At XX we take our workers’ health and safety seriously, along with our responsibility to take care of our community. We will do all that we reasonably can to develop and implement response and control plans to help prevent workplace exposure to COVID-19 and slow the spread of the virus in our community.

This policy sets out our approach to managing the risks associated with COVID-19 at work.

The policy deals with:

1. Health and Safety obligations
2. Vaccination Policy
3. Isolation, COVID testing and leave entitlements
4. Overseas Travel

This policy applies to all employees or volunteers of XX.

**Health and Safety**

As an Employer, XX will:

* Take all steps that are reasonably practicable to manage the risk of COVID-19 transmission.
* Not knowingly allow workers to come to a workplace when they are sick with COVID-19 or are required to self-isolate under the COVID-19 Public Health Response Act 2020.
* Follow COVID-19 Government advice for operating safely, including all health and safety obligations for business operation, and checking whether the business meets the requirements to allow it to continue to operate under various Alert Level settings.
* Enable good health, hygiene, and safety practices.   
  + Display the official QR codes to enable people to track their movements with the NZ COVID Tracer App.
  + Encourage physical distancing where practical and adopt different ways of working to support physical distancing.
  + Clean workplace surfaces regularly. This includes items frequently touched like door handles and phones.
  + Provide facilities and resources so everyone on the premises and in their work vehicles can regularly wash and dry their hands. Supply hand sanitisers where handwashing facilities are not easily available.
  + Provide face masks and any other PPE required to minimize the risk of COVID-19 transmission.

As a worker you must take care of your own health and safety and ensure that your actions don’t cause harm to yourself or others. You must comply with any reasonable instructions, policies, or procedures on how to work in a safe and healthy way. You should also follow all COVID-19 government advice in your personal life to reduce the risk to your co-workers or others at your work.

Key ways to manage the risk of COVID-19:

**Stay home if you’re unwell**

Stay home if you’re feeling unwell. If you have symptoms of COVID-19, get tested.

**Use basic hygiene**

Basic hygiene measures include: good hand hygiene, cough and sneeze etiquette, avoiding touching your face, and cleaning surfaces.

* Wash your hands with soap and water often (for at least 20 seconds) and dry thoroughly. Use an alcohol-based sanitiser and rub hands together if soap and water is unavailable.
* Cough or sneeze into your elbow or cover your mouth and nose with tissues. Put them in a bin immediately.
* Avoid touching your face, including your eyes, nose or mouth if your hands are not clean. Surfaces may have infectious droplets.
* Clean surfaces regularly. This includes items frequently touch like door handles and phones.

**Keep a record of where you have been**

It is the responsibility of all New Zealanders to track their movements during the COVID-19 pandemic.

All employee/volunteers of XX are required to download and activate the NZ COVID Tracer App and Bluetooth capabilities so all work activities can be recorded, which will enable faster tracking if or when COVID-19 gets out in our community.

All employee/volunteers are required to use the NZ COVID Tracer App in relation to each location visited during working hours. Employee/volunteers must scan the NZ COVID Tracer QR Code when visiting an event or business or enter the address manually into the app when visiting a residential home or worksite that does not display a NZ COVID Tracer QR Code. Employee/volunteers are also encouraged to use the app in relation to any locations visited during meal and rest breaks, and outside of working hours.

You can download NZ COVID Tracer from the Apple App Store or from Google Play.

It is strongly recommended you turn on Bluetooth tracing if your phone is compatible. It allows you to receive an alert if you have been near another app user who tests positive for COVID-19.

For more information please visit:

<https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-resources-and-tools/nz-covid-tracer-app>

**Vaccination Policy**New Zealand is currently undertaking a large-scale vaccination programme, providing COVID-19 vaccinations for everyone aged 16 and over. XX supports this vaccination programme and wishes to support its employees & volunteers to access the COVID-19 vaccination.

**Principles**

* We have an obligation under the Health and Safety at Work Act to either eliminate or minimise risks to health and safety so far as reasonably practicable.
* The COVID-19 vaccination has been identified as playing a critical role in minimising the risk of COVID-19 infection and transmission in the workplace.
* We strongly encourage all employee/volunteers to be vaccinated for COVID-19.
* We recognise that employee/volunteers have a right to choose medical treatment, including a right to choose whether to be vaccinated and as at August 2021 we encourage employee/volunteers to get vaccinated.
* We recognise that the risk of COVID-19 is an evolving situation and will continually monitor and review this position.

**Public Health Response (Vaccinations) Order 2021**

As at September 2021, XX do not fall under the COVID-19 Public Health Response (Vaccinations) Order 2021. If this position changes or there are other legislative changes requiring work at certain places to be carried out by persons who are vaccinated that apply to our business, this will be communicated to affected employee/volunteers.

**All Employees/Volunteers**

As at September 2021, XX have not identified any specific roles where there is high risk of contracting and transmitting COVID-19 to others, meaning that position is required to be performed by a vaccinated person. This will need to be amended to suit each NGO as some may well have risk

However, we strongly encourage all employee/volunteers to be vaccinated for COVID-19 as and when it is available to them.

We will continue to closely monitor this risk and recognises that it may be subject to change. We will involve staff and other appropriate representatives in the risk assessment process. Any change in risk assessment will be communicated to affected employee/volunteers.

**Vaccination Leave**

XX will provide employee/volunteers with reasonable paid time off to enable employee/volunteers to be vaccinated for COVID-19. Employee/volunteers taking vaccination leave may be asked to provide proof of vaccination, prior to payment of vaccination leave.

**Privacy**

XX recognise that vaccination status is personal information for the purpose of the Privacy Act. We may ask employee/volunteers and volunteers to disclose their vaccination status.

If the employee or volunteer’s role is not required to be performed by a vaccinated person, we acknowledge that the employee or volunteer is not required to disclose their vaccination status. Employees or volunteers who do not disclose their vaccination status will be treated as unvaccinated for the purpose of managing health and safety risks.

Where the employee or volunteer’s role is required to be performed by a vaccinated person we may require proof of the employee/volunteer being vaccinated. If an employee/volunteer provides information that is misleading as to their vaccination status, this will be considered to be in breach of this policy and may result in disciplinary action up to and including summary dismissal.

# Isolation, Testing and Leave Entitlements

XX will endeavour to comply with all government requirements and guidelines relating to COVID-19.

When an employee/volunteer is unable to attend work due to any government issued COVID-19 requirement, we will implement any reasonably practicable measures to facilitate an employee/volunteer working from home.

An employee/volunteer is entitled to take sick leave if they or a dependant has tested positive for COVID-19 and is required to isolate or is otherwise symptomatic and not attending work.

If an employee/volunteer is not sick or symptomatic but has been directed to self-isolate by a government official or medical practitioner and is unable to work from home, we will enter discussions with the employee/volunteer as to what leave arrangements will be made. If the COVID-19 Leave Support Scheme applies to the employee/volunteer, we will take this into account.

If an employee/volunteer is not subject to a government requirement to isolate, but wishes to self-isolate, we will consider any request to take annual leave or special leave, in good faith.

In the event that XX requires an employee/volunteer to not attend work as a precautionary measure relating to COVID-19, where the employee/volunteer is not sick or symptomatic, and was not directed to self-isolate or stay home by a public health official, the employee/volunteer will be entitled to be paid during this period.

Should a nation, province or city-wide quarantine be implemented, we will endeavour to receive any assistance payments or government subsidy scheme available and will pay employees according to the directions issued with the scheme.

We will follow the Ministry of Health guidelines on self-isolation on a case-by-case basis. For more information please visit:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/covid-19-self-isolation-managed-isolation-quarantine>

# Overseas Travel

Employee/volunteers are required to inform XX if they are travelling overseas. Employee/volunteers travelling overseas during their annual leave do so at their own risk.

Where an employee/volunteer is travelling overseas, they may be required to undertake managed isolation on return to New Zealand. This isolation period should be factored into the employee’s annual leave arrangements.

Prior to the employee/volunteer departing, they must discuss with XX the possibility that travel restrictions and/or lockdowns may be implemented by New Zealand and / or their destination country while they are on leave.

The employee/volunteer must put in place contingency plans in the event the employee/volunteer is required to isolate or quarantine overseas or cannot return to New Zealand for a period of time. These must include (but are not limited to) making pre-departure preparations allowing the employee/volunteer to work while isolated overseas, such as taking a work laptop and cell phone.

If, for any reason, the employee/volunteer is not able to work while overseas, they may be required to take further annual leave, or be placed on unpaid leave for the duration of their absence.

If any absence becomes prolonged, the employer may consult with the employee/volunteer about whether they are able to keep their job open for them during their absence.

**DECLARATION**

I acknowledge that I have received and read a copy of the XX COVID-19 Policy. I confirm that I understand and agree to abide by the standards outlined in the policy at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

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Signature Date