

Draft Covid-19 Vaccination Policy

Nōnahea i Whakarerekē Last Modified	January 2022
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Mana Whakaae Approval Authority	University Council
Āpiha Whakapā Contact Officer	Executive Director, People, Culture and Campus

Kupu Whakataki | Introduction

This Kaupapa | Policy outlines the Te Whare Wānanga o Waitaha | University of Canterbury's approach to:

- managing the adverse impact of COVID-19 to the University Community while on Campus; and
- vaccination requirements while the University operates under the COVID-19 Protection Framework, which is also known as the 'Traffic Light System'.

Kaupapa Here | Policy

1. Policy Statement

The University will take all reasonably practicable steps to eliminate or otherwise minimise the risks from COVID-19, for Staff, Students, Business Partners and others in the University Community who could be put at risk.

The University has sought expert advice regarding the risks and consequences on Staff, Students, Business Partners and members of the University Community of becoming infected with COVID-19 on Campus and/or transmitting COVID-19 to others on Campus.

Using the expert advice received, the University has carried out a risk assessment in respect of COVID-19. The University recognises vaccination as an available, practicable and reasonable means to:

- support a health and safe environment for the University Community;
- ensure the University can reduce significant disruption to its operations from COVID-19 cases in its community.

Based on the risk assessment, from **21 February 2022**, all Staff, Students, Business Partners and others in the University Community who are:

- eligible to be vaccinated; and
 - who access Campus;
- will require a My Vaccine Pass, unless an alternative option has been agreed by the University (Section 5.1).

Based on the risk assessment, from 21 February 2022, any person who is a member of the public accessing a building on Campus, will require a My Vaccine Pass in all circumstances.

This Policy does not apply to:

- a) individuals accessing healthcare services, including the University Health Centre, all clinics, volunteer patients and participants in clinical trials;
- b) children under the age of 12 years and 3 months;
- c) individuals accompanying children under the age of 12 years and 3 months who are using the University Health Centre or accessing an Early Childcare Centre;
- d) individuals accessing banking facilities on Campus;
- e) school students participating in secondary-tertiary pathway programmes held on Campus;
- f) individuals where an alternative option has been agreed by the University in accordance with this Policy;
- g) where the University or its Staff or Students are subject to any Health Order and either:
 - the Health Order requirements afford a higher standard of protection (in which case the higher standard will be required); or
 - the Health Order requirements prohibit application of parts of this Policy.

This Policy will be regularly reviewed, particularly if levels of COVID-19 in the community change. The University will monitor public health advice and take into account any updates on risk.

2. Staff

2.1 Roles that are mandated under the Vaccination Order

Under the COVID-19 Public Health Response (Vaccinations) Order 2021 (Vaccination Order), the New Zealand Government has specified certain roles where vaccination is mandatory, unless a person is medically exempt.

The Vaccination Order requires workers in these roles to be fully vaccinated by 17 January 2022. The roles are set out in [Schedule 2](#) of the Vaccination Order.

2.2 Roles impacted by an external party's requirement for vaccination

Where an external party requires a My Vaccine Pass for entry to their premises, the University must accommodate these requests to ensure we are able to carry out University operations. Therefore, Staff who are required to be physically onsite at an external party's premises, where that external party requires a My Vaccine Pass for entry, must be vaccinated.

2.3 Roles identified by the University as requiring staff to be vaccinated based on risk assessment

Based on the risk assessment, the University requires that all Staff accessing Campus from **21 February 2022** must have a My Vaccine Pass, unless an alternative option has been agreed by the University (Section 5.1).

2.3.1 Unvaccinated Staff / Staff who have not provided information regarding their vaccination status

The University will engage with any unvaccinated Staff, or Staff who have not disclosed their vaccination status (and their representative or support person, as required).

The University's steps may include:

- discussing in good faith the University's risk assessment;
- offering another opportunity for the staff member to provide feedback on the risk assessment in respect of their role, and/or the timeframe to be vaccinated;
- offering support to be vaccinated;
- outlining the consequences if they do not meet the deadline for the My Vaccine Pass (which may include actions up to and including termination of employment);
- exploring alternative options such as:
 - any reasonably practicable risk mitigations, other than vaccination, that reduce the risk to the health and safety of the individual staff member and other people to a level acceptable to the University; and/or
 - changes to the employee's role (including hours and location at which the work is performed); and/or
 - redeployment to suitable alternative duties where vaccination is not required; or
 - resignation or notice of termination of employment if no suitable alternatives are available.

3. Students

Based on the risk assessment, the University requires that all Students accessing Campus from **21 February 2022** must be vaccinated against COVID-19, unless an alternative option has been agreed by the University (Section 5.1).

3.1 Unvaccinated Students / Students who have not disclosed their vaccination status

The University will engage with any unvaccinated Students, or Students who have not disclosed their vaccination status (and their representative or support person, as required).

The University's steps may include:

- discussing in good faith the risk assessment;
- offering another opportunity for the Student to provide feedback on the risk assessment in respect of their involvement with the University, and/or the timeframe to be vaccinated;
- offering support to be vaccinated;
- outlining the consequences if they do not meet the deadline for the My Vaccine Pass, for example how this will impact on their course requirements and their ability to complete their qualification(s);
- exploring alternative options such as:
 - any reasonably practicable risk mitigations, other than vaccination, that reduce the risk to the health and safety of the individual student and other people to a level acceptable to the University; and/or
 - online delivery of courses, where practicable; and/or
 - deferral of certain course requirements; and/or
 - changes to enrolment of courses; or
 - withdrawal or cancellation of enrolment.

4. Business Partners

Based on the risk assessment, the University requires that all Business Partners accessing Campus from **21 February 2022** must be vaccinated against COVID-19, unless an alternative option has been agreed by the University (Section 5.1).

4.1 Unvaccinated Business Partners / Business Partners who have not disclosed their vaccination status

The University will engage with any Business Partner who has not confirmed to the University **by 21 February 2022** that they or any of their employees accessing Campus have a My Vaccine Pass.

The University's steps may include:

- discussing in good faith the risk assessment;
- offering another opportunity for the Business Partner to provide feedback on the risk assessment in respect of their involvement with the University, and/or the timeframe to be vaccinated;
- offering support to be vaccinated;
- outlining the consequences if they do not meet the deadline for the My Vaccine Pass, for example how this will impact their involvement with the University;
- exploring alternative options such as:
 - any reasonably practicable risk mitigations, other than vaccination, that reduce the risk to the health and safety of the Business Partner and other people to a level acceptable to the University; and/or
 - changes to the contractual arrangements; or
 - termination of contract.

5. Vaccination Status

5.1 Alternative option

For a limited number of individuals, and in limited circumstances, the University may be agreeable to an alternative option as outlined above (Section 2.3.1 (Staff) and Section 3.1 (Students) and Section 4.1 (Business Partners)).

The University Council has delegated its authority to the Vice-Chancellor of the University to make decisions regarding any alternative options agreed and acceptable to the University.

Where an alternative option is agreed, this may be conditional on:

- additional public health measures; and/or
- COVID-19 testing requirements such as the provision of a negative COVID-19 test within a specified timeframe; or
- changes to the New Zealand Government Traffic Light System whereby the alternative option may not be available under Red. For example, non-essential access to Campus may not be permitted during Traffic Light Red.

5.2 When the University can ask for vaccination status

Staff, Students, Business Partners and members of the University Community must comply with this Policy and any signage or request to provide or scan:

- their My Vaccine Pass; or
- evidence of an alternative option agreed by the University; when accessing Campus.

Members of the public accessing any building on Campus must provide or scan their My Vaccine Pass upon request.

Any person who fails to comply with this requirement will be required to leave Campus immediately.

Failure to comply with this Policy, including refusal to provide a My Vaccine Pass or evidence of an alternative option agreed by the University when required and/or the use of any other person's My Vaccine Pass to access Campus and/or the refusal to leave Campus may constitute:

- serious misconduct under the Staff Code of Conduct and/or Employee Disciplinary Policy; and/or
- a breach of the Student Code of Conduct and/or a breach of the Behavioural Misconduct Regulations.

5.3 Unwillingness to provide evidence of vaccination

If a Staff member, Student, Business Partner or member of the University Community chooses not to share their vaccination status with the University, the University will assume they are unvaccinated and the process outlined in Section 2.3.1 (Staff) or Section 3.1 (Students) or Section 4.1 (Business Partners) in this Policy will apply.

5.4 Privacy of personal information

The University will maintain and appropriately secure records of evidence of vaccination in accordance with the University's Privacy Policy.

Tautuhinga | Definitions

Business Partners – Contractors, subcontractors and their employees, consultants, leasees, licensees, research collaborators and other individuals or entities who conduct business with or on behalf of the University.

Campus – includes all land and buildings occupied, leased or controlled by the University and its subsidiaries, all University vessels, vehicles and other equipment.

My Vaccine Pass – means the official New Zealand Government record of your vaccination status. It is also known as the COVID-19 Vaccination Certificate (CVC).

Staff – means “worker” which has the same meaning as set out in *section 19 of the Health and Safety at Work Act 2015 (New Zealand Legislation website)*. “Staff” or “staff member” extends to cover all persons working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to honorary staff, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns, and volunteer workers, and individuals employed on a full or part-time basis by the University (whether permanent or temporary).

Student – means “learner” which has the same meaning as set out in the Education (Pastoral Care of Tertiary and International learners) Code of Practice 2021 (domestic and international) (Ministry of Education website).

University – means Te Whare Wānanga o Waitaha | University of Canterbury and includes all subsidiaries.

University Community – means University Council members, Staff, Students (whether full or part time), alumni, associates, volunteers, research participants, Business Partners, official visitors or guests of the aforementioned.

Vaccination or Vaccinated – a reference to a COVID-19 vaccine or COVID-19 vaccination in this Policy means any COVID-19 vaccine that is approved by Medsafe New Zealand and the New Zealand Ministry of Health.

He kōrero anō | Related Documents and Information

Whakaturetanga | Legislation

- [Privacy Act 2020](#)
- [Health and Safety at Work Act 2015](#)
- [Education and Training Act 2020](#)
- [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)
- [COVID-19 Public Health Response Act 2020](#)
- [COVID-19 Public Health Response \(Vaccinations\) Order 2021 \(Vaccination Order\)](#)
- [COVID-19 Public Health Response \(Protection Framework\) Order 2021](#)

Te Pātaka Kaupapa Here | UC Policy Library

- [Privacy Policy](#)
- [Health, Safety and Wellbeing Policy](#)
- [Staff Code of Conduct](#)
- [Employee Disciplinary Policy](#)
- [Student Code of Conduct](#)
- [Behavioural Misconduct Regulations](#)

Mōwaho | External

- <https://covid19.govt.nz/>

Tāpiritanga | Appendix

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.00			