**COVID19 Vaccination Policy**

**PURPOSE**

Bay Financial Mentors (BFM) is committed to protecting the health, safety, and wellbeing of everyone who enters our place of work and we strongly believe that vaccination against COVID-19 is critical for our staff, clients, and the ongoing operation of our service.

**Policy**

All employees, volunteers, and Committee members are required to be fully vaccinated (as recommended by the Ministry of Health) with an approved COVID-19 vaccine and must provide BFM with evidence of vaccination.

This policy and procedure have been developed to ensure we meet our obligations under the Health and Safety at Work Act 2015 as well as any COVID-19 Public Health Response (Vaccination) Orders.

Where the Ministry of Health publishes a Public Health Response (Vaccination) Order, this will override all other laws including the Employment Relations Act.

**scope of application**

This policy applies to all employees, volunteers, and Committee members of Tauranga Budget Advisory Service and Bay Financial Mentors.

**Procedure**

**Risk Analysis**

The decision to require vaccination is based on the level of risk for each role within our organisation, not individual staff members.

**Protecting Each Other**

BFM will continue to follow all the advice provided by the Ministry of Health regarding the best way to prevent the spread of COVID-19 according to the level or stage of spread. These include;

* Vaccination
* Mask wearing
* Hand sanitising
* Social distancing
* Working remotely
* Use NZ Covid App
* Isolating at home if a person is; sick, has visited a location of interest, or had contact with a COVID positive person

**Existing Staff**

All staff, Committee and volunteers must provide vaccination certificates to the General Manager as proof of their vaccination status every six months. These will be scanned and stored electronically in their individual files in the Management drive.

Staff who are not fully vaccinated will be given four weeks from the initiation of this Policy, in which to obtain both vaccines unless exempt on medical grounds. During this time, they must continue to work from home. Working from home beyond the four weeks can only be extended by consultation.

Paid leave will be provided to allow employees to obtain their vaccination during working hours.

**New Volunteers and Employees**

Establishing vaccination status will be part of Bay Financial Mentor's recruitment and induction process. Unvaccinated applicants will have to be fully vaccinated as part of their conditions of employment and will not be able to start with BFM until they are able to produce a current Vaccine Pass.

**Visitors to our Places of Work**

Visitors to all our places of work will be asked about their vaccination status when booking an appointment and must show their Vaccine Pass before their appointment. They will be advised that they do not have to declare their status. Those who do not wish to share this information will be assumed to be unvaccinated.

Those without a current Vaccine Pass or with a medical exemption will be asked to work remotely with a member of our team.

**Staff & Volunteers Working at Other Sites**

Before working at any external site, the General Manager and the staff member working at the site will review their COVID 19 Vaccination/Health and Safety Policy to ensure procedures are in place to keep staff members safe. Measures may include:

* Booked appointments only with fully vaccinated clients
* Larger rooms allowing for social distancing
* Hand sanitizer, masks and surface cleaners
* Where possible, separate entrance for clients

**Unvaccinated Clients**

Unvaccinated clients will not be allowed to meet with BFM staff face to face. They will be able to engage via phone, Zoom, or other such platforms. Alternatively, mentors may choose to work with clients outdoors, with a two-meter distance and masks. If documents require signing these can be dropped off and collected providing the exchange is contactless.

**Working with Hearing Impaired Clients**

If working with hearing-impaired clients who rely on lipreading to communicate, masks may be removed providing a two-meter distance is maintained at all times.

**Group Session**

When facilitating Money Mates, Community Education, or Social Enterprise sessions for an external organisation, it is their responsibility to ensure all those attending are aware that they must be fully vaccinated to attend and arrive with their Vaccine Pass as proof. Prior to beginning the course, the facilitator will also check everyone's Vaccine Pass.

**Testing**

Antigen testing is not currently covered in the policy but this will be considered in the future as tests become available and as directed by the Ministry of Health.

**Relevant documentation**

* Health and Safety Manual (including Policy)
* Coronavirus Pandemic Escalation Plan
* Personnel Policy
* Individual Employment Agreement

**relevant legislation**

* Health and Safety at Work Act 2015
* Bill of Rights Act 1990
* COVID-19 Pubic Health Response (Vaccination) Order 2021
* Employment Relations Act 2000
* Human Rights Act 1993
* Privacy Act 2020

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