

| Health and Safety Policy | |
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| COVID-19 Vaccination Policy | |
| 3_H_POL_COVID19Vaccination_220112 | |
| 1. Policy Statement | <p>SAE Auckland recognises our responsibility to provide a safe working and learning environment for our SAE community.</p> <p>SAE is committed to ensuring that the harm that may be caused by COVID-19 to SAE staff, students and visitors is minimised and that the campus is kept as safe as possible throughout the COVID-19 global pandemic. As part of this commitment, SAE is implementing this Vaccination Policy which aligns to the Government’s public health response to COVID-19.</p> <p>SAE Auckland as a PCBU (Person Conducting a Business or Undertaking) also has a primary duty of care under the Health and Safety at Work Act 2015, and must ensure the health and safety of staff, students and visitors to its place of work. While risk controls, such as physical distancing, hand sanitising and the wearing of face coverings are important to prevent transmission of the virus, the Government position, based on the Ministry of Health advice, is that vaccination is the most effective control.</p> |
| 2. Purpose | The purpose of this Policy is to establish and communicate SAE’s position regarding COVID-19 vaccinations for staff, students and visitors. |
| 3. Scope | <p>SAE Auckland’s COVID-19 Vaccination Policy applies to:</p> <ul style="list-style-type: none"> ● all staff members of SAE Auckland including full-time, part-time, fixed term or casual employees ● all students of SAE, including new and returning students ● all contractors working under a Service Agreement including guest lecturers or members of SAE Auckland Academic Board and Creative Industries Advisory Committee ● all visitors to SAE, <u>other than</u> those who are on campus for less than 15 minutes such as delivery personnel <p>This Policy does not apply to:</p> <ul style="list-style-type: none"> ● Secondary school students who are involved in secondary-tertiary provision (eg STAR courses) at the SAE Auckland campus |
| 4. Associated Policies and Procedures | <p>SAE Auckland COVID Response webpage, with links to our COVID Response Plan and Safety Protocols under RED, ORANGE and GREEN</p> <p>(noting that the Plan and Safety Protocols are being updated regularly)</p> |
| 5. Associated Documents | <p>Ministry of Health COVID response website</p> <p>Unite against COVID-19 government website</p> <p>Health and Safety at Work Act 2015</p> <p>COVID-19 Public Health Response Act 2020</p> |

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| <p>6. Policy</p> | <p>6.1 Vaccination requirement</p> <p>The default position of SAE Auckland is that: unless otherwise exempted with an official Ministry of Health medical exemption, all staff, students and visitors to SAE will be required to be fully vaccinated to attend our campus.</p> <p>For the sake of clarity, fully vaccinated is currently taken to mean having 2 doses of a Ministry of Health approved COVID-19 vaccination. However, it is recognised that over time this definition might change, e.g. with the roll out of booster shots. Therefore, the Ministry of Health’s My Vaccine Pass will be used as the way to determine if a person is “fully vaccinated”. Should the Ministry of Health’s definition of ‘fully vaccinated’ change, the ‘My Vaccine Pass’ parameters will change accordingly.</p> <p>In accordance with Ministry of Health guidance, someone who tests positive to COVID-19 may need to wait 4 weeks until they are able to be fully vaccinated. This 4 week period is a temporary exemption. Following this 4 week period, the staff member, student or visitor is then required to be fully vaccinated as outlined within this Policy in order to access campus.</p> <p>6.2 Context and justification</p> <p>6.2.1 COVID Protection Framework</p> <p>Under the Ministry of Health COVID Protection Framework, “only staff, students, and visitors who are vaccinated can be onsite at a tertiary education premises at RED”. This is a government mandate.</p> <p>The RED traffic light is in effect when community transmission of COVID-19 is occurring and action is needed to protect the health system and at-risk populations.</p> <p>Given the changing nature of the pandemic, the Auckland region can be quickly moved into the RED traffic light setting at any given time. Accordingly, SAE Auckland must be in a position to ensure all staff, students and visitors are ready to work and learn under those restrictions. This includes the need to be fully vaccinated.</p> <p>6.2.2 Vaccination Assessment Tool</p> <p>The vaccination assessment tool was introduced by regulations under the COVID-19 Public Health Response Act 2020. This Vaccination Assessment Tool has been undertaken to determine the level of risk associated with transmission or contracting the COVID-19 virus at the SAE Auckland campus.</p> <p>This tool assesses SAE Auckland to be at higher risk of community transmission or contracting COVID-19 on campus due to:</p> <ul style="list-style-type: none"> • Office spaces, classrooms, labs and studios being less than 100m² |
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- The inability to maintain 1 metre physical distancing within some campus environments, in particular within our studios
- The need to be in close proximity for more than 15 mins whilst on campus

Accordingly, the Vaccination Assessment tool assesses that a vaccination requirement on campus should be enforced.

Additionally, the ORANGE AND GREEN traffic light settings call for restrictions on gathering sizes and physical distancing if Vaccine Passes are not used. Such restrictions are impractical given the class sizes and vocational teaching methodology at SAE Auckland.

6.2.3 Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 requires that Persons Conducting a Business of Undertaking (PCBUs) have duties to ensure, so far as reasonably practicable, that the workplace is without risks to health and safety of any person. This legislation recognises that workers and others need to be given the highest level of protection from workplace health and safety risks.

Ensuring only fully vaccinated staff, students and visitors are on campus, or those who are medically exempt, helps meet our obligations under the Health and Safety at Work Act 2015 by minimising the health risks associated with COVID-19.

6.3 Enforcing the Vaccination requirement

6.3.1 SAE Auckland staff

All employees at SAE Auckland must be either officially medically exempt or at least partially vaccinated before the commencement of the 2022 academic year on 14 February 2022. Partially vaccinated is taken to mean that they have received at least one Ministry of Health approved COVID-19 vaccination shot. In practice, and allowing for a 4 week window between the 1st and 2nd vaccination, this means staff must therefore be fully vaccinated with 2 shots by at least 14 March 2022. During the 4 week period, any partially vaccinated staff will be required to work from home until they are fully vaccinated.

SAE Auckland will support staff to be vaccinated during work-time, including paying for travel to the vaccination clinic if required.

Any unvaccinated staff will be required to engage in a process in good faith with SAE that allows

- a) all parties to fully understand each other's position and concerns

- b) if becoming vaccinated is agreed to, SAE will support the staff member to get vaccinated
- c) if vaccination is not agreed to by the staff member, all reasonable options for resolution will be genuinely considered including redeployment options. It should be noted however that allowing a non-vaccinated staff member to fully work from home will not be possible due to the campus-based nature of SAE Auckland teaching and learning activities
- d) if redeployment is neither viable for SAE nor agreeable to the employee, then SAE has the right to terminate employment, with a 4 week paid notice being served.

6.3.2 SAE Auckland students

This policy will be applied differently, depending upon whether the student is new or returning in 2022.

6.3.2.1 New Students

Any new students to SAE Auckland must be either officially medically exempt or fully vaccinated before they commence the 2022 academic year on 14 February 2022.

If a new student is partially vaccinated (with one dose only) before commencement of the academic year, options will be discussed including learning from home until they are fully vaccinated.

6.3.2.2 Returning Students

Any students who have previously been enrolled with SAE Auckland and are returning to campus to complete their qualification should be either officially medically exempt or fully vaccinated before they commence the 2022 academic year on 14 February 2022.

It is recognised however that exceptions may need to be granted for returning students given this policy is taking effect after they commenced their qualification. If a returning student is not fully vaccinated, they will meet with the Campus Director and Academic Manager to discuss options including learning from home or enforcing additional risk mitigation strategies where possible.

6.3.3 Visitors to SAE

Visitors to SAE may include professionals contracted to SAE through a Service Agreement such as guest lecturers, members of the Academic Board and Creative Industries Advisory Committee, musicians and actors brought to campus for recording or filming purposes, or those

participating in on-campus activities such as workshops (other than STAR workshops), events or Open Days.

In all such cases, visitors should be either officially medically exempt or fully vaccinated in order to be on campus for any period that exceeds 15 minutes.

If a visitor is unvaccinated, partially vaccinated or not medically exempt, they will be asked to leave campus immediately. If a visitor refuses to provide their My Vaccine Pass as evidence of vaccination, they will be asked to leave campus immediately.

The vaccination requirement applies to contractors who are on campus only. Contractors such as guest lecturers who deliver their class off-site (e.g from home via zoom) are not required to submit their My Vaccine Pass to SAE unless they visit campus.

6.4 Providing advice

This policy aims to communicate clearly, openly and in good faith with staff, students and visitors in outlining the requirement to be vaccinated or medically exempt in order to access the SAE Auckland campus.

To assist staff, students and visitors to make decisions regarding the vaccination requirement, SAE Auckland will meet with any staff or students who are not fully vaccinated to determine if there are any practical barriers to accessing vaccination which SAE Auckland can help support, to discuss where to obtain official sources of accurate information such as the COVID-19 or Ministry of Health website, and to discuss the implications if the staff member or student chooses to remain unvaccinated. If detailed medical questions are raised, SAE Auckland will rely on expert public health advice for such matters.

6.5 Medical exemption

The only medical exemption that will be accepted by SAE Auckland are those provided by the Ministry of Health. Details on who can apply for a medical exemption, the criteria to be met and what to do if an application is declined can be found on the Ministry of Health website.

For the purposes of this policy, a person with an official Ministry of Health medical exemption for a COVID-19 vaccination will be considered vaccinated.

6.6 Non-disclosure

Non-disclosure of vaccination status will be reasonably deemed to mean not vaccinated.

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| | <p>6.7 COVID-19 Vaccination Register</p> <p>An SAE Auckland COVID-19 Vaccination Register has been established to review and store the official My Vaccine Pass for all SAE Auckland staff and students.</p> <p>All staff and students will be requested to submit a copy of their My Vaccine Pass to the Register prior to the commencement of the academic year on 14 February 2022. This will be gathered via a Google Form.</p> <p>As the My Vaccine Pass currently expires after a 6 month period, and the Ministry of Health’s definition of fully vaccinated might change with the roll out of booster shots, there may be regular requests to submit evidence to the Vaccination Register so that a current version of the My Vaccine Pass is kept on record at any given time.</p> <p>Staff vaccination evidence will be stored securely, kept private on the Campus Director’s google drive rather than within a shared folder.</p> <p>Staff vaccination status will be shared with their direct line manager, so that they are aware of which staff within their team are able to be on campus.</p> <p>Student vaccination evidence will be stored securely on the SAE Auckland server as part of their SAE student enrolment record. These student records are maintained by the Student Recruitment Officer.</p> <p>Student vaccination status will be shared with staff that they interact with including administration staff, teachers, student support and studio supervisors so they are aware of which students are able to be on campus. It is the responsibility of the Campus Director and Student Support team to ensure that all students have submitted their My Vaccine Pass to the Student Register.</p> <p>Upon submitting your vaccination status details and a copy of your My Vaccine Pass to the register, SAE Auckland staff and students will no longer need to have their Vaccine Pass checked daily when they arrive.</p> <p>Visitors to SAE are to scan their My Vaccine Pass upon arrival at the SAE Auckland reception in order to provide evidence of their vaccination status.</p> <p>6.8 Policy Review</p> <p>Due to the fast changing nature of the pandemic, this policy will be reviewed and updated regularly as Government mandates and directions are released.</p> |
| <p>7. Records</p> | <p>3_H_POL_COVID19Vaccination_220112</p> <p>DRAFT version released for consultation 13 Jan 2022</p> <p>FINAL version approved and released 4 Feb 2022</p> |