

# MOTORSPORT BACK IN MOTION

## *MotorSport NZ's guidelines for the resumption of MotorSport activities in a current-COVID-19 environment*

### **Introduction:**

Motorsport plays an important role in the New Zealand community, from contributing to the local economy with both jobs and financial support to providing participation and entertainment for many, many New Zealanders all over the country.

MotorSport New Zealand is committed to the safe and socially responsible resumption of motorsport in a COVID-19 environment. The Ministry of Health and Sport New Zealand guidelines outline two levels under which the resumption of sport can occur (Level 2 and 1).

Having reviewed the Government requirements, MotorSport New Zealand has developed a “*Back in Motion*” Plan for its various motorsport disciplines to conform with the requirements set by Government.

In the development of this Resumption Plan, three key points must be noted;

1. Motorsport is conducted outdoors with participants isolated in their vehicle and therefore a non-contact sport.
2. MotorSport venues invariably comprise a large site area which provides event organisers with an opportunity to segregate people into groups of 10 people to ensure that mass gathering requirements are met.
3. Events can be run with spectators but it is recommended that where possible this should be restricted. By doing so will allow the organisers to ensure that their event is run within the guidelines set by the Government and MotorSport New Zealand.

MotorSport New Zealand has consulted with a number of expert bodies including Motorsport Australia and have drawn up this guideline document to assist both competitors and organisers with organising and running an event in a COVID-19 setting.

This presents opportunities for event organisers to implement practical strategies to segregate different groups of people in order to comply with ongoing mass gathering regulations.

MotorSport New Zealand will work with event organisers to assist in this area.

All competitors and officials must ensure they follow all Government guidelines regarding COVID-19 and Social Distancing, while also adhering to MotorSport New Zealand regulations; the National Sporting Code and relevant Schedules & Appendices. **This document acts as a guideline only and advice may change over time as per Government announcements.**

**First and foremost;**

COVID-19 is still out there. Play it safe;

- Keep your distance from other people in public;
- If you're sick, stay home;
- If you have symptoms of cold or flu, call your doctor or Healthline and get tested;
- Sneeze and cough into your elbow, regularly disinfect surfaces;
- If you have been told to self isolate, respect this and do it immediately; and
- Keep a record of where you've been and who you've seen.

**Lastly;**

- Wash your hands. Wash your hands. Wash your hands.

**Key Principles:**

Below are the key areas that must be considered by each event organiser in the planning of each event.

**1. Government Guidelines**

- a. Ministry of Health guidelines must always be followed.
- b. Facilities with employees must have a WorkSafe Covid-19 plan in place. If your venue is considered a workplace, then please refer to the WorkSafe website for further clarification.

**2. Good Hygiene**

- a. Hand Hygiene facilities or products such as hand sanitiser must be available to all event attendees where practicable with hand washing guidance communicated via signage.
- b. Sharing equipment, tools or apparel must be avoided, where at all possible. If sharing is required then the equipment must be sanitised before it is used by another person.
- c. Avoid shared food or group catering services.
- d. Appropriate Personal Protective Equipment (PPE) to be worn by rescue, recovery and medical personnel at the event.
- e. Frequently touched surfaces, work areas and equipment are cleaned thoroughly and regularly.

**3. Physical Distancing**

While small gatherings are allowed at Alert Level 2, there are limits on the number of people and there are several measures that we all should take to ensure everyone is kept safe.

**3.1 Outdoors** (Applies to Parc Ferme', Paddock and Service Parks/Pitting areas, etc)

- a) As long as gathering groups of no more than 10 persons can be kept physically distanced and other public health measures managed safely, up to 100 people are allowed to be present (excluding staff, volunteers and officials).
- b) Gathering groups must be separated by physical distancing of at least 2 metres.

**3.2 Indoors** (Applies to Administration, Race Control and Rally HQ, etc)

- a) All indoor facilities must be restricted to a maximum of 10 people per group, with a physical distance of at least 2 metres maintained between gathering groups.

- b) Signage should clearly indicate the maximum number of people allowed. Within each room, appropriate spacing must comply with special distancing requirements.

### 3.3 Officials

- a) Limit the number of personnel attending an event to those who are essential only.
- b) Wherever possible, electronic and radio communication should be utilised and sanitised after use.
- c) Driver's Briefings should be circulated electronically or announced over PA systems. Results, Bulletins etc should be circulated electronically if possible.

### 3.4 Spectators

- a) It is not recommended to have spectators at events under Level 2 restrictions to allow organisers to focus on competitors, officials and volunteers.
- b) In the case of an event run in the public domain (ie, a service park at a rally), if a passerby stops to spectate but maintains a 2 metre distance, the organiser is not required to obtain their contact details.

## 4. Restriction

- a. Under no circumstances should anyone with symptoms consistent with COVID-19 attend the event. This includes any fever, respiratory symptoms, shortness of breath, sore throat, cough, fatigue, or lack of sense of smell or taste.
- b. Under no circumstances should anyone attend the event if they have been in contact with a known COVID-19 positive case in the previous 14 days except as a healthcare worker.

## 5. Contact Tracing

- a. Each event attendee must be able to be contact traced. MotorSport New Zealand can provide an online form which is available to organisers or clubs to use if they wish. Contact tracing information must be held on file for up to eight weeks from the date of attendance.
- b. Contact Tracing Information must include as a minimum; Date, time in (and where possible, time out), full name, address, phone number and email address.
- c. A Contact Tracing template can be found on the [Sport NZ website](#).
- d. MotorSport New Zealand encourages each individual to use the NZ Government Digital Diary App once this is launched.

## 6. Education, Training and Resources

- a. Event Organisers should utilise the material supplied by MotorSport New Zealand (available within the COVID-19 section of the MotorSport New Zealand website) to ensure that their event complies with Government and MotorSport New Zealand requirements.
- b. MotorSport New Zealand will ensure that its staff are available to assist Event Organisers in the planning of their events.

### Travel Restrictions and Border Closures:

Although there are no Government restrictions, inter-regional travel should be done safely to reduce the possibility of transmission and spread of the virus. Furthermore, it is noted that currently all New Zealand international borders are closed for any international visitors.

### Obtaining MotorSport New Zealand Permits and Running Events:

MotorSport New Zealand has developed a COVID-19 Resource page to assist Event Organisers. The Matrix below outlines all the elements that must be considered by an Event Organiser in the running of their event, from start to finish. This Matrix is an expansion of the Key Principles outlined earlier in this strategy.

Permit applications must be submitted in conjunction with a COVID-19 Venue Plan via MotorSport Online. For permanent venues, the COVID-19 Venue Plan can form an Addendum to the annual Circuit Safety Plan submitted to MotorSport NZ which is then applicable to all events held at that permanent venue.

The COVID-19 Venue Plan template is provided to ensure that an organiser and/or venue operator have documented processes and plans in place to deal with the various situations detailed in the template. These situations are not limited to those listed but provide a starting point of things that should be considered. Please ensure you document all possible situations that are relevant to your event and include those in your Venue Plan as well.

MotorSport New Zealand staff remain available to discuss ongoing events and permit enquiries.

### Event Organiser COVID-19 Matrix:

Event Element	Requirements	Mechanism(s)
Government requirements Re: public gatherings	Organisers adhere to relevant Government requirements	MotorSport New Zealand website to maintain relevant information
		MotorSport New Zealand staff available to support event organisers and to provide advice and assistance
		MotorSport New Zealand to continue to developed COVID-19 resources for competitors, officials, venues and event organisers
Contact Tracing	Create a register of all event attendees	Pre-event communication to competitors and officials, including entry, sign-on documentation and signage
		MotorSport New Zealand have developed an online form and QR code to allow event attendees to register as they arrive at an event
		All contact tracing information must be held securely on file for eight weeks
Permit application	Submitted to MotorSport New Zealand electronically	Submitted to MotorSport New Zealand via the MotorSport Online system
		Event organisers will need to include a COVID-19 Venue Plan as part of their Safety Plan, outlining how the attendees

		will be accommodated in groups of 10 within the venue, be it in the pits, service park, etc or within a building and/or individual rooms
Event Entry	Online if possible	Event entry should wherever possible be done online prior to the event
Documentation and licence checking	This should wherever possible be done online prior to the event	Licences should be checked prior to the event electronically using MotorSport Online event platform. Please contact MotorSport New Zealand for assistance if needed.
Driver and Officials briefings	No gatherings of drivers, team personnel or officials	Briefing documents circulated and acknowledged electronically
		Briefings via public address system, with attendees adhering to social distancing requirements or via the use of technology (eg: Zoom, Microsoft Teams)
Scrutineering	Avoid in-person scrutineering	Self-declaration of vehicle safety and eligibility (on the MotorSport New Zealand provided declaration form)
		Last three log book entries scanned and submitted alongside event entry
		Vehicle damage reports submitted with post-event paperwork
Equipment deployment	Hygiene protocols to be adopted	Equipment thoroughly wiped prior to deployment
		Equipment deployed and operated by 1 person wherever possible
		Equipment not to be shared unless absolutely necessary, in which case hygiene measures are to be implemented
Paddock, marshalling areas and parc ferme	Avoid gathering of personnel	Social distancing requirements to be adhered to by event attendees (min. 2m)
		Competitors to remain in vehicles whenever possible
Race Control/Rally HQ centre (indoors) including timing, Officials and Stewards	Social distancing measures to be implemented	Officials to maintain social distancing requirements (min. 1m) where practicable
		Signage indicating max. room capacity
Medical	Medical teams to wear PPE	MotorSport New Zealand Medical

requirements		Response Plan to be adhered to as per the event Safety Plan or Sch H
Apparel	No sharing of driver or officials apparel	All participants to provide and wear their own event-specific protective apparel
Fire, Medical and Recovery Teams	Vehicles to contain a maximum of 3 people when in operation, utilising appropriate PPE at all times	When not in operation, personnel to remain outside vehicles while still complying with Sch H, and maintain appropriate social distance
		Additional time to be factored into event schedules to reduce time pressure on incident management teams
Team personnel	Absolute minimum personnel to attend per competition vehicle	Other events to be confirmed in consultation with event organiser and MotorSport New Zealand
Marshals	Deploy minimum number of marshals as per Schedule H guidelines	Maximum 2 people per flag or marshal post, with social distancing measures in place (min. 1m)
		Utilise light systems where applicable to reduce marshal numbers with approval of MotorSport New Zealand
Results	Communicated digitally whenever possible	Posted online or emailed to competitors
Podium ceremonies	Ceremonies can be conducted providing physical distancing requirements are met	Presentation area to be setup in advance under sanitised conditions
Spectators	Not recommended	Must be communicated clearly to competitors and via relevant media or club communications
Media and communications	COVID-19 MotorSport NZ Back in Motion communicated broadly	Must be communicated clearly to competitors and via relevant media or club communications
		COVID-19 specific signage clearly displayed in all relevant areas
		All entrants to acknowledge the policy
Media Centre and media attendance at event	To be minimised	The requirement of 1 person per 4m <sup>2</sup> in media rooms
		Limit total number of photographers at photo points to ensure social distancing requirements can be met
		No media conferences or one-on-one interviews with drivers or personnel – use

		phone or Zoom, Facetime etc.
		Consider 'media pooling' to limit numbers
Food and catering	To be minimised	Any fixed food or catering outlets must operate according to government guidelines on social distancing, hygiene and maximum number of services allowed in an area
Support contractors	To be minimised to essential providers and to adhere to guidelines	Event Organiser to work with contractors to ensure only essential people attend
Venue operations	Venue operators agree to adhere to the Motorsport Back in Motion policies	MotorSport New Zealand to approve venues for operation
		Where applicable, venues to work with MotorSport New Zealand and event organisers to ensure guidelines are met
Judicial, protests and Stewards hearings	Judicial, protests and Stewards hearings	Protests and appeals to be lodged electronically. Organisers to provide an email address to competitors
		Hearings to be held electronically (eg: Zoom, Microsoft Teams) or in person providing social distancing requirements are upheld
Post event documentation	Register of all attendees to be collated and retained by organiser	Submitted to MotorSport New Zealand: admin@motorsport.org.n

These guidelines may be subject to change as new information is provided by the NZ Government. For current NZ Government Guidelines, please visit <https://covid19.govt.nz/>

#### Event Organiser Resources:

MotorSport New Zealand has developed COVID-19 resources for event organisers, to assist them with running their events.

Visit the MotorSport New Zealand COVID-19 Resource page at

<https://www.motorsport.org.nz/organiser/> where the following resources are available:

- Signage that can be printed for Event Organisers promoting Social Distancing and Hygiene requirements;
- MSNZ Contact Tracing "How-to" Guide
- MSNZ COVID-19 Venue Plan;
- MSNZ Self Scrutiny of Vehicle Safety form;
- Guidelines for Officials;
- Links to Government website and advice