

COVID-19 Vaccination Position Statement – December 2021

Westland District Council (WDC) is committed to protecting all employees and members of the public from harm while undertaking Council duties or while working on, or visiting, Council buildings, facilities and worksites

As part of this commitment, Council is implementing this COVID-19 Vaccination Position Statement to set out clear processes and expectations regarding vaccinations due to the increased health and safety risks arising from COVID-19.

Council takes the view that being fully vaccinated against COVID-19 is a valuable step in gaining more protection against the virus within our facilities and workplaces and helping to contribute toward making our community safer.

Purpose

To provide the position of the WDC on COVID vaccinations and to set out clear processes and expectations for roles with a high risk of exposure to COVID-19 that may require vaccination due to the increase in health and safety risks.

Scope

This position statement applies to all persons working in WDC workplaces / facilities.

Position Statement

1. Our employees are strongly encouraged to be vaccinated with a Government approved COVID-19 vaccine.
2. Employees may attend COVID-19 vaccination appointments during work hours for themselves and their dependents, without using any type of leave or losing pay.
3. Where a risk assessment determines a task or role is high-risk, the employee required to undertake out the high-risk task or roles as part of their employed position must be fully vaccinated by 10 January 2022 to commence or continue performing that function.
4. All employees working in roles/categories that are subject to a government vaccination order must be vaccinated by the date stated within government guidelines.
5. All consultants, contractors, and volunteers, who are engaged to provide services in a high-risk role on behalf of WDC must be vaccinated.
6. Where statements 3 and 4 above apply to an employee of WDC, and they are not fully vaccinated, including any employee with a medical exemption, WDC will consider options available for redeployment or alternative duties. If in the opinion of the Chief Executive, there is no option of re-deployment or alternative duties, then WDC may terminate the employee's employment. This action would only be taken as a last resort after full consultation.
7. Evidence of a medical exemption, as approved and issued by the Director General of Health, must be provided to the Chief Executive or Manager People and Capability
8. All new employees must be fully vaccinated if the role to which they have been appointed has a high risk of exposure to COVID-19 or its variants, or the role may require them to carry out tasks where there is a high risk of exposure.
9. All vaccination information collected, used, and stored under this policy will be handled in accordance with the Privacy Act 2020 and any other applicable legal requirements
10. An employee's vaccination information held by WDC will only be accessible to the People and Capability Manager.

Definitions

- **Fully vaccinated:** Have received a Ministry of Health approved vaccine for COVID-19 at the dosage directed by the Ministry of Health, have Ministry of Health approved evidence of the vaccination, and have provided evidence to WDC.

- **High-risk:** Where the risk of employees, contractors, consultants, or volunteers contracting or transmitting COVID-19 for work tasks or roles is high-risk as determined by a WDC risk assessment, following Worksafe NZ's guidance for undertaking risk assessments, and subsequent regulatory guidance as released by government. Note: this is not an assessment of other forms of risk, and is limited to exposure to COVID-19
- **Workplace:** Any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out. (Source: Workplace NZ)