



## **COVID-19 TESTING, VACCINATION AND TRAVEL POLICY**

### **1. Purpose and Application**

- 1.1. The Waitakere Arts and Cultural Development Trust – Trading as Corban Estate Arts Centre (CEAC) (“**the Organisation**”) is committed to ensuring a safe and healthy work environment for its employees, and this involves ensuring that employees are adequately informed about New Zealand’s National Vaccination Programme and any related organisation requirements, as well as precautions and arrangements in respect of international travel.
- 1.2. The emphasis of this policy is on the management of health and safety in relation to potential exposure to the Covid-19 virus. The organisation recognises that successful health and safety management is best achieved through transparent information sharing and good faith co-operation between all workplace participants.
- 1.3. Accordingly, the organisation will provide information on all relevant Ministry of Health New Zealand guidelines, and corresponding health and safety obligations, and all employees and all employees will adhere to any such guidance at all times.

### **2. Attendance at Work and Covid-19 Testing**

- 2.1. Employees who experience cold or flu-like symptoms (irrespective of them being related to or associated with Covid-19) at work must immediately notify the organisation and they may be required to leave the workplace and utilise any existing sick leave entitlement.
- 2.2. Employees who experience cold or flu-like symptoms (irrespective of them being related to or associated with Covid-19) at home must not come to work and must notify the organisation.
- 2.3. Symptomatic employees must take a Covid-19 test in accordance with the relevant Ministry of Health New Zealand guidelines.
- 2.4. Symptomatic employees must not attend the workplace until such time that they are deemed safe to return in accordance with the relevant Ministry of Health New Zealand guidelines. The organisation may require confirmation of (and evidence for) a negative Covid-19 test before a return to work.
- 2.5. The organisation may require employees to get tested for Covid-19 (by way of rapid antigen testing, or other available methods that the organisation deems suitable for that purpose) before entering work premises. This may be on single occasions, or daily routine testing. All employees would be required to submit to such testing, as this (and the return of a negative test result) would be a condition of entering work premises and performing work.



### **3. Vaccination**

- 3.1. The organisation is committed to supporting New Zealand's National Vaccination Programme and to that end the organisation encourages all employees to seriously consider getting vaccinated against Covid-19.
- 3.2. The organisation will provide all employees with official information related to the Vaccination Programme and the vaccine itself as such official information becomes available, in order to assist employees with informed decision-making.

#### *No Unlawful Discrimination or Unjustified Disadvantage*

- 3.3. The organisation acknowledges that there may be employees who, for their own reasons, including but not limited to medical reasons or personal opinion, cannot or choose not to be vaccinated. The organisation will not unlawfully discriminate or unjustifiably disadvantage those employees. Should employees have any concerns in this respect, they are asked to raise such concerns as soon as reasonably practicable with the Director.

#### *Paid time off for Vaccination*

- 3.4. The organisation will support employees by allowing reasonable paid time off to receive their Covid-19 vaccinations (as far as is possible and practicable at a clinic/vaccination center close to the workplace) if it is not possible to receive the vaccination outside their hours of work. If possible and practicable, and subject to approval by the relevant authorities, the organisation may provide on-site vaccinations.

#### *Mandatory Vaccinations and Redeployment*

- 3.5. Where a position, and/or functions and tasks associated with a position, is exposed to an increased risk of contracting or spreading the Covid-19 virus, the organisation may decide to require the relevant employee to be vaccinated in order to keep performing such position and associated functions and tasks. If a position is subject to the Covid-19 Public Health Response (Vaccinations) Order (or any substituting Order), the organisation will require the relevant employees to be vaccinated as it will be unlawful (subject to limited exemptions) for the organisation to allow unvaccinated employees to carry out certain work.
- 3.6. Where an employee, whose position (or associated tasks) is subject to a mandatory vaccination requirement, fails to satisfy the requirement within a reasonable timeframe (at the organisation's discretion), for whatever reason, the organisation will consult with the relevant employee in relation to the possibility of temporary and/or permanent changes to the employee's position, a temporary and/or permanent deployment into a different available and



suitable position, and/or other potentially available measures to respond to any genuine health and safety risks and/or failure to satisfy regulatory requirements. In the absence of an available and suitable alternative, the organisation may terminate an employee's employment. The organisation emphasises, however, that this would be a last resort.

- 3.7. In the absence of a mandatory vaccination requirement, the organisation may still consult with employees in relation to a permanent and/or temporary change to their position or associated terms and conditions, if the organisation believes based on genuine grounds that such change would be reasonable to ensure the employee's and/or other employees' health and safety at work. The organisation acknowledges that any substantive changes to an employee's terms and conditions of employment in such situation will require the employee's agreement.

#### *Privacy Regarding Vaccination Status*

- 3.8. The organisation may ask but will not require employees to disclose their vaccination status, unless the employee's position (or its associated responsibilities) is subject to a mandatory vaccination requirement, or disclosure is otherwise legally required.
- 3.9. If and when employees inform the organisation of their vaccination status, such information will be managed in accordance with the Privacy Act 2020, and/or other applicable legislation and organisation policies.

#### *New Employees*

- 3.10. The organisation may require applicants for employment to disclose their vaccination status. The organisation will be entitled to discontinue an application/recruitment process subject to an applicant's vaccination status.
- 3.11. The organisation may require applicants to be vaccinated before employment may be offered or commenced. The organisation may request proof of vaccination in this respect and failure to provide proof that is satisfactory to the organisation may result in the recruitment process being discontinued, or any offer of employment being revoked.

## **4. Travel**

- 4.1. Employees who are contemplating travelling, including but not limited to overseas travel, are subject to the below conditions and expectations.

#### *Personal Travel*

- 4.2. Employees who travel overseas, for personal reasons:



- a. Will travel “at their own risk” in respect of any health risks, financial implications (for example, costs associated with isolation/quarantine, or an inability to return to New Zealand as planned), and/or employment-related implications;
- b. Are encouraged to consult and make appropriate arrangements with the Organisation regarding taking their laptop computer and organisation cell phone, if any, with them to ensure that they are able to work remotely (where that is possible, having regard to the employee’s role) after any approved period of leave overseas, should they be temporarily unable to return to New Zealand, or have to stay in isolation/quarantine after their return to New Zealand;
- c. Should maintain regular contact with the Director if they cannot return to New Zealand and/or they are required to isolate or move into quarantine upon their return to New Zealand;
- d. Must be aware that they may be required to utilise existing and available leave entitlements if they cannot return to work as planned after their overseas travel unless they can and are approved to work remotely. In the absence of leave entitlements, the organisation may, but will not be compelled to, agree to leave in advance of entitlement or leave without pay.

#### *Work-Related Travel*

#### 4.3. Employees who travel overseas or domestically, for work-related purposes:

- a. May be required to be vaccinated for Covid-19 and provide proof of this (including the vaccination dates), and to submit to pre-departure testing, prior to the commencement of their work-related travel if New Zealand regulations and/or if any overseas country the employee is set to travel to/in requires so.
- b. Must take their laptop computer and organisation cell phone, if any, with them to ensure that they are able to work remotely (where that is possible, having regard to the employee’s role), should they be temporarily unable to return to their physical place of work, or have to stay in isolation/quarantine after their return to New Zealand;
- c. Will be required to work remotely if they cannot return to their physical place of work/New Zealand (for any reasons that are not personal to the employee), or during any period of isolation/quarantine after their return to New Zealand if this is practicable and possible, unless the employee and the Organisation agree on leave entitlements being utilised;
- d. Will continue to be paid if they cannot return to their physical place of work/New Zealand as planned or during any unplanned period of isolation/quarantine, and if they cannot perform work (due to the nature of the employee’s role);
- e. Must ensure they have provided a contact phone number and email account to the



Organisation, if they do not hold a work laptop or computer (or comparable device);

- f. Will be reimbursed for reasonable expenses incurred by the employee if they cannot return to their physical place of work/New Zealand (for any reasons that are not personal to the employee), or during any period of isolation/quarantine.

## 5. Further Information and Resources

5.1. Employees can obtain further information about Covid-19 vaccinations, their corresponding rights and obligations, public health orders and travel requirements here:

- COVID-19 (novel coronavirus) | Ministry of Health NZ:  
<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>
- COVID-19 vaccines | Unite against COVID-19 (covid19.govt.nz):  
<https://covid19.govt.nz/health-and-wellbeing/covid-19-vaccines/>
- Vaccines and the workplace » Employment New Zealand:  
<https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/>

## 6. Policy Amendments

6.1. The Organisation is entitled to amend this policy at its sole discretion and in accordance with regulatory and/or other developments from time to time.