separated in a supporter specific area. Supporters will be considered their own group and contact traced appropriately.

Contact Tracing

- Contract Tracing App posters on site with additional register.
- Waves – Recorded in timing software. Start line records every participant in a wave. A mat at the exit to the finish area confirms when each participant left the event.

Event Protocols

Level Two

- **Pre Event**
 - Participants will be grouped into 100 person start waves relative to the event distance. Each wave will be allocated a 30 minute time slot to arrive at the event base to ensure no contact between different groups. Waves will have a separate registration area.
- **Car parking**
 - Participants are required to arrive within their allocated 30minute time slot. We will ask them to remain in their vehicle until this time.
 - Participants to maintain physical distancing while walking to event base.
- **Event Base**
 - Event base will have defined, separate start and finish areas. There will be clear signage and barriers to direct participants. The start location will be different to the finish location.
 - There will be multiple hand sanitising stations available at each spot for participant use.
 - Each area will be cleaned between waves.
 - Each area will contain toilet facilities.
- **Bag Drop**
 - Each individual wave will have their own bag drop in the waiting area. This will be transported to the finish line and left in its respective finish area.
- **Coffee**
 - This will be available at the finish location only
 - Cash only
 - Two tables (or barrier arms) will be used to ensure distancing is maintained
 - H&S requirements the responsibility of the Coffee vendor.
- **Porta Loos**
 - Toilets will be spaced with 2m gaps to maintain physical distancing and will be split between the carpark, start and finish locations
 - Individual lines for each toilet
 - High touch areas (door handles, locks and soap dispensers) will be cleaned between each 100 person wave and at regular intervals in the finish area.



Contactless Registration:

- Participants will be pre allocated numbers – This will be sent to you via email and it can also be found on your Trident Results Profile.
- On the day you will turn up for your respected wave enter your wave area.
 - Pick up your number
 - Move to the start area
 - Enjoy a fine day on the trails.
- Changes to be made via your online profile only at www.tridentresults.com

Registration areas are large enough to keep 1m distance between the rest of your wave. Briefings will happen via video and can be watched at any time on your own device.

Briefings

- A video briefing will be sent out via email to all participants
- An on site briefing will take place at the start area 10 min prior to the start.
- These briefings will have a particular focus around the new procedures

Sanitisation – Wash your hands wash your hands wash your hands

- Additional Hand Washing Facilities available throughout the start and finish areas.
- Hand washing stations and sanitiser at the entrance to facility, at the registration area and on the start line.
- We will regularly disinfect high contact areas such as toilet doors, tables, gates. These will all be cleaned between waves.
- Guidance for safe wellbeing signage will be distributed before and at event day.
- Toilet facilities will be spread out to increase gaps between participants.
- Toilet facilities are cleaned between waves.

Safety

New procedures have been introduced for our Marshals and staff to ensure your safety. These have been added to our Safety Manual and Hazard register.

- You must not participate in XTERRA Wellington (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate

Event Staff and Marshals

- All event staff will wear appropriate PPE equipment to stop the spread of Covid-19 including masks and gloves where appropriate.
- Marshalls will remain 2m distance from the trail at all times. If a Marshall has to come into contact with a participant they will record that participants details and time of contact in a specific COVID register.
- All Marshalls will wear PPE when dealing with participants

On course

- Participants must maintain at least 2m distance between each runner/walker.
- People are asked not to use the “air hanky” technique rather carry tissues or use sleeves.
- When passing please be aware of each other and give both runners appropriate space to ensure at least 1m of distance at all times.



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Finish Line

- After finishing you will be asked to wait in your respective wave groups. These will be marked with signage.
- Participants will be asked to make their way to their car as soon as possible once finished.
- Signage will be in place and MC announcements made to remind people once they have finished.
- An additional timing mat will be placed at the exit from event base area to register when participants leave the event base area, and to provide additional contact tracing ability.

Water and Food on Site

- Finish line treats will not be provided under Level 2 restrictions.
- Hydration will be provided at the finish line in disposable cups but will be limited to one per participant. Participants will be encouraged to bring their own hydration equipment.

Massage

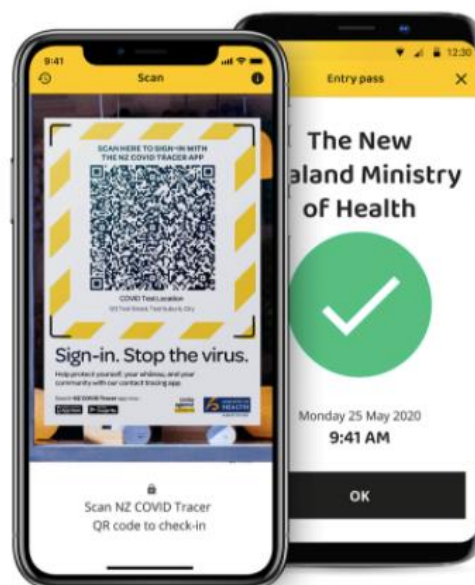
- We unfortunately cannot offer this service under Alert Level 2 restrictions.

EXPOSURE OR EXPECTED EXPOSURE TO COVID-19

- If someone at the event displays symptoms of COVID-19 on the day the Event Manager will politely ask that the person leaves the event and self-isolates. They will be informed that they should contact the Ministry of Health and get tested.
- The Event Manager will contact the Ministry of Health on 0800 358 5453 as soon as possible to inform them of a possible case. The Event Manager will then follow the Ministry of Health's instructions with how to manage the situation. This could include assisting with communication to the participants that were at the event.
- The Contact tracing registration will be made available and any other information that they require.
- The Event Director for the event will manage any media enquiries and this will be done in association with the Ministry of Health.
- Post event all workers and participants will be reminded through email communication that they should inform the Ministry of Health and/or the event if they are feeling ill or showing COVID-19 symptoms within 14 days of the event.

**Protect yourself,
your whānau, and
your community**

Download the **NZ COVID Tracer** app



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Wave Timetable

Start area 50m long.

Wave 1 – Short Course - 8am start

7:30am contactless registration opens and start area open.

8am wave 1 Start

Wave 2 – Short Course/Medium Course - 8:30am start

8am - Wave 2 Contactless Registration Opens.

8:10am - Wave 2 start area open

8:30 Wave 2 Start

Wave 3 – Medium Course - 9am Start

8:30am Contactless registration opens

8:40am Start area Open

9am Wave 3 Start

Wave 4 – Medium Course - 9:30am Start

9am Contactless registration opens

9:10am Start Area Open

9:30am Wave 3 Start

Wave 5 – Long Course - 10am Start

9:30am Wave 4 contactless registration open.

9:40 Start area open

10am Wave 5

Wave 6 – Long Course - 10:30am Start

10am Contactless registration opens

10:10am Start area open

10:30am Wave 6 Start

Wave 7 – Long Course - 11am Start

10:30am Contactless registration opens

10:40 Start Area Open

11am Wave 7 Start

