# [Business name] Covid-19 Vaccination Policy

## Introduction

[Business name] (**The Employer**) is committed to ensuring the health and safety of all staff and persons who attend its premises.

The Employer is also committed to supporting the Government’s COVID-19 vaccination strategy and ensuring that all workers have the opportunity to be vaccinated against COVID-19 without being disadvantaged.

Having undertaken a risk assessment of its workplace and staff, the Employer has determined that it is necessary to put in place a COVID-19 Vaccination Policy to ensure the safety and well-being of its staff, and other persons who interact with its staff or otherwise attend the workplace.

## Purpose

The purpose of this policy is to:

* set out the obligations and responsibilities of all people covered by this Policy with regard to the approved COVID-19 vaccine;
* demonstrate the Employer’s responsibility and commitment to ensuring a safe and healthy workplace for all workers, clients and visitors; and
* ensure as far as reasonably practicable a safe and healthy workplace.

## Scope

This Policy applies to all workers, including (but not limited to) partners, employees, consultants and contractors who have been engaged to provide services to the Employer.

This Policy applies subject to any Government orders relating to the COVID-19 vaccine.

## Responsibilities

All workers are responsible for:

* familiarising themselves and complying with this Policy and its requirements;
* ensuring they are aware of any safety requirements (including COVID-19 control measures) that apply to their role;
* following official Government health requirements in relation to the COVID-19 pandemic.

## Receiving the vaccine

While each worker is entitled to make their own choice about whether to receive the COVID-19 vaccine, the Employer strongly encourages all workers to be vaccinated in line with Government and medical advice.

## Roles which require vaccination

Although all workers have a choice around whether to be vaccinated, the Employer may in certain circumstances make it a requirement for specific roles or tasks to be performed by vaccinated persons.

For the purposes of this Policy, a **vaccinated person** is a person who has demonstrated to the satisfaction of the Employer that they have received a full course of an approved COVID-19 vaccine, as recommended by the New Zealand Ministry of Health. For the avoidance of doubt, this includes receiving further vaccine courses (including for example booster shots) which may be recommended from time to time.

Circumstances where the Employer may require a role or task to be performed by a vaccinated person include:

* If the role or task becomes the subject of a Government order which restricts performance of the role to vaccinated persons;
* If an unvaccinated person’s ability to perform the role or task may be impacted due to a requirement or procedure put in place by a client or other third party;
* If the Employer’s risk assessment has identified that a role needs to be performed by a vaccinated person.

Before introducing a requirement for certain roles or work to be performed by vaccinated persons, the Employer will:

* Consider whether there are alternative control measures which would enable unvaccinated persons to safely perform the role or work in question. Examples include:
* Introducing additional safety requirements relating to the use of PPE, social distancing, and testing for COVID-19;
* Restricting work-related travel;
* Arranging for unvaccinated workers to work at times or locations where they will not come into contact with persons who are at higher risk if they are exposed to COVID-19 (e.g. persons who are over the age of 70, suffer from an underlying medical condition or are immuno-compromised, or are pregnant).
* Consult with impacted workers prior to introducing any requirement for a role to be vaccinated.

The Employer will maintain a register of all roles that are required to be performed by vaccinated persons or which are subject to additional control measures, and will routinely review the need for such requirements to be maintained. The register is **attached** to this policy.

## Electing not to be vaccinated or provide proof of vaccination and impact on employment

If a worker is employed or engaged in a role that is required to be performed by a vaccinated person, and they are either unvaccinated, unwilling to disclose their vaccination status, or have been unable to provide evidence to the Employer’s satisfaction that they are a vaccinated person, the Employer will consider whether there are alternative working arrangements which can be offered. Examples include:

* Modifications to the worker’s role. For example, requiring the worker to perform reduced or alternative duties which can be safely performed by an unvaccinated person;
* Redeploying the worker into an alternative role which can be safely performed by an unvaccinated person.

Note that any modifications to a worker’s role, or redeployment into an alternative role, will require the agreement of the worker concerned.

In the event that an alternative working arrangement cannot be accommodated, or is not agreed to by the worker concerned, the Employer may consider termination of the worker’s engagement or employment as a last resort.

**Accommodations for persons who are unable to be vaccinated for protected reason**

The Employer recognises that certain persons will be unable to be vaccinated for reasons which are protected by the Human Rights Act 1993. Examples of this include where a person is unable to be vaccinated due to a diagnosed health condition or a genuine religious belief.

If a person is unable to be vaccinated for a protected reason, and their role has been identified as a position that is required to be performed by a vaccinated person, the Employer will consider what if any accommodations can be made to enable the person to continue working. Such accommodations may include the alternative control measures or working arrangements listed above.

## Handling and storage of vaccination and testing information

To the extent that the implementation of this Policy may require the collection, use and storage of personal information about individual workers (and specifically their vaccination status), such information will:

* Be used solely for the purposes of:
	+ ensuring the health and safety of all workers and other persons who interact with workers and/or attend the workplace;
	+ demonstrating compliance with any third party or client requirements relating to the vaccination status of the Employer’s workers;
* Be stored in a secure manner;
* Only be disclosed to a third party if required by law or with the specific consent of the worker concerned (for example if a client requests proof of vaccination before allowing a worker to attend their premises);
* Only be retained for as long as there is a need to have knowledge of a person’s vaccination status and/or to distinguish between vaccinated and unvaccinated workers;
* Be destroyed in a safe and secure manner once there is no longer a need for the Employer to retain information about a person’s vaccine status.

**ROLES WHICH ARE RESTRICTED TO VACCINATED PERSONS/SUBJECT TO ADDITIONAL CONTROL MEASURES**

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| --- | --- | --- |
| **Role Name** | **Control measures (including if required to be performed by vaccinated persons)** | **Date vaccination requirement will be reviewed.** |
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