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Property Institute of New Zealand and the New Zealand Institute of Valuers

Branch Event COVID-19 Policy

Review protocol

Policy reviewed and approved by:	Date Implemented	Next Review Date
PINZ Board & NZIV Council	November 2021	As Necessary

Stakeholders

- PINZ President
- NZIV President
- Council Chairs
- Committee Chairs
- Branch Chairs
- NST
- Membership
- Other.....

Introduction

This is a working document and is subject to regular reviews as per Government advice.

The PINZ National Support Team, under the direction of the Chief Executive Officer, is constantly monitoring the ongoing COVID-19 (Coronavirus) situation and how this may affect our membership. The objective of this policy is to manage risk and to protect the health and safety of all members and any other individuals attending a PINZ or NZIV event. We will do this by making prudent and responsible decisions around health and safety at all PINZ and NZIV events. This extends to events being organised and run by the PINZ branch network.

The first priority of PINZ and NZIV is the health and safety of our members, and we want to ensure that members are confident that PINZ and NZIV have taken all appropriate steps to keep them as safe as possible whilst encouraging members to continue to enjoy our events and professional development opportunities.



Who does the policy apply to?

All PINZ and NZIV branches and event attendees.

Policy

The Government has announced a new COVID-19 Protection Framework to replace the existing Alert Level system when it is safe to do so, supported by COVID-19 Vaccination Certificates. The Government plans to transition to the Protection Framework when 90% of eligible New Zealanders are fully vaccinated – this is expected to be by the end of November 2021.

The Alert Level System is still in place and branches can continue to hold events as long as they strictly adhere to all current Alert Level rules guidance on events and entertainment - <https://covid19.govt.nz/activities/events-and-entertainment/>

Under all Alert Levels, all businesses and services are legally required to display the official NZ COVID Tracer QR code posters in a prominent place at or near the main entrances to each of their premises, as well as one alternate form of record-keeping for people who do not use the COVID Tracer app.

Branches must only hold branch events at venues that comply fully with government guidelines and can confirm that there are robust protection measures in place to ensure that meetings and events can be held safely and in compliance with government guidance.

Only venues that comply fully with the COVID Protection Framework and comply with current government Alert Level guidelines can be used to host gatherings, meetings, events or education opportunities of any kind.

In addition, branches must:

- Display on all event fliers or promotions that the event is being run in compliance with COVID guidelines and the COVID Protection Framework
- Ensure event organisers are educated in and comply with all government guidelines relating to holding an event in a COVID restricted environment. This includes but is not limited to Alert Level restrictions and guidelines and the COVID Protection Framework
- Remind attendees to stay home if they are feeling even remotely unwell
- Respectfully refuse entry to any attendee that arrives at an event presenting any symptom of cold or flu
- Ensure that attendees wear a face covering wherever possible, except when eating or drinking
- When providing food and drinks at an event, ensure that everyone must be seated to be served and served at the table by one server
- Ensure all attendees record their visit using a QR code or an alternative suitable method of recording. If a manual record is used this requires a full name; address; cell phone number and email address. These records should be maintained safely respecting privacy for 60 days and then destroyed, see the tracking attendance section for further detail.

If additional clarity or assistance is required on any of the above, contact the Chief Executive Officer directly for guidance.

Branches should be mindful of the impending introduction of the COVID-19 Protection Framework and familiarise themselves with this before organising any events and to build in a plan for



complying with the Framework for events from December 2021 onwards - <https://covid19.govt.nz/alert-levels-and-updates/covid-19-protection/>

Tracking Attendance

The PINZ Chief Executive Officer must be in a position where she can immediately provide health officials with an accurate record of every person who attended a PINZ or NZIV event if requested and required to do so.

Every attendee at a PINZ or NZIV event must ensure that they log their attendance using the COVID Tracer App or by manually entering their details at the venue.

Branches must record the name, address, and contact details of every person that attends **any** branch event and provide this to the Administration Secretariat at c.flannigan@property.org.nz within 48 hours of an event being held. This information will be held securely for 60 days and then destroyed.

Policy Implementation and Review

The review of this policy is the responsibility of the Finance Audit and Risk Committee and subsequently a recommendation to the PINZ Board and NZIV Council.

This policy will be reviewed as often as required while we operate in a COVID related environment.

