Holding FGC and hui person to person safely – planning tool for Alert Level 2

This tool should be used by coordinators and practitioners holding person-to-person FGCs, hā-whenau or family meetings to support their planning. Refer to:

- **Maintaining COVID-19 safe and aware practice during Alert Level 2**
- **COVID-19 Alert Level 2 health and safety guide** (staff resource) (PDF 284KB) – specifically the health and hygiene must-do’s
- **Alert Level 2 whanau contact guidance** (PDF 214KB)

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| **Consultation phase** | 1. Consulted with all of the intended participants of the upcoming meeting, including discussing their preference to attend in person or remotely.  
2. Confirmed who and how many people will be attending in person.  
3. Ensured those attending remotely have what they need to do so.  
4. Completed the Alert Level 2 screening (staff resource) (DOCX 70KB) for all participants attending in person and ensured that no one with COVID-19 risk factors will attend in person.  
5. Provided participants with the details for the meeting and arrival times and health and hygiene must-do’s, including the ‘Playing it safe’ information for tamariki, whenau and caregivers (staff resource).  
6. Consulted with manager about an appropriate alternative venue (non-Oranga Tamariki site office) if required.  
7. Confirmed the scheduling of the meeting with the appropriate manager, including scheduling of this meeting and any others.  
8. Confirmed the venue (on or off site) can safely host all the in-person attendees (1m distancing between individuals not from the same household and contact tracing – staff resource) and developed a seating plan.  
9. Discussed and confirmed the plan with manager.  
10. Ensured others on site know the meeting is occurring to avoid intermingling. |
| **Set up the meeting** | 1. Set up the technology to enable remote participation.  
2. Ensured COVID-19 posters are displayed.  
3. Wiped down surfaces in the room following the site’s hygiene protocols.  
4. Ensured sufficient tissues, hand sanitiser and bins are in the room, and PPE is available on request.  
5. Arranged for food and drink to be provided in line with guidance. |
| **Meet participants** | 1. Followed the site’s visitor protocol (no physical greeting).  
2. Checked that there has been no change in the COVID-19 risk factors since the screening on the phone and taken appropriate steps if participants are unwell.  
3. Asked them to clean or sanitise their hands on arrival.  
4. Shown them to their seats according to seating plan (record if these have any changes). |
| **Hold the meeting** | 1. Reiterated safety protocols at the beginning and throughout the meeting.  
2. Taken action if concerned about safety during the meeting, eg someone presenting as unwell, or refusal to comply with health and safety protocols.  
3. Maintained a record of attendees and contact details for contact tracing requirements. |
| **Complete the meeting** | 1. Ensured participants have disposed of their rubbish, washed or sanitised hands and left at staggered intervals.  
2. Wiped down surfaces following the site’s hygiene protocols and washed own hands.  
3. Reported any COVID-19 risk factors that emerged during the meeting.  
4. Considered whether any follow-up with participants or staff is required. |

Site managers must discuss the plan with the coordinator or person facilitating the meeting and agree that the arrangements meet the health and safety needs of attendees.