

Aim:

Creative Northland (CN) is committed to keeping its employees, visitors, contractors, volunteers and other people who come into contact with us healthy and safe in the context of the COVID 19 pandemic, and in accordance with both our constitution and our COVID Health and Safety Plan.

We have an obligation under the Health and Safety at Work Act 2015 (HSWA) to manage risks to our employees and others, and this extends to ensuring we control the likelihood of spreading an infection of COVID-19 across our offices and venues. Creative Northland is taking reasonable steps to minimise the risk of COVID-19 (which is a hazard in the workplace) to the fullest extent possible.

In support of the above objectives and obligations this policy sets out CN approach in relation to COVID 19 vaccinations.

Scope:

This policy applies to Creative Northland board members, employees, volunteers, contractors, and anyone else that provides services to us, and anyone engaged in work related activities who perform work under the direct and indirect control of CN, where they are required to interact with our people or others as part of their role.

This may apply to anyone applying for a role with Creative Northland, patrons to or local venues/events and Cultural organisations that are eligible for vaccination.

Key principles

- We look after our safety and wellbeing
- We will put the health and safety of our people first
- We will endeavour to not compromise our health, safety and wellbeing at work.
- We will make common sense calls and not discriminate against others.

This policy assumes that all Ministry of Health mandated safety measures are in place where necessary, including the use of personal protective equipment, workplace hygiene, location tracking, social distancing and face coverings where these are indicated.

Vaccination Requirements:

This policy requires that by 17th January 2022 all employees/contractors at Creative Northland be 'fully vaccinated' against COVID-19. Creative Northland will be guided by the Ministry of Health's guidelines about what is meant by fully vaccinated.

Proof of Vaccination

- Employees/contractors/volunteers/contingent workers and anyone applying for a role with us will be required to provide evidence of vaccination.
- This will allow us to see their 'My Covid Record' or a letter from the Ministry of Health or a medical practitioner confirming they are fully vaccinated.
- Patrons and visitors (12+ and over) who are visiting our offices will be required to comply with this policy and provide proof of their vaccination status via **My Vaccine Pass** to enter.

- If a staff member/contractor cannot disclose their vaccination status, they will be required to take steps to manage the risk that could be presented to other staff members and stakeholders.
- Worst case scenario, this could lead to termination of employment or an individual not being offered employment if a good reason or steps cannot be followed.

Exceptions

- If an employee believes they have a justified ground to be medically exempt from this policy's requirements, it should be discussed with their team leader and General manager. Any exemption will be at the discretion of the General Manager and approved by the Board.
- If a role is mandated through a Public Health Response Order, then the employee will need to apply for a medical exemption through the Ministry of Health.
- This applies to wearing a mask - an exemption is required, and a badge displayed to this effect.

Privacy:

CN will collect this personal information in accordance with the Privacy Act.

Effective Date:

This policy will come into effect 17th January 2022 and will be reviewed by 30th June 2022 or sooner if required. The policy will be reviewed every six months to be amended, removed, replaced or updated at the discretion of Creative Northland Board.