

COVID-19 Vaccinations Policy

June 2022

Version	2.0
Review Due	May 2025
Review Cycle	This policy is to be reviewed every three years
Policy Owner	Fiona Ross, General Manager People Experience and Support
Authorised By	National Board

1. Introduction

1.1. Policy Statement	<p>The purpose of this Policy is to outline obligations and expectations regarding the New Zealand Government approved vaccine for COVID-19.</p> <p>COVID-19 is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) and is responsible for a global pandemic.</p> <p>Vaccination is one of the most successful public health interventions of the past 200 years. Since the introduction of routine immunisations across the globe in the 1950s, death or disability from vaccine-preventable diseases has reduced dramatically.</p> <p>Following New Zealand Government COVID-19 Health Order mandate and/or NZRC risk assessments, this Policy provides the capability to apply a vaccination requirement for specific roles and/or activities linked to roles.</p>
1.2. Coverage	<p>This Policy applies to all NZRC people¹; including members, volunteers, employees and contractors who have been engaged to provide services to or on behalf of NZRC.</p> <p>This Policy applies subject to any New Zealand Government orders and/or legislation enacted relating to the COVID-19 Pandemic and COVID-19 vaccines.</p>
1.3. Principles	<p>The health, safety and wellbeing of NZRC people and others we encounter through our work is of the utmost importance.</p> <p>We endeavour to ensure all health, safety and wellbeing risks are managed as far as reasonably practicable, so potential harm is eliminated or significantly reduced.</p> <p>We are committed to protecting our people and those with whom we come into contact, against the possible effects of COVID-19 while they are undertaking work on behalf of NZRC outside their home.</p> <p>Being part of the global effort to combat COVID-19 is important to us, and New Zealand Government-approved vaccination is one measure in this community response.</p> <p>We adhere to the Red Cross Fundamental Principles.</p>
1.4. Policy Overview	<p>The New Zealand Government is responsible for the testing, approving and administering of the rollout and availability of the COVID-19 vaccine.</p>

¹ Please note: NZRC refers to 'NZRC people' whereas under the Health and Safety in the Workplace Act, 'workers' is the term used to describe people performing activities whether by employees or those who volunteer their time.

	<p>To keep NZRC people safe, where risk assessments of roles in relation to COVID-19 indicate high risk, or the risk cannot be sufficiently mitigated by other risk control measures, the organisation can require specific roles to be fully vaccinated when undertaking activities for NZRC outside of their home. This could include requiring vaccination for some duties associated with roles, such as international travel, and this would also be dependent on a risk assessment.</p> <p>Over time it is expected the risk environment will change. This may influence the requirement for vaccines for some roles.</p>
1.5. Related Policies, Legislation, Guidelines or Forms	<p>Ministry of Health website</p> <p>NZ COVID-19 Website</p> <p>NZRC Privacy Policy</p>

2. Provisions and Procedures

2.1 Providing proof of vaccination	<p>If required to vaccinate due to a role or activity risk assessment, NZRC people must provide NZRC with satisfactory proof of vaccination. Proof of vaccination may include any form of New Zealand Government-recognised official record.</p> <p>NZRC recruitment processes, for employees or people volunteering their time to perform such roles, will include requests for COVID-19 vaccination disclosure. People will be advised that the disclosure is voluntary and that their agreement or refusal to disclose will not be taken into consideration during the assessment of whether or not to recruit. NZRC is committed to not discriminating on the grounds of vaccination status</p> <p>The information will be requested to support future preparation for any changes to COVID-19, where risks to employees, members and those who volunteer their time may increase. Due to the considerable time, and high level of administration required collect vaccination data, providing proof of vaccination at the time of recruitment will ensure that a swift response can be made to any change in risk level. As NZRC is working with vulnerable people as part of its core business, this level of agility in response to risk is considered essential.</p> <p>When discussing the request to disclose vaccination status, NZRC people will be informed of the reasons why it is being collected, and how their personal information is protected, as outlined in Clause 2.8.</p>
2.2 Grounds for implementing this Policy	<p>NZRC will comply with the New Zealand Government's Public Health Orders; and NZRC will undertake Health and Safety risk assessments of roles and activities in accordance with the Health and Safety at Work Act 2015.</p>
2.3 Health and Safety Risk Assessment	<p>NZRC will undertake health and safety risk assessments. These assessments will be based on health and safety risks identified by NZRC as well as any key health and safety questions identified by relevant Government agencies (for example, WorkSafe).</p>
2.4 Unvaccinated persons or electing not to provide proof of vaccination	<p>Any NZRC person is entitled to choose to not receive a COVID-19 vaccination or not to provide proof of receiving a vaccination. However, their ability to work within that role may be impacted.</p> <p>Where an unvaccinated NZRC person (including people who have declined to share their vaccination status with NZRC) is working within a role or activity, where vaccination is</p>

	<p>required, they will not be entitled to engage in public or client related activities until they are fully vaccinated in accordance with the requirements of this Policy (subject to the exceptions outlined in section 1.10).</p> <p>Where possible and practical, NZRC will still support unvaccinated people to continue to perform their roles remotely. Such an arrangement will be reviewed regularly to ensure it is meeting the needs of both parties.</p> <p>Where it is impractical for an unvaccinated person to perform their role remotely, and/or if it is necessary for an unvaccinated person to engage in public or client related activities or attend our offices to discharge their responsibilities, NZRC will consult with the person about how to manage this. As part of this consultation, NZRC may give consideration to alternative work arrangements including:</p> <ul style="list-style-type: none"> • Possible modifications to the person’s role including, but not limited to reduced or alternative duties; and • Redeploying the person into an alternative role which can be performed remotely. <p>If an alternative work arrangement cannot be identified, is impractical to implement, or is not agreed to by the person concerned, NZRC may consider termination of the NZRC person’s engagement or employment as a last resort, and/or members and/or those that volunteer their time could be stood down.</p>
<p>2.5 Exceptions for persons who are unable to be vaccinated for protected reasons</p>	<p>NZRC recognises that some people are unable to be vaccinated for reasons which are protected by the Human Rights Act 1993. An example of this may include where a person is unable to be vaccinated due to religious grounds. NZRC also recognises that some people may have medical exemptions issued by the Government, such as due to a diagnosed health condition.</p> <p>NZRC will, upon request, consider exceptions and medical exemptions for people who are unable to be vaccinated due to a protected reason, and who need to engage in an activity which would otherwise be restricted by this Policy.</p> <p>Exception requests need to be made in writing to covidresponse@redcross.org.nz.</p> <p>When making a request, the person will need to explain why they are unable to be vaccinated and provide adequate supporting evidence. By way of example, for a medical exception to be considered the NZRC person will need to provide a medical certificate from a suitably qualified health practitioner who determines (in the course of examining the person) the NZRC person meets the clinical criteria as outlined by the Ministry of Health for a medical exemption and it would be inappropriate for that person to be vaccinated.</p> <p>An exception will only be granted if NZRC is satisfied that:</p> <ul style="list-style-type: none"> • The person’s reason for not being vaccinated is supported by adequate evidence and is protected under the Human Rights Act 1993; and • It is reasonably practicable to implement any additional safety or control measures which would be required if the exception is granted; and • Granting the exception will not expose the person or other persons to unacceptable risk; and • Any accommodation or changes required to accommodate the person do not unreasonably disrupt NZRC’s activities, nor incur unreasonable costs.
<p>2.6 Contractors and suppliers working in NZRC premises</p>	<p>Consistent with the intent of this Policy, if deemed relevant for a role or activity, contractors and suppliers coming to work at any New Zealand Red Cross premises</p>

	<p>must be fully vaccinated and show proof of vaccination in the form of a New Zealand Government-recognised official record.</p>
2.7 Leave Support	<p>Paid time off work will be provided for staff to receive their COVID-19 vaccinations.</p> <p>Leave will be provided to staff, if required, due an adverse reaction to the vaccination. This will be in alignment with the New Zealand Red Cross Leave Policy.</p>
2.8 Handling and storage of your vaccination information	<p>To administer and ensure compliance with this Policy, NZRC is required to compile and maintain a Vaccine Register which includes the following information:</p> <ul style="list-style-type: none"> • The names of all relevant people who undertake roles or activities where vaccination is required; • Whether they have provided satisfactory proof of vaccination; and • Whether they have been granted an exception under this Policy and the conditions of any exception. <p>COVID-19 vaccination information collected, used and stored will be done so in accordance with the organisation's Privacy Policy and the Privacy Act 2020.</p> <p>The Vaccine Register, and/or any information contained within it will:</p> <ul style="list-style-type: none"> • Be used solely for the purposes of: <ul style="list-style-type: none"> ○ ensuring the health and safety of all NZRC people and other persons who interact with NZRC people and/or attend the workplace; ○ monitoring compliance with the requirements of this Policy; and ○ demonstrating compliance with any third party or client requirements relating to the vaccination status of NZRC's people (subject to appropriate consent being obtained from a NZRC person or people). • Be stored in a secure manner; • Only be disclosed to a third party if required by law or with the consent of the NZRC person concerned (for example if a client requests proof of vaccination before allowing a NZRC person 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 NZRC people; and • Be destroyed in a safe and secure manner once there is no longer a need for NZRC to retain information about a person's vaccine status.
2.9 Additional Health and Safety measures	<p>It is recognised that vaccination is only one part of managing the risks posed by COVID-19.</p> <p>Accordingly, all NZRC people, regardless of their vaccination status, are required to comply with any further health and safety control measures which NZRC may put in place from time to time. These measures may include (but are not limited to):</p> <ul style="list-style-type: none"> • Requirements relating to Personal Protective Equipment (PPE) use; • Physical distancing and hygiene protocols; • Client/third party site visits; and • Restrictions on activities which are otherwise permitted for vaccinated persons under this Policy. <p>Given the speed with which the COVID-19 pandemic can evolve, any additional measures will be set out in the COVID-19 Control Register as updated by NZRC from time to time.</p>