VACCINATION POLICY

POL-037

APPLICATION

This policy applies to all Lion Foundation temporary and permanent employees, contractors engaged by TLF, all visitors and contractors accessing the Auckland office, and Board and RGC members whilst conducting business on TLF's behalf.

PURPOSE

The purpose of this Policy is to outline the requirements of The Lion Foundation 2008 relating to the COVID-19 vaccination status of the applicable parties.

POLICY

BACKGROUND:

Since COVID-19 first emerged, TLF has continuously updated and reviewed its health and safety controls to ensure it is taking all reasonably practicable steps to ensure the health and safety of team members, workers, customers, and communities in the context of COVID-19.

The emergence of the Delta variant of COVID-19 (Delta) poses new risks. Delta presents a higher risk to personal health because it is significantly more transmissible than other COVID-19 variants. This means there is also a significantly increased risk to our team members, workers, customers, and communities.

Additionally, the New Zealand Government has recently started moving away from its elimination strategy, meaning that ongoing, uncontrolled community transmission of Delta is almost certain and public health measures (e.g. regionalised lockdowns) are likely to diminish.

In light of the above, TLF has reviewed its health and safety controls to ensure that it is continuing to meet its obligations under the Health and Safety at Work Act 2015. Although vaccination does not completely eliminate the risks of COVID-19, this is an available measure to mitigate the risk and therefore, this policy proposes requiring vaccination in certain circumstances to reduce the risk of COVID-19 infection.

Accordingly, effective from 6 January 2022 (the Effective Date), the following restrictions will apply whilst operating under the Red and Orange Levels of the (New Zealand Government Protection Framework) restrictions.

	Factors	Controls	Outcome
Office Workers	The Government's Health advice is clear that unvaccinated individuals are at a higher risk of contracting & spreading the virus. Aerosol virus at higher risk of spreading in indoor environments Length of time in office Shared bathroom facilities with building tenants Air con - old and not necessarily fit for purpose	Red Level - Office not Open work from home encouraged . Orange - office open and vaccinated staff working from office a minimum of three days per week. Regular Office deep cleaning - Sat (in addition to existing cleaning schedule) Access to office restricted during high (red) levels of alert Vaccinations reduces the risk of contracting & spreading the virus. Scanning using the Tracer App	As the environment is indoors, mitigation is unable to eliminate this risk, therefore the risk to other staff is unacceptable. Unvaccinated office workers to remain working from home until able to produce a negative Covid 19 test- [rapid antigen testing available within NZ - 15/12/2021]. Negative test communicated to Manager within 72 hours prior to arrival at office. If unable to carry out the core duties of the role under these measures, a further assessment will be completed as to the viability of this arrangement long term and the potential implications on employment. Vaccine certificate required for all new office workers employed. Vaccination Booster to be considered where applicable.
Operations Workers	Required to access hospitality venues as part of core function of role. High levels of interaction with general public. Vaccine Certificate venues = vaccine essential Non-vaccine certificate venues = high risk environment	Mask wearing Social Distancing Sanitising Vaccinations reduces the risk of contracting & spreading the virus. Scanning Using the Tracer App	Unvaccinated Operations Workers would be unable to complete core duties of role. A case by case assessment for alternative duties is to be completed for any existing staff. All new applicants are to be required to be vaccinated. Employers are not able to contract out of their H&S obligations & therefore, personal decisions to accept the risk will not be permitted. Vaccine certificate required for all Ops workers. Vaccination Booster to be considered where applicable.

External contractors visiting venues	Required to access hospitality venues as part of core function of role. High levels of interaction with general public. Vaccine Certificate venues = vaccine essential Non-vaccine certificate venues = high risk environment	Mask wearing Social Distancing Sanitising Vaccinations reduces the risk of contracting & spreading the virus. Scanning Using the Tracer App	Joint PCBU responsibility. All TLF Venues operating under Covid Vaccination Pass system. TLF's position is that unvaccinated external contractors would be unable to complete core duties of role within venues.
External contractors visiting office	Aerosol virus at higher risk of spreading in indoor environments; Air con - old and not necessarily fit for purpose	Mask wearing Social Distancing Sanitising Vaccinations reduces the risk of contracting & spreading the virus. Scanning Using the Tracer App Contactless deliveries where possible Parcels to be sanitised before opening if possible & opened away from staff area & staff to sanitise hands after	Vaccination certificates required for all contractors entering the Ak office; Alternatively items to be left at door - to ensure contactless delivery. Joint PCBU responsibility. Case by case assessment of contractors' risk assessment and mitigation measures.
Visitors to the Auckland office	Aerosol virus at higher risk of spreading in indoor environments Length of time in office Shared bathroom facilities with building tenants Air con - old and not necessarily fit for purpose	Office workers separated into two groups to provide a barrier should there be a positive case Regular Office deep cleaning - Wed & Sat (in addition to existing cleaning schedule) Access to office restricted during high levels of alert Vaccinations reduces the risk of contracting & spreading the virus.	As the environment is indoors, mitigation is unable to eliminate this risk, therefore visitors to Auckland office must show vaccination certificate. Phone/video conferences to be held instead of in-person meetings where possible.
TLF Office Staff or Trustees/Committee Members visiting other worksites whilst conducting TLF business	Aerosol virus at higher risk of spreading in indoor environments;	Phone/Video conferences to be held instead of in-person meetings where possible.	A case by case assessment is to be completed and only in exceptional circumstances will visits to other indoor sites be permitted, in the course and scope of duties for TLF

FURTHER INFORMATION

VERIFYING VACCINATION STATUS:

Acceptable evidence of full vaccination status will include a vaccine certificate from the Ministry of Health's My Covid Record or such other evidence as is determined to be acceptable by TLF (e.g. a letter from the Ministry of Health).

CONSEQUENCES OF NOT COMPLYING:

From the Effective Date, if any employee, trustee, committee member, contractor or visitor does not comply with the above restrictions, they will not be allowed onto TLF Premises. If any non-compliance impacts on an individual's ability to complete the duties of their role, a further process of assessment will be completed to consider alternative options and the potential impact on the individual's ongoing employment.

PRIVACY:

TLF will ensure that information about vaccination status (including proof of vaccination) (Vaccination Information) is collected in accordance with this policy and is treated in accordance with the Privacy Act 2020 (Privacy Act).

Vaccination Information will be collected under this policy for the purposes of: (a) confirming that Contractor Workers and visitors have been Fully Vaccinated; and (b) complying with TLF's employment and health and safety duties under law (including the Health and Safety at Work Act 2015).

Any Vaccination Information collected, will be securely stored by TLF in accordance with the Privacy Act and only disclosed to a third party if TLF is required to do so by law. Only a small number of authorised personnel will have access to this information.

TLF will ensure that appropriate safeguards are in place to protect against unauthorised access, use, modification, or disclosure of Vaccination Information.

If a person in respect of whom this policy applies chooses not to disclose their Vaccination Information, TLF will take a precautionary view and assume that they have not been vaccinated, and they will not be allowed onto TLF Premises until such information is provided.

If a person in respect of whom this policy applies advises us that they cannot safely be vaccinated, they will not be allowed onto TLF Premises.

Persons in respect of whom this policy applies have the right to request access to and correction of, any information that they provide to TLF in relation to their vaccination status or otherwise under this policy.

QUESTIONS?

If you have any questions regarding this policy, please contact

Rachael Dent – Organisational Performance Manager - rachael.dent@lionfoundation.org.nz or
Samantha Alexander – National Compliance Manager - sam.alexander@lionfoundation.org.nz

POLICY CHANGES:

This policy may be amended, withdrawn or replaced by TLF in its sole discretion.

KEY RELEVANT DOCUMENTS

RELEVANT LEGISLATION:

Employment Relations Act 2000
Privacy Act 2020
Health & Safety Act 2015

DOCUMENT MANAGEMENT AND CONTROL

OWNER:	Organisational Performance Manager
APPROVED BY:	The Board of Trustees
DATE APPROVED:	20 December 2021
DATE EFFECTIVE FROM:	06 January 2022
REVIEW DATE:	As required as restrictions change.

INDIVIDUAL ACKNOWLEDGMENT

This policy and the relevant procedures will be reviewed regularly and may be amended from time to time. It is your responsibility to keep familiar with these changes and the latest version of all policies and procedures will be kept on Salesforce.

Please sign as having read and understood this policy:

Signed: Date: