

# COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

## Company details

Business name: <b>Ministry of Justice</b>	Manager approval: Maeva Neilson	Worker representative consultation: PSA
Division/group: Ministry wide review	Name of manager: Tina Wakefield	Name of worker representative:
Date completed: <b>11 May 2020</b>		
Date distributed:		
Revision date:		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>What will be done to manage risks from restarting business after lock-down?</b></p>	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p>A National Incident Management Team (NIMT) was established on 21 March 2020 under the Coordinated Incident Management approach. The establishment of the NIMT built on the work completed under COVID19 Readiness, with the NIMT being established approximately the same time of the first positive cases of COVID19 occurred in Aotearoa. The NIMT ensured all COVID-19 Ministry related communications and information was rapidly disseminated to all areas of the Ministry and done so consistently under Alert Level 4 and continued under Alert Level 3. Note, the NIMT stood down midnight 03/05/2020 and an executive Sub Committee was formed to manage COVID19 under Alert Level 3. Specific information developed under Alert Level 3 includes:</p> <ul style="list-style-type: none"> <li>• OSD Toolkit for Alert Level 3 – With links to all information on JET (the Ministry's Intranet system)</li> <li>• Standard Operating Procedure (SOP) 'Managing a suspected or confirmed COVID-19 case in the workplace' of both workers and court visitors that includes decision trees that support our managers to:             <ul style="list-style-type: none"> <li>◦ Escalate and investigate the suspected case, timely and appropriately.</li> <li>◦ Undertake a contact trace in the event managers are notified of a suspected close contact case in their site.</li> <li>◦ Consider what additional site cleaning might be required.</li> </ul> </li> <li>• Pandemic Movement Register used to record details of all people entering our buildings and support contact tracing (if required).</li> <li>• Introduced physical drop box and guidelines, supported by the 0800 courts phone service so that Court participants continue to receive service while maintaining physical distancing with our workers.</li> <li>• NSO Pandemic Alert Level Three SOP that provides operational procedures for Court Security specifically around PPE, managing controlled access and monitoring physical distancing in controlled public facing areas and to manage the supply chain of PPE for their sites.</li> <li>• A factsheet for sites on managing with reduced staffing while ensuring Fire wardens, HSR's are in place and regular H&amp;S meetings continue.</li> <li>• Weekly Assurance Checklists against COVID-19 controls that all sites must complete with responses collated weekly.</li> <li>• Signage to support controlled entry requirements.</li> </ul>	<p><i>Facilities/Security Workers/All Workers/Managers</i></p>

## COVID-19 safety plan

- Disposable Gloves for Handling Paper Factsheet.
- COVID-19 First Aiders, HSRs and Wardens for Site Managers.
- COVID-19 Site Safety Practical Safety Checklist.
- Health and Safety implications and guidelines through working remotely FAQ.
- Site shutdown procedures (additional to the managing of a suspect case SOP) to outlines the procedures to the safe closure or partial closure of a site.

As far as is reasonably practicable, we continue to manage the controls recommended by Ministry of Health. This includes maintaining high levels of cleaning and hygiene throughout the Sites, along with maintaining the recommended physical distancing.

We continue to manage worker capacity, noting that under Alert Level 3, vulnerable workers, workers 70 and over are not expected to be at work. Staff working remotely have the tools to do so, and staff who are required to work within worksites due to the essential nature of court services are provided with the appropriate PPE recommended for their role, information on physical distancing and standard hygiene practices. Sign in and out process remain in place to ensure contact tracing can be completed if needed. We have developed a close contact details form for any staff (or participant of the court process) to complete should they be suspected/confirmed as infected with COVID19.

We continue with regular maintenance checks for ventilation systems. These checks are managed and recorded through our contract with our third-party maintenance providers. All cleaning across sites have been stepped up, with additional cleaning in place in the event that we are advised of a suspected case in the workplace. All custody areas are cleaning 'as required' but not less than daily.

We currently provide all workers with information about hygiene practices, cleaning protocols, PPE requirements (where appropriate), social distancing requirements in office and shared spaces. Information around these practices and the mitigation measures in place for any risk of COVID19 exposure are also communicated to our participants, visitors, members of the profession and judiciary. This information is shared in the form of posters, FAQs on our internal website, FAQs to the profession, Managers briefing and Staff Toolkits. An Assurance Checklist is in place for each site, requiring weekly review of health, safety and hygiene requirements by each Site Manager.

An Alert Level 3 toolkit was developed and issued to all workers. This toolkit covered operational requirements, health, safety and security elements, and including all Factsheets and FAQs that had been developed and issues during both Alert Level 4 and against the requirements of Alert Level 3. Process is underway to develop a Staff Toolkit for Alert Level 2. This will include an induction package for the wider group of workers who will return to under Alert Level 2. This will be shared electronically, via our Managers Brief and will be published on our JET (intranet).

**How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?**

Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.

All information on the requirements for Alert Level 3 have been proactively released through multiple channels to ensure all staff understand them. This includes but is not limited to the following:

- A central hub of information for OSD staff during COVID-19 (updated regularly) has been developed through JET setting out procedures for all operational business units including Judiciary.
- Regular phone conferences/zoom meetings have been set up, (Daily with PSA and across key COVID-19 workstreams) with actions disseminated through Workstream Leads to their teams.
- Information sheets, posters and FAQs released regularly (and at times daily through CE and COO updates) with information uploaded to JET
- SOP's, FAQ's and Factsheets developed direct our staff to seek information from our JET page or seek support through the COVID-19 email which is monitored during normal working hours including weekend.
- Data from the responses or queries through COVID-19 email are reviewed with any issues raised addressed via GMHSS.
- Regular engagement with the PSA (daily) to ensure all members were aware of the requirements and representatives were able to communicate key messages to Leadership. PSA are also a key in the review of our documents that have been developed.
- Regular meetings (daily under AL4 and AL3) around the requirements of physical distancing and hygiene requirements occurred to ensure all staff remain aware of the requirements.
- Each site has a site manager who acts as a "hygiene" officer to ensure the health, safety and security requirements under Alert Level 4 and 3 are adhered to, monitored and reported against through the Assurance Checklist.
- Site managers are required to complete weekly assurance checks (delivered to Site Managers through Citizen Space) against the controls in place within their sites to minimize the likelihood of COVID-19 within the workplace. Site managers are required to undertake these checks with the Team leader Court Security, Health and Safety Representative and or Health and Safety Committee Member and/or Union Delegate.

*Managers/Team  
Leaders/HSR's & HSC  
Members/HS BP Senior  
H&S Advisors/HS Business  
Unit*

# COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b></p>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <ul style="list-style-type: none"> <li>We continue to have open communication with our staff through multiple channels including via the CEO, COO, managers, PSA representatives.</li> <li>Engagement has continued with our Health and Safety Representatives and the Health and Safety team advisors, with COVID-19 related collateral that is developed reviewed by the National Health and Safety Representatives (when time permits).</li> <li>Managers are conducting regular checks with staff to ensure they are well, whether they are working remotely or in an office location.</li> <li>Site Managers use the 'Managing a suspected case of COVID-19' SOP that outlines the procedures on escalating these cases, that are tracked by H&amp;S advisors and reported to the COVID19 Sub Committee daily by 4:00 pm. Decision trees within this SOP provide additional guidance on supporting our people with their wellbeing concerns.</li> <li>Information available via JET, managers briefs, and staff toolkits continue. EAP and VITAE services continue to be promoted to all staff and have been in place since Alert Level 4 and continue in Alert Level 3.</li> <li>The ongoing promotion of the use of Haumarū (our incident reporting system) continues for the reporting of all wellness issues, whether related to COVID-19 or not. These reports are actively managed by the HS Advisors in conjunction with managers.</li> <li>Staff that report illness, including those with suspected COVID19 are (if at work) sent home and monitored by their manager.</li> <li>When our workers undergo a COVID-19 test, updates are reported through to the HS Advisors via Haumarū (tracked and reported to SLT) and the HS Advisor will support managers complete the investigation and provide advice to ensure staff who are unwell are supported until they are well enough to return to work, either remotely or within the office if required.</li> </ul>	<p><i>Site Managers, Team leaders/HSR's</i></p>
<p><b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b></p>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <ul style="list-style-type: none"> <li>Under Alert Level 3, the only staff required to be in the workplace are those essential to the response to COVID19, or essential to the delivery of court services as per the judicial protocols.</li> <li>Staff outside of these groups can work remotely.</li> <li>All open sites under Alert Level 3 have ongoing cleaning practices in place. This includes regular deep cleans, and additional "during the day" cleans in large sites with day cleaners.</li> <li>Cleaning protocols are in place for any site that notifies of a suspected COVID19 case, and Bio Cleans and Fog Bombs are used to address sites where these risks are identified, in addition to the Alert Level 3 cleaning protocols.</li> <li>We continue to provide information to all staff, visitors, participants, members of the profession and judiciary around our hygiene standards, PPE requirements, physical distancing. This includes the implementation of 2m distance markers at sites, roping off seating areas to allow for physical distancing, appointment-based court appearances to reduce the number of people into a site, AVL and remote participation options to reduce numbers of people at a site.</li> <li>A queue management system is in place to ensure people needing to come into courts maintain appropriate distancing, and a drop box system allows participants to 'drop off court documents' rather than coming into the building.</li> <li>Additional Private Security Guards are available to ensure additional access controls can be appropriately resourced.</li> <li>Review and dissemination of guidance on the MoH website, plus other key website around Covid-19 that are updated regularly.</li> </ul> <p>The key steps necessary to minimise the risk of passing on the COVID-19 virus at work are:</p> <ul style="list-style-type: none"> <li>supporting people with flu-like symptoms to self-isolate</li> <li>ensuring separation distances</li> <li>disinfecting surfaces</li> <li>maintaining good hygiene, particularly hand hygiene and good cough/sneeze etiquette</li> <li>PPE (Gloves, Masks and Goggles) is worn where physical distancing can not be maintained, Gloves and Masks available to Court Staff, Partners and Participants when requested.</li> <li>keeping records to facilitate contact tracing.</li> </ul> <p>We ensure these steps are followed by continuing to advise staff who feel unwell to stay home, regularly communicating the physical distancing requirements, including blocking out areas to ensure this is maintained, promoting good hygiene practices, and keeping sign in and out registers</p>	<p><i>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></p> <p><i>Managers/Team Leaders</i></p>

# COVID-19 safety plan

for contact tracing.

## How will you manage an exposure or suspected exposure to COVID-19?

Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.

*Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.*

Site manager/Manager

The Ministry have introduced a Standard Operating Procedure to manage this process, based on MOH recommendations and Ministry Operational requirements. This SOP provides advice on:

- What to do when alerted to a case and steps to take post case.
- The NIMT, GMHSS and or COVID-19 Sub Committee monitor and provide immediate support on these cases including decisions on closures or partial closure of an area of the building.
- The incident is logged in Haumaru so that the Ministry can track outcome. A reporting and tracking register for all workers who are tested are maintained by the Health and Safety workstream under COVID-19.
- Staff are advised to contact the Healthline immediately and provided with advice on managing contact in their home bubble.
- Additional Cleaning regimes are activated, staff wellbeing is monitored. Contact tracing form completed in preparedness if a contract trace is required. This also highlights where close contact with the suspected case may have occurred in the workplace.

We note that:

- The Ministry has a Pandemic Movement Register in place across all sites to manage contact tracing in the event of a close contact with a suspected or confirmed case. This means we can track potential contact with that suspected case against Court participants and providers
- PPE has been provided to all workers who cannot maintain physical distancing with SOP's in place to manage supply chains.

## DESCRIBE WHAT YOU WILL DO

## WHO IS RESPONSIBLE

## How will you evaluate whether your work processes or risk controls are effective?

Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.

As with any other Hazard and the Risk Controls associated with a Hazard there needs to be regular monitoring of the controls, plus making any adjustment that maybe necessary. Documenting changes using the Control Plans associated to the Hazard will show that reviews and monitoring has been carried out regularly. The following outlines the Ministry's response:

Health and Safety Team  
Line Managers

- A Ministry COVID-19 Risk Register has been developed to identify Ministry COVID-19 related risks and controls to minimize those risks. Preventative and responsiveness controls have been highlighted on the register
- Isolation, Administration and PPE are the key control elements required to reduce the risk of transmission (Elimination controls are also in place for all non-essential workers, where this is not possible in Operational environments PPE has been provided to all workers who cannot maintain physical distancing with SOP's in place to manage supply chains.
- A weekly Site Manager Assurance Checklist is in place to test that all possible controls identified are in place. This is completed weekly with responses collated by the Health and Safety team weekly. Issues are discussed with the site and rectified asap.
- Standard site hazard and risk registers are in place to manage risks from third party providers. The Ministry are supplying PPE to these workers as and if required.
- Having the buy in from workers especially the HSR's/HSC Members will highlight if changes need to be made to the controls. Just as it is important to get their buy in when putting controls in place. Engagement with PSA, HSR's and key stakeholders across business units are currently in place to ensure controls are agreed with and applied consistently across all sites.
- Due to the seriousness of Covid19 the HSR team regularly review the risks and mitigation factors through received Assurance Reports daily.
- Haumaru Reporting captures and highlights new hazards. Weekly reports are being provided to SLT.

# COVID-19 safety plan

## How do these changes impact on the risks of the work that you do?

Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?

The Ministry have five HSS related Critical Risks. The controls in place to mitigate four of these (Travel, Contractors and Third Party, Off-site violence and On-site violence) have increased (reducing the likelihood of them being realized) under COVID-19 restrictions as activity such as Travel has ceased, Security of courts increased with the additional controlled entry and Off-site work has ceased.

Psychosocial - is one of the five critical risks and one that we expect to increase as backlog of work continues to escalate. The PnP team are looking at additional controls to support our people and their wellbeing, the Comm's team are developing an Induction Booklet to be provided to those staff as they return to their workplace to manage anxiety, comm's from SLT will also help mitigate 'we are all in this together'.

### Identifying new risks

The Health and Safety team are continuing with site HSR's and will work with them to support them to identify and manage new risks and/or hazards that have been identified. The H&S team are encouraging sites to continue with their H&S Committee meetings and hazard and Risk site walk-arounds.

The weekly Assurance checklist ensures sites are reviewing and talking about the controls that they have in place, at least weekly. The H&S team are monitoring control effectiveness from Haumaru and responses to this checklist.

The introduction of any new control also introduces new risk. The Ministry have:

- Checked to ensure that the detergents being used with the additional cleaning will not cause harm and that our contractors have undergone training in using these products:
  - Some of our people were reporting allergies to these products in some cases, on investigation we found that it was isolated to a region with the root cause being training related (mixing and dilution ratios not being followed)
- Introduced Physical distancing procedures that have been adapted to well and supporting services are allowing the ministry to ensure that they are effective.

### Considerations to additional controls as we move down alert levels

As we move down the Alert levels, we would expect increased tension from court participants as they are required to queue for service or court cases are delayed. We have put in place additional security to manage access to courts (main area of contention) and will likely experience an increase in reports of threats and physical harm to our people and Judiciary.

Judicial Security and options to enhance this service is being addressed through a paper, this may need to be escalated as tension increases while working through the initial backlog of delayed court cases, with the likelihood of threats to judiciary increase.

As we move back down through the levels, greater impudence will be placed on the individual worker to ensure they know that "it's ok to forgo some of the controls that have been in place while in alert level 4 and 3 i.e. it's ok to return to work, physical distancing can be relaxed etc. A key control will be Communication with our people.

Team leaders/Senior H&S Advisors/HSR's

## Notes:

It is critical that sites involve their workers in the development of the plan and then discuss and share the plan with everyone at work – including workers, contractors, and suppliers – before the work starts.

It is also important that businesses continue to identify and control non-COVID-19 related risks that exist in their operations and consider whether the pandemic risks require any change to management of those pre-existing risks.

# COVID-19 Vaccination Policy Decision Document

11 January 2022

RELEASED UNDER OFFICIAL INFORMATION ACT 1982

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RELEASED UNDER OFFICIAL INFORMATION ACT 1982

# Purpose of this Document

On 10 December 2021 we commenced consultation with our people on a proposal to introduce a policy requiring all roles and therefore people at Te Arawhiti, to be fully vaccinated against COVID-19.

The purpose of this document is to communicate the final decision for Te Arawhiti regarding the COVID-19 vaccination and its implications in our workplaces and for the nature of the work we do.

Our decision is based on our organisational values, Mahi Tahī, Pono ki te kaupapa and Atawhaitia, as well as our obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with contracting and transmitting COVID-19.

Te Arawhiti's top priority is the safety and wellbeing of its employees. We currently have existing protocols in place to provide a safe workplace. We are now enhancing those protocols with a vaccination policy.

Accompanying this document is the:

- COVID-19 Vaccination Policy Te Arawhiti

# Context

The New Zealand Government has changed its approach from an elimination strategy to the COVID-19 Protection Framework (CPF) to manage the response to COVID-19. The CPF seeks to minimise risk and protect people from exposure to COVID-19. The key protection in this approach is vaccination.

Te Arawhiti needs to support the broader wellbeing of our people beyond the COVID-19 risks we all currently face. We must ensure, so far as reasonably practicable, the health and safety of everyone who works for Te Arawhiti or whose activities in carrying out work are influenced or directed by us, while they are carrying out work for Te Arawhiti.

Te Arawhiti must also ensure, so far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of its business or undertaking. To fulfil these duties, Te Arawhiti must eliminate risks so far as is reasonably practicable, and if that is not possible, minimise those risks so far as is reasonably practicable.

Additionally the Public Service Commission has issued advice to agencies in support of the Government's vaccination programme by requesting all new employees are fully vaccinated and for each agency to complete a health and safety assessment for COVID-19. Already we are seeing other Government agencies as well as our iwi partners implement mandatory vaccination policies, meaning our people are required to be vaccinated to engage and work with others in the course of their mahi now.

# Proposal submissions

In response to the MoJ vaccination policy and after completing an organisation specific risk analysis, Te Arawhiti issued a consultation document on 10 December 2021. The proposal sought to introduce the same policy settings as provided in the MoJ vaccination policy with some adjusted timelines. Consultation closed at midday 24 December 2021.

In total we received 6 responses to the proposal, representing approximately a 3% response rate. We received five responses from individuals and one group submission from Te Arawhiti PSA delegates. All, except one, of the individual submissions supported the proposal.

The following pages provide a summary of the feedback received.

## Summary of feedback received (1)

Feedback	Response
<p>Unvaccinated staff not losing their jobs and careful consideration being given to terminating someone's employment contact as a result of being unvaccinated.</p>	<p>Te Arawhiti has a responsibility to meet employment and health and safety obligations for all employees, along with expectations from iwi partners and the Public Sector.</p> <p>The loss of employment as a result of being unvaccinated will be an absolute last resort.</p> <p>This will only happen after all options have been exhausted through the individual assessment process. This will include the provision of information on vaccinations, whether MOH exemptions have been provided and investigation of alternative working arrangements.</p> <p>Te Arawhiti will also continue to work with PSC as other potential options are explored across the wider public sector.</p>
<p>Unvaccinated visitors should be allowed access.</p>	<p>Te Arawhiti shares premises with MoJ, Crown Law, and ACC all of whom will be requiring vaccination passes for third parties. This is part of the response to mitigating risk for employees while working in the office.</p> <p>Te Arawhiti will adopt the MoJ Third Party Vaccination policy and require vaccine certificates for all third parties visiting Te Arawhiti offices.</p> <p>Alternative ways of meeting are available.</p>

## Summary of feedback received (2)

Feedback	Response
It is important that the vaccination policy has a clear end date.	<p>The Covid 19 pandemic is volatile and rapidly evolving.</p> <p>The current policy provides a review date in April 2022 and this is considered appropriate at this time.</p>
Suggest the policy is tailored to Te Arawhiti by framing it within our values instead of the RISE values (page 2).	<p>This is a great idea and we have agreed with MoJ to have a version of the policy for Te Arawhiti that reflects our own values.</p> <p>In the introduction to the policy it covers how our values informed this policy.</p>
Request there are clear communication protocols to go with the policy for the other agencies that we work with, and with our iwi partners. To try and avoid ad-hoc and awkward conversations.	<p>We agree that a clear communications plan is required and this will be developed in conjunction with the MoJ Communications Team.</p> <p>Communications from the Tumu Whakarae to iwi partners and public sector colleagues will also be sent directly.</p>

## Summary of feedback received (3)

Feedback	Response
<p>Clarity on the steps Te Arawhiti will be taking to ensure safety in the workplace from today until the vaccination policy comes in effect on 1/3/22, recognising that unvaccinated staff are more likely to catch and spread Covid to vaccinated staff.</p>	<p>We continue to follow all relevant Ministry of Health guidelines to manage and mitigate the risks that Covid 19 presents right now.</p> <p>MoJ policies for staff, contractors and third parties comes into effect on 1 February, meaning unvaccinated or unknown vaccination status people will be unable to enter the Justice Centre.</p>
<p>Minimum period of 4 weeks' notice is insufficient in the circumstances and long term working from home arrangements should be seriously considered for non-vaccinated staff.</p>	<p>The termination of employment will only be considered as an absolute last resort and will only occur after completing individual assessments.</p> <p>Longer term working from home arrangements will be given serious consideration and Te Arawhiti will work with PSA and staff representatives throughout this process.</p>
<p>Clarity on Te Arawhiti's policy on vaccination requirements for visitors to the office. Will a mandatory vaccination policy be observed?</p>	<p>Te Arawhiti will be adopting the MoJ Third Party Vaccination policy released in December and effective 1/2/22.</p> <p>This will require evidence of Vaccination for all current and future Contractors, Visitors and service providers.</p>

# Decision (1)

To meet our health and safety obligations to our people and those we work with, as well as our health and safety obligations to each other, Te Arawhiti has decided to introduce mandatory COVID-19 vaccination for all roles and employees, confirming the MoJ COVID-19 Vaccination Policy will extend to all Te Arawhiti staff as employees of MoJ. A Te Arawhiti version of this policy accompanies this document and will be the policy version Te Arawhiti employees are covered by.

Our commitment to the Crown building true treaty partnership with iwi and how we support this through our values is woven into our decision and policy.

**Mahi Tahi-** in its simplest form, this requires us to work together and with others towards a common goal – in this instance – the health and safety of ourselves, our whānau, our work whānau, communities across Aotearoa and the public service/Government. Our vaccination policy reflects that we collaborate with collective responsibility, accountability and commitment to support and care for each other throughout all our endeavours.

**Pono ki te Kaupapa-** our kaupapa – towards Treaty partnership requires us to work together with both Government and our Māori Treaty partner to restore, sustain and build the Māori Crown relationship. Our Treaty partner is asking us to be true to this kaupapa by keeping ourselves and their communities safe, through being vaccinated, before we visit them. Our vaccination policy upholds this responsibility.

**Atawhaitia-** the kindness and care with which we approach each other, our mahi and those we work with have been important features of the way we have coped with and supported each other through COVID-19. Our vaccination policy upholds this approach by ensuring we keep each other and those we work with safe while preserving time and space for those who have not yet made their vaccination decisions.

## Decision (2)

We have made the decision to align with MoJ timeframes and the policy will become effective for Te Arawhiti from 1 February 2022. There are a few reasons for moving the timeframe forward, including:

- everyone coming into the building from 1/2/22 will be required to be vaccinated;
- the low number of submissions we received and the predominately positive nature of this feedback;
- ensuring from here all communications from MoJ on this kaupapa relate to Te Arawhiti too; and
- many of those we work with already having vaccination mandates in place.

Between now and 1 February 2022, it is expected that any work related travel to engage with our iwi partners will be undertaken by fully vaccinated Te Arawhiti people, respecting the call from our partners to keep our communities safe.

We understand the change in effective date of the policy may cause issues for those still on holiday during January and the People Team will be working with People Leaders with anyone in this situation to find a solution.

On the following page is the timeline of next steps in the implantation of the COVID-19 vaccination policy. A key date to consider is the entering of individual vaccination status into Mahi by 18 January 2022. Throughout the consultation period Te Arawhiti staff were asked to volunteer their vaccination status. As of 10/01/22 from a total 199 staff, 131 (65.8%) had already volunteered their vaccination status in Mahi.

## Confirmed next steps timeline

Date	Action	Responsibility
10 January 2022	ELT receives recommendations report and makes final decisions	
11 January	Final decision communicated to all our people	
12 January	Final decision on third party vaccination policy communicated	
<b>18 January</b>	<b>Vaccination status entered into Mahi</b>	<b>Employees, contractors and reporting manager</b>
19 January	Individual consideration conversations begin and People Leaders with support from the People Team will work with any staff who are not recorded in Mahi	MoJ People Experience (PX) Team will assist
<b>1 February</b>	COVID-19 Vaccination Policy and Third Party Vaccination Policy comes into effect for everyone including Te Arawhiti	
1 April 2022	MoJ commence review of the staff vaccination policy	

# Support

We acknowledge that coping with change can be difficult. We encourage you to talk to your family, friends, managers and colleagues, or your union.

The Employee Assistance Programme also continues to be available to you at any time for support. The service is completely confidential, and we are not told who has accessed this service. You can contact the service 24 hours a day, seven days a week, on free phone 0800 327 669 or via the internet ([www.eapservices.co.nz/booking](http://www.eapservices.co.nz/booking).)

There is a dedicated page on MoJ JET with more vaccination information, along with FAQ's.

Your manager and members of the People Team at Te Arawhiti are available if you would like to discuss further.

## Document 3

**From:** [Anderson, Lillian](#)  
**To:** [DL-TTW All Staff](#)  
**Subject:** Outcome of Te Arawhiti COVID-19 Vaccination policy proposal consultation  
**Date:** Tuesday, 11 January 2022 2:31:23 pm  
**Attachments:** [COVID-19 Vaccination Policy - Te Arawhiti Jan 22 FINAL.pdf](#)  
[Te Arawhiti COVID-19 Vaccination Policy Decision Document Jan 22 - FINAL.pdf](#)  
[image001.png](#)  
[image002.png](#)

Kia ora - nga mihi nui mo te tau hou tātou!

It has been really great catching up with some of you over the past couple of days and comparing tans lol. I really hope you were all able to reconnect with whānau, friends and the other things (besides being here with your Te Arawhiti whanau every day!) that you enjoy over the break. 2021 was a biiiiig tough year and getting some respite over summer was what the doctor ordered. I spent most days on a beach or near water and managed to see my family and reconnect with home to fill my cup once again. I also managed to be anonymous in places id never been before which I (and particularly [REDACTED]) loved. Managed to zoom into Christmas day (and most other days) in the [REDACTED] which was both awesome and heart wrenching to not be there in person – something to look forward to when COVID allows for safe travel again.

Today, I wanted to update everyone on the proposal we made in late 2021 to introduce a policy requiring all roles at Te Arawhiti be vaccinated against COVID-19 and the final decision ELT has made based on your feedback.

Firstly, thank you to those that submitted feedback on the proposal. Yesterday ELT met to review the feedback and decide the way forward for Te Arawhiti that reflects our values and meets our obligations to the health and safety of ourselves, our whānau, our work whānau, communities across Aotearoa and the public service.

**I can confirm that we have agreed to proceed with the policy that requires all roles at Te Arawhiti to be vaccinated against COVID-19.** You will find attached our final COVID-19 vaccination policy and the decision document which summarises the feedback received. Feedback highlighted the need for our policy to reflect our values and more broadly feel more like Te Arawhiti and you will note the attached policy has a different look and feel to the MoJ version, incorporating our values and how these have driven ELT's decision. The basis of the policy still reflects the original intent we had in the proposal and MoJ's content.

From here, we are choosing to align with MoJ's implementation timeline and our attached policy will become effective from **1 February 2022**. There are a few reasons for moving the timeframe forward. These include everyone coming into the building from 1/2/22 being required to be vaccinated, the low number of submissions we received and the predominately positive nature of that feedback, ensuring from here all MoJ communications on this kaupapa relate to Te Arawhiti too and don't cause confusion, along with many of those we work with already having vaccination mandates in place. **A key part of the implementation phase is to have staff vaccination statuses entered into Mahi by 18 January.** Around 66% of you have already done this voluntarily – we are now asking the remainder of you to do so too. You can talk about this with your manager if for any reason you cannot do this within the timeframe.

I understand for some people, the 1 February timeframe could cause some concern, particularly for those that are still on leave. Our People Team will be working with People Leaders who have staff on leave during this period to find a solution. Earlier today I had a session with People Leaders to take them through the decision and answer any questions. Your manager or Te Arawhiti People Team are available in the first instance for any questions you may have. There are also a wealth of resources and information on MoJ JET, including access to EAP and paid time available should you wish to engage some professional vaccination advice.

During this implementation period, Te Arawhiti will explore flexible options for employees where the timing of becoming fully vaccinated does not match the intended timeframe for the full implementation of this policy.

Later this week I will be communicating with our iwi partners and my public sector colleagues our position on compulsory vaccination for all our people and the commitment we have made to play our part in protecting our communities as far as practicable.

I hope you still take some time to stroll in the sun while things are relatively quiet. Look forward to catching up with you all over the next week or so while my diary still has actual gaps in it. Have a good week whānau.

Ngā mihi  
Lil



**Lil Anderson**

TUMU WHAKARAE

DDI: +64 4 918 8732



# COVID-19 VACCINATION POLICY

## INTRODUCTION

Te Arawhiti, as a Departmental Agency of Ministry of Justice and as employees of the Ministry, has adopted the Ministry of Justice COVID-19 vaccination policy in its entirety. Amendments have been made to reflect Te Arawhiti values and how these values have informed this policy is covered below.

### **Mahi Tahī**

In its simplest form, this requires us to work together and with others towards a common goal. In this instance, this is the health and safety of ourselves, our whānau, our work whānau, communities across Aotearoa and the public service/Government. Our vaccination policy reflects that we collaborate with collective responsibility, accountability and commitment to support and care for each other throughout all our endeavours.

### **Pono ki te Kaupapa**

Our kaupapa – towards Treaty partnership requires us to work together with both Government and our Māori Treaty partner to restore, sustain and build the Māori Crown relationship. Our Treaty partner is asking us to be true to this kaupapa by keeping ourselves and their communities safe, through being vaccinated, before we visit them. Our vaccination policy upholds this responsibility.

### **Atawhaitia**

The kindness and care with which we approach each other, our mahi and those we work with, have been important features of the way we have coped with and supported each other through COVID-19. Our vaccination policy upholds this approach by ensuring we keep each other and those we work with safe while preserving time and space for those who have not yet made their vaccination decisions.

## PURPOSE

Te Arawhiti's top priority is the safety and wellbeing of its employees. We already have existing protocols in place to provide a safe workplace. We are now enhancing those protocols with a vaccination policy.

The purpose of this policy is to communicate the position of Te Arawhiti regarding COVID-19 vaccination and its implications in our workplaces and for the nature of the work we do. It is based on our obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with contracting and transmitting COVID-19.

## KAUPAPA HERE POLICY STATEMENT

Aotearoa New Zealand is operating under the COVID-19 Protection Framework (CPF) to manage the response to COVID-19. The CPF seeks to minimise risk and protect people from contracting and transmitting COVID-19. The key protection in this approach is vaccination.

Te Arawhiti needs to support the broader wellbeing of staff beyond the COVID-19 risks we all currently face. In all aspects of health, safety and wellbeing we must ensure, so far as reasonably practicable, the health and safety of workers who work for Te Arawhiti, or whose activities in carrying out work are influenced or directed by them, while they are carrying out work for Te Arawhiti. Te Arawhiti must also ensure, so far as reasonably practicable, that the health and safety of other persons are not put at risk from work carried out as part of its business or undertaking. To fulfil these duties, Te Arawhiti must eliminate risks so far as is

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reasonably practicable, and if that is not possible, minimise those risks so far as is reasonably practicable.

To meet our safety obligations to the public who use our services, and our health and safety obligations to each other, Te Arawhiti has decided to introduce mandatory vaccination for all employees. This decision is based on the formal risk assessment conducted with input from employees, health and safety representatives and the PSA.

There is a formal Ministry of Health exemption process for individuals who are unable to be vaccinated for medical reasons.

This policy provides for an Individual Consideration Process for all unvaccinated employees, including any employees with an exemption from The Ministry of Health. This is to establish whether there are other controls that can be used to remove the possibility that the employee may contract or transmit COVID-19.

During the introduction of the policy Te Arawhiti will continue to educate, encourage and inform employees of the personal and collective benefit of vaccination.

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#### **TE KAINGA SCOPE**

The Policy covers all current and new employees of Te Arawhiti.

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#### **KAUPAPA HERE POLICY**

**In the policy it is expected that all employees must be fully vaccinated against Covid 19 unless agreed via the Individual Consideration Process.**

Te Arawhiti is working towards true treaty partnership working together in good faith with humility and authenticity. This is reflected in our values:

- Mahi Tahī – Restore
- Pono Ki te Kaupapa – Sustain
- Atawhaitia – Build

Throughout the implementation of this policy we will acknowledge and seek to support the unique circumstances that each employee brings to their work at the Te Arawhiti.

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#### **Educate, Encourage and Inform**

Te Arawhiti has a suite of resources available to assist employees in their decision making about the COVID-19 vaccination. There is a dedicated JET page with information, links to independent advice and contacts for people who wish to discuss any issues with vaccination hesitancy. Employees can also ask their manager for a couple of hours paid time to discuss the issue with their GP or other health professional.

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#### **Declaring Current Vaccination Status**

All employees will be encouraged to provide their vaccination status by Tuesday 18 January 2022. Employees who do not wish to declare their vaccination status will be deemed to be unvaccinated for the purpose of this policy.

All new employees are required to declare their vaccination status as part of the application process.

Proof of vaccination status is a current My Vaccine Pass and must be sighted by the employee's manager. Your 'My Vaccine Pass' is not stored or uploaded in Mahi as part of the recording process. The information provided (vaccination status, effective date, and expiry date of My Vaccine Pass) will be kept securely in Mahi and only used for the purposes outlined in this policy.

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**Paid Time**

Employees are entitled to paid time for themselves and their whānau to receive the vaccination by prior arrangement with their Manager. There is special leave available for any employee who needs to manage any immediate side-effects from the vaccine.

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**Ministry of Health Exemption Process**

There is a Ministry of Health exemption process for certain health conditions. Your Doctor or Nurse Practitioner can make the application on your behalf.

Unvaccinated people with a Ministry of Health exemption will take part in the Individual Consideration Process as outlined below.

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**Individual Consideration Process**

Unvaccinated employees will take part in an Individual Consideration Process. As part of this process, they may submit a request to their manager for an Individual Risk Assessment. The Individual Risk Assessment will use the Ministry of Justice risk assessment framework (as used by Te Arawhiti in determining the need for this policy) to determine whether controls can be put in place to reduce the possibility of contraction or transmission of COVID-19, including the risk to others, whilst at work. The process will also consider whether the person's job can be altered or amended to sufficiently reduce the possible risk of contracting or transmitting COVID-19 and/or risk to others e.g. working from home. This includes any new 'risk management' options as they become available, which could include testing.

Te Arawhiti will also explore flexible options for employees where the timing of becoming fully vaccinated does not match the intended timeframe for the full implementation of this policy. That flexibility will include temporary redeployment, temporary change in responsibilities and work practice along with special leave, annual leave and leave without pay.

Where this process is unable to put in place controls to remove the possibility of contracting or transmitting COVID-19 whilst at work and/or risk to others, the employer will discuss any suitable redeployment opportunities that may exist to a position where exposure to COVID-19 and/or risk to others is deemed unlikely.

Te Arawhiti will utilise the Te Kawa Mataaho Workforce Mobility Hub to assist with redeployment opportunities to different agencies where appropriate.

Special Leave may be discussed as an option during this process where it is agreed on safety grounds and/or where the Individual Consideration Process cannot be completed in the established timeframe. The timeframe for completion of this stage is 31 January 2022.

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**Notice**

Te Arawhiti will endeavour to retain as many employees as practicable. However, where an employee is not vaccinated and the role cannot be amended to sufficiently reduce the risk, and where the employee cannot be redeployed, it may become necessary to terminate the employee's employment. Where a proposal to terminate employment is made, the employee will be afforded a reasonable opportunity to comment about the proposal before a final decision is made. Where a decision to terminate employment is made, the employee will be provided with a minimum of 4 weeks' notice of termination of employment.

During the notice period we will continue to recognise and seek to support the unique circumstances that each employee brings to their work at Te Arawhiti in whatever way possible.

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**Support and Assistance**

Te Arawhiti is committed to the wellbeing of employees. The following support options will be available during the implementation of this policy.

1. EAP support is available for all Ministry employees. EAP counselling can be used for any personal or work-related issues including:
    - coping with change
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- 
- stress
  - career transitions

To arrange a counselling appointment, please call 0800 327 669, or book through the website.

You can request wellbeing support from counsellors with capability in Te Ao Māori or the Pasefika People.

2. Manager Assist – in addition to the resources made available to managers for the implementation of the policy, managers will have access to a 24/7 'hotline' service provided by EAP Services Ltd to seek advice and professional support for challenging situations they are dealing with in their teams.
  3. The PSA is available for advice and assistance to their members. Call 0508 367 772 for support with the process.
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## **NGĀ TAKOHANGA RESPONSIBILITIES**

### **Menetia Manager**

- Ensuring employees are aware of the requirement to be fully vaccinated with an approved COVID-19 Vaccine and provide evidence of vaccination under the policy.
- Ensuring job advertisements and recruitment processes set out the requirement to be fully vaccinated with an approved COVID-19 vaccine, and that applicants will have to provide evidence of vaccination under the policy.
- Managing requests for leave associated with COVID-19 vaccination.
- Support senior managers and People Experience business partners in implementing the Individual Consideration Process.
- Handling any information associated with people's health or wellbeing sensitively and in accordance with the Privacy Policy.
- Ensure all other health and safety controls are in place.
- Ensure the employee has access to Te Arawhiti wellbeing support options during this period.

### **Kaimahi Employee**

- Provide current vaccination status by Tuesday 18 January 2022.
- Continue to use all other health and safety controls at work including physical distancing, self-isolation, face coverings, QR scanning and cleaning protocols.
- Follow public health guidance.

### **People Tima People Team with MoJ HSS & PX**

- Continue to ensure that the vaccination policy remains consistent with government policy and relevant Health Orders.
- Continually review health and safety controls available and update where required.
- Provide support to managers and kaimahi employees during implementation of the policy.
- Ensure wellbeing support options are clearly communicated to the business.

- Te Tiriti o Waitangi
- Health and Safety at Work Act 2015
- NZ Bill of Rights Act 1990
- Human Rights Act 1993
- COVID-19 Public Health Response Vaccination Order 2021
- Disability (United Nations Convention on the Rights of Persons with Disabilities Act 2008)
- Privacy Act 2020
- Wellbeing support policy
- Sick and domestic leave guidelines
- Recruitment policy
- Flexible work policy
- Secondment policy

Te reo Māori glossary - sourced from Te Aka Māori Dictionary

- Kaupapa Here – policy
- Ngā Kaimahi – worker, employee
- Ngā Menetia – managers
- Ngā Takohanga – responsibility, obligation, commitment
- Te Kainga – field of operation, scope or work

<b>CONTACT</b>	Ask HR	<b>OWNER(S)</b>	GM, People Experience
<b>LAST REVIEWED</b>	New Policy	<b>NEXT REVIEW</b>	1 April 2022
<b>LAST UPDATED</b>	January 2022	<b>STAKEHOLDERS CONSULTED</b>	All staff PSA
<b>APPROVAL LEVEL</b>	ELT		

# Te Arawhiti

## COVID-19 Vaccination Policy Decision Document

27 July 2022

## Message from the Tumu Whakarae

Tēnā koutou,

The purpose of this document is to provide you with the outcomes of the COVID-19 vaccination policy review that we recently consulted with you on.

It's hard to believe that less than six months ago we introduced the initial COVID-19 vaccination policy, which required our kaimahi to provide evidence of vaccination as part of their role. With overwhelming support, we were able to demonstrate that 100% of our kaimahi had received at least two doses of the COVID-19 vaccine. That was the right decision at the time. But if COVID-19 has taught us anything, it's that we have to be agile and adaptable, and the situation we are in now is significantly different to the environment we were in only a few months ago.

I want to thank those of you who took the time to provide feedback. While the scope of this consultation is about the vaccination policy, the feedback we received covered broader COVID-19 concerns and the Executive Leadership Team (ELT) wanted to take the time to reflect and respond to those as well.

Overall, feedback was either in support of the removal of compulsory vaccination or accepted that the circumstances in which the original policy had been borne no longer applied.

We have regularly reviewed our settings, and kept up to date with Ministry of Health, Public Service Commission and WorkSafe guidelines, and we will continue to do so. The mantra of staying at home if you're sick, mask wearing, social distancing and hygiene standards is well known by us all. Having said that, the feedback questioned if we could do more.

It's ELT's view that there is always room for improvement, and we have asked the People Team to consider how we may strengthen our response. You will find accompanying this document updated guidelines to help Te Arawhiti mitigate the ongoing effects of COVID-19 as well as other general illness.

This guidance is in direct response to the feedback we received and has been considered through the lens of our values, our responsibilities to ourselves, our work whānau, our Treaty partner and others.

We had been warned that this would be a tough winter with the borders opening up and the impact of the seasonal flu. We are not yet through this, but we can look out for each other and in doing so our Treaty partner and stakeholders.

We have asked the People Team to keep a close eye on things as the situation evolves, to monitor guidelines and to work with our Health and Safety Committee to regularly review these guidelines. Communication on this kaupapa will continue.

Me haere tahi tatou mō te hauora me to oranga o ngā iwi katoa o Aotearoa  
Let us journey together for the health and wellbeing of Aotearoa

Glenn Webber  
Tumu Whakarae (acting)

# Section 1 Introduction

## Purpose

The top priority at Te Arawhiti is the safety and wellbeing of its people and that remains our focus. We currently have existing protocols in place to provide a safe workplace and these are being strengthened with additional guidelines. In January 2022, following consultation, we implemented our COVID-19 Vaccination Policy (the policy) to help meet our health and safety obligations. This required all Te Arawhiti kaimahi to be vaccinated against COVID-19. The policy was based on a health and safety risk assessment that considered the nature of COVID-19 pandemic at the time. Following the implementation of that policy, 100% of Te Arawhiti kaimahi were able to provide evidence of vaccination.

When implementing the policy, we committed to a review in April 2022 – this has now been done. The review process included a consultation period between 27 June and 7 July 2022 that invited feedback from our people on the updated draft policy.

The Executive Leadership Team (ELT) has considered staff feedback on the policy along with the current COVID-19 context, government and public service settings.

The purpose of this document is to communicate the final decision on the Te Arawhiti updated policy.

## Context

A lot has changed since the original policy was developed in December 2021. At the time, Delta was still the dominant variant of COVID-19. Delta was known to be more transmissible than the original virus strain and was also considered to carry a greater health risk, particularly for older and higher-risk members of our community.

In the months following the first identified community case of Delta, the government's education campaign to encourage everyone across Aotearoa to get fully vaccinated (two COVID-19 vaccinations) has resulted in over 95% of the eligible population being fully vaccinated against COVID-19.

At the time the Te Arawhiti vaccination policy was implemented, Aotearoa was moving away from the elimination strategy, which relied on lockdowns and regional borders to control the spread of the virus. The introduction of the COVID-19 Protection Framework, also known as the traffic light system, in early December 2021 marked a move from 'eliminate' to 'minimise and protect', aiming to keep the spread of COVID-19 as low as possible and protecting people from the more serious consequences of the illness.

Omicron began spreading throughout communities in late January 2022 and is currently the dominant variant in Aotearoa. We have seen case numbers in the thousands across the motu, with numbers increasing recently. Omicron is highly transmissible and, while many people report milder symptoms than with Delta, it has continued to put pressure on the health system and disrupted services and supply chains through the sheer numbers of people contracting the virus. We have experienced these disruptions within Te Arawhiti with over 45% of our kaimahi having now reported positive COVID-19 test results.

We have also seen significant shifts in the government response. This has seen the removal of limits on gatherings, an end to the requirement to show a vaccine pass to access certain services and businesses, and to display QR codes as well as fewer workforces being covered by a government vaccination mandate.

In addition, the government, through its health and safety agency, WorkSafe, has revised expectations and processes for how employers assess the risks associated with COVID-19 in the workplace.

It is within this context that we have reviewed the policy.

## Section 2 Feedback Summary

This section summarises how feedback was received and managed

Feedback was received and analysed using the following process:

- Feedback closed Thursday 7 July 2022 and submissions were received by email to vaccinationpolixx@xxxxxxx.xxvt.nz
- A spreadsheet was developed to record and analyse the themes, comments and suggestions from all feedback we received.
- Every submission was reviewed by ELT, noting any relevant themes or comments.
- The People Team provided recommendations to ELT on an updated vaccination policy.
- ELT met on 18 July 2022 to make final decisions.

### Summary of responses

We received a total of six responses, four from individuals and two groups feedback. Five supported the proposal and one did not support the proposal.

Theme	Summary of feedback	Response
<b>Disagree with the proposal</b>	<p>Disappointment and concern expressed that Te Arawhiti wants to remove the vaccination requirement.</p> <p>Would like to see Te Arawhiti set an 'above reproach' example to all, particularly in our work with Māori and keeping these communities safe.</p> <p><b>Please maintain the policy of requiring all staff to be vaccinated.</b></p>	<p>Noted.</p> <p>We believe the policy and approach continues to keep people safe and offers flexibility when situations call for it.</p>

<b>Agree with the proposal</b>	<ol style="list-style-type: none"> <li>1. Support the approach that it is <u>not</u> to be made mandatory. The risk is low as long as we all do our part and follow guidelines.</li> <li>2. Thank you for the opportunity to provide feedback on the Te Arawhiti vaccination policy. I fully support the updated policy and think it's in line with the current settings where we are learning to 'live with covid'.</li> <li>3. We have discussed as a team and are broadly comfortable with where the policy lands – in general, it seems consistent with where the government covid settings are at. We support the continued use of public health measures in the office.</li> </ol>	Noted.
<b>Disclosure of vaccination status</b>	The policy states employees are not required to disclose vaccination status and at the same time the policy acknowledges our Treaty partner of third parties may ask. We wonder if this can be considered further.	The policy has been updated to reflect that while people may be asked, they do not have to provide their status and alternative ways of working and meeting may need to be explored if these situations arise.
<b>Notification of changes to policy to stakeholders</b>	<ol style="list-style-type: none"> <li>1. Has any thought has been given to notifying that mandate is no longer in place with those we engage with.</li> <li>2. Request there is clear communication about the amended policy with other agencies that we work with and with our iwi partners.</li> </ol>	Similar to when the policy was put in place, communication will be developed and disseminated to all iwi and stakeholders advising of the changes to the vaccination policy.
<b>Commitment to our values</b>	Request that Te Arawhiti's commitment to atawhaitia and an inclusive culture and positive working environment, as expressed in the vaccination policy, reflects the needs of vulnerable staff – not just those of potential future staff who choose not to be vaccinated.	The policy has been updated to better reflect this.

<p><b>Long-term planning</b></p>	<p>The Te Arawhiti plan doesn't demonstrate a great deal of long-term planning. Does the plan account at all for changing circumstance such as this, and for opportunities to lift our waning collective immunity?</p> <p>Omicron and its sub-variants are increasingly able to evade vaccine protection. This shows the importance of maintaining a variety of controls to mitigate the impact of the Covid-19 pandemic. It is appropriate to ask whether our non-vaccination controls are fit for purpose.</p> <p>It would be good to see a plan for how additional controls might happen, and in what circumstances management would consider this appropriate.</p>	<p>The environment with COVID-19 is constantly evolving and the continuous shift in government guidelines and responses has been unprecedented. Long-term planning in ever-shifting circumstances is very difficult and we need to be able to maintain flexibility in our approach.</p> <p>There are already a number of controls in place aside from vaccination which we use – room limits, masking when on the move, availability of RATs and Ng5 masks when engaging externally for example. We all have a responsibility to follow these to keep ourselves and others safe.</p> <p>Te Arawhiti continues to monitor and follow MOH and government requirements and make changes as they become available.</p>
<p><b>Risk assessment assumptions</b></p>	<ol style="list-style-type: none"> <li>1. The plan as it stands contains almost no detail around how the office has assessed the office environment to be as safer or safer than staff's lives outside the office.</li> <li>2. WorkSafe criteria 1 in the risk assessment matrix requires Te Arawhiti to judge if staff members are at greater risk in the workplace than in the community. The plan as it stands contains no detail around how the office has assessed the office environment to be as safer or safer than staff's lives outside the office.</li> <li>3. The risk assessment that underlies this policy change was carried out in April 2022 when case numbers were steadily decreasing. The WorkSafe guidelines for the risk assessment require the office to</li> </ol>	<p>The risk assessment process followed the WorkSafe guidelines published in March 2022. This continues to be the main framework used by organisations in their H&amp;S risk assessments.</p> <p>The criteria looking at risks in the community is at a macro-level based on everyday activities the general public would encounter on a regular basis, such as using public transport, going to supermarkets, food outlets etc. The protocols within the office are stronger than those in examples these. The risk assessment hasn't been done at an individual level to determine the risk factor for a particular person. This process is available should someone want to undertake this for themselves.</p> <p>It is acknowledged that the COVID-19 environment is changing daily and this risk assessment was done at a point in time.</p>

	both make assumptions about the risks that staff face in the community, and to assess which people are at higher risk of severe illness from COVID-19.	
<b>Vaccination data in Mahi</b>	Information about vaccination status is currently held in Mahi. Can Te Arawhiti clarify if information about vaccination status will continue to be collected on a voluntary basis?	This is being explored with the Mahi team.
<b>Responsibility for the encouragement of vaccination</b>	Could, or should, educating, encouraging, informing employees about vaccination be an explicit responsibility of the People team under the revised policy? Should the People team and/or managers have an explicit responsibility to support employees to access vaccinations?	This is a shared responsibility of individuals, leaders, the People Team and Te Arawhiti Health and Safety.  The policy has been updated to further clarify this under the responsibilities section.

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## Section 4 Decisions

This section provides more detail on decisions made from the feedback

We have made the decision to implement the proposed policy with some minor amendments.

This will mean that it will no longer be a compulsory requirement for Te Arawhiti staff to provide proof of vaccination, nor will it be a requirement for new staff to provide evidence of vaccination as part of the recruitment process.

In response to feedback, some amendments were made to the policy, this included an acknowledgment of individual circumstances, clarification of the requirements around disclosure and strengthening of the responsibilities that managers, staff and the People team have in the implementation of the policy.

Additional non-vaccination feedback was received and has been addressed in the measures included in the guidelines that will sit alongside our COVID-19 vaccination policy. We strongly encourage you to read.

We recognise that this decision may not be the preferred outcome for everyone, and it may create some additional anxiety. For those in this situation, we encourage you to talk your people leader, staff representatives or a member of the People Team.

## Section 5 Key Dates

This section provides more detail on implementation of the revised policy

18 July 2022	ELT receives recommendations report and makes final decisions. Additional work is requested
25 July 2022	ELT reviews guidelines to accompany the COVID-19 vaccination policy
26 July 2022	People Leaders, PSA and Health & Safety Committee updated
27 July	Decision document and updated COVID-19 guidelines published
1 August 2022	Revised Te Arawhiti COVID-19 vaccination policy comes into effect
1 September 2022	Commence review of the COVID-19 vaccination policy and H&S risk assessment

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## Section 6 Support

This section outlines the information available to you and how you can find support during this change process

### Immediate support for employees

We acknowledge that coping with change can be difficult. We encourage you to talk to your family, friends, managers and colleagues, or your union.

The Employee Assistance Programme also continues to be available to you at any time for support. The service is completely confidential, and we are not told who has accessed this service. You can contact the service 24 hours a day, seven days a week, on free phone 0800 327 669 or at [eapservices.co.nz/booking](https://eapservices.co.nz/booking)

### COVID-19 information

JET has a wealth of information along with links to external sites with public health and other information.

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## Document 6

**From:** [Webber, Glenn](#)  
**To:** [DL-TTW All Staff](#)  
**Subject:** Updated Te Arawhiti vaccination policy  
**Date:** Friday, 29 July 2022 12:58:05 pm  
**Attachments:** [Te-Arawhiti-COVID-19-Vaccination-Policy-Decision-Documnt-Jul-22.pdf](#)  
[COVID-19-vaccination-policy.pdf](#)  
[COVID-19-and-general-illness-guidelines.pdf](#)  
[image001.png](#)  
[image002.png](#)

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Tēnā koutou

You'll recall that in July we sought your views on an updated vaccination policy. This was following the completion of an updated health and safety risk assessment and the recent decision from our partners in Te Tāhū o te Ture to remove the requirement for vaccination amongst their kaimahi.

ELT has now had an opportunity to consider the feedback received through consultation and to confirm its final decisions.

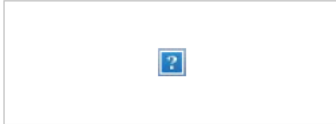
Effective 1 August 2022 Te Arawhiti will no longer require evidence of a COVID-19 vaccination for staff or manuhiri.

I want to thank those of you who took the time to provide feedback. While the scope of this consultation is about the vaccination policy, the feedback we received covered broader COVID-19 concerns and ELT has sought to take the time to reflect on and respond to those as well. Overall, feedback was mostly either in support of the removal of compulsory vaccination or accepted that the circumstances in which the original policy had been put in place no longer applied. I appreciate though that this decision is not everyone's preference.

Please find attached the [Decision Document](#), which includes some further commentary from me, the updated [COVID-19 Vaccination policy](#) and updated [COVID-19 and General illness guidelines](#).

Ngā mihi

Glenn



**Glenn Webber**

TUMU WHAKARAE | OFFICE OF THE CHIEF  
EXECUTIVE

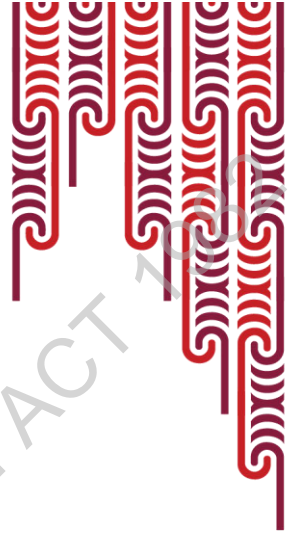
CELL: 027 591 0003

WEB: [tearawhiti.govt.nz](http://tearawhiti.govt.nz)

**The Office for Māori Crown Relations – Te Arawhiti**

Level 3, Justice Centre, 19 Aitken Street, SX10111,  
Wellington 6011

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# COVID-19 VACCINATION POLICY

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August 2022

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## Introduction

Te Arawhiti, as a departmental agency of Te Tāhū o te Ture – Ministry of Justice and as employees of the Ministry, approved a COVID-19 vaccination policy in January 2022. This is now due for review to reflect the evolving environment and ongoing response to COVID-19. Te Arawhiti values have informed this policy.

### Mahi Tahī

In its simplest form, mahi tahi requires us to work together and with others towards a common goal. Our original policy setting required all of us to be vaccinated and saw us contributing collectively to Aotearoa achieving extraordinarily high rates of vaccination, protecting ourselves, our whānau, our work whānau, communities across Aotearoa and the public service/government.

The landscape is shifting, and our vaccination policy reflects that, we still have a commitment to educate and encourage each other to maintain the best protection we can against COVID-19.

### Pono ki te Kaupapa

Our kaupapa – towards Treaty partnership – requires us to work together with both government and our Māori Treaty partner to restore, sustain and build the Māori Crown relationship. There will still be times our Treaty partner will ask us to share our vaccination status before we visit them. Our vaccination policy upholds this responsibility.

### Atawhaitia

The kindness and care with which we approach each other, our mahi and those we work with, have been important features of the way we have coped with and supported each other through COVID-19. Our vaccination policy upholds this approach by acknowledging that in our work whānau, we all have different circumstances and our people are able to explore solutions with their manager and the People Team during this time.

## Purpose

The policy explains Te Arawhiti's expectations and support for COVID-19 vaccinations and boosters. It is based on our obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable the risks associated with contracting and transmitting COVID-19.



## Kaupapa here policy statement

The safety and wellbeing of our employees is a top priority for Te Arawhiti. We have protocols in place to provide a safe workplace.

Aotearoa New Zealand is operating under the COVID-19 Protection Framework (CPF) to manage the response to COVID-19. The CPF seeks to minimise risk and protect people from contracting and transmitting COVID-19. The key protection in this approach is vaccination.

The expectation of the New Zealand Government and the Public Service is that all those who can be vaccinated, are vaccinated, including any booster doses that they are eligible for. The final decision on vaccination rests with the individual.

Te Arawhiti needs to support the broader wellbeing of staff beyond the COVID-19 risks we all currently face. In all aspects of health, safety and wellbeing we must ensure, so far as reasonably practicable, the health and safety of people who work for Te Arawhiti, or whose activities in carrying out work are influenced or directed by them, while they are carrying out work for Te Arawhiti.

Te Arawhiti must also ensure, so far as reasonably practicable, that the health and safety of other persons are not put at risk from work carried out as part of its business or undertaking. To fulfil these duties, Te Arawhiti must eliminate risks so far as is reasonably practicable, and if that is not possible, minimise those risks so far as is reasonably practicable.

We have taken into account our health and safety obligations to the people and communities we interact with, and our health and safety obligations to each other. There were also other aspects to consider and balance, such as current government, WorkSafe and public health advice; national vaccination rates; increasing levels of natural immunity; the impact COVID-19 has had on our business community; and the transmissibility and harm of the current variant alongside the range of other controls in place to protect each other from COVID-19 in the workplace (eg masks, distancing, hand washing etc).

We strongly encourage and support all kaimahi, regardless of their role, to be vaccinated including any booster doses that they are eligible for.

It has, however, been determined that kaimahi are not required at this time to be vaccinated to work at a Te Arawhiti workplace. Vaccination status does also not have to be disclosed.

It is acknowledged that our Treaty Partner or third parties may request those that engage with them from Te Arawhiti be vaccinated, or our people may request to understand the vaccination status of those they are engaging with. In these instances, people may choose not to disclose their vaccination status and alternative ways of meeting and working together may be investigated to find a solution that works for all parties.

As part of this policy, Te Arawhiti will continue to educate, encourage and inform employees of the personal and collective benefit of vaccination.

A range of other controls remain in place to protect each other from COVID-19 in the workplace.



## Te kainga scope

The policy covers all current and new employees of Te Arawhiti.

## Kaupapa here policy

Te Arawhiti is seeking to balance its responsibility to our Treaty partner and public sector colleagues with its obligations to its kaimahi.

This is reflected in our values:

- Mahi Tahī – Restore
- Pono Ki te Kaupapa – Sustain
- Atawhaitia – Build

Throughout the implementation of this policy, we will acknowledge and seek to support the unique circumstances that each employee brings to their work at the Te Arawhiti.

We are committed to an inclusive culture and maintaining a positive working environment where all people are respected and valued. While we support and encourage vaccination, our policy does not require it and individuals will need to make their own final decisions around vaccination.

Please respect the private nature of this decision when talking with colleagues and ensure your behaviour is inclusive and respectful.

### **Educate, encourage and inform**

Te Arawhiti has a suite of resources available to assist employees in their decision-making about the COVID-19 vaccination. There is a dedicated JET page with information, links to independent advice and contacts for people who wish to discuss any issues with vaccination hesitancy. Employees can also ask their manager for a couple of hours paid time to discuss the issue with their GP or other health professional.

### **Use of health and safety controls**

Te Arawhiti has a well-established process for the use of health and safety controls to manage COVID-19 in the workplace. Employees are expected to be aware of and always adhere to the controls, including mask use, physical distancing and hygiene practices.

Vaccination remains a strong control for mitigating the seriousness of infection and reducing transmission.

Te Arawhiti may escalate the use of controls as required in response to COVID-19. That escalation may include the use of testing and remote working options depending on the situation.

### **Declaring vaccination status**

Kaimahi are not required to declare their vaccination status.

## **Paid time**

Employees are entitled to paid time for themselves and their whānau to receive the vaccination or boosters by prior arrangement with their manager. There is special leave available for any employee who needs to manage any immediate side effects from the vaccine.

## **Review of policy**

The policy and vaccination requirement may be reviewed at any time in response to the COVID-19 pandemic. The next review will be completed no later than 30 September 2022.

## **Support and assistance**

Te Arawhiti is committed to the wellbeing of employees. The following support options will be available during the implementation of this policy.

1. EAP support is available for all employees. EAP counselling can be used for any personal or work-related issues including:
  - coping with change
  - stress
  - career transitions.

To arrange a counselling appointment, please call 0800 327 669 or book through the website. You can request wellbeing support from counsellors with capability in te ao Māori or the Pasefika People.

2. Manager Assist – in addition to the resources made available to managers for the implementation of the policy, managers will have access to a 24/7 hotline service provided by EAP Services to seek advice and professional support for challenging situations they are dealing with in their teams.
3. The PSA is available for advice and assistance to their members. Call 0508 367 772 for support with the process.



## Ngā takohanga responsibilities

### Menetia Manager

- Handling any information associated with people's health or wellbeing sensitively and in accordance with the Privacy Policy.
- Ensure all other health and safety controls are in place.
- Ensure the employee has access to Te Arawhiti wellbeing support options during this period.
- Encourage team members to educate themselves and make use of the COVID-19 information available.

### Kaimahi Employee

- Continue to use all other health and safety controls at work including physical distancing, self-isolation, face coverings and cleaning protocols.
- Follow public health guidance.
- Keep informed on the latest COVID-19 developments, including vaccinations and advice on keeping you and others safe.

### Te Arawhiti People Tima People Team with MOJ HSS and PX

- Continue to ensure that the vaccination policy remains consistent with government policy and relevant Health Orders.
- Continually review health and safety controls available and update where required.
- Provide support to managers and kaimahi during implementation of the policy.
- Ensure wellbeing support options are clearly communicated to the business.
- Encourage people to educate themselves and make use of the COVID-19 information available.

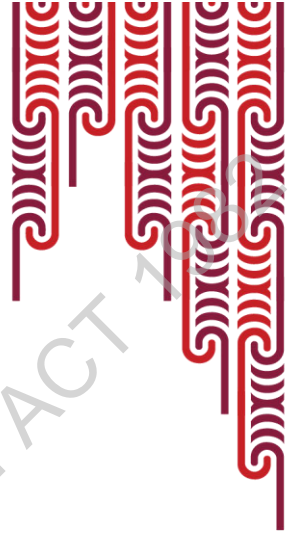
## Related policies, procedures and legislation

- Te Tiriti o Waitangi
- Health and Safety at Work Act 2015
- New Zealand Bill of Rights Act 1990
- Human Rights Act 1993
- COVID-19 Public Health Response Vaccination Order 2021
- Disability (United Nations Convention on the Rights of Persons with Disabilities) Act 2008
- Privacy Act 2020
- Wellbeing support policy
- Sick and domestic leave guidelines
- Recruitment policy
- Flexible work policy
- Secondment policy

Te reo Māori glossary – sourced from Te Aka Māori Dictionary

- kaupapa here – policy
- ngā kaimahi – worker, employee
- ngā menetia – managers
- ngā takohanga – responsibility, obligation, commitment
- te kainga – field of operation, scope or work

<b>CONTACT</b>	Ask HR	<b>OWNER(S)</b>	GM, People Experience
<b>LAST REVIEWED</b>	July 2022	<b>NEXT REVIEW</b>	30 September 2022
<b>LAST UPDATED</b>	July 2022	<b>STAKEHOLDERS CONSULTED</b>	All staff, PSA



# COVID-19 AND GENERAL ILLNESS GUIDELINES

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August 2022

RELEASED UNDER OFFICIAL INFORMATION ACT 1982



## Foreword

Te Arawhiti has recently reviewed and consulted on our COVID-19 vaccination policy. As a result, the decision has been made to remove the requirement for compulsory vaccination of Te Arawhiti staff effective from 1 August 2022. This policy is our pou in the ground, educating and encouraging our people to be vaccinated. We recognise more broad guidance is needed to sit alongside and complement the COVID-19 vaccination policy. This guidance incorporates feedback received during the policy review process which was broader than the scope of vaccinations.

The safety and wellbeing of all kaimahi and visitors of Te Arawhiti is a priority. The approach taken in developing these guidelines is to reflect and live our values throughout.

- We work together towards a common goal and all have a health, safety and wellness responsibility to keep ourselves and others safe – **mahi tahi**.
- Our kaupapa requires us to work together with both government and our Treaty partner to restore, sustain and build the Māori Crown relationship. Some of those we meet with in the course of this work are at greater risk of severe illness should they contract COVID-19. This is particularly true of groups based in remote areas with limited healthcare resources. Recognising and responding to this by taking additional measures to keep ourselves and others safe when we kano ki te kano is our commitment – **pono ki te kaupapa**.
- Acknowledging that we all have different circumstances outside of our whare and supporting a diverse and inclusive work whānau with different motivations to keep themselves and others well – **Atawhaitia**.

These guidelines are intended to support and strengthen current measures and, in many instances will be reinforcing what is already in place. Now, more than ever, doing as much as we all can during the winter period to limit our exposure and the impact of winter illnesses is important. As we have learnt, the situation with COVID-19 is constantly evolving, these guidelines will be regularly reviewed, and updates communicated. The responsibility for review and update will sit across Te Arawhiti People Team and the Health and Safety Committee.

Nothing here is intended to replace Ministry of Health, Public Service Commission or WorkSafe guidelines, we will continue to follow all appropriate advice as and when it is issued.



## Mask wearing

We strongly encourage you and others expect you to use face masks when on the move around the workplace and where physical distancing is not possible, such as through communal areas, when travelling or attending external meetings.

General surgical masks and N95 masks are shown to be more effective than cloth masks and their use is strongly encouraged.

During the winter period as COVID-19 case numbers remain high and other illness is prevalent, N95 masks will be widely available within the office.

The use of N95 masks should also be encouraged for any visitors and can be provided from our office stocks.

## Hui

For any hui please consider the following:

- Is a face-to-face meeting necessary, are all parties comfortable with face-to-face and have online options been canvassed?
- How many people will be attending?
- What is the current room limit? Can the room accommodate social distancing requirements?
- Will there be an expectation that masks are worn, and if so, has that been communicated to all attendees?
- Will additional masks be available should one break or be forgotten?
- Is kai likely to be provided and can this be provided safely?

## Stay at home if you are unwell

If you are unwell, **stay at home until you have recovered**. If you develop symptoms while in the office, then **go home until you have recovered**. Communicate with your manager that you are unwell and will be off work. If you test positive for COVID-19, please make sure you advise your manager and log into Haumaru.

Enter your leave in Mahi as soon as possible or arrange for your manager to do this on your behalf.

Respect your work whānau, if you are asked to go home because you are sick, please do this as quickly as practicable. Take the time to rest and get well by not working until you have recovered.

## Vaccination

Vaccination remains the first line of defence in protecting against the impact of COVID-19.

While getting vaccinated is no longer a requirement of our roles as part of our updated vaccination policy, Te Arawhiti is still **encouraging** staff to get vaccinated. This includes getting your **booster shot** when you are eligible. An additional booster is now available for some and is highly recommended for those at increased risk from COVID-19 illness. Eligibility criteria and additional boosters will become available over time and Te Arawhiti encourages people to take these up.

Additional vaccinations for other illness and infectious disease, such as the flu, are encouraged too.

## Paid time off

You're entitled to be paid for time required to seek further vaccination advice from professionals and for going to get vaccinated during work hours. If you need to do this, we just ask that you please talk to your manager and work out the best time to go so that your work can be covered while you are away.

Domestic leave is also available if you need to support a whānau member to get vaccinated during working hours. Please discuss this with your manager.

## Social distancing

While you're not required to maintain a physical distance in orange under the COVID-19 Protection Framework, we encourage good practise to keep one-metre spacing.

We recognise that this may not always be possible, particularly when hosting external guests. If this is the case, then mask usage should be strongly encouraged.

Signage regarding number of occupants in meeting rooms must be followed.

## Hygiene standards

Please follow all the personal hygiene rules and please keep the office clean and tidy. This means cleaning your desk at the start and end of every day and cleaning up after yourself in the kitchen and other public spaces. Hand sanitiser, wipes and gloves will be widely available in the office and be regularly restocked.

## Air travel – domestic and international

A negative RAT will be required to be confirmed from individuals before returning to the workplace after any air travel. If you choose not to provide confirmation of a negative test, alternative arrangements will need to be made with your manager before returning to the workplace. Confirmation of a negative test from an individual will be sufficient, rather than evidence of one.

## **Business travel, away days and large gatherings**

Business travel and group meetings are still permitted under orange settings.

All mask wearing, hygiene and social distancing protocols should be followed.

RATs are available to all staff travelling, attending away days or external hui. It is expected that you will take a RAT before meeting external parties. This additional measure, while not guaranteed, will provide an indication of another layer of protection before embarking.

## **Records of vaccine status**

You will no longer be required to provide evidence of your vaccination status in Mahi, however, this is an option still available that you may choose to do.

Situations may arise where iwi partners and stakeholders request that any in-person hui are attended by Te Arawhiti kaimahi who are vaccinated.

Should this be requested, then those attending the meeting will be asked to voluntarily provide evidence of their vaccination status in advance of the hui. If you choose to not disclose your vaccination status, you are ineligible, or if you have chosen to not get vaccinated, then alternative arrangements will need to be made for your attendance.

Te Arawhiti people may also request the vaccination status of those they are meeting with.

## Document 9

**From:** [Te Arawhiti OCE](#)  
**To:** [DL-TTW All Staff](#)  
**Subject:** Updates: Vaccination policy and COVID-19 & General Illness Guidelines  
**Date:** Friday, 11 November 2022 4:21:40 pm  
**Attachments:** [COVID-19 and general illness guidelines reviewed Oct 22.pdf](#)  
[image005.png](#)  
[image006.png](#)

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Kia ora koutou

As we've become accustomed to over the COVID-19 journey, things continue to evolve and we adapt to the changing situation. ELT have been keeping informed of changes across the country, Public Sector, MoJ and with what is happening in our own whare.

ELT made the decision last Monday to put the current vaccination policy on hold indefinitely in response to the latest Government changes, and update the COVID-19 and general illness guidelines as **attached**. In particular, rapid antigen testing in certain scenarios continues to be required. Please familiarise yourself with the attached guidance.

Even as ELT has been working through these decisions, we have seen a surge and then drop in COVID-19 case numbers across the motu. Te Arawhiti continues to monitor the situation in our whare and daily reporting of COVID-19 positive cases across the office continues to be received by ELT. The tools, practices and policy of the last two years continue to be available should we need to revisit any of these in future.

Finally a reminder, to stay home if you are unwell, rest from work, follow the latest Health requirements and keep in touch with your manager. Vaccination continues to be encouraged and paid time off to get vaccinated is available to you (see the attached for more information).

Ngā mihi



**[REDACTED]**  
SENIOR ADVISOR, OFFICE OF THE CHIEF EXECUTIVE  
CEL: +64 27 277 6048 DDL: +64 4 498 7003  
WEB: [tearawhiti.govt.nz](http://tearawhiti.govt.nz)

**The Office for Māori Crown Relations – Te Arawhiti**  
Level 3, Justice Centre, 19 Aitken Street, SX10111, Wellington 6011

RELEASED UNDER OFFICIAL INFORMATION ACT 1982



**COVID-19, general illness and wellness guidelines**  
**updated October 2022**

**Foreword**

A review of our COVID-19 vaccination policy in mid 2022, saw the removal of the requirement for compulsory vaccination of Te Arawhiti staff. The policy has again been reviewed along with these guidelines by ELT with input from Te Arawhiti Health and Safety Committee, PSA Delegates and our own legal team. The latest review is in response to Government announcements of the removal of the COVID Protection Framework.

**Te Arawhiti COVID-19 vaccination policy is being put on hold indefinitely.** The policy and measures from the past two years will remain available to us and can be reactivate should Government announcements determine it so.

Te Arawhiti People Team and Health & Safety Committee continue to monitor the situation and regular reporting of COVID-19 cases across the office enables us to monitor any spread of the illness.

The safety and wellbeing of all kaimahi and visitors of Te Arawhiti is a priority. The approach taken in developing these guidelines is to reflect and live our values throughout.

- We work together towards a common goal and all have a health, safety and wellness responsibility to keep ourselves and others safe – **mahi tahi**.
- Our kaupapa requires us to work together with both Government and our Treaty partner to restore, sustain and build the Māori Crown relationship. Some of those we meet with in the course of this work, are at greater risk of severe illness should they contract COVID-19. This is particularly true of groups based in remote areas with limited healthcare resources. Recognising and responding to this by taking additional measures to keep ourselves and others safe when we kano ki te kano is our commitment – **pono ki te kaupapa**.
- Acknowledging that we all have different circumstances outside of our whare and supporting a diverse and inclusive work whānau with different motivations to keep themselves and others well – **Atawhaitia**.

## Mask Wearing

Over the past two years we have all become accustomed to wearing and seeing others wearing masks. The Governments recent relaxing of mask use has seen a quick change in the mask wearing culture.

At Te Arawhiti we respect others choices and it is an individual choice whether to continue or discontinue mask use around the whare.

As office supplied stocks of masks are consumed, we will not be replacing these and individuals wishing to continue wearing masks will supply their own. Noting; Business Support will keep a supply of at least surgical grade masks on hand should we require these for kanohi ki te kanohi engagements and large events.

## Hui

Continue to consider for hui the value of having online options. Much of Te Arawhiti's mahi involves engagement kanohi ki te kanohi and we continue to respect ourselves and others by using Rapid Antigen testing. We will also respect the requests from our partners and stakeholders who may still require us to take precautions such as mask wearing, declaring vaccination status, social distancing etc.

There will no longer be meeting room limits in our whare.

## Stay at home if you are unwell

If you are unwell for any reason, stay at home until you have recovered. If you develop symptoms while in the office, then go home until you have recovered. Communicate with your manager that you are unwell and will be off work. If you test positive for COVID-19 please make sure you advise your manager, log this into Haumaruru and follow health requirements for self-isolation and reporting.

Enter your leave in Mahi as soon as possible or arrange for your manager to do this on your behalf.

Respect your work whānau, if you are asked to go home because you are sick, please do this as quickly as practicable.

Take the time to rest and get well by not working until you have recovered.

## Vaccination

Vaccination remains important in protecting against the impact of COVID-19.

While getting vaccinated is no longer a requirement of our roles, Te Arawhiti is still encouraging staff to get vaccinated.

Additional vaccinations for other illness and infectious disease, such as the flu, are encouraged too.

## **Paid time off**

You're entitled to be paid for time required to seek further vaccination advice from professionals and for going to get vaccinated during work hours. If you need to do this, we ask that you please talk to your manager and work out the best time to go so that your work can be covered while you are away.

Domestic leave is also available if you need to support a whānau member to get vaccinated during working hours. Please discuss this with your manager

## **Hygiene standards**

Maintaining good hygiene practice helps to restrict the spread of any illness across our whare. Examples includes regular hand washing, coughing and sneezing into your elbow, wiping down surfaces etc.

Hand sanitiser and cleaning products will continue to be available across the whare.

## **Business Travel / Away days/Large Gatherings**

Rapid Antigen tests will continue to be required to be taken and a negative result returned before business travel to hui and events, attendance at large internal gatherings and Te Arawhiti away days. Rapid Antigen tests will also be required to be taken after attendance at large scale externally run events. As well as should third parties request Rapid Antigen testing be undertaken. Rapid Antigen testing also applies to individuals that take air travel from their home location into the Justice Centre office.

If you choose not to provide confirmation of a negative Rapid Antigen test, alternative arrangements will need to be made on your involvement in the gathering. Confirmation of a negative Rapid Antigen test from an individual will be sufficient, rather than evidence of one.

Tests will continue to be supplied by Te Arawhiti Business Support.