

### 1. PURPOSE

1.1 EIT is committed to ensuring that the harm that may be caused by COVID-19 to our EIT community is minimised through the application of EIT’s Health, Safety and Wellbeing Policy.

1.2 The purpose of this guideline is:

- To provide background on EIT’s position with respect to COVID-19 Vaccination.
- To identify when vaccinations are required and how information will be recorded and stored.
- To identify support for vaccination as a means to reduce the spread of COVID-19 and support in place for kaimahi and ākongā.

### 2. BACKGROUND

2.1 EIT’s COVID-19 Vaccination Policy (Policy) was first developed in December 2021 in response to the Government’s public health response to COVID-19. A draft Policy and risk assessment were circulated to all staff, students, contractors and tenants on 2 December 2021 as part of the consultation process. The final Policy was approved by EIT’s Chief Executive on 17 December 2021 following endorsement from Te Pūkenga on Monday 20 December 2021. The Policy came into effect on 14 February 2022.

2.2 On Monday 4 April 2022, two changes came into effect that impacted the Policy. These were;

1. The change to the COVID-19 Public Health Response (Protection Framework) Order 2021 under the COVID-19 Public Health Response Act 2020. My Vaccine Passes were removed from the Protection Framework, and therefore those who are unvaccinated can work and learn at tertiary education facilities while in ‘Red’. We note that some organisations EIT works with, such as placement providers, may still choose to use My Vaccine Passes.
2. The change to the COVID-19 Public Health Response (Vaccinations) Order 2021 (Vaccination Order) made under the COVID-19 Public Health Response Act 2020. Vaccine mandates were removed for workforces such as education and police, but left in place for health and disability, aged care, corrections and border workforces.

2.3 Given these changes, Te Pūkenga reviewed their position and issued a new Position Statement which recommended that all subsidiary “policies that were implemented as a result of the December 2021 position statement on this matter should be held in abeyance, that is temporarily suspended ...”<sup>1</sup>.

2.4 In response, EIT completed a new risk assessment and proposed to retire the Policy and in its place develop a new Guideline for the application of the Vaccination Order and third-party requirements.

2.5 In doing this, EIT acknowledged that the safety risk to its community had lowered due to the nature of the COVID-19 variant in the community, Omicron, and the increased protection within the community offered by the uptake of booster vaccinations, recovered cases and adherence to other control measures

---

<sup>1</sup> Te Pūkenga Position Statement on proof of COVID-19 vaccination status issued 1 April 2022

in the Protection Framework. Further, with the removal of MyVaccine Passes from the Protection Framework, moving in and out of a red setting would no longer be disruptive to the learning of ākonga and the general business of EIT.

2.6 EIT requested feedback on the proposal from the EIT community from 1 April to 8 April 2022. EIT was interested to hear specific concerns people may have about the impact of this proposal and ways in which these concerns can be effectively managed. The Chief Executive sought further advice from the same expert group used when implementing the Policy. The decision to retire the Policy was made by EIT's Chief Executive on 14 April 2022. This new Guideline was approved by Bill Kimberley, Executive Director, Human Resources and Operations, and this came into effect from 15 April 2022.

## **3. APPLICATION**

### **3.1 Vaccination Order**

Where the role or programme of study of kaimahi or ākonga fall within scope of the Vaccination Order, they will need to provide proof of vaccination, including boosters, as a condition of employment or enrolment. At the time of implementation, the sectors covered by a Health Order included Health, Disability, Aged Care, and Correction workforces.

### **3.2 Third-party requirements**

Kaimahi and ākonga will need to comply with any proof of vaccination requirements imposed by third party organisations that they interact with as an integral part of their work or study. The third party will be responsible for managing compliance with their policy. As an example, this may include organisations that provide ākonga with student placements. The Head of School or Programme Coordinator will advise kaimahi or ākonga of this requirement at the earliest opportunity and discuss any implications.

### **3.3 Kaimahi Recruitment**

Where the role falls within scope of the Vaccination Order and/or where proof of vaccination is required for other reasons, EIT will require proof of vaccination as a condition of employment in the offer of employment. This requirement will normally be included in the Job Description and should be covered during the job interview.

### **3.4 Prospective ākonga**

Ākonga seeking to enroll in EIT courses that fall within scope of the Vaccination Order and/or where proof of vaccination is required, will need to provide proof of vaccination as a condition of enrolment.

### **3.5 Affected ākonga**

Where ākonga are unable to complete their programme due to the Vaccination Order, or a requirement of a third-party placement provider, the Executive Dean or nominee will consider the circumstances and make a decision that is consistent with the requirements of the Academic Regulatory Framework.

### **3.6 Storing Vaccination Information**

Vaccination information collected, used and stored under this Guideline will be managed in accordance with the Privacy Act 2020.

### **3.7 Risk Management**

COVID-19, as a biological disease, is identified as a critical risk at EIT and adheres to all other mitigations in accordance with Ministry of Health guidance including the Protection Framework. These currently include face masks, physical distancing, regular handwashing, restrictions around gatherings, and not coming to EIT if you are sick.

## 4. SUPPORT

### 4.1 Support for vaccinations and boosters

Regardless of the Vaccination Order or third-party requirements, EIT strongly encourages the EIT community to be fully vaccinated against COVID-19 and receive future boosters as they become eligible. Given this, Kaimahi who are employed by EIT are entitled to reasonable paid time off to get vaccinated, and should engage in the usual way with their manager about the timing of this.

### 4.3 People at higher risk from COVID-19

It is recommended that kaimahi and ākonga who are at high risk from COVID-19 follow Ministry of Health advice and seek further support from their GP. If there is any additional support recommended by the GP, Kaimahi can discuss this with their manager, and ākonga with their tutor.

### 4.4 Kaimahi support

Kaimahi can speak to their manager if they have any questions in the first instance. Human Resources, Health Safety and Wellbeing and Union Representatives, if they are a Union member, are also available for further support in relation to this guideline. Kaimahi can also access free and confidential EAP counselling support on 0800 327 669. Additional sessions may be approved if required.

### 4.5 Ākonga support

Ākonga can contact Younited, the EIT Student Association, for further support.

## 5. DOCUMENT APPROVAL DETAILS AND AMENDMENT HISTORY

Document information – Office use only	
Document Name	Covid-19 Vaccination
Document Number	SG180-19
Executive	Executive Director, Human Resources and Operations
Owner	Executive Director, Human Resources and Operations
Developer	Health, Safety and Wellbeing Advisor
Review Frequency	12
Last Review	14/04/2022
Next Review	14/04/2023
Related Items	<a href="#">Click here</a> for Related Documents (available only on Staffnet)
Version history	Proposed Policy – 3 Dec, 2021 Consultation with EIT Community Final Policy endorsed by EIT Chief Exec, (& Te Pūkenga Board) New Guideline as required for Health Order requirements Covid-19 Vaccination Policy retired on 15 April, 2022