

Document 1: Template letter for schools and kura to send to staff

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Kia ora **NAME**

The response by New Zealanders to this latest outbreak has been strong, with high rates of testing and more and more people getting vaccinated.

The Government has announced nationwide mandatory vaccination for the education workforce in order to work onsite as a means of protecting you, your whānau, our students, each other and of course protecting our broader school community.

In accordance with the recently released Public Health Orders related to testing and vaccination, you are required to have received your first COVID-19 vaccination by 15 November 2021 and to be fully vaccinated by 1 January 2022. If you haven't already taken the steps to get vaccinated, you can go to [Book My Vaccine](#).

Please provide me with evidence of your initial vaccination by 15 November. If you do not provide me with this, I will have to assume that you have not been vaccinated and you will be in breach of the Order if you attend work onsite when students may be present.

If there is a medical reason why you cannot be vaccinated, you are not required to meet this mandate, however you will need to provide evidence of your exemption. You will need written confirmation from a suitably qualified health practitioner that you have been examined and the health practitioner has determined that vaccination would be inappropriate for physical or medical reasons. We will then work with you to support a safe return to work onsite.

Our school will be required to confidentially collect and store the test results and vaccination status of everyone who works on our site. Accordingly, we may need to contact you to request this information. Please let me know if you have any queries or concerns about this.

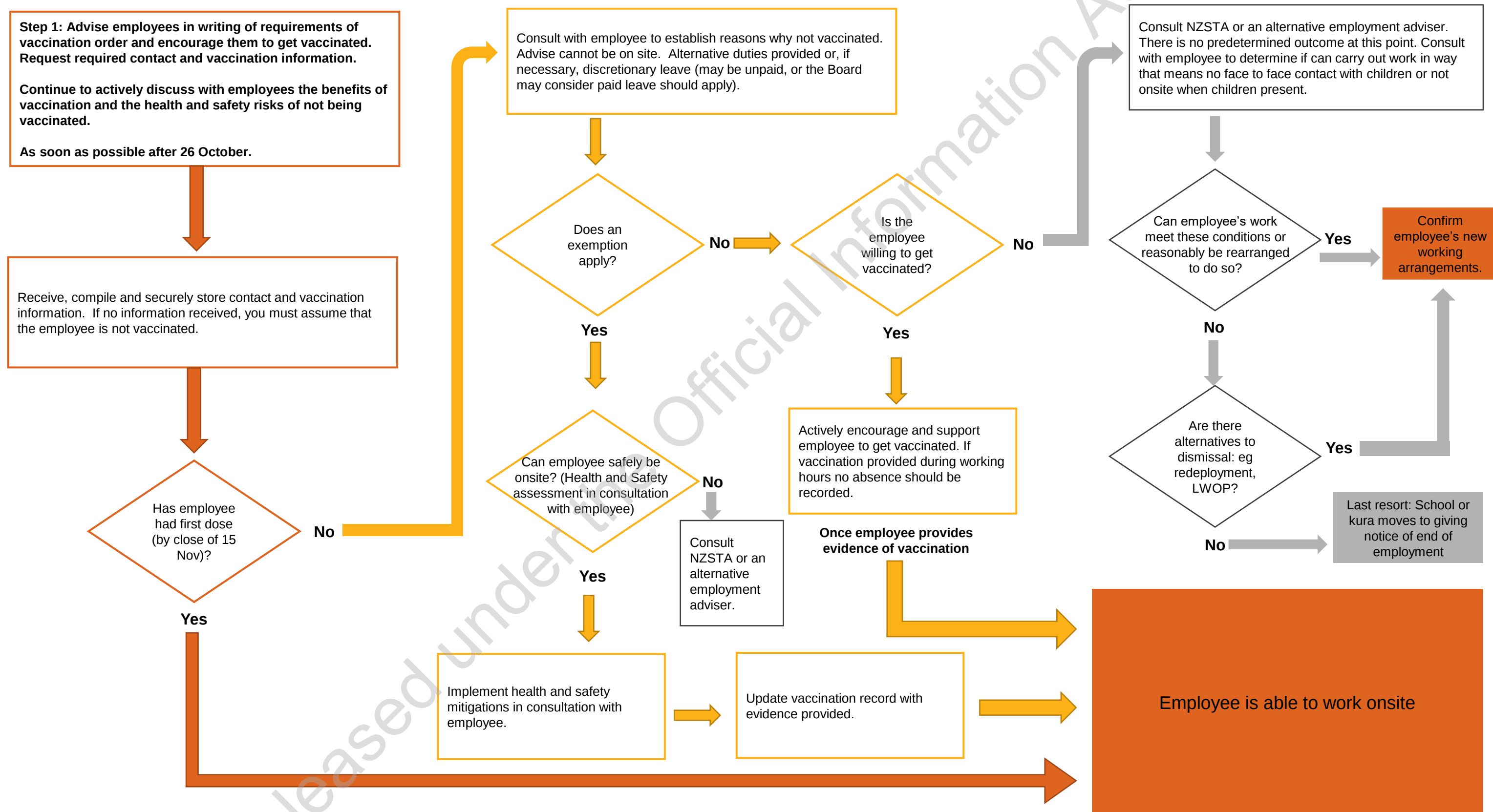
If you need support to understand these requirements in relation to your health, I encourage you to contact your GP, Healthline or **[include here community specific resources such as EAP services etc]**. You may also wish to seek independent employment advice, which could include contacting your union if you are a member.

Nāku noa, nā

NAME
POSITION

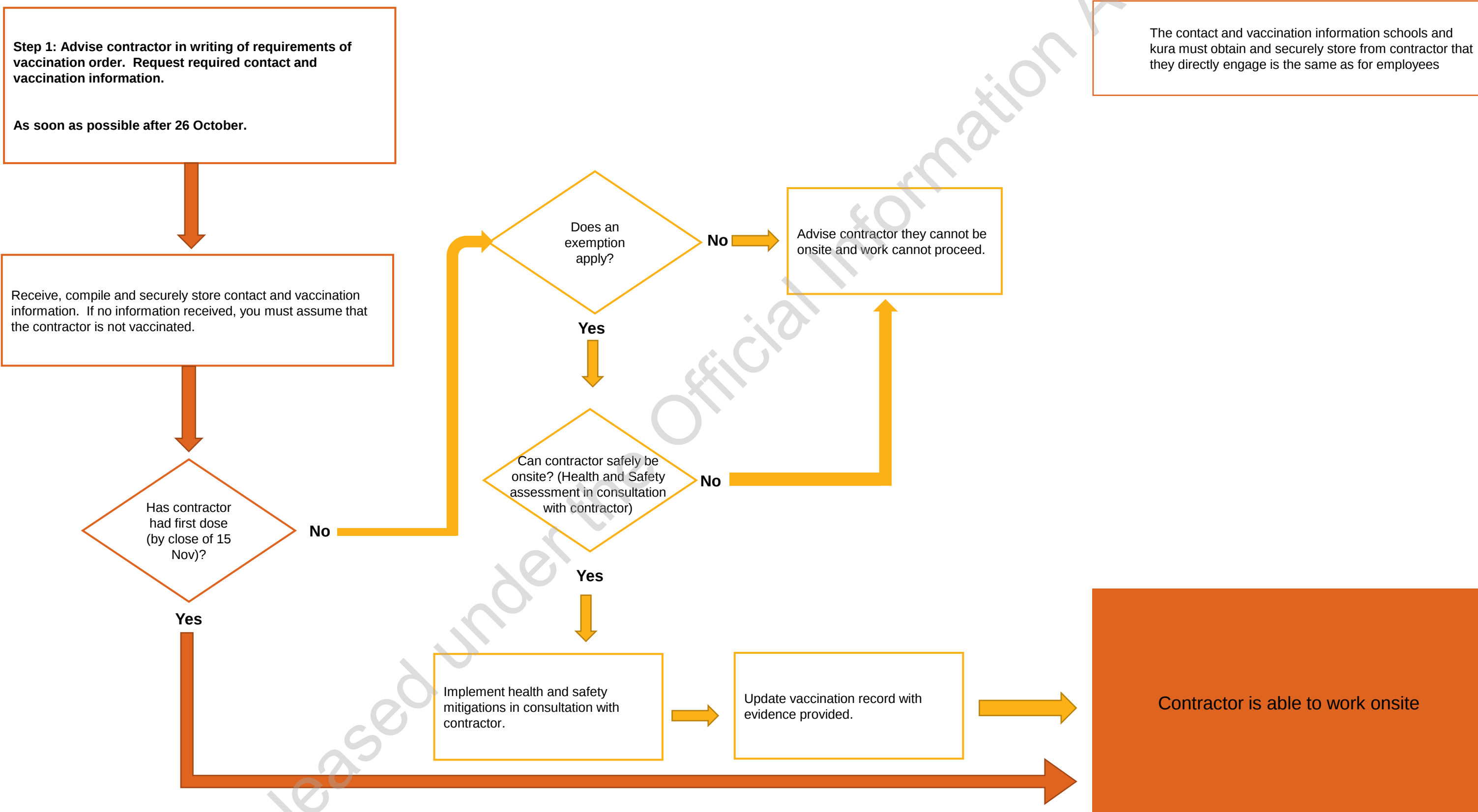
Schools and Kura Vaccination Order process for their employees

This process diagram outlines the how the [COVID-19 Public Health Response \(Vaccinations\) Amendment Order \(No 3\) 2021](#) may be applied by schools and kura. It should be used for those covered by the Order.



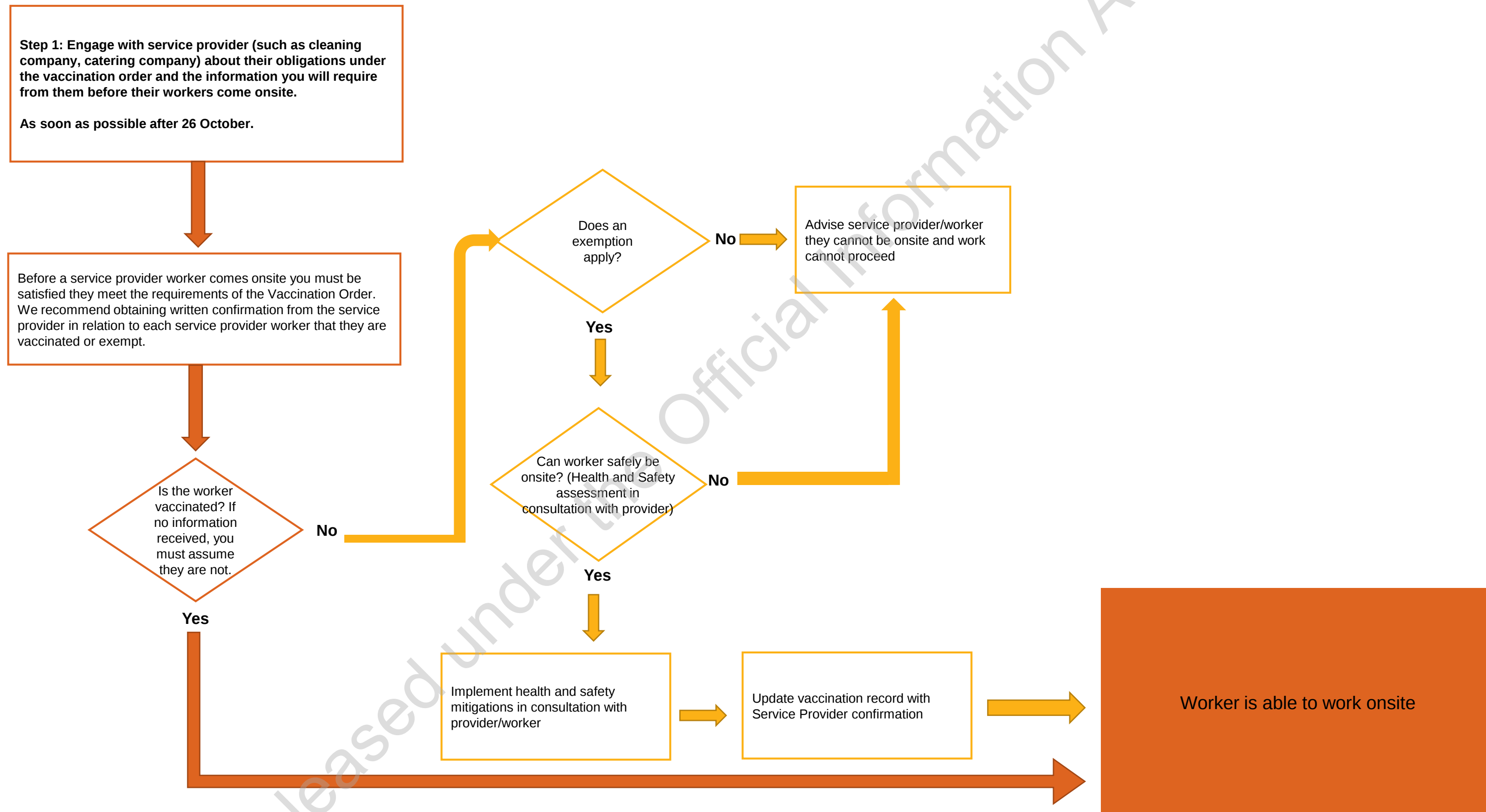
Schools and Kura Vaccination Order process for contractors you engage directly (eg office manager or caretaker engaged as a contractor)

This process diagram outlines the how the [COVID-19 Public Health Response \(Vaccinations\) Amendment Order \(No 3\) 2021](#) may be applied by schools and kura. It should be used for those covered by the Order.



Schools and Kura Vaccination Order process for contractors who provide you with a service (eg your cleaning company)

This process diagram outlines the how the [COVID-19 Public Health Response \(Vaccinations\) Amendment Order \(No 3\) 2021](#) may be applied by schools and kura. It should be used for those covered by the Order.



Schools and Kura Vaccination Order process for volunteers (eg parent help)

This process diagram outlines the how the [COVID-19 Public Health Response \(Vaccinations\) Amendment Order \(No 3\) 2021](#) may be applied by schools and kura in relation to volunteers

Step 1: Advise volunteers in writing of requirements of vaccination order and encourage them to get vaccinated. Request required contact and vaccination information.

Continue to actively discuss with volunteers the benefits of vaccination and the health and safety risks of not being vaccinated.

As soon as possible after 26 October

Receive, compile and securely store contact and vaccination information. If no information received, you must assume that the volunteer is not vaccinated.

Has volunteer
had first dose
(by close of 15
Nov)?

No

Advise volunteer they
cannot work on site until
they have been vaccinated

Yes

Volunteer is able to work onsite

Under the Order, everyone who works for a school or kura who may have contact with children or students, or will be present at a time when children and students are also present, must have had a first dose of the COVID-19 vaccine by 15 November and be fully vaccinated by 1 January 2022.

This includes teachers, principals, relief teachers, casual staff, administration staff, caretakers, cleaners, contractors and other tradespeople, service managers, caregivers and other staff. It also includes unpaid workers, such as volunteers and any members of the community who are regularly on site during a time when children and students may be present.

This vaccination requirement does not apply to those who are performing services remotely, or who are onsite only when children and students are not present (such as a contractor who is performing maintenance during the weekend or over a term break).

The vaccination requirements apply wherever in person schooling occurs, such as on the school or early learning service site, but also at school camps, swimming pools, museums, or where other Education Outside the Classroom programmes take place. This means that both school staff and volunteers who are involved in EOTC should have had a first vaccination by 15 November and be fully vaccinated by 1 January 2022.

Document 3: Letter template provided to schools to support them with clarifying staff's vaccination status

(Date)

FirstName LastName

Address

Dear FirstName

Your Vaccination Status

To enable me to plan appropriately for the [School's/Kura's] staffing arrangements after 15 November 2021, I need to clarify with you your vaccination status.

On [date] I wrote to you advising of your obligation to provide me with information about your vaccination status as required by the COVID-19 Public Health Response (Vaccination) Order 2021 (the "Order"). I asked that you provide this by [xxxxx date].

[Option 1 - information not yet provided]

At the date of this letter, I do not have this information from you. I therefore ask that you let me know:

- (a) If you have received your first dose of the COVID-19 vaccine and, if so, please provide supporting evidence of this; or
- (b) If you have an appointment to be vaccinated by the close of 15 November, if so, please let me know when this is scheduled for and update me as soon as possible once you have received the vaccination; or
- (c) If you intend to seek a medical exemption and, if so, what steps you have taken towards this.

Please let me have this information by [day and time].

[Option 2 - not intending to be vaccinated]

You advised you are not vaccinated and do not intend to be vaccinated. Please advise me if this remains your position. If it does, please advise me if you intend to seek a medical exemption and, if so, what steps you have taken towards this. I ask that you let me have this information by [day and time].]

It is important I have this information in advance of 15 November 2021, as after that date the Order prohibits you from working on site at a time that children or students are also present and from having contact with children or students unless you are vaccinated or have a valid exemption (which would also require appropriate health and safety measures to be in place). If you are not able to carry out your role, I will need to ensure appropriate cover is in place.

I look forward to hearing from you.

Yours sincerely

Name

Designation/Title

cc: anyone else

Document 4: Guidance for schools and kura on conducting a risk assessment with an exempted employee (shared in School Bulletin 10 November 2021)

Guidance for schools and kura on conducting a risk assessment with an exempted employee

Purpose of this guide

This document provides guidance on conducting a risk assessment where an employee has received a vaccination exemption from the Ministry of Health¹.

The guide is intended to be used with your existing health and safety framework and the guidance provided [here](#).

It provides general information on the nature of the risk posed by Covid-19 and the Delta variant, and factors and questions you might take into account when considering the particular circumstances of your school or kura.

Undertaking the assessment

The Ministry of Health has advised that medical exemptions will be rare, should be limited to situations where a suitable alternative COVID-19 vaccine is not readily available for the individual, should be for a specified time, such as to allow the individual to recover from clinical conditions or until alternate vaccines that suit that individual's health needs become available.

You should undertake an assessment in consultation with the exempted employee and any other relevant parties. A relevant party could include the worksite health and safety representative. However, the exempted employee would need to agree to their involvement given the assessment deals with their personal information. The exempted employee is entitled to bring a support person or representative to attend any meetings. The assessment should also take account of the health and safety needs of others onsite.

Until the assessment is complete, the exempted employee should only undertake duties you know are safe or be provided with paid discretionary leave.

We encourage you to seek support from NZSTA, an alternative employment adviser, or specialist health and safety advice when conducting a risk assessment.

The nature of the risk

The Ministry of Health advises that COVID-19 is a highly transmissible and dangerous illness that may result in severe illness, hospitalisation, and death. The Delta variant is significantly more transmissible and causes people to develop more serious COVID-19 illness than other variants of the virus.

Some people are particularly vulnerable including those:

- over 70 years old with a medical condition
- with a medical condition and/or compromised immunity
- who are pregnant.

¹ Note that there is no requirement on schools or kura to undertake a health and safety assessment in relation to the application of the Order to their school or kura. This is because the Government has promulgated the Order with the purpose of ensuring the health and safety of our employees, ākonga, whānau, and our wider school community, and it is implicit in the Order that the Government has assessed the roles which fall within its scope as meeting the risk threshold justifying mandatory vaccination.

Other risk factors include ethnicity, smoking and obesity.

Vaccination provides very strong protection against COVID-19.

More information from the Ministry of Health about COVID-19, the Delta variant and the risks they pose can be found [here](#) and [here](#).

Given the nature of the risk and the potentially serious consequences of infection and transmission of COVID-19 in a school or kura being realised, we anticipate the severity of the consequences could be rated critical. However each school will need to undertake its own assessment.

The potential rating for likelihood will depend on a number of factors to be identified through your assessment process, including any known medical conditions or other risk factors for the exempted employee or others in your school or kura.

[The exempted employee's circumstances](#)

The exempted employee is under no obligation to inform you about their health or the medical reasons they were granted a medical exemption. However, their health status might be relevant to the risks they face in the workplace and what, if any, controls might be available to mitigate those risks. It is recommended you seek information on any specific health and safety measures required in relation to them from the exempted employee. The employee may (at their discretion) choose to provide this, including relevant supporting information from their medical adviser.

Any medical information obtained for the purpose of the health and safety risk assessment would not, under the Privacy Act 2020, be able to be used for any other purpose.

[Questions to consider](#)

1. What is the alert level and is there known community transmission of Covid-19 in the region where the school is located? [Different risk mitigation measures may be required depending on the alert level or if there is community transmission in the region]
2. What is the profile of the student body [eg, are they under or over 12, how many are vaccinated, does it include vulnerable communities]?
3. How many people does the exempted employee come into contact with when at work? Is it likely the majority of these people are vaccinated?
4. How easy will it be to identify the people the exempted employee comes into contact with?
5. How closely is the exempted employee carrying out their work in proximity to other people? [2 metres or more in an outdoor space is low risk. An indoor environment with close physical contact is high risk].
6. How long does the work require the exempted employee to be in that proximity to other people [Brief contact is low risk. Lengthy contact is high risk]
7. Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19 such as people with underlying health conditions?
8. What is the risk of COVID-19 infection and transmission in the work environment compared to the risk outside the work environment?
9. Will the work continue to involve regular interaction with people if the region is at a higher alert level?

(Questions 3 to 9 are sourced from Worksafe's website. More information on assessing the [safety of workplaces with respect to COVID-19 can be found here](#).)

Controls that are in place or might be put in place

As part of undertaking the risk assessment, consideration should be given to the measures that could be put in place to mitigate the risk.

Possible controls to reduce risk include:

- Any public health measures which may be recommended or required. At a minimum, this includes:
 - Personal protective equipment eg mask wearing
 - Scanning and signing in procedures
 - Physical distancing: consider whether there is enough space to maintain physical distancing
 - Hand sanitiser available throughout the school
 - Regular cleaning schedules for shared areas, surfaces and equipment
 - Maintaining bubbles
 - Encourage staff and students to stay home if unwell (this may include visitors and contractors)
 - Information on cough etiquette and hand washing
- Other possible controls include:
 - Regular (weekly, fortnightly) or surveillance Covid-19 testing
 - Limiting access to school or kura grounds
 - Assigned desks
 - Students and staff to use own (not shared) equipment wherever possible
 - Requiring regular Covid-19 testing and proof of negative results
 - Ventilation: consider the quality of ventilation at your school and methods to control ventilation – e.g. opening windows or outdoor activities]
 - Adjusting days or hours of work, altering duties or the place at which work is carried out with agreement of those impacted.

The Ministry of Health has detailed information about how to prevent the spread of COVID-19 in workplaces at work [here](#).