



**People First New Zealand Policy:
How People First will work under the
COVID Protection Framework / traffic light system**

Approved by National Committee:

14 December 2021

Policy to be reviewed end of January 2022.



There are 3 different colours in the traffic light system / rules:



- Green



- Orange

- Red.

People First policy for operating at Green

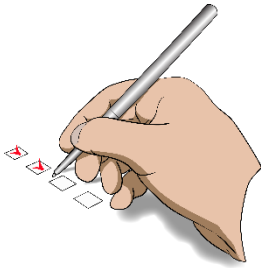


1. Everyone will need to show a My Vaccine Pass to attend a People First face to face meeting / event / course.
2. Places where People First face to face meetings / events / courses are being held must be big enough for people to socially distance if they want to.

Socially distance means to stay 1 metre apart from each other.

3. People can only attend meetings / events / courses if they feel 100 percent well.

People who turn up unwell will **not** be allowed to take part and will be asked to leave.



4. If **other people** are organising face to face meetings / events / courses then People First staff / members are to check the health and safety rules.

Staff and members will only go to face to face meetings / events / courses where My Vaccine Passes are required.

If My Vaccine Passes are not required then staff and members are to join the meeting / event / course online if possible.

5. Any food at People First meetings / events / courses is to be wrapped for each person or if at a hospitality venue will be in line with their policy.

Cutlery and food are not to be shared.



6. All People First meetings / events / courses will have a QR code poster so people can use the COVID Tracer app.

For people who do not have the COVID Tracer app on their phone they must sign in using the sheet / box provided.

The sheets / box is to be kept for 1 month then destroyed.

7. There will be PPE available at all People First meetings / events / courses.

PPE means things like:

- hand sanitizer
- disinfectant wipes
- disposable face masks
- clear face / shield coverings if possible.



8. People First staff are to wear face coverings if possible and to encourage members and others to wear face coverings if possible.
9. Everyone going to People First meetings/ events / courses must follow the **golden rules**.

Golden rules:

- stay home if you are unwell
- wash your hands
- use the COVID Tracer app or write down your name on the sign in sheet / box
- follow the rules about wearing face masks if you can.



The golden rules need to be:

- an agenda item for every meeting
- added to the agenda as part of the housekeeping rules
- gone over at each meeting / event / course.

10. Posters reminding people of the golden rules are to be put up on walls / doors if not already there then taken down at the end of the meeting / event / course.

11. COVID-19 vaccinated and unvaccinated members and others can attend meetings / events / courses held online.



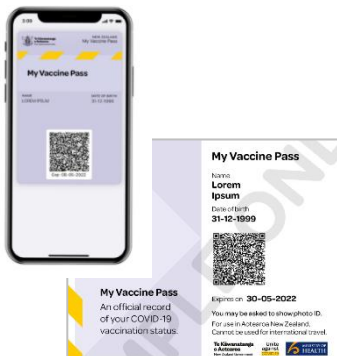
12. For members who cannot attend face to face meetings / events / courses we will work hard to find ways that members can be included.

13. People First staff / members that are in traffic light colour Red – Travel is not allowed across regions to attend regional meetings or national events.

14. The People First 0800 20 60 70 phone line will be open Monday to Friday.

People First staff will check for any messages left during working hours Monday to Friday.

People First policy for operating at Orange

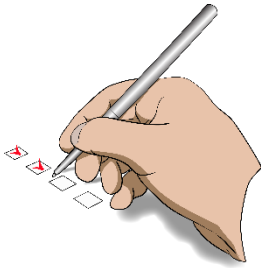


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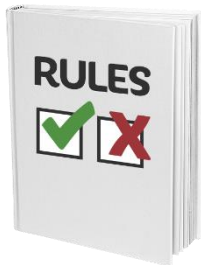
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People First policy for operating at **Red**



1. **No** People First meetings / events / courses can take place while an area is at Red.
2. People First offices are closed.
3. People First staff will work from home.
4. People First staff will contact members to:
 - see how they are
 - offer online catch-ups.
5. When part of NZ is at Red People First staff and members in that area cannot travel to attend regional meetings or national events.



6. People First staff and members can attend meetings / events / courses / advisory group meetings online only.

7. People First staff will work hard to keep members connected.

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