



COVID-19 VACCINATION

CONTRACTOR,
VOLUNTEER AND
VISITOR POLICY



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri

Covid-19 Vaccination Contractor, Volunteer and Visitor Policy



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| Adopted by | Chief Executive 28 on February 2022 | |
| Relevant Legislation | New Zealand Bill of Rights Act 1990 Human Rights Act 1993 Code of Health and Disability Services Consumer Rights Health and Safety at Work Act 2015 Privacy Act 2020 Covid 19 Public Response Act 2020 Covid 19 Public Health Response (Vaccinations) Order 2021 Covid 19 Public Health Response (Protection Framework) Order 2021 Covid 19 Public Health Response (Covid 19 Vaccination Certificate) Order 2021 | |
| NCC Documents Referenced | Covid-19 Vaccination – Employee Policy | 1416128 |
| | Covid-19 Mask Wearing Policy | 1432422 |
| | Covid-19 CVC Locations | 1444968 |

Effective from 11.59 pm 4 April 2022 this policy will be held in abeyance.

This means that the requirement for contractors, volunteers and visitors to be fully vaccinated, as set out in this policy, is lifted with effect from that time. However should public health guidance change regarding the management of Covid-19 variants in the community, such that it is considered necessary for contractors, volunteers and visitors to be fully vaccinated, the policy will be reinstated on notice.

Other Covid-19 related health and safety mechanisms to protect the health of each other and members of the Napier community (including but not limited to mask wearing and social distancing) will be communicated separately.

Purpose

The COVID-19 virus and potential other variants has proved to be a significant change and carries significantly higher risks of transmission than previous strains of the virus. The Government has repeatedly emphasised the importance of vaccinations – to protect individuals and to give the country more possibilities in managing the virus. Vaccination is widely considered critical to protecting people’s health and safety, by reducing the risk of transmission and minimising the clinical impacts of COVID-19 infection.

Under current legislative settings, all organisations can require visitors to their facilities, and/or participants in activities that they run, to be vaccinated as a condition of entry, subject to having undertaken a risk assessment to inform a final policy decision. Under the COVID-19 Protection Framework, vaccination status will be a key feature in determining what is possible under different settings (green, orange, red).

At the heart of Napier City Council’s (NCC) approach to COVID-19 vaccinations is the health, safety, and wellbeing of workers, contractors, volunteers, and visitors, and ensuring that the Council can continue to provide core services safely and effectively to the community it serves.

The COVID-19 Vaccination Policy – Contractor, Volunteers and Visitors, ('the Policy') was developed following consultation with NCC contractors and advice from external experts.

Scope

The Policy applies to all NCC contractors and suppliers, and it sets out expectations of visitors and volunteers to Council workplaces.

Background

Before developing this Policy, NCC assessed the risk to its employees through a risk assessment process and consulted with its employees on the risk assessment and the associated proposed policy approach. This risk assessment demonstrated that NCC work needs to be undertaken by vaccinated workers to manage the health and safety risks of COVID-19. The implementation of the employee COVID-19 policy also impacts on contractors, sub-contractors, volunteers and visitors.

Statement

It is important that NCC provide you with a safe workplace. We recognise that COVID-19 poses a very real and serious risk to the safety of our staff and in accordance with our health and safety obligations, we are required to take reasonably practicable steps to put in place control measures to manage and minimise (or eliminate) the risk of exposure and transmission of COVID-19. These steps and measures extend to contractors, visitors and volunteers of NCC.

Policy

For the purposes of the Policy, being 'vaccinated' means being fully vaccinated against COVID-19 (or related illness) in line with New Zealand Government public health guidance, replacement or updated vaccination medication or treatment which may be required to be fully vaccinated.

A workplace means any premises or part of a premise which is made available to any person as a place of work. It does not include a worker's private home. An NCC premise includes all property, facilities, land, buildings, structures, cars, trucks and other vehicles owned, leased or used by NCC, and any job site which NCC has responsibility for.

Covid Vaccination Certificates

If the NCC workplace requires COVID-19 Vaccination Certificates (CVC) then all contractors, visitors and volunteers for NCC will need to show their My Vaccine Pass as an official record of your COVID-19 vaccination status for entry. The My Vaccine Pass is the only valid document that can be used to access events or venues that require proof of your vaccination status.

Volunteers - Required Information

Only those volunteers who are fully vaccinated (i.e., have completed a NZ Government recognised course of COVID-19 vaccination and can provide an electronic copy or screenshot of a Government endorsed Vaccine Pass to demonstrate this) will be able to carry out work at Napier City Council workplace or represent NCC in public.

The information collected will be used and stored in accordance with the Privacy Act 2020 and only for the purpose of ensuring all NCC volunteers are fully vaccinated in accordance with this Policy. The information collected will be stored securely within NCC's MySafety system. This system is accessible only by designated People, Safety and Wellbeing staff. The information may be shared with the relevant Director or Chief Executive as required, for the purposes of monitoring and ensuring compliance of our activities.

The information collected will only be accessed for the purpose of ensuring that volunteers keep up to date with full vaccination requirements (as prescribed from time to time by the Ministry of

Health). This means that if Ministry of Health guidelines change to require further vaccination, an individual's vaccination status may expire or change and People, Safety and Wellbeing staff may contact individuals for further confirmation of their status.

Contractors and Suppliers

For contractors and suppliers engaged by NCC, the following applies:

- Council controlled facilities and indoor Council worksites
All contractors, subcontractors and suppliers working at Council controlled facilities and indoor Council worksites (even if the contractor has primary control of the indoor worksite) must be fully vaccinated to work on-site or to visit Council offices.
NCC will require contractors and suppliers (and their workers) to show their My Vaccine Pass to confirm their vaccination status when requested by NCC upon entering any Council controlled facility and indoor Council worksite.
- Contractor-controlled outdoor work sites
Contractor-controlled outdoor work sites includes construction (e.g. a road safety project), maintenance (e.g. mowing parks), or service (e.g. vehicle towing, mural painting, recycling kerbside service). NCC's approach deems this a contractor-controlled workspace but still on Council premises. As such, the contractor and/or supplier will need to comply with Council's policy and ensure that all employees who access the Council premises are vaccinated and can verify their vaccination status if requested.
- In line with the requirements of the Health & Safety at Work Act 2015, the contractor/supplier will liaise with NCC and provide it with an appropriate plan to manage the risks in line with this Policy.

Policy Review

This Policy came into effect on 28 February 2022 and was reviewed 28 March 2022 and put into abeyance as a result of changes to official guidance from the Government concerning the COVID-19 Protection Framework from the Ministry of Health.

However, this policy will be reviewed every year at the most

Document History

| Version | Reviewer | Change Detail | Date |
|----------------|--|---------------------------------|---------------|
| 1 | Health Safety & Wellbeing Manager | Policy Development | January 2022 |
| 2 | Director Corporate Services / Simpson Grierson | Legal advice updates | February 2022 |
| 3 | Executive Leadership Team | Policy Abeyance clause inserted | March 2022 |



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