

COVID-19 Vaccination Policy

Introduction

Foundation North has a stated position of following Ministry of Health (MOH) guidelines in the case of a pandemic such as COVID 19. As part of the response to COVID -19 the government has, with the backing of legislation, mandated vaccinations for several front-line roles including Education, Healthcare and Border workers.

Non legislated workplaces have been asked to consider their position under Health and Safety at Work Act 2015 responsibilities. This means as a responsible employer, Foundation North must provide a safe working environment and keep the community safe and healthy when our people attend our workplace and when our workers are in the community. As a Community Trust we have taken and will continue to take a cautious approach to these responsibilities.

Purpose

This policy sets out our approach to COVID-19 Vaccinations while in a Foundation North workplace or while conducting Foundation North mahi externally.

Scope - Who does this Policy apply to?

This policy applies to all employees and visitors (including CSI Associates, contractors, Trustees, and casual visitors) who are using Foundation North premises (at Allendale House and other leased locations) and those working offsite or attending meetings or hui at other locations.

Responsibilities

All individuals are responsible for familiarising themselves and complying with this policy and for complying with the policy requirements. All individuals are also personally responsible for following the official government health advice in relation to the vaccine for COVID-19.

All Supervisors/Managers are responsible for managing procedures associated with their functional area so that workers are informed, understand, and adhere to this policy.

Meaning of Vaccinated

For the purposes of this policy “Vaccinated” means that a person has received all of the doses of a COVID-19 vaccine or combination of COVID-19 vaccines specified in the COVID-19 Public Health Response (Vaccinations) Order 2021, including any updates made after 20th November 2021.

There are a very small number of people in New Zealand who cannot be vaccinated for medical reasons. If staff believe that they are in that category this policy requests that staff obtain a medical report from their GP or qualified medical specialist that assesses their ability to have the vaccine against the clinical guidance published by the MOH on 6 November 2021 (as updated).

Getting the Vaccine

The MOH and government is responsible for the testing, approving, and administering the rollout and availability of the COVID-19 vaccine. Foundation North acknowledges that there will be circumstances in which individuals may be advised to **not** receive the vaccine due to their personal circumstances based on the official medical advice regarding the approved COVID-19 vaccine. It

may also be the case that individuals choose to not be vaccinated because of their religious or cultural beliefs or circumstances.

Balanced against those circumstances, Foundation North encourages all employees and CSI Associates to be vaccinated with the government-approved vaccine in line with medical advice from a reputable source appropriate for your specific circumstances.

Foundation North will provide an additional day's leave for employees to obtain the required approved COVID 19 vaccination or booster vaccination once available. While it is not mandatory to receive the vaccine, Foundation North strongly encourages that all employees receive the vaccine in line with medical advice.

From 29 November 2021, all new employees will be required to be vaccinated.

Specific requirements for roles, duties, work location or external events and hui.

Foundation North has completed a work safe risk assessment by role and location. As such there may be specific roles, duties or locations for which the vaccine may be a condition in order to commence or continue performing work. This assessment has been completed in line with health and safety risk best practise, Worksafe guidance and legal advice.

Based on this assessment and in line with our cautious approach described above, Allendale House will be a vaccination mandated site. Staff, CSI Associates and visitors must be vaccinated in order to work or attend events at this location. If staff are not vaccinated, they will work from home or some other suitable location. Staff will be required to provide digital vaccination certificates or other authoritative evidence that they are vaccinated.

If staff or CSI Associates perform a role, duties or work in other locations for which they are required to be fully vaccinated in line with MOH guidelines, they will be notified about this and requested to provide evidence that they are vaccinated.

From time-to-time, staff may be required to work or attend meetings and/or hui at locations other than Allendale House in order to meet the requirements of their role. In these circumstances we require that an appropriate checklist is completed prior to attending to ensure staff comply with both Foundation North polices as well as that of the location (and hosting organisations) policies. This checklist is available from the Shared Services Manager.

Electing to not be vaccinated or provide proof of vaccination

If staff choose to not receive the vaccine or choose to not provide proof of having received the vaccine, they are entitled to do so. However, it may be that those staff are unable to undertake certain aspects of their duties, considering government requirements, medical guidance, Foundation Norths' Health and Safety at Work Act 2015 obligations, and this policy.

Providing proof of vaccination

Where necessary, we may request evidence that you have received the COVID-19 vaccine in line with MOH guidelines. The form of this evidence will be consistent with MOH and government advice on the meaning of vaccination and could change over time. Should staff be unable to provide unexpired proof of vaccination we will assume they are unvaccinated, in accordance with the legal advice we have received.

Handling and storage of your vaccination information

Vaccination information will be treated as strictly confidential. It will be collected, used and stored in accordance with the Privacy Act 2020 and the Foundation North Privacy Policy.

Visitors to Allendale house

Allendale House will be a vaccination mandated site. Foundation North will require all visitors (casual or prearranged), CSI Associates, contractors and Trustees to answer a number of questions prior to attending meetings in our office. These will include questions on vaccination status and also recent activities in relation to travel, places of interest or contact with persons who have been infected with COVID recently.

Should visitors not be able to provide proof of vaccination and give appropriate answers to other related questions we will require that the meeting for which they intended to visit takes place online.

Contractors who have not been vaccinated may not undertake work at Allendale House. This requirement should be communicated to contractors and their employers when the work to be undertaken is agreed.

All visitors will be expected to adhere to our safety precaution measures including the wearing of masks if deemed necessary under MOH guidance at the time of the visit.

Children under the age of 12 years are not yet eligible to receive a Covid-vaccine, as such they are not vaccinated for the purposes of this policy. Accordingly, they are not permitted to enter the premises.

Policy Review

The pandemic is fast changing, and this policy may change at short notice dependent upon external events. It has been prepared based on the advice and information provided by the MOH, government and the Foundation's legal advisers as at 10 November 2021. A review period of 6 months has been set for the next 24 months.

Policy Owner: CEO

Approved by: ARGC

Date Approved: 29 November 2021

Next Review Date: No later than March 2022 then no less than 6 monthly for the next 24 months.

Legal Considerations

Human Rights Act 1993

Privacy Act 2020

Health & Safety at Work Act 2015

Version: FINAL

29 Nov 2021.