| **GUIDANCE FOR TRANSITIONING THROUGH ALERT LEVELS FOR LOCAL GOVERNMENT**  |
| --- |
| **Function** | **ALERT LEVEL 4****Eliminate** | **ALERT LEVEL 3****Restrict** | **ALERT LEVEL 2****Reduce** |
| **Alert Level overview** | **Strong restrictions to limit all people movement and contact to contain community transmission and outbreaks.****Stay at home, other than for essential personal movement and doing essential work.** **Stay in immediate household bubble.****People should keep 2 metres apart at all times outside home, including at workplaces. This requirement does not apply to emergency and frontline public services (e.g. healthcare).** | **Further restrictions on activities, including at workplaces and socially, to address a high risk of transmission within New Zealand.****Stay at home, other than for essential personal movement, and going to work/school.****Stay in extended bubble, which can now include close family or caregivers.****People should keep 2 metres apart outside home where possible (apart from with people within their extended bubble). This requirement does not apply to emergency and frontline public services (e.g. healthcare).****In a controlled environment such as a workplace, 1 metre distancing is required****For more information on operating safely in workplaces, further guidance is available at:** <https://www.business.govt.nz/covid-19> | **Physical distancing and restrictions on leisure and social activities to address sporadic cases or a cluster in New Zealand.****Businesses open, but physical distancing applies.** **You can travel, but do so in a safe way.****People should keep their distance from people they don’t know (ideally two metres) when out and about, with one metre physical distancing in other environments unless other mitigating measures are in place.** |
| **Gatherings** | *All gatherings cancelled (essential work and going to supermarket are not considered gatherings).* | *Gatherings of up to 10 people at a time only for wedding services, funerals and tangihanga.* *Wedding receptions and other celebrations are not allowed. Consumption of food/drink not permitted.**Workplaces, education facilities, public transport and supermarkets are not considered gatherings.**Additional conditions on gatherings:** *Physical distancing and infection prevention and control requirements must be met.*
* *All gatherings must record attendees to ensure contact tracing can be conducted if necessary.*
* *No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason.*
 | *Gatherings only allowed for up to 100 people indoors or outdoors.* *Indoor gatherings should be seated, and approximately 2 hours. Outdoor events will need set seating or standing areas.* *This includes funerals and tangihanga up to same number as permitted at this level for gatherings.**Additional conditions on gatherings:** *Physical distancing and infection prevention and control requirements must be met.*
* *All gatherings must record attendees to ensure contact tracing may be conducted if necessary.*
* *No participants allowed who have COVID-19 symptoms or who need to be in isolation/quarantine for any reason.*

*Food and drink at gatherings is now permitted* |
| **Public venues** | *Public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks).* | *All public venues closed (e.g. museums, cinemas, food courts, gyms, pools, amusement parks, playgrounds, farmers’ markets).* *Public open spaces (e.g. parks) may be used, but people need to maintain physical distancing outside their bubbles.* | *Public venues may open, but must comply with and public health measures, in particular physical distancing.*  |
| **Workplaces** | People required to work from home unless that is not possible.Workplaces can only open if:* Workers cannot work from home, and
* They are operating safely, and
* They are essential services.

“Operating safely” means:* Complying with Alert Level 4 settings in [this table](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf), and
* Meeting appropriate public health requirements for their workplace (eg putting up physical barriers), and
* Fulfilling all other health and safety obligations.

This means if a business providing an essential service cannot operate safely, workers must not go to work and premises should remain closed.Only supermarkets, dairies and petrol/service stations can open their retail premises to the public. Essential services must also comply with any specific restrictions on how they operate. | *People required to work from home unless that is not possible.**Workplaces can only open if:** *Workers cannot work from home, and*
* *Workplaces are operating safely, and*
* *Customers are not allowed on premises, and*
* *Businesses can trade without physical contact with customers (e.g. through phone/online orders, delivery, pick-up and drive-through).*

*Businesses cannot offer services that involve close personal contact, unless it is an essential service, emergency or critical situation.**Supermarkets, dairies and petrol stations can have customers on premises.**If businesses cannot operate safely, workers must not go to work and premises should remain closed.* *“Operating safely” means:** *Complying with Alert Level 3 settings in* [this table](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf)*, and*
* *Meeting appropriate public health requirements for their workplace, including for workers (e.g. putting up physical barriers), and*

*Fulfilling all other health and safety obligations.* | *Businesses must operate safely. This means:** Complying with Alert Level 2 settings in [this table](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf), and
* Meeting appropriate public health

requirements for their workplace (e.g. having contact tracing systems), and* Fulfilling all other health and safety obligations.

*All businesses are encouraged to use alternative ways of working if possible. Business premises can open for staff and customers. Services can also be provided on customers’ premises (e.g. in homes).*  |
| **Health and safety obligations**  | * At all Alert Levels, councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce or eliminate COVID-19 transmission risks are essential in order to protect officers and the members of the public with whom they interact.

*For most up to date guidance please refer to* [*https://worksafe.govt.nz/*](https://worksafe.govt.nz/) *and* [*https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/*](https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/)* Staff and customers should not participate in council services/operations if they have COVID-19 symptoms or who need to be in isolation/quarantine for any reason. Staff should be reminded to stay home if they are sick.
* Businesses are obliged to eliminate transmission risks where possible, and where not, to substitute work practices or provide as higher level of control as possible. We expect that businesses maintain, or create new, practices that meet or exceed the MoH guidelines as they are updated.
* Health and safety plans must incorporate protocols for, at a minimum\*:
1. Appropriate physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public
2. Promoting cashless systems and avoid cash payment systems wherever possible
3. Where staff must work together in teams or pairs, create a consistent ‘work group’ as appropriate\*\*
4. PPE where appropriate

*See here also for endorsed industry guidance:* [*https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/endorsed-industry-guidance/?stage=Live*](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/endorsed-industry-guidance/?stage=Live)\*note engagement with workers when creating and implementing COVID-19 Health and Safety Plans and mental health support is a key step\*\* ‘work groups’ are intended to ensure staff are exposed to a *consistent and exclusive* set of their colleagues. The groups must be able to operate safely and are not exempt from the above requirements. |
| **Council offices**  | Remote working **Call centre*** Open remotely

**Counter services** * Closed
 | * Everyone should work remotely unless it is not possible
* Council offices can only open for staff if:
	+ Workers cannot work from home, and
	+ Workplaces are operating safely, and
	+ Customers are not allowed on premises, and
	+ Council staff can work without physical contact with public/customers
* “Operating safely” means:
	+ Complying with Alert Level 3 settings, and
	+ Meeting appropriate public health requirements for their workplace, including for workers (e.g. putting up physical barriers), and
	+ Fulfilling all other health and safety obligations
* If these measures cannot be taken, staff must not go to work, and premises should remain closed

**Call centre*** Operates remotely

**Counter services*** Remain closed
 | * Council offices can open to the public if they can operate safely, meaning:
	+ Complying with Alert Level 2 settings;
	+ Meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems), and
	+ Fulfilling all COVID-19 health and safety obligations in addition to normal health and safety obligations
* We encourage councils to use alternative ways of working if possible, including some staff to be working remotely where practicable

**Call centre*** Can open (staff working remotely where practical)

**Counter services** * Open to public if they can operate safely with physical distancing
* Promote cashless systems and avoid cash payment systems wherever possible. Manual disinfection of eftpos machines required
* Limit entry to maintain physical distancing as required
 |
| **Territorial authority functions** |
| **Operation and maintenance of drinking water and wastewater services**  | * Essential service
* Workstream to ensure continuity of service and supply of key chemicals; focus on keeping networks operational
 | Most staff continue to work remotely **Operational sites*** Site separation continues with physical distancing of staff on sites

**Operations activities reinstated*** Maintenance practices on linear assets (pipes etc)
* Planned maintenance and connections work on the retail network
* Pump station cleaning where required
* Maintenance of valves and equipment
* All non-essential work continues to be deferred
* Avoid activities that interrupt domestic supplies where possible
* Reactive maintenance extended

**Developer Services Reinstated*** Compliance and inspections – including subdivision connection works, subject to restoration of housing construction works
* Connections of water and meters to address outstanding connection applications – subject to wastewater being connected and drainlayers etc. services also restored

**Meter Reading** (where relevant and with safety measures in place including precautions taken to prevent spread of disease between dwellings)* Reading cycles start again

**Active Construction Sites*** Active construction sites reopen where safe work practices and physical distancing can be maintained
* Safe work practice guidance can be found here: https://www.building.govt.nz/covid-19/
* Continue design work and project development work where possible
 | **Operations activities fully reinstated*** Consider what capital programmes would be allowed to start
* More people working on site
* Some people continue to work remotely
* Construction health and safety protocols for COVID 19 are available here: <https://www.chasnz.org/covid19> . Additional guidance is available here: <https://www.sitesafe.org.nz/guides--resources/covid-19-protocols/new-zealand-construction-covid-19-protocols/>
 |
| **Solid waste including transfer stations**  | * Essential service
* Residential kerbside solid waste collection
* Commercial collections only for waste and recycling that supports other essential service activities
* Collection of recycling in some cities/districts
* MRFs operational in some cities/districts
 | * Residential kerbside and essential service-related commercial solid waste collection continues
* Collection of recycling may increase in some cities/districts (this may still end up in the waste stream after collection depending on MRF operations and restricted/international demand/domestic – market demand for low value materials)
* MRFs operational in some cities/districts where physical distancing protocols can be maintained, and manual processing risks can be managed

**Transfer stations** * Transfer stations and green rubbish transfer stations/facilities permitted (to avoid fly tipping, vermin control) if safe operating procedures are able to be implemented and access including traffic management can be adequately controlled (customers should be reminded that they should not travel outside their local areas to access these facilities)
* Contactless payment is required to ensure cash is not handled. Manual disinfection of eftpos machines required

**Resource recovery centres** * Bin drop for separated collections of bottles, paper, cardboard permitted if access can be controlled including contact tracing, commercial collections and processing of the materials is available within the district/region and operations must be safe (COVID compliant). Household item drop offs are not permitted.
* Eco shops closed
 | * Normal waste collection and processing with enhanced safety protocols in place could return, but some territorial authorities may want to wait until Alert level 1 to resume full services.
* Recycling is likely to still be disturbed as a result of turmoil and uncertainty in international export markets and dealing with stockpiles of material, some of which will be contaminated e.g. uncleaned plastic

**Transfer stations** * Transfer stations and green rubbish transfer stations/facilities can open (to avoid fly tipping, vermin control) if access can be controlled
* Promote cashless systems and avoid cash payment systems wherever possible, include manual disinfectant of eftpos machines

**Resource recovery centres** * Bin drop for bottles, paper, cardboard can open
* Eco shops can open if they can operate safely
* Physical distancing requirements
* Contact tracing system required at each facility
 |
| **Cemeteries and crematoria** | * Essential service
* Cemeteries remain open with restrictions on operation of cemeteries; COVID19 risk management practices. Only family bubble can attend funerals
* See Ministry of Health guidelines for more information
 | * Cemetery grounds can remain open with restrictions on operation of cemeteries
* Open to funerals and tangi only of up to 10 people if they can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Must record attendees to ensure contact tracing can be conducted if necessary

See detailed guidance here: <https://www.nzrecreation.org.nz/includes/> download.ashx?ID=157232  | * Cemetery grounds can remain open with restrictions on operation of cemeteries
* Open to funerals and tangihanga only of up to 100 people at indoors and outdoors for funerals if they can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
* Food and drink at funerals is now permitted, but shouldn’t be shared food (i.e. no buffets)

See detailed guidance here: <https://www.nzrecreation.org.nz/includes/> download.ashx?ID=157232 |
| **Animal services** * + **caring for impounded dogs**
	+ **investigating dog attacks and seizures for police**
	+ **welfare of animals recovering**
 | * Essential service
* Good physical distancing and COVID19 risk management practices
* Animal shelters closed to public,

 Staff caring for animals currently housed. Good physical distancing and COVID19 risk management practices* Some Animal Management Officers responding to priority complaints. Good physical distancing and COVID19 risk management practices
* Some stock control
 | * Flexible working practices – working remotely. Only responding to urgent requests for service, e.g. dog attacks, wandering stock, with good physical distancing and COVID19 risk management practices
* Animal shelters closed to public
* Staff caring for animals currently housed. Good physical distancing and COVID19 risk management practices applied
* Animal Management Officers responding to priority complaints, with physical distancing and COVID19 risk management practices applied
* Restart registration processes where these can be undertaken in a contactless way
 | * Normal operation resumes provided it can operate safely
* Controlled public access to animal shelters if they can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
* Staff caring for animals currently housed.
 |
| **Maintenance of public toilets** | * Toilets only on main freight routes open (and where requested by essential services)
* Increased cleaning frequency
 | * Toilets only on main freight routes open (and where requested by essential services)
* Increased cleaning frequency
 | * Most public toilets open
* Increased cleaning frequency
 |
| **Social housing**  | * Essential service
* COVID19 risk management practices
* Essential /emergency maintenance only with COVID19 risk management practices
 | * COVID19 risk management practices in place to operate safely

**Capital programme (new builds or empty units)** * Stand up planned capital programme dependent on:
	+ Supply chain (availability)
	+ Contractor availability
	+ H&S plan (ability to maintain distance and hygiene, tracking)
	+ Limited work group on sites provided they strictly limit person to person contact and allow contact tracing

**Maintenance*** Priority maintenance with COVID19 risk management practices to operate safely

**Tenant management** * Regular contact with tenants done virtually
 | * Normal service resumed if they can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary

**Tenant management** * Regular contact with tenants done virtually
* Some physical engagement with tenants reinstated where this can operate safely
 |
| **Roading/highways** | * Essential service: roading maintenance and repairs to keep the roads safe
* Procurement continuing remotely
 | * All freight can be distributed
* Personal and interregional travel remains restricted
* Essential services will continue.
* Works that can be performed following the COVID19 risk management practices re physical distancing may also be viable depending on advice/guidance and procedures.
* e.g. Road rehabs; road maintenance, small capital projects.

\*\* Please refer to Ministry of Transport for up to date guidance as issues evolve  | * Normal operations, with COVID19 risk management practices in place
 |
| **Noise Control** | * Councils should accept and triage noise complaints via their call centre or other normal means that are operating remotely.  Information should be made publicly available on council websites to enable people to direct queries relating to noise control to council in the first instance
* Where possible, councils should aim to resolve noise complaints remotely. Noise officers should only attend sites where this is already part of the service level being provided under level 4, e.g. where security firms are already supporting and are taking all of the following measures:
	+ minimise, or eliminate if possible, physical interactions among staff and with and between the public
	+ ensure appropriate health, hygiene and safety measures are in place
	+ restrict activity to only what is ‘essential’ during the Alert Level 4 period
* Council officers should contact police for assistance as they normally would following triaging. Police can issue excessive noise directions where they are attending a complaint at the request of a noise officer (s327(1) and s328(3) of the Resource Management Act). Councils should provide remote support for these assessments and any notices to be issued
 | * At Alert Level 3 and below any councils which suspended noise control services during Alert Level 4 should resume them. The service level should be close to that provided during business as usual, though attempts should be made to resolve noise issues remotely before attending a site (for example, via a phone call if contact information is available), or there may be a modified threshold for deciding to undertake a site attendance
* Police will not attend noise calls unless there is a breach of an Excessive Noise Direction, an escalated incident (such as threatening behaviour), or the noise is associated with a suspected breach of requirements relating to gatherings of people
* At all Alert Levels, Councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce or eliminate COVID-19 transmission risks are essential in order to protect noise control officers and the members of the public with whom they interact
* Health and safety plans must incorporate protocols for, at a minimum:
	+ Physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public
	+ One officer per vehicle
	+ Appropriate PPE (if required)
 | * At Alert Level 2, Councils must deliver noise control services at a level consistent with their business-as-usual arrangements provided they can operate safely
 |
| **Council governance and decision making** | * Meetings and public engagement to be held remotely
 | * Meetings and public engagement to be held remotely
 | * Physical meetings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
	+ Arrangements will still be needed for councillors, staff and public who are at risk of severe illness should they contract COVID-19 to participate remotely, if required (e.g. people aged 70 and over)
* If public meetings cannot be held safely they may be held remotely
 |
| **Pools** | * Closed
 | * Closed to the public

**Scheduled maintenance and capital programme** * Stand up planned capital programme dependent on:
	+ Supply chain (availability)
	+ Contractor availability
	+ H&S plan (ability to maintain distance and hygiene, tracking)
	+ Limited work group on sites provided they strictly limit person to person contact and allow contact tracing
 | * Generally pool facilities can open to the public if they can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
* Some facilities shut, such as spa pools, hydro slides, steam rooms, saunas and hot pools
* Stop some programmes depending on ability to apply COVID19 risk management e.g. for physical distancing
* Limit entry according to site size/ability to practice physical distancing
 |
| **Libraries** | * Closed
* Mobile and outreach services closed
* All public programmes and venue bookings cancelled
* All return bins closed

**Online services** * Some service continues online
* Digital content available 24/7
* Sign up for a library membership online to allow you to access our digital online services.
* Finger-tip (Phone) Library Service operating 7 days

**Loans*** Loan period extended, unlimited renewals and holds suspended
 | * Closed to the public
* Limited access to staff to enable priority work that cannot be done at home, such as digitisation projects, if adequate measures in place re physical distancing and contact tracing
* Mobile and outreach services closed
* All public programmes and venue bookings cancelled
* All return bins closed

**Online services*** Some service continues online
* Digital content available 24/7
* Free Wi-Fi available outside some libraries to be resumed where appropriate measures are in place re physical distancing (to help with digital dive & visitors trapped in country with border controls)
* Take steps to avoid Wi-Fi users clustering in an unsafe way, e.g. messaging around distancing
* Finger-tip (Phone) Library Service operating 7 days

**Loans** * Loan period extended, unlimited renewals and holds suspended
* All return bins closed
* No pick up and drop off
 | * Generally can open to the public with COVID19 risk management practices in place
* Stop some programmes depending on ability to apply COVID19 risk management practices e.g. for physical distancing
* Limit entry according to ability to practice physical distancing
* Should record attendees to ensure contact tracing may be conducted if necessary
* Promote self-service kiosks where practical

**Library staff should be advised to:*** Regularly wash and dry their hands or use an alcohol based hand sanitiser
* Avoid touching their face, particularly while handling returned items
* Cough or sneeze into their elbow and wash and dry hands or use hand sanitiser after blowing their nose
* Stay home if they are sick
* With good hand hygiene, shared staff equipment does not need to be wiped between use, but equipment and high touch surfaces in the library should be regularly cleaned throughout the day

**Library Users should be advised to (consider signage as appropriate):*** Not enter the facility if they are unwell
* Use hand sanitiser on entering the library
* Wash and dry their hands/use hand sanitiser when using library items at home for the first couple of days after issue, if they are concerned
* Cough or sneeze into their elbow and wash and dry hands or use hand sanitiser after blowing their nose

 \*If the above precautions are followed, there should be no need for library users to disinfect items (risking damage) before returning them to the library, and no need to quarantine returned items |
| **Galleries and Museums**  | Closed* Online
 | * Closed to the public
* Limited access to staff to enable priority work that cannot be done at home, such as digitisation projects, if adequate measures in place re physical distancing and contact tracing online service
 | * Generally can open to the public with COVID19 risk management practices in place for appropriate physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public
* Limit entry according to site ability to practice physical distancing
* Should record attendees to ensure contact tracing may be conducted if necessary
* Promote cashless systems and avoid cash payment systems wherever possible, include manual disinfectant of eftpos machines
 |
| **Rec Centres, Gyms, Stadia** | Closed* Online services available e.g. workouts, stretch classes etc
* Construction sites closed
* Capital programme planning, design and procurement and tendering continuing remotely
 | Closed* Online service available, workouts, stretch classes etc

**Scheduled maintenance and capital programme** * Stand up capital programme dependent on:
* Supply chain (availability)
* Contractor availability
* H&S plan (ability to maintain distance and hygiene, tracking)
* Limited work groups on sites provided they strictly limit person to person contact and allow contact tracing
 | * Generally gym facilities can open with additional cleaning regimes in place
* Some organised programmes open (depending of ability for physical distance)
* Limit entry according to site size/ability to practice physical distancing
* Promote contactless entry systems where possible
* Should record attendees to ensure contact tracing may be conducted if necessary
* Stadia closed to gatherings over 100 peoples
* Organised sport activities will be allowed in accordance with Sport and Recreation guidance in [this table](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf)
 |
| **Community Halls** | Closed* Capital programme planning, design and procurement continuing remotely
 | Closed**Scheduled maintenance and capital programme** * Stand up capital programme dependent on:
* Supply chain (availability)
* Contractor availability
* H&S plan (ability to maintain distance and hygiene, tracking)
* Limited work groups on sites provided they strictly limit person to person contact and allow contact tracing
 | * Can re-open if they can operate safely and meet requirements for gatherings
* Capital works can continue subject to COVID19 practices.
* Limit entry according to site size/ability to practice physical distancing
* Should record attendees to ensure contact tracing may be conducted if necessary
* Consideration given to those at risk of severe illness should they contract COVID-19 and the ability to ensure better COVID-19 practices re physical distancing
 |
| **Playgrounds, Parks\*, Cycle Parks, and Skate Parks****\*note regional parks discussed below** | * Parks open. With Messaging re social distancing
* Carparks within parks closed for vehicle access, pedestrian access open
* Playgrounds & exercise equipment closed
* Public toilets closed
* Dog waste must be taken home and disposed of in bin for normal kerbside collection
* Facilities within parks closed including the visitor/information centres
* Skeleton crew of essential workers checking parks daily, vermin control, fly dumping, fire hazard, bin emptying
* Wharfs and jetties closed
 | * Playgrounds, skate parks, cycle parks & exercise equipment closed
* Signs and tape where possible advising closure advised
* Public toilets closed
* Below facilities open subject to council being satisfied sufficient measures are in place to re messages about physical distancing and cleaning of touchpoints (e.g. gates, latches):
* Parks can open with messaging re physical distancing
* Associated carparks can open
* All council-owned sports facilities e.g. clubrooms are closed
* Full urban and regional park ranger service operating – with COVID19 risk management practices in place

**Scheduled maintenance and capital programme** * Stand up planned capital programme dependent on:
* Supply chain (availability)
* Contractor availability
* H&S plan (ability to maintain distance and hygiene, tracking)
* Limited work groups on sites provided they strictly limit person to person contact and allow contact tracing
* Maintenance of facilities deemed as permitted exceptions
 | * Council-owned sports facilities e.g. clubrooms open if they can operate safely, within the restrictions on gatherings, and councils have adequate assurances of COVID-19 best practice messaging to public re physical distancing
* Below facilities may open subject to council satisfaction they can operate safely, with messages about physical distancing and safe use as appropriate, and hygiene measures in place for touchpoints
* Parks can open. With messaging re physical distancing as appropriate
* Associated carparks can open with messaging re physical distancing as appropriate
* Playgrounds & exercise equipment open with safe practice messages in place\*
* Public toilets can open with extra cleaning
* Dog parks can open with safe practices guidelines

Full urban and regional park ranger service operating – with COVID19 risk management practices in place **Scheduled maintenance and capital programme** * Stand up planned capital programme dependent on:
* Supply chain (availability)
* Contractor availability
* H&S plan (ability to maintain distance and hygiene, tracking)

\*Users should be advised:* To wash and dry their hands or use hand sanitiser before and afterwards (you may wish to consider supplying hand sanitizer as appropriate)
* not to touch their face, cough and sneeze into elbow
* if they have cold or flu symptoms to stay off the equipment
 |
| **Sports Fields and Athletics Facilities**  | Closed * All council-owned sports facilities e.g. clubrooms are closed
 | Closed * All council-owned sports facilities e.g. clubrooms are closed
 | Limited access* Can open to organised sport as permitted by Sport and Recreation guidance in [this table](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf)
* Council-owned sports facilities e.g. clubrooms open if they can operate safely and councils have adequate assurances of COVID-19 best practice messaging to public re physical distancing
* Should record attendees to ensure contact tracing may be conducted if necessary
 |
| **Walking/mountain bike tracks and horse trails** |  | * Tracks may open if they can operate safely and in accordance with Alert Level 3 restrictions e.g. physical distancing
 | * Open
* Tracks and associated facilities may open if they can operate safely in accordance with Alert Level 2 restrictions
 |
| **Camping Grounds and Holiday Parks**  | * Public camp sites closed
* Some holiday parks limited bookings for self-contained vehicles only
* Some emergency provision for freedom campers – separate facilities. No communal facilities open e.g. showers, toilets, kitchen or laundry etc
* Temporary accommodation for self-isolation

**Freedom camping facilities*** Closed
 | * Public camp sites closed
* Some holiday parks limited bookings for self-contained vehicles only
* Some emergency provision for freedom campers – separate facilities. No communal facilities open e.g. showers, toilets, kitchen or laundry etc
* Note that restrictions on travel outside local area (with exceptions) mean freedom campers and others should not be moving or travelling - See <https://www.transport.govt.nz/about/covid-19/transport-and-travel-by-alert-level/> for up to date guidance on movement at Alert Levels
* Temporary accommodation for self-isolation

**Freedom camping facilities** * Closed
 | * Can choose to open with increased cleaning frequency
* Consider appropriate capacity and number of sites to ensure these can operate safely and maintain physical distancing
* Should record attendees to ensure contact tracing may be conducted if necessary
* *Sector guidelines for Accommodation providers during COVID19 Level 2 is being prepared*

**Freedom camping facilities*** Dependent on local circumstances, can choose to open provided they can operate safely including direct management or oversight of their use
* Should record all attendees to ensure contact tracing may be conducted if necessary
* Communal facilities (e.g. showers, toilets, kitchen or laundry etc.) can open if they can operate safely within the COVID-19 Alert Level 2 restrictions and with increased cleaning frequency
* Consider appropriate capacity and number of sites to ensure these can operate safely
* Appropriate signage about COVID-19 safe practices on site and appropriate use of facilities
* Associated dumping stations may reopen
 |
| **Regulatory and licensing**  | * Staff working remotely
 | * Staff continue to work remotely

**As other businesses resume requiring inspections:*** Inspections and site visits to be arranged with limited interaction with the public, appropriate physical distancing and contact tracing measures in place
 | * Flexible working practices as appropriate (staff working remotely where practicable, split shift)
* Inspections and site visits to be arranged to limit interaction with the public
 |
| **Consenting functions (building and resource consents)** | * Continuation of all consenting services which can be provided by staff working remotely at home
* Virtual hearings for resource consents with remote appearances
* Virtual inspections where feasible. Where council employees are entering buildings and other sites to complete inspections for essential services, COVID19 risk management practices applied
 | * Continuation of all consenting services which can be provided by staff working remotely at home
* Virtual hearings for resource consents
* Site inspections permitted provided arrangements made remotely with COVID19 risk management practices applied Guidance on practices for construction site visits is available at <https://www.chasnz.org/covid19>
* Additional information for Councils on building and construction related activities is available at <https://www.building.govt.nz/covid-19/>
 | * Flexible working practices as appropriate (working remotely where practicable, split shift)
* Inspections and site visits to be arranged so physical distancing can be maintained with the public and good hygiene practices in place
* Physical meetings and hearings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
	+ Arrangements will still be needed for participants who are at risk of severe illness should they contract COVID-19 to participate remotely, if required (e.g. people aged 70 and over)
* If hearings cannot be held safely they may be held remotely
* Protocols for construction site visits are available at <https://www.chasnz.org/covid19>, with additional guidance available at <https://www.sitesafe.org.nz/guides--resources/covid-19-protocols/new-zealand-construction-covid-19-protocols/>
* Additional information for Councils on building and construction related activities is available at <https://www.building.govt.nz/covid-19/>
 |
| **RMA plan making**  | * Continuation of all plan making which can be provided by staff working remotely at home
* Virtual hearings for hearings with remote appearances
 | * Continuation of all RMA plan making which can be provided by staff working remotely at home
* Virtual hearings for plan changes
 | * Flexible working practices as appropriate (working remotely, split shift)
* Physical meetings and hearings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
	+ Arrangements will still be needed for participants who are at risk of severe illness should they contract COVID-19 to participate remotely, if required (e.g. people aged 70 and over)
* If hearings cannot be held safely they may be held remotely
 |
| **Property & Corporate Facilities Management**  | * All staff working remotely
* Working with lessees remotely
* Many tenants eligible for relief package
 | * All staff working remotely
 | * Staff can return to office with appropriate COVID19 measures re physical distancing and contact tracing
 |
| **Events**  | * Cancelled
 | * Cancelled
 | * Some events may be possible provided they meet COVID19 risk management practices and requirements for gatherings
 |
| **Community Development** | * All staff working remotely
* Community Development team supporting groups virtually
 | * All staff working remotely
* Community Development team supporting groups virtually
 | * Staff can return to office with appropriate COVID19 risk management practices and contact tracing
* Community and school programmes operating in accordance with educational guidelines
* Community Development team supporting groups virtually or in person where appropriate physical distancing and contact tracing can be maintained
* Engagement work – can resume with appropriate physical distancing
 |
| **Environmental Health** | * All staff working remotely
 | * Normal operation with staff working remotely
* Limited inspections with COVID19 risk management practices applied
 | * Normal operations can resume with COVID19 risk management practices applied
 |
| **Parking Services** | * All staff working remotely
* Council-owned carpark buildings open and free
* On street parking free
* Parking compliance team only reacting to blocked vehicle entrances and serious road hazards/safety issues
 | * Normal operation with ‘stay home if unwell’ and hygiene measures in place
 | * Normal operation with ‘stay home if unwell’ and hygiene messaging
 |
| **Jetties and boat ramps** | * Closed
 | **Boat ramps*** Closed

**Jetties*** Open (to support passive recreation)
 | **Boat ramps*** Open

**Jetties*** Open
 |
| **Volunteer programmes**  | * Not operational
 | * Not operational
 | * May resume normal operation if they can operate safely
* Must comply with guidance on workplaces – within this, consider appropriate size of groups to ensure they can operate safely
 |
| **Regional Council functions** |
| **Public Transport** | * For the use of:
	+ essential and emergency workers
	+ members of the public accessing essential services, specifically food, non-COVID-19 related medical care and vets
	+ couples with shared custody moving children between homes
 | * Service levels increased with appropriate measures to ensure COVID19 risk management practices re physical distancing, and hygiene
* Refer to Ministry of Transport: Travel and Transport Guidance here: <https://www.transport.govt.nz/about/covid-19>
* Travel is allowed for the following essential personal movement in your local area:
	+ Accessing local services and businesses,
	+ Going to work and school (only for those that have to)
	+ Low-risk recreation in local area
	+ To support extended bubble arrangements
	+ Travelling to permitted gatherings
* Travel between regions is allowed for some essential personal movement:
	+ Workers travelling to do essential work,
	+ Going to work or school (only in neighbouring region),
	+ Shared bubble arrangements,
	+ Relocating a home or business,
	+ Those travelling for medical reasons,
	+ Emergencies and giving effect to court orders
	+ Those who have an exemption to travel because of compassionate reasons,
	+ Foreign nationals leaving New Zealand (except Cook Strait ferries),
	+ New Zealanders resident in the Realm returning home, and
	+ People arriving in New Zealand from overseas and returning home after 14 days’ isolation/quarantine at port of arrival (except air and marine crew)
 | * Normal operations can resume with COVID19 risk management practices - Refer to Ministry of Transport: Travel and Transport Guidance here: <https://www.transport.govt.nz/about/covid-19>
* Bus exchanges and transfers can re-open with appropriate measures in place re hygiene and physical distancing. Special attention should be given to providing safe queuing
 |
| **Biosecurity/biodiversity programmes - including predator control programmes** | * Essential service:
* Biosecurity incursion response and eradication
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Maritime navigational safety** | * Essential service:
* Ensuring maritime navigational safety
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Flood and drought management, flood protection and land drainage** | * Essential service:
* Flood and drought management, flood protection and land drainage
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Natural hazard event monitoring, response and recovery**  | * Essential service:
* Natural hazard event monitoring, response and recovery (including 24/7 flood monitoring programme)
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place.
 |
| **Incident/pollution response**  | * Essential service: Incident/pollution response including related enforcement
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Compliance monitoring programmes**  | * Essential service:
* Compliance monitoring programmes for high risk activities as they relate to human, aquatic and animal health
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Environmental science and monitoring**  | * Essential service:
* Sampling and analysing water quality for safe human activities including drinking water
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Consenting functions (resource consents)** | * Continuation of all consenting services which can be provided by staff working remotely at home
* Virtual hearings for resource consents with remote appearances
* Virtual inspections where feasible. Where council employees are entering buildings and other sites to complete inspections for essential services, COVID19 risk management practices applied
 | * Continuation of all consenting services which can be provided by staff working remotely at home
* Virtual hearings for resource consents
* Site inspections permitted provided arrangements made remotely with COVID19 risk management practices applied
 | * Flexible working practices as appropriate (working remotely, split shift)
* Inspections and site visits to be arranged so physical distancing achieved with the public and good hygiene practices in place
* Physical meetings and hearings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
	+ Arrangements will still be needed for participants who are at risk of severe illness should they contract COVID-19 to participate remotely, if required (e.g. people aged 70 and over)
* If hearings cannot be held safely they may be held remotely
 |
| **RMA plan making**  | * Continuation of all plan making which can be provided by staff working remotely at home
* Virtual hearings for hearings with remote appearances
 | * Continuation of all RMA plan making which can be provided by staff working remotely at home
* Virtual hearings for plan changes
 | * Flexible working practices as appropriate (working remotely, split shift)
* Physical meetings and hearings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met
	+ Should record attendees to ensure contact tracing may be conducted if necessary
	+ Arrangements will still be needed for participants who are at risk of severe illness should they contract COVID-19 to participate remotely, if required (e.g. people aged 70 and over)
* If hearings cannot be held safely they may be held remotely
 |
| **Sustainable land and water management programmes** | * All staff working remotely – no field work undertaken
 | * Normal operation with staff working remotely
 | * Normal operations resume with appropriate COVID-19 measures in place
 |
| **Regional parks/ botanical gardens**  | * Closed
* Essential park/garden maintenance occurring
 | * May open if they can operate safely with regard to physical distancing
* Guidelines for safe practices e.g. physical distancing may be placed at entry points
* Car parks and vehicle gates are only to operate if they can do so in a contactless manner and can maintain physical distancing measures
* Facilities and some on-park access will remain closed, e.g. camping and accommodation areas, motor sport area use, hunting permits, ranger stations, attractions and community buildings
* Essential park maintenance
* Staff practising good physical distancing and COVID19 risk management practices
 | * Normal operations resume with appropriate COVID-19 measures in place
* Can open with safe practice guidelines
* Wider park maintenance can resume
 |
| **Education programmes** | * All staff working remotely – no school visits, virtual delivery of programmes
 | * All staff working remotely – no school visits, virtual delivery of programmes
 | * Normal operations resume with appropriate COVID-19 measures in place – see Ministry of Education for up-to date guidance
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| **ADVICE RE TRANSITIONING THROUGH ALERT LEVELS FOR CDEM** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **ALERT LEVEL 4****Eliminate** | **ALERT LEVEL 3****Restrict** | **ALERT LEVEL 2****Reduce** |
| ***Alert Level overview:******Outcome and Summary from:***[*https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf*](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf)  | Strong restrictions to limit all people movement and contact to contain community transmission and outbreaks. Stay at home, other than for essential personal movement and doing essential work. Stay in immediate household bubble. People should keep 2 metres apart at all times outside home, including at workplaces. Emergency and frontline public services should have appropriate public health measures in place if 2 metre distancing cannot be maintained (e.g. healthcare workers using PPE).Business are closed except for those deemed essential services (e.g. supermarkets, pharmacies and petrol stations) and lifeline utilities | Stay at home, other than for essential personal movement, and going to work/school. Regional travel restricted, except for essential workers. Public venues are closed. Gatherings of up to 10 people are allowed but only for wedding services, funerals and tangihanga. Physical distancing and public health measures must be maintained. Stay in extended bubble, which can now include close family or caregivers. People should keep 2 metres apart outside home where possible (apart from with people within their extended bubble). Emergency and frontline public services should have appropriate public health measures in place if 2 metre distancing cannot be maintained (e.g. healthcare workers using PPE).In a controlled environment such as a workplaces and schools, 1 metre distancing is required.  | Travel between regions is permitted. Some modes of transport will maintain physical distancing and contact tracing. Public venues open can open but must comply with public health measures. Businesses can open to the public, but must follow public health guidance including in relation to physical distancing and contact tracing. Alternative ways of working encouraged where possible (e.g. remote working, shift-based working, physical distancing, staggering meal breaks, flexible leave). No more than 100 people at indoor or outdoor gatherings. Indoor events must be seated, separated and use single servers. Small private gatherings are permitted.Physical distancing of two meters from people you don’t know when out in public and one metre physical distancing in controlled environments like workplaces with appropriate contact tracing.Physical distancing of under one metre can take place for controlled situations where one to one contact is common, for example, hairdressers, with appropriate contact tracing and health precautions guided by industry guidelines. Schools, early learning services and tertiary education are open with appropriate health and safety measures in place. People at higher-risk of severe illness from COVID-19 are encouraged to take additional precautions when leaving home |
| **Health and Safety** | This section repeats the general guidance at the top of this table. It is referenced here for ease of use within the CDEM section. At all Alert Levels, councils are reminded of their duties toward employees and contractors as PCBUs under the Health and Safety at Work Act 2015, and their broader duty of care to the public. Health and safety plans which take all reasonably practicable steps to reduce or eliminate COVID-19 transmission risks are essential in order to protect officers and the members of the public with whom they interact.* Staff and customers should not participate in council services/operations if they have COVID-19 symptoms or who need to be in isolation/quarantine for any reason. Staff should be reminded to stay home if they are sick.
* Health and safety plans must incorporate protocols for, at a minimum:
	+ Physical distancing – minimise, or eliminate where practical, physical interactions among staff and with the public
	+ One officer per vehicle
	+ If officers work in teams or pairs, these should be kept consistent (a ‘work group’)
	+ Appropriate PPE

*For most up to date guidance please refer to* [*https://worksafe.govt.nz/*](https://worksafe.govt.nz/) *and* [*https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/*](https://www.business.govt.nz/covid-19/workplace-operations-covid-19-alert-levels/)*See also construction protocols guidance here:* <https://www.sitesafe.org.nz/guides--resources/covid-19-protocols/new-zealand-construction-covid-19-protocols/> |
| **Response coordination.** | Full resourcing (remote and on-site) in order give effect to the Direction of the Director National Controller issued 25 March to: * activate CDEM Arrangements,
* resource Coordination Centres on a sustainable basis for the next three months on a 7-day a week basis (where required),
* CDEM Groups to coordinate the management on non-health related consequences of COVID-19.

Resourcing will reflect operational tempo but will include Welfare escalation points when Welfare 0800 lines are open, as well as out-of-hours duty arrangements. This may include remote working or duty manager/officer arrangements at the weekend. Coordination Centres will be operating in ‘Activation status 3 (coordinates) / Activation status 4 (Direct)’*[Response Management: Directors Guideline for CDEM Group and Local Controllers DGL06/08]* * Coordination Centres will need to be established with enhanced infection prevention control protocols in place.

This should include: * remote working wherever possible,
* health declaration and messaging to ensure staff do not attend coordination centre if ill,
* increased physical distancing between workstations and meeting room spaces (2m gap),
* allocated workstation/IT hardware
* increased surface cleaning,
* promotion/requirement for Seasonal Influenza vaccine to reduce likelihood of staff stand-down due to Influenza Like Illness.
 | Nil change   CDEM Groups should review staffing requirements on an ongoing basis cognisant of local government activity to recommence non-essential services.*Note the planning assumption that a State of National Emergency continues to exist complementary to Health Orders in Alert Level 3 will require appropriate support to Group and Local Controllers.* | CDEM Groups should continue to be able to deliver their statutory responsibilities.Where a State of National Emergency remains in place this includes implementing the directives of the National Controller.**Operating model for Response:*** *General aim:* CDEM Groups should aim to withdraw from response activity by Alert Level 2 plus two weeks (AL2+2) but retaining flexibility to continue or re-start response operations according to local risk and need.
* *Implementation:* Groups should prepare a plan to reduce their ECC/EOC Activation Status *depending on local response activity required and assessment of risk*. See DGL06 Table 6 (attached as an appendix).
* Where there is no ongoing response activity required beyond engagement with Caring for our Community transition planning, Groups should plan on transitioning ECC/EOC Activation to Status 1 within two weeks of Alert Level 2 (AL2+2).
* Groups will need to resource ongoing status reporting to inform national coordination in accordance with the National CDEM Intelligence Collection Model.
* Groups should be able to re-escalate activation status if required in response to an emerging need or an issue.
* Groups should maintain the capacity to respond to concurrent emergencies.

**Operating model for transition towards Recovery:** CDEM Group Offices should review staffing requirements and stakeholder engagement on an ongoing basis to meet local need including Recovery. See guidance below |
| **Welfare / Caring for our Communities (C4C)** | Full resourcing (remote and on site) to give effect to the Direction of the Director / National Controller CDEM (25 March) * Coordinate provision and delivery of household goods and services and other essential items
* Resource 0800 helpline and triage enquiries
* Implement COVID-19 Āwhina Welfare Needs Assessment system to identify and manage needs assessment process

Implement Regional Operating Model for Caring for our Communities with effect from 12 April onwards.  |  | * General aim: Transition out of CDEM Emergency Welfare services (such as 0800 welfare numbers, provision of emergency shelter, delivery of food parcels, support to foodbanks, etc. by AL2+2 weeks.
* CDEM Groups may continue to provide some CDEM Welfare Services where they assess there is a need, in coordination with C4C regional partners. The aim is to ensure there is no welfare services gaps or unmet need due to policy of funding gaps as we transition (acknowledging CDEM Groups cannot be expected to cover such gaps) e.g. ongoing assistance provided for migrant workers and foreign nationals not eligible for MSD financial assistance
* Facilitating processes to capture and manage financial regional and if required, local council claims against the “Enhanced Criteria for Financial Support to CDEM Groups to Provide Welfare Assistance in Response to COVID-19".
 |
| **Quarantine and Isolation**  | Plan for and coordinate (where appropriate) the delivery of regional isolation and quarantine facilities. * Regional Isolation & Quarantine for returning travellers currently required in Auckland and Canterbury (Christchurch) with contingency planning for Wellington.
 | Work underway to confirm with the National Health Coordination Centre the requirements to support DHB on community-level Quarantine and Isolation facilities in order to support cluster-responses.   | * CDEM Groups may continue to provide coordination of Regional Isolation & Quarantine where they assess there is a need, in support of and in coordination with border and health agencies. The aim is to ensure there is no service gap or unmet need during transition.
 |
| **Checkpoints / roadblocks** | Plan and coordinated with Police Districts a risk-based approach to intra-regional movement.  * This may include enhanced PIM as well as intelligence led checkpoints led by New Zealand Police. Roadblocks need to be discussed and agreed thorough the National Controller.
* Community checkpoints, while not condoned and in contravention of the S.70 Health Order, are recognised as a community response which will need to be considered locally. In some cases, they will need to be supported or integrated into the official response.
 | Limited inter-regional travel.. Contingency planning is being developed for Groups on a Regional approach if required.  * This may need to be adapted for a more localised approach in response to an outbreak.
 | * Inter-regional travel is permitted.
* CDEM Groups may need to work with partners such as Police and Iwi to provide additional assurance to any community who continue or seek to implement checkpoints
* CDEM Groups to maintain contingency plans with partners including Police to re-escalate.
 |
| **Recovery** | Work to prepare for and identify micro recovery opportunities noting that Recovery will be centrally led addressing social, economic and cultural consequences * Locally led delivery will need to be integrated with national macro recovery activity.
 | * Engagement with local and regional recovery leadership on economic and social recovery.
* Ensure iwi partners and key stakeholders are engaged and connected as part of recovery planning.
* Build a detailed intelligence picture of regional impacts from COVID-19, with a focus on community (especially those at risk of severe illness should they contract COVID-19) and economic recovery.
* Establish key regional recovery priorities in consultation with partners and stakeholders.
 | CDEM Groups to work together with agencies, organisations, local government, CDEM Groups and communities to establish and achieve **shared goals, priorities, and national strategies, and deliver community development activities and services**. Supporting and enabling New Zealand to regenerate from the effects of COVID-19 needs to be in partnership with Iwi and Māori. Community rebuilding activities should **consider all aspects of the local community (social, economic, natural and built environments)**. **Culture, cultural practices and tikanga need to be considered and factored into all aspects of community regeneration and enhancement**. Activity needs to be **flexible and scalable to meet the needs of all communities**. CDEM Groups should work with local government and should **encourage innovative thinking and solutions and approaches.** Activity should **consider if individuals, communities and sectors will need support for a longer period of time than would normally be expected** following an emergency to enable these communities to adapt to the new normal. * CDEM Groups and local government should **ensure their plans, arrangements and activities are flexible and agile to enable them to respond to change and uncertainty.**
 |
| **CEG and Joint Committee** | Changes made under modification orders linked to the Epidemic Notice allow for Joint Committee meetings to be conducted remotely.   | * Nil change
 | * Physical meetings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met.
	+ Comply with contact tracing guideline.
	+ Arrangements may still be needed those who are at risk of severe illness should they contract COVID-19 to be able to participate remotely. (e.g. people aged 70 and over).
* If public meetings cannot be held safely, they may be held remotely.
 |
| **National meetings and working groups**  | Not meeting. Staff allocated to response. | Not meeting. Staff allocated to response. | * All CDEM Group and NEMA Readiness meetings at AL2 to be conducted virtually unless authorised by Director CDEM.
 |
| **Local and regional meetings, working groups, training and exercising**  | Not meeting. Staff allocated to response. | Not meeting. Staff allocated to response. | * Physical meetings resumed where gathering restrictions can be met and can operate safely, and:
	+ Physical distancing and infection prevention and control requirements must be met.
	+ Must record attendees to ensure contact tracing may be conducted if necessary.
* Arrangements will still be needed for councillors, staff and public who are at risk of severe illness should they contract COVID-19 to participate remotely
* Complying with Alert Level 2 settings.
* Meeting appropriate public health requirements for their workplace (e.g. having contact tracing systems and physical distancing).
* Fulfilling all other health and safety obligations.
* If meetings cannot be held safely they may be held remotely.
 |

**Descriptions of EOC (ECC) Activation Status adapted from DGL06 Response Management, Table 6. Available at:** [**https://www.civildefence.govt.nz/assets/Uploads/publications/Response-management-DGL06-08-Oct14-Revisions.pdf**](https://www.civildefence.govt.nz/assets/Uploads/publications/Response-management-DGL06-08-Oct14-Revisions.pdf)

|  |  |
| --- | --- |
| ***EOC Activation Status 1**** EOC monitors incidents/events that may lead to an emergency or that may require support.
* Controller informed.
* Limited staffing.
* Other CDEM stakeholders informed.\*
* Public may be informed (consider public information needs).^

 \*Other CDEM stakeholders are the agencies that have roles and responsibilities under the response plan that applies, and include the members of the particular CDEM Group and MCDEM. ^ Consider whether the response is likely to move to a higher status – it will be easier to work with the public and media if their awareness has been raised early. | ***EOC Activation Status 2*** * EOC supports the response.
* Controller involved.
* Increased staffing.
* Other CDEM stakeholders informed and may be involved.
* Political stakeholders informed.
* Public informed.
 |
| ***EOC Activation Status 3*** * EOC coordinates the response.
* Controller coordinates.
* Full staffing.
* Other CDEM stakeholders informed and involved.
* Political stakeholders involved.
* Public informed.
 | ***EOC Activation Status 4*** * EOC directs the response.
* Controller directs.
* Full staffing.
* Other CDEM stakeholders informed and involved.
* Political stakeholders involved.
* Public informed.
 |