

PNZ COVID-19 Vaccination Policy

As at 28 November 2021

Introduction

Vaccinations are a key control measure against contracting and transmitting COVID-19 and will contribute significantly to keeping our employees and their whanau safe. We strongly encourage all employees, who are able, to receive their COVID-19 vaccinations.

The New Zealand Government has repeatedly emphasised the importance of vaccinations – to protect individuals and to give the country more possibilities in managing the virus.

Under current legislative settings, most organisations can require visitors to their facilities, and/or participants in events that they run, to be vaccinated as a condition of entry.

When the new COVID-19 Protection Framework comes into force, vaccination status will be a key feature in determining what is possible under different settings (green, orange, red). The Government has also indicated that it will mandate vaccinations for workers at businesses where customers are required to show COVID-19 vaccination certificates.

We recognise that vaccination is the best, of several, control measures and will ensure that it is properly located within a wider suite of risk management and workplace controls.

We also recognise that mandatory vaccination is only appropriate where it can be properly demonstrated to be effective, through a designated risk assessment process. Certain work can only be undertaken safely by a vaccinated employee or contractor. Privacy rights, health and safety considerations and individual employee cases must be properly considered to comply with all consultation obligations and the statutory duties of good faith.

Purpose

The purpose of this policy is to outline COVID-19 vaccination requirements as they apply to PNZ employees and contractors, PNZ Board, PNZ volunteers (including classifiers, students, Games Team staff), PNZ contracted athletes, all visitors to the PNZ office and anyone attending PNZ led events and activities. This vaccination policy will complement a range of wider protocols that minimise the risks associated with COVID-19 in our environments (e.g. physical distancing, contact tracing, mask wearing where appropriate, intensive hand hygiene). Together they are designed to keep our people safe and are aligned to the Government's objective of minimising the impacts of the COVID-19 global pandemic and protecting New Zealand communities.

Scope

This policy applies to:

All PNZ employees and contractors (including new employees or contractors)

PNZ Board

All PNZ volunteers (including classifiers, students, Games Team staff)

PNZ contracted athletes

All visitors to PNZ office

Anyone attending PNZ led events and activities.

Policy Statement

From 1 December 2021, only those people who are fully vaccinated will be able to access the PNZ office. PNZ employees and contractors working in other workplaces will be required to be fully vaccinated. PNZ contracted athletes will be required to be fully vaccinated to train with PNZ

contractors. PNZ Board members will be required to be fully vaccinated to attend PNZ Board Meetings and other PNZ led events or activities. PNZ Classifiers will be required to be fully vaccinated to classify at events and anyone attending PNZ led events and activities will be required to be fully vaccinated.

For the purposes of this policy, being fully vaccinated means you have received all applicable doses of the Government approved COVID-19 vaccine (including any booster shots that may, in time, be required by the Ministry of Health) and show your “My Vaccine Pass” as proof of vaccination prior to entry to the PNZ office or prior to attendance at PNZ Board meetings, events and activities and prior to any classification of Para athletes.

In the interests of health and safety, those unable or unwilling to provide proof of vaccination when requested, will be considered not to have been vaccinated. Support is available for those who may be hesitant about vaccination – any employee, contractor, board member, athlete or volunteer with concerns should speak to their Manager/Team Manager. In the meantime, for those who are hesitant, the COVID-19 website has information that may help: <https://covid19.govt.nz/covid-19-vaccines/>

PNZ respects the rights of individuals to choose whether to be vaccinated and accepts that some people will be unable to be vaccinated for medical reasons. Evidence should be provided of MOH's Temporary COVID-19 Vaccine Medical Exemption. We will work with those people who are not vaccinated on a case by case basis, respectfully and in good faith to explore options and try and find a way forward. For staff members this may involve steps such as working from home or redeployment where practical.

In addition to this policy, PNZ will maintain a range of appropriate and complementary measures at the office and at PNZ events and activities to further minimise the risks associated with COVID-19. These measures are outlined in PNZ COVID-19 Health and Safety Plans and Guidelines which are available at <https://paralympics.org.nz/about/covid-19-guidelines/>

Responsibilities

PNZ Chief Executive is responsible for:

- a. maintaining and appropriately securing records of the vaccination status of employees, contractors, and volunteers;
- b. handling any information associated with people's health or wellbeing (including vaccination status) sensitively and in accordance with the Privacy Act;
- c. ensuring job advertisements and recruitment processes set out the requirement to be fully vaccinated and provide evidence of vaccination under the Policy; and
- d. consulting with employees, contractors, volunteers where individuals wish to seek an exemption from complying with this Policy.

Managers are responsible for:

- a. ensuring direct reports are aware of the requirement to be fully vaccinated and provide evidence of vaccination under this Policy;
- b. managing requests for leave associated with COVID-19 vaccination;
- c. consulting with the PNZ Chief Executive in any of the following instances: i. a direct report notifies them that they wish to seek an exemption from complying with this Policy (e.g. on medical grounds); and/or a direct report refuses to fully vaccinate and/or provide evidence of vaccination under this Policy; and handling any information associated with people's health or wellbeing sensitively and in accordance with the Privacy Act 2020.

All staff are responsible for:

- a. being fully vaccinated and providing evidence of vaccination on or before entering a workplace after 5 December 2021;
- b. ensuring that have evidence of vaccination prior to entering a PNZ office or being involved in a PNZ event or activity;
- c. collation of evidence of vaccination information prior to a PNZ event or activity
- d. informing any visitors to the PNZ office of the PNZ Covid-19 Vaccination Policy and ensuring evidence is provided to show that the visitor is fully vaccinated
- e. notifying their Manager if they wish to seek an exemption from complying with the Policy; and
- f. notifying their Manager if they are otherwise unwilling or unable to comply with the Policy

Where a staff member provides any information regarding an inability to be vaccinated due to a medical condition or seeks an exemption on other medical grounds, that information will be treated as a confidential personal health records and will be stored as such.

This policy will be reviewed, updated and communicated appropriately as needed.