

FAQs Vaccination consultation proposal 03.12.21 to 09.01.22



Included

1. Vaccination and access to campus
2. Privacy Act 2020 considerations

Vaccination and access to campus

The below scenarios are aligned with the proposed consultation.

Scenario	Guidance
Staff member is required to come to one of Unitec's Campuses between 3 December 2021 and 9 January 2022 and is vaccinated against Covid-19	<ul style="list-style-type: none">• Line Manager will inform those staff required to come onto site that they are required to be vaccinated and provide proof of vaccination.• Vaccination certificates will be held in the Unitec Staff Vaccination Register. A staff member will be required to upload these.• The staff member's manager will need to check that the information has been loaded by the relevant date.• Staff member can apply on the Ministry of Health website for evidence of their Covid-19 vaccination status COVID-19: Requesting proof of vaccination Ministry of Health NZ.• Alternatively, a letter from the staff member's doctor that confirms the Covid-19 vaccinations the staff member has received, along with the dates each dose was administered, will be accepted.• Application for approval to come onto campus completed by the staff member via the Nest Covid page.
Staff member is required to come to one of Unitec's Campuses between 3 December and 9 January 2022 and has not yet had one or both Covid-19 vaccinations, however intends to.	<ul style="list-style-type: none">• Staff member will be encouraged to get fully vaccinated at the earliest opportunity, and asked to provide evidence of full vaccination as soon as possible.• To be allowed on site from 3 December, the staff member needs to have had their first vaccination by the day that the Covid-19 Protection Framework comes into effect. At this stage the Government has indicated that this date is Friday 3 December. Staff will then need to be fully vaccinated by Monday 17 January 2022.• Where necessary the line manager will agree for the staff member to take time off, during work hours, to get vaccinated. Time off must be mutually agreed.

	<ul style="list-style-type: none"> • Copies of proof of vaccination certificates will be held Unitec Staff Vaccination Register. A staff member will be required to upload these. • The staff member's line manager will check that the information has been loaded by the relevant date. • Employee can apply on the Ministry of Health website for evidence of their Covid-19 vaccination status COVID-19: Requesting proof of vaccination Ministry of Health NZ. Please note that, due to high volumes, there may be a delay in receiving this information – there has been up to a 10-day turnaround. • Alternatively, a letter from the staff member's doctor that confirms the Covid-19 vaccinations the staff member has received, along with the dates each dose was administered, will be accepted.
Staff member advises they hold a valid medical exemption for not having the Covid-19 vaccination	<ul style="list-style-type: none"> • Staff member is to provide their line manager with a letter from the Ministry of Health website that confirms they have an exemption from the vaccine in accordance with the exemptions on the public health website. • Unitec will consider reimbursing employees, for any reasonable costs incurred in providing the required medical proof, on a case by case basis and based on the medical information provided to us, and as long as that information relates to the staff member's valid medical reason not to have the Covid-19 vaccination. • Medical information will be safely stored on the staff member's electronic employee file (accessible only to People and Culture staff and the line manager). • The Line Manager to consider the impact of this medical advice on the staff member being able to safely undertake the full duties and requirements of their current position.
Staff member is not willing or hesitant to have Covid-19 vaccination, or not willing to confirm vaccination status to Unitec	<ul style="list-style-type: none"> • Line Manager is to seek to understand the reasons the staff member is not willing or hesitant to have the Covid-19 vaccination, or not willing to disclose their vaccination status. • Line Manager will encourage the staff member to make an informed choice, by seeking more information about the Covid-19 vaccination from the Ministry of Health website, and to discuss their individual circumstances with their whānau and other trusted

	<p>advisors, such as their GP or other registered Health Professional.</p> <ul style="list-style-type: none"> • Line Manager to reiterate the requirement that staff need to have had at least their first dose of the Covid-19 Vaccination by Friday 3 December 2021, with their second no later than 17 January 2022. If they have not had this they will not be allowed onsite. • Discussions will be had around other opportunities during the period of 3 December 2021 to 9 January 2022. But please note that these may be short term depending on Unitec's further communications past 10 January 2022. • Where there is no alternative work, unvaccinated staff members will meet with their manager and HR to discuss options.
Staff member does not need to come on site between 3 December 2021 and 9 January 2022	<ul style="list-style-type: none"> • Staff that are not required to be on site during the period listed to the left, will remain working from home or teaching online.
Staff member does not need to come on site between 3 December 2021 and 9 January 2022, but wants to come in.	<ul style="list-style-type: none"> • Should a staff member not be required on site during this period and want to come onto one of Unitec's Campuses during the specified time, they will be required to have had at least their first dose of the Covid-19 vaccination by 3 December 2021. • If they have not received at least their first dose, they will not under any circumstance be allowed on site.

Privacy Act 2020 considerations

We will comply with the Privacy Act 2020 principles and Unitec's Privacy Policy when collecting, storing and disclosing information about an employee's Covid-19 vaccination status and their individual circumstances. By providing evidence of Covid-19 vaccination status to Unitec, employees are consenting to disclosure of this information for the purposes outlined in this document.

For clarity, this vaccination information cannot be used, or disclosed to other parties, for any other reason than that stated above or as permitted under the Privacy Act. For example,

in respect to Unitec's recruitment selection processes, no information about a staff member's vaccination status can be disclosed unless the employee was to give prior written consent to do so, or the role under Unitec policy requires it to be. An example of how this might be applicable is where an employee is in a role that requires full vaccination and applies for a

role that does not. The employee would not have to divulge their vaccination status unless they chose to do so. This also works in reverse.

For affected staff, Unitec will record their vaccination status in the Unitec Staff Vaccination Register. This will be stored safely within each individual's Employee Profile. Access to individuals' employment information in PeopleSoft is restricted to the employee, manager, managers of the manager, People and Culture and Payroll team members only. The system's security settings will not allow anyone else to view this information.

All staff are entitled to access and correct their personal information at any time.