

## Our COVID-19 Code: Collective Intelligence Meeting Guidelines

COVID-19 Alert LEVEL (at meeting venue)	HOW WE GO ABOUT OUR MEETINGS TOGETHER <i>Check the current alert levels for Aotearoa-NZ <a href="#">here</a></i>
<b>ALERT LEVEL 4:</b>	<b>We all need to stay home. All interaction and meetings are online/virtual</b>
<b>ALERT LEVEL 3:</b>	<b>We all need to stay home. All interaction and meetings are online/virtual</b>
<b>ALERT LEVEL 2:</b>	<b>We run hybrid (a mix of face to face (F2F) and Zoom-style online) meetings as per below:</b>
<b>The Delta variant:</b>	<i>This new variant, along with our improved understanding of aerosol transmission risks, changed Alert Level 2 public health requirements in September 2021. Many of the meeting and catering venues that we use will apply their own guidelines that will impact on how we conduct our meetings together. Be guided by your facilitator on any venue-specific variations to our Level 2 guidelines below.</i>
<b>Meeting Attendance:</b>	Make your own call about whether to attend meetings F2F or online with respect to your illness status, personal immunity risk, alert levels in your home region, exposure risk etc. Please consider your team-mates in your decisions and how we can all do our bit to stop the spread.
<b>Sickness:</b>	If you are unwell / have any form of cold, flu or COVID-19 symptoms, <b>you must not attend your meeting</b> . Stay home and call your doctor or Healthline (0800 358 5453) for advice about getting tested. If you feel up to it, you can still participate virtually - your facilitator will help with this.
<b>Contact Tracing:</b>	<b>This is a must for us all</b> , as it's the key tool that allows us to track an outbreak. Depending on the type of meeting venue you're at, please: <ul style="list-style-type: none"> <li>• <b>Scan</b> (or write in the venue contact tracing form) the <b>main public venue QR code</b> for the venue building as you enter it, AND</li> <li>• <b>Scan</b> your <b>Team Meeting QR code</b> (or record your attendance in your facilitator's <b>Meeting Tracking Form</b>), AND</li> <li>• <b>Scan all restaurant/café/venue codes</b> when you are out and about with your team.</li> </ul>
<b>Hygiene:</b>	Practise good hygiene protocols as per <a href="#">public health guidelines</a> in preparing for and attending F2F meetings. We check that meeting venues have good hygiene practices in place, and facilitators also have Hygiene Kits to allow them to maintain cleanliness in your space / equipment used.
<b>Physical Distancing:</b>	As team members are known to each other, your team meetings are considered to be gatherings of ' <a href="#">friends and whānau</a> ' in a controlled setting (under the public health guidelines). Public venue meeting rooms / eateries will apply their own physical distancing rules for room seating, which you will need to adhere to. Remember that outside your meeting room, in public spaces with people you do not know, physical distancing limits will be 1 - 2m depending on the <a href="#">venue</a> .
<b>Mask Wearing:</b>	As part of travelling to your meeting, <b>wear your mask to the door of your meeting room as a minimum</b> . As your team is considered ' <a href="#">friends and whānau</a> ' as per the public health definition, you're not required to wear a mask in your meeting unless <u>you want to</u> . If any externals are coming

<b>Mask Wearing (cont.):</b>	into your space (eg. for Host Meeting interviews), then 2m physical distancing and <a href="#">public health mask-wearing guidelines</a> (for all in the meeting) should be applied. Please supply your own masks and <a href="#">practice safe mask use</a> (your facilitator will have spare, disposable ones).
<b>Snacks:</b>	We continue our policy of providing morning & afternoon break tea/coffee/water onsite where venues allow, but no break food. You are encouraged to go outside the venue for a break / fresh air and to purchase your own food. As your meeting is a gathering of ' <a href="#">friends and whānau</a> ' you are welcome to bring in your own snacks, but we recommend no sharing!.
<b>Personal Responsibility:</b>	We ask you to take responsibility for knowing your own limits and boundaries in this level and be considerate of the needs of your team members. Please stay current on what is happening wrt COVID-19 in our communities. Remember if alert levels differ across the country, and you are able to travel to attend your meeting, take your <a href="#">level</a> and its associated behaviours with you.
<b>What will we be doing to support you?</b>	<ul style="list-style-type: none"> <li>• We will try to use venues in main centres to allow for maximum flight and venue options, and ease of cancellations if alert levels change.</li> <li>• We check that our F2F meeting venues have good hygiene practices in place, and your facilitator also has a Hygiene Kit that allows them to maintain cleanliness in your meeting space / equipment used.</li> <li>• We will avoid using AirBnB / other private venues for meetings to ensure venue hygiene is well maintained and COVID protocols adhered to.</li> </ul>
<b>ALERT LEVEL 1:</b>	<i>The Delta variant, along with our improved understanding of aerosol transmission risks, changed Alert Level 2 requirements in September 2021. This evolving situation may also mean changes to Level 1 in the future. We will provide new Level 1 guidelines when the country returns to Level 1 again and any new public health guidelines are issued.</i>

## Our commitment to keeping our members safe and supported:

### 1. Our Service & Support:

- **Office:** Our Base-Team operates from an office at 38 Fergusson Street in Feilding, but our staff all work remotely when the alert levels dictate, so you should not notice any significant difference in how we look after you as alert levels change (if you do – please tell us!).
- **Contacting us:** Our landline forwards to a mobile number and you can always get hold of us through our [website](#), via messaging our social media channels, and via [hello@collectiveintelligence.co.nz](mailto:hello@collectiveintelligence.co.nz)
- **Assistance:** if you need anything or additional support, please just ask us.

### 2. Meeting Logistics and Planning:

- **Logistics:** The alert level changes have significant impacts on our planning for F2F meetings, with air travel, many of our usual venues or catering becoming unavailable or limiting their service & numbers and applying new rules. We aim to plan out as far as we realistically can, but need your help and understanding. If you're a meeting host, please help us with local intel on what's open and working in your area.
- **Planning challenges:** Everyone is stretched, and we appreciate that getting back to us with meeting detail may not seem like a priority. Consider what impact your delays might be having on your wider team and if you need help/can't assist – just let us know (don't sit on it) so we can sort it.