**Covid-19 Protection Policy**


## **Our Commitment**

“Company” is committed to healthy work and well-being by providing guidance about Covid-19 vaccinations and other public health measures. We recognise that vaccination offers the best chance to reduce the likelihood of infection, and the severity of the infection if it does occur. Public health measures provide an additional layer of protection.

Workers are protected by this policy by having a clear understanding of the vaccination requirements of “Company” for themselves and their colleagues.

This policy will be made available to all workers, including contractors. New workers will be given a copy of this policy at their induction. Managers and supervisors will remind workers of the policy from time to time.

## **Definition**

Covid-19 has created chaos in the personal and work lives of New Zealanders. Vaccination is the Government’s main tool to enable us to return to normal.

This policy outlines our approach to managing Covid-19. It is subject to change when the Covid-19 legislation is amended. The policy does not replace legislative requirements. From time-to-time changes are announced in a manner which makes it difficult to update this policy in a timely manner. If this situation occurs, the policy will be updated at appropriate intervals to capture as many changes as possible at one time. This is likely to be at times of increased community spread.

## **Our response**

“Company” is committed to supporting workers to be fully vaccinated. We recognise that workers have a range of approaches to vaccination, and we will offer appropriate support. This may include assisting workers to gain further information, providing time off to be vaccinated and to recover from any side-effects.

“Company” will undertake a Covid-19 vaccination risk assessment to determine which, if any, workers must be fully vaccinated. The risk assessment will consider roles, not individuals, and workers will be consulted. The risk assessment will consider contact with others, the type of work and the requirements of our clients. We will also consider the requirements of other PCBUs we have a working relationship with.

“Company” will ensure that the individual worker’s privacy is protected as required by the Privacy Act 2020.

We require our contractors to comply with the same requirements set out for our employees, based on the type of work they will be undertaking.

We will undertake Covid-19 testing as required by our clients or Government requirements. Testing may take the form of PCR nasal swabs, saliva tests or Rapid Antigen Tests. The frequency and type of the testing used will depend on the need. Workers will be informed of the results.

If a worker is required to stand down because of exposure or infection, they will be remunerated in accordance with the Government requirements.

Where the risk assessment shows that mandatory vaccination is required, and a worker refuses to comply, “Company” will attempt to find other work for that worker. If this is not possible, the worker will be given a minimum of four weeks’ notice, or longer period if this is in their employment agreement. If the worker has not taken steps to be fully vaccinated within this timeframe, they will be dismissed.

If mandatory vaccinations are not required, “Company” will ensure that public health measures are complied with.

“Company” recognises that workers are not obligated to acknowledge whether they are vaccinated. If the worker refuses to acknowledge their vaccination status, and their role requires mandatory vaccination, it will be assumed that they are not vaccinated. The worker will be subject to the same process as a worker who refuses to comply.

“Company” will ensure that workers have access to information and products to use public health measures. These include masks, sanitiser, QR codes and the ability to physically distance as required.

## **Worker obligations**

It is the role and responsibility of both the Company and its workers to maintain a safe working environment.

Therefore, workers will:

* Participate in risk assessments.
* Comply with mandatory vaccination unless they are exempt.
* Use the public health measures.
* Scan in at all work locations.
* Inform “Company” if they are sick, or have been a close or casual contact of a positive Covid-19 case.

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| **Officer Name:** |  | **Officer Signature:** |  |
| **Date:** | October 2021 | **Review Date:** | October 2022 |

**Sign off**

Please sign below to indicate that you have read and understood the Covid-19 Protection Policy.

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| **Date** | **Name** | **Signature** |
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