

**SELWYN DISTRICT COUNCIL**  
**COVID PROTECTION FRAMEWORK (TRAFFIC LIGHTS)**  
**SUMMARY RISK ASSESSMENT FOR COUNCIL FACILITIES**

**8 DECEMBER 2021: 'ORANGE' TRAFFIC LIGHT SETTING**

THE FOLLOWING IS A SUMMARY EXTRACT FROM THE RISK ASSESSMENT CARRIED OUT BY SELWYN DISTRICT COUNCIL WHEN CONSIDERING THE INTRODUCTION OF VACCINE PASSES AT COUNCIL FACILITIES, **AS AT 8 DECEMBER 2021.**

Note: the requirement for Vaccine Pass may be revised depending on level of risk. The Council will advise all staff and elected members and others visiting our facilities/reserves if changes are made.

<b>COVID FRAMEWORK SETTING: ORANGE</b> <b>Community transmission is increasing and putting pressure on the health system</b>		
<b>FACILITY</b>	<b>RISK FACTORS</b>	<b>RECOMMENDED VACCINE PASS STATUS</b>
<b>Selwyn Aquatic Centre and Darfield Pool</b>	<ul style="list-style-type: none"> <li>• High number of vulnerable users, under 12s, school visits, elderly and rehabilitation users</li> <li>• A large number of classes per week would be required to cease for service to continue</li> <li>• Unable to hold any education classes for visiting schools. Schools are likely unwilling to attend if the entire venue (including staff) does not require a Vaccine Pass to enter</li> <li>• Gym services (group fitness) are required by governments guidelines to be double vaccinated, i.e. cannot be open without Vaccine Pass</li> <li>• Services/staff in same spaces as services that are required by governments guidelines to be double vaccinated (gym, close proximity)</li> <li>• Risk for staff is low if the facility requires a Vaccine Pass to enter. Some staff have expressed apprehension to come to work in a public environment without a Vaccine Pass in place</li> <li>• Would be unable to provide services if a number of staff got COVID (as difficult to recruit/retain staff).</li> </ul>	<b>Vaccine Pass (evidence of double immunisation) required</b> for those 12 years and 3 months and older.
<b>Other Outdoor Pools Including:</b> Southbridge Pool Leeston Pool Killinchy Pool Sheffield Pool	<ul style="list-style-type: none"> <li>• Other Council outdoor pools do not have more than 50 people in attendance at any time</li> <li>• Other Council outdoor pools provide sufficient spacing for 1 metre distancing</li> <li>• Other Council outdoor pools will remain Vaccination Free with one exception. The exception is when/if there is a "Controlled/Ticketed Event". In such instances the particular pool will require a Vaccine Pass.</li> </ul>	<b>Vaccine Pass (evidence of double immunisation) NOT required</b>

**COVID FRAMEWORK SETTING: ORANGE****Community transmission is increasing and putting pressure on the health system**

FACILITY	RISK FACTORS	RECOMMENDED VACCINE PASS STATUS
<b>Core Community Centres</b>  <b>Including:</b> Selwyn Sports Centre (SSC) Lincoln Event Centre (LEC) West Melton Community Recreation Centre (WMCRC) Rolleston Community Centre Tai Tapu Community Centre Dunsandel Community Centre Darfield Community & Recreation Centre <b>Including:</b> Te Ara Ātea	<ul style="list-style-type: none"><li>• High number of vulnerable users, under 12s, school visits, elderly and rehabilitation users</li><li>• A large number of classes/ events per week would be required to cease for service to continue</li><li>• Unable to hold any education classes for visiting schools. Schools are likely unwilling to attend if the entire venue (including staff) that does not require a Vaccine Pass to enter</li><li>• Gym services (group fitness) are required by governments guidelines to be double vaccinated, cannot open without Vaccine Pass</li><li>• Numbers at gatherings significantly constrained without double vaccination</li><li>• Ticketed events could not take place without double vaccination</li><li>• The café in Te Ara Ātea will be using a Vaccine Pass and this cannot be separated out from the rest of the facility , so the whole premises needs to operate with a Vaccine Pass</li><li>• Risk for staff is low if the facility requires a Vaccine Pass to enter. Some staff have expressed apprehension to come to work in a public environment without a Vaccine Pass in place</li><li>• Services/staff in same spaces as services that are required by government's guidelines to be double vaccinated</li><li>• Would be unable to provide services if number of staff got COVID (as difficult to recruit/retain staff).</li></ul>	<b>Vaccine Pass (evidence of double immunisation) required</b> for those 12 years and 3 months and older.
<b>Libraries/Service Centres</b> <b>Including:</b> Te Ara Ātea Lincoln Library/Service Centre Darfield Library/Service Centre Leeston Library/Service Centre	<ul style="list-style-type: none"><li>• High number of vulnerable users, under 12 School visits, elderly people with disabilities</li><li>• A large number of programmes per week would be required to cease or be further restricted for service to continue</li><li>• Feedback received from residents / members that they would feel uncomfortable visiting the library / service centre without a Vaccine Pass requirement</li><li>• Venue hirers- Some clients have expressed an unwillingness to use a venue, which does not require a Vaccine Pass</li><li>• Unable to hold any programmes / classes for visiting schools. Schools are unable to attend if the entire venue (including staff and customers) does not require a Vaccine Pass to enter</li><li>• Shared-type objects and equipment such as Lego and VR cannot be in use</li></ul>	<b>Vaccine Pass (evidence of double immunisation) required</b> for those 12 years and 3 months and older.

**COVID FRAMEWORK SETTING: ORANGE****Community transmission is increasing and putting pressure on the health system**

FACILITY	RISK FACTORS	RECOMMENDED VACCINE PASS STATUS
	<ul style="list-style-type: none"> <li>• Some volunteers and programme deliverers have expressed apprehension on performing duties to unvaccinated attendees</li> <li>• Risk for staff is low if the facility requires a Vaccine Pass to enter. Some staff have expressed apprehension to come to work in a public environment without a Vaccine Pass in place</li> <li>• Would be unable to provide services if number of staff got COVID (as difficult to recruit/retain staff).</li> </ul>	
<b>Events at Community Centres and Halls<sup>1</sup> (Not Core)</b> <b>INDOOR</b> <b>Including;</b> Arthurs Pass Community Centre, Broadfield Community Centre, Castle Hill Village Community Centre, Courtenay Hall, Doyleston Hall, Glenroy Community Hall, Glentunnel Community Centre, Greendale Hall, Greenpark Community Centre, Halkett Community Centre, Hororata Community Hall, Killinchy Community Hall, Kimberley Hall, Ladbrooks Community Hall, Lake Coleridge Community Hall, Lakeside Soldiers' Memorial Hall, Little Rakaia Huts, Mead Hall, Prebbleton Community Cottage, Sheffield Community Hall, Southbridge Hall, Springston Community Hall, Tawera Memorial Hall, Weedons Community Pavilion.	<ul style="list-style-type: none"> <li>• Government guidance requires Vaccine Passs (evidence of double immunisation) for events to take place. With Vaccine Passs (evidence of double immunisation) there are no number limits other than the Fire Safety limits on numbers at a particular facility</li> <li>• Government guidance states no double vaccine – no event</li> <li>• Numbers at gatherings significantly constrained without double vaccinations</li> <li>• Ticketed events could not take place without double vaccinations</li> <li>• Events Delivery is defined as an activity / programme which has a controlled / ticketed entry or entry that is limited to ticketholders, specified invitees or members. Examples: ball, craft making, movie nights, performance</li> <li>• If a community centre / hall (not core) is hired for an event by an individual / club/ business or organisation the same key considerations and actions apply and responsibility and obligations are with the Hirer, unless staff are required to directly operationally manage / deliver the event.</li> </ul>	<b>Vaccine Pass (evidence of double immunisation) are required</b> for an “event” at a community centre / hall that is not core.

<sup>1</sup> Activities that take place at a Community Centre or Hall are generally i) an event, ii) a gathering or iii) a retail operation. A retail operation is required to comply with specific retail compliance.

**COVID FRAMEWORK SETTING: ORANGE****Community transmission is increasing and putting pressure on the health system**

FACILITY	RISK FACTORS	RECOMMENDED VACCINE PASS STATUS
<p><b>Events OUTDOOR:</b></p> <p><b>Controlled/ticketed Events Delivery</b> are activities/programmes which have a controlled/ticketed entry or entry that is limited to ticket holders, specified invitees or members. Examples: craft making, movie nights, group programmes</p> <p><b>Outdoor Community Event Delivery</b> by Community Group/Organisation may allow for unticketed entry. Examples: Fetes, Fairs, Markets</p>	<ul style="list-style-type: none"> <li>• Government guidance allows events without Vaccine Passs (evidence of double immunisation) permitted for up to 50 people in total. There must be provision made for 1 metre per person in the venue</li> <li>• Government guidance requires outdoor community events for more than 50 people in total to require Vaccine Passs (evidence of double immunisation)</li> <li>• Government guidance allows Controlled/Ticketed Events and Outdoor Community Events with Vaccine Pass (evidence of double immunisation) for unlimited numbers. There must be Provision made for 1 metre per person distancing</li> <li>• No Controlled / Ticketed Events can take place without Vaccination Pass.</li> </ul>	<p>Controlled/Ticketed Events and Outdoor Community Event” <b>with</b> Vaccine Pass (evidence of double immunisation) for unlimited numbers. There must be provision made for 1 metre per person distancing.</p> <p>No Controlled/Ticketed Events can take place without Vaccine Pass.</p> <p>Outdoor Community Events allows for up to 50 people in total without Vaccine Pass (evidence of double immunisation).</p>
<p><b>Gatherings at Community Centres and Halls (Not Core)<sup>2</sup></b></p> <p>Gatherings Delivery are defined as situations where people gather for a particular reason such as a wedding, funeral, church services, meeting.</p> <p>Gatherings are commonly one off, but not always.</p>	<ul style="list-style-type: none"> <li>• Gatherings without Vaccine Pass (evidence of double immunisation) are permitted for up to 50 people in total, subject to the size of the venue (some venues are too small)</li> <li>• There must be provision made for 1 metre per person in the venue. Additionally, the venue must be in use for no other activities / events at the time. If the venue is being used for other events/activities Vaccine Pass (evidence of double immunisation) will be required</li> <li>• Gatherings for more than 50 people in total require Vaccine Pass (evidence of double immunisation). This applies even when there are no other activities/events taking place in the venue.</li> </ul>	<p><b>Where Vaccine Pass (evidence of double immunisation) ARE required</b> there is no limit on numbers other than fire safety occupancy limit for Facility that can attend a gathering.</p> <p><b>Where Vaccine Pass (evidence of double immunisation) are NOT required</b> at a gathering that is limited to up to 50 people, based on 1 metre distancing and dependent on size of the Facility.</p>

<sup>2</sup>Activities that take place at a Community Centre or Hall are generally i) an event, ii) a gathering or iii) a retail operation. A retail operation is required to comply with specific retail compliance.

**COVID FRAMEWORK SETTING: ORANGE****Community transmission is increasing and putting pressure on the health system**

<b>FACILITY</b>	<b>RISK FACTORS</b>	<b>RECOMMENDED VACCINE PASS STATUS</b>
A list of Community Centres and Halls to which this applies is included in Events, Indoor, (not core) above		
<b>Environmental and Regulatory Services – Field Operations</b>	<ul style="list-style-type: none"><li>• Some commercial building sites are mandated by the Health Order (Aged care, health, education, correction facilities)</li><li>• Construction sector in general is pushing for full vaccination of the sector</li><li>• Food &amp; Health offices require vaccine Pass</li><li>• Travel for training/conferences</li><li>• PCBU responsibility to keep staff safe</li></ul>	<b>Vaccine pass required</b>
<b>Environmental and Regulatory Services – Office Based Operations</b>	<ul style="list-style-type: none"><li>• Interaction with members of the public in the customer hub</li><li>• No separation of higher risk workers with in HQ</li><li>• Close proximity of workers – not maintaining 1 m separation</li><li>• Food &amp; Health offices require vaccine Pass</li><li>• Travel for training/conferences</li><li>• PCBU responsibility to keep staff safe</li></ul>	<b>Vaccine pass required</b>
<b>Council Offices Rolleston HQ Customer Services</b>	<ul style="list-style-type: none"><li>• Vaccine Pass mandated for customers</li><li>• CS staff assessed as medium/high risk</li><li>• Multiple staff from various departments interacting with customers</li><li>• Customers under 12</li><li>• PCBU obligation to protect health and safety of staff</li><li>• Difficult to maintain service levels if staff contracted Covid-19</li><li>• Risk to users – other public health measure not as effective</li><li>• Multi-use facility with mix of public and non-public spaces</li><li>• Alternative service access is available</li></ul>	<b>Vaccine pass required for customers</b> <b>Vaccine pass required for staff</b>
<b>Camping Grounds-Freedom Camping (Lakeside, Chamberlains, Whitecliffs &amp; Coes (#s 1,2 &amp;3))</b>	<ul style="list-style-type: none"><li>• No council/contractor staff on site permanently</li><li>• Distancing easy to achieve between camping groups</li><li>• No access to covered spaces apart from toilets</li></ul>	<b>Vaccine Pass not required</b>

**COVID FRAMEWORK SETTING: ORANGE****Community transmission is increasing and putting pressure on the health system**

<b>FACILITY</b>	<b>RISK FACTORS</b>	<b>RECOMMENDED VACCINE PASS STATUS</b>
	<ul style="list-style-type: none"> <li>Not financially viable to check each vaccine Pass daily</li> </ul>	
<b>Camping Grounds - Rakaia Huts</b>	<ul style="list-style-type: none"> <li>Council staff member works part time and lives on site</li> <li>Contracting staff undertake grounds maintenance and have minimal/nil contact with campers</li> <li>There are 44 sites which may equate to using an average of 3 per site thus a potential of 132 people on site for approximately 4 weeks of the Christmas/New Year period</li> <li>The need to check vaccine Passs is thus required for a limited period. The camper registration form will record the fact that vaccine Passs have been sighted either digital or manual</li> </ul>	<b>Yes – during peak period when camper numbers exceed 50</b> <b>No – when camper numbers under 50</b>
<b>Camping Grounds – Kowai Pass Domain</b>	<ul style="list-style-type: none"> <li>Distancing easy to achieve between camping groups</li> <li>No access to covered spaces apart from toilets</li> <li>Not financially viable to check each vaccine Pass daily</li> </ul>	<b>Vaccine pass not required</b>
<b>Cemeteries – Interment at Cemetery by a Funeral Director</b>	<ul style="list-style-type: none"> <li>No council staff on site permanently</li> <li>Contractor sexton is always available on site to assist funeral director but generally has no input to a families interment process as that is controlled by the funeral director</li> <li>Not financially viable to check each vaccine Pass unless the funeral director does that</li> </ul>	<b>No – unless numbers exceed 50</b> <b>If numbers exceed 50, the responsibility for managing the Covid risk is with funeral directors</b>
<b>Park &amp; Reserves &amp; Open Spaces (cemeteries, public toilets, playgrounds, parks, cycle, parks, skate parks, sport fields and athletics, facilities, parks, jetties and boat ramps)</b>	<ul style="list-style-type: none"> <li>Distancing easy to achieve between camping groups</li> <li>No access to covered spaces apart from toilets</li> <li>Not financially viable to check each vaccine Pass daily</li> </ul>	<b>Vaccine pass not required</b>
<b>Infrastructure (Pines Recovery Park)</b>	<ul style="list-style-type: none"> <li>Essential public service</li> <li>Site is open air and spacious</li> <li>Separation distances are able to be maintained</li> </ul>	<b>Vaccine pass not required</b>

**COVID FRAMEWORK SETTING: ORANGE****Community transmission is increasing and putting pressure on the health system**

FACILITY	RISK FACTORS	RECOMMENDED VACCINE PASS STATUS
	<ul style="list-style-type: none"><li>• CCTV recording of customer vehicles and movements</li><li>• Weighbridge software records of vehicles tipping rubbish and organics available for cross referencing</li></ul>	