

ESR COVID-19 Vaccinated Premises Policy

December 2021 version 1
Custodian: ESR Chief Executive

YOUR LICENSE TO ACT



Kaupapa | Purpose

The purpose of this policy is to:

- Promote a healthy and safe working environment for our employees and other individuals who visit or work with us on ESR premises.
- Outline ESR's expectations for employees, directors, contractors, students and visitors on how to apply COVID-19 vaccinated premises principles.



He aha te mea nui rawa ai? | Why is this important?

ESR has a duty to provide a safe workplace. ESR is committed to doing everything it can to enable a safe working environment and prioritise the safety of its people.

In anticipation of a highly vaccinated workforce the implementation date for the ESR COVID-19 Vaccinated Premises Policy is **Wednesday 8 December 2021**, with individuals to provide proof of full COVID-19 vaccination before or on entry to any ESR premises from that date. ESR expects all staff members who wish to attend ESR premises to have provided proof of full vaccination by no later than **24 December 2021**. This policy will be reviewed by 1 March 2022.



Tono kaupapa here | Application

This policy is fundamental to ESR's Working with COVID-19 Plan and applies to every individual who works from, accesses or visits ESR premises across New Zealand, including but not limited to:

- ESR and its fully owned subsidiaries within New Zealand
- Employees (including permanent, fixed term, and casual employees, and students)
- Directors
- Contractors and Suppliers
- Visitors



Tauākī Kaupapahere | Policy Statement

ESR's Board and Senior Leadership Team are committed to doing everything they can to enable a safe working environment and prioritise the safety of ESR people so that we can provide essential services that support the safety and wellbeing of all New Zealanders.

Principle 1: ESR is committed to managing the risk of COVID-19 transmission and infection at its premises.

To achieve this, we will ensure that:

- We protect individuals attending ESR premises from harm as required by the Health and Safety at Work Act 2015.
- ESR's risk management supports the business continuity objectives and obligations to other essential service providers.
- We support the ESR Working with COVID-19 Plan objectives for staff being on ESR premises, en masse safely.
- This policy is under regular review to ensure it is fit for purpose.

Principle 2: ESR premises will operate as COVID-19 vaccinated workplaces.

To achieve this, we will ensure that:

- ESR premises in New Zealand become "COVID-19 vaccinated premises" as the primary means of COVID-19 safety for the ESR community.
- ESR COVID-19 vaccinated premises principles will consider all applicable legislative changes and Government COVID-19 notices and orders.
- ESR recognises that additional precautions must be exercised on premise to control the threat of COVID-19 infections in the workplace and will adjust accordingly as required.
- ESR will utilise its own clinical and epidemiological expertise to develop its ongoing risk assessment framework (including preventative measures and controls) to guide future reviews of the policy.
- Access to ESR premises is only available to fully vaccinated individuals who provide ESR with one of the following as evidence of vaccination against COVID-19 (which may be updated from time to time):
 - For employees, students and contractors provided with an access card to ESR premises:
 - A screen capture or a physical copy of the individual's vaccination record ("My Vaccine Pass") from the My Covid-19 Vaccination Record site (or such other means as is available to provide evidence via the My Covid-19 Vaccination Record site – which will also enable overseas vaccination records to be approved)

- Consent for ESR to obtain confirmation of the individual's vaccination record from the Ministry of Health
 - For suppliers and visitors:
 - Presentation of the individual's My Vaccine Pass to be scanned each time the individual enters ESR premises
 - In the case of a third party frequently attending ESR premises, a pre-approved letter from an approved executive of that organisation confirming only vaccinated staff will attend ESR premises.
- Proof of vaccinated status may be required to be provided by all individuals again once booster shots have been provided in line with Ministry of Health guidelines.
- Exception in place for Alcohol and Other Drug Treatment Court (AODTC) participants: ESR staff working in the AODTC Drug Testing Programme and visitors to ESR's AODTC Clinic must comply with the full vaccination and proof of vaccination requirements outlined in this policy. As an exception to this policy, proof of vaccination will not be required for participants of the AODT Court for the purposes of court directed drug testing only. The management of the additional risks posed to ESR staff from potentially unvaccinated AODTC participants has been considered and a risk management plan developed that outlines enhanced PPE requirements, in addition to detailed contact tracing, physical distancing, ventilation, sanitation and occupancy restriction requirements. The PPE requirements are in excess of the ESR Working with COVID-19 Plan, and are outlined in a separate document that will continue to be reviewed and updated alongside this policy and the ESR Working with COVID-19 Plan.
- Individuals that have not disclosed and provided proof of their COVID-19 vaccination status by the required date in this policy will be considered 'unvaccinated'.
- Where reasonably possible and dependent on the requirements of a particular role, ESR supports alternative working arrangements (home and/or suitable alternatives) for unvaccinated employees and contractors, and those individuals that have not disclosed their COVID-19 vaccination status.
- These principles will be reviewed frequently based on changing conditions in the associated communities and with consideration of other public health measures (including but not limited to directions relating to the wearing of masks, social distancing, disinfection of premises and surfaces, and density requirements).

Principle 3: ESR is committed to being a good employer and providing a safe working environment where all staff are treated fairly and with respect in managing the risk of COVID-19.

To achieve this, ESR will:

- Recognise the rights of people in accordance with the Bill of Rights Act 1990.
- Give access to fully vaccinated individuals to enter ESR premises under government settings. However, persons entering ESR premises should also adhere to the **ESR Working with COVID-19 Plan principles** and agreed localised operating plans incorporating these principles.
- Communicate that non-fully vaccinated individuals or individuals who have not disclosed their COVID-19 vaccination status with proof will not be allowed access to

ESR premises (any staff members falling into this category will have their access card deactivated).

- Where reasonably possible and dependent on the requirements of the role, enable flexible working arrangements to be available to employees that are not able to work from ESR premises due to their vaccination status. Flexible working arrangements will be managed under the Dynamic Working Policy.
- Give guidance to any employees unable to work from their normal base, be it ESR premises or another agreed site, to work with their people leader and the People & Culture Team on an arrangement that is suitable for their duties and circumstances.
- Give fair and equal treatment to all ESR staff. ESR rejects any unlawful discrimination.
- Communicate with contractors and visitors so they are aware of our requirement to provide proof of full COVID-19 vaccination to enter ESR premises.
- Have a system whereby any essential services at risk of non-delivery, due to unvaccinated individuals or individuals who have not disclosed their vaccination status not being allowed on ESR premises, will see the ESR contract manager work with ESR clinicians and staff to find a suitable arrangement that does not pose transmission or infection risk at ESR premises and will not involve unvaccinated individuals attending ESR premises.



Rauemi Arataki | Guidance Materials

This policy is supported by specific information and procedures and guidance listed in the Other relevant policies section below.



Nga mahi me nga kawenga | Roles and Responsibilities

Being safe is everyone's responsibility.

Employees, contractors and students have individual responsibility to:

- Contact their people leader if they are unable to work from ESR premises under the Vaccinated Premises Principles outlined in the Policy Statement above.
- Update their people leader and the People & Culture team if their circumstances change.
- Remain fully vaccinated against COVID-19 by obtaining any further vaccinations (including "booster" shots) that are recommended by the Ministry of Health, if that individual wishes to visit, access or work from ESR premises.
- Provide ESR with information about their COVID-19 vaccination status on request and where that individual is vaccinated and has disclosed this information to ESR, to provide acceptable proof of their vaccination status in accordance with this policy. This information will be treated confidentially and in accordance with the Privacy Act 2020 (and will be shared with that individual's respective managers and otherwise in

accordance with the Privacy Statement accompanying the collection of that information).

- Take reasonable steps to ensure that any visitors to ESR premises that are meeting with the individual are aware of and comply with this policy.

People Leaders have individual responsibility to:

- Provide advice to employees, contractors and students about this policy and any related procedures. They will continue to provide support to employees in conjunction with the People & Culture team.
- Discuss concerns with employees, contractors and students if they are worried about the impacts of the ESR COVID-19 Vaccinated Premises Policy in conjunction with the People & Culture team.
- To the extent reasonably possible, make recommendations for flexible work arrangements and any other contingencies. ESR notes that in some cases work may comprise tasks that are outside an employee's role description because they are dependent on the employee working from ESR premises.
- Check in at agreed timeframes where an employee has a flexible work arrangement in place due to Vaccinated Premises Principles to ensure the arrangement is up to date and any known concerns are being addressed.
- Maintain strict confidence and promote a discrimination free working environment.

People & Culture have responsibility to:

- Provide support and advice to employees and people leaders about this policy, related procedures, and co-ordinating support for employees and people leaders.
- Review this policy and related procedures to ensure they are up to date.
- Ensure that any information disclosed to ESR under this policy is managed in the strictest confidence and in compliance with the Privacy Act 2020.

Visitors to ESR premises have responsibility to:

- Provide proof of their COVID-19 vaccination status before or on entry to ESR premises.



Ture | Legislation

As a Crown Research Institute, we are obliged to comply with the:

[Health and Safety at Work Act 2015](#)

[Health Act 1956](#)

[Health Information Privacy Code 2020](#)

[Human Rights Act 1993](#)

[New Zealand Bill of Rights Act 1990](#)

[Privacy Act 2020](#)

[Employment Relations Act 2000](#)



Tautoko | Support

The following support relating to this policy is available:

Benestar - Employee Assistance Programme (EAP)

EAP is a free confidential service available for all employees 24 hours a day, 365 days a year. All communication and discussions with EAP are strictly confidential, and ESR will fund up to 4 sessions.

Our service agreement prevents Benestartelling us who has accessed their service. We only know if someone has accessed EAP services if they are referred by their people leader.

Contact details:

- choose a counsellor from the website – www.benestar.com (please enter **esr** as the organisation id and **e03** as the token)
- arrange confidential support on the **0800 360 364**
- access counselling by phone, web chat or online through [Benehub](#) or Benestar's **App**.



Ko Ētahi atu Kaupapa Here | Other relevant policies

The following documents are related to this policy:

- [Working with COVID-19 at ESR](#)
- [ESR Dynamic Working Policy](#)



Ko Te Whakaaetanga o te Kaupapa | Policy Approval

ESR policies are normally reviewed and approved on an annual or biennial basis. However, given the fast changing and extremely challenging circumstances that New Zealand finds itself in due to COVID-19, this policy will be reviewed by the end of February 2022, or upon any changes to current Government advice or application of any changes of Government approach or as new science emerges, whichever occurs earliest.

This policy is owned and updated by:	It was approved by:	On the date of:	It is due for revision by:
ESR Chief Executive			1 March 2022

Whakapā Mai | Contact



If you have any questions, please contact the People & Culture Team.



Appendix 1. Definitions

ESR: refers to Institute of Environmental Science and Research Limited.

ESR premises: Are any property or place (including all land) that ESR owns, rents or leases that is used in conducting ESR work.

Vaccination: The administration of antigenic material (a vaccine) to stimulate an individual's immune system to develop immunity to a pathogen.

Fully vaccinated: For the purposes of this policy, a person is considered fully vaccinated against COVID-19 if they have received their single-dose vaccine (for example, Johnson & Johnson) or the second dose of a two-dose vaccine (for example, Pfizer, Oxford, AstraZeneca or Moderna) and two weeks have passed, and any recommended "booster" shots within such period as is recommended by the Ministry of Health.

Risk: The threat of some event, action or loss of opportunity which, if it occurs, will adversely affect ESR's ability to achieve its objectives. ESR recognises four classes of risk: strategic; operational; process; and project.

Risk management: The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. This involves:

- Identifying potential risks.
- Assessing their potential impact on ESR together with their likelihood of occurrence.
- Accepting, transferring, or taking action to eliminate or mitigate the potential impact or likelihood of occurrence.
- Monitoring and reporting on the status of key risks on a regular basis. This includes being conscious of changes in government, the economy and the scientific sector and the impact these changes may have on ESR's risk profile.

Risk profile: A summary of ESR's risk status based on an analysis of entries contained in the ESR Risk Database which reflect assessments of the impact of events and their likelihood.

Vaccinated premises: ESR premises are only accessible to fully vaccinated individuals who have provided acceptable proof of full COVID-19 vaccination.