

Outbreak Infection and Transmission Reduction

Uepū	Kiriwhanake
Policy Owner	Tumuwhanake
Policy Holder	
Approved by	Te Mana Whakahaere
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Te Wānanga o Aotearoa (TWOA) is committed to keeping our Kaimahi, Taura, Manuhiri and the communities who we come into contact with safe, particularly during infectious disease outbreaks and or officially declared pandemics.

1.0 Te Pūtake

In support of this objective, TWOA will introduce and enforce precautions to keep Taura, Kaimahi, Manuhiri and hapori, safe.

- Employment Relations Act 2000
- Epidemic Preparedness Act 2006
- Health Act 1956
- Health and Safety at Work Act 2015
- Human Rights Act 1993
- Privacy Act 2020
- Public Service Act 2020

2.0 Ngā Ture Whakapai

3.0 Tikanga Whakahaere

Ngā Uara	Policy
<p>Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable</p> <p><i>Policy statements related to the allocation of responsibilities or accountabilities.</i></p>	<p>3.1 TWOA acknowledges its role in outbreak infection and transmission reduction and the reciprocal responsibilities and accountabilities in its decisions and practices for Taura, kaimahi and manuhiri, and whanau, hapori, hapu and iwi.</p> <p>3.2 TWOA has a duty of care under the Health and Safety at Work Act 2015 (HSWA) to eliminate (or, where elimination is not reasonably practicable, minimise) all risks to our Kaimahi, Taura, and Manuhiri, and which extends to ensuring the likelihood of infection and transmission of diseases, within our campuses and other sites where we deliver services, is properly controlled, reduced and or limited.</p> <p>3.3 Infectious disease outbreaks present an immediate and significant health and safety risk to our Kaimahi, Taura, and Manuhiri, and reducing the adverse health impacts of an infectious disease outbreak is the best protection against health</p>

Ngā Uara	Policy
	<p>implications and disruptions to services, while supporting operational continuity.</p> <p>3.4 TWoA may introduce and enforce precautions to reduce infection and transmission during an infectious disease outbreak, which may include but are not limited to:</p> <ul style="list-style-type: none"> a. Movement reporting and contact tracing (e.g. signing in using tracer Apps) b. Mask use and the use of other personal protective equipment; c. Closure of sites, or limitations on in person activities or services; d. Reducing onsite capacity and physical distancing; e. Discontinuing the use of facility air circulation systems and or restricting access to shared facilities or resources (including fleet); f. Vaccination (as an effective protection against transmission of infectious disease where appropriate); g. Regular testing for an infectious disease and remote working (as practicable); and h. Any other measure required by law. <p>3.5 Te Mana Whakahaere will be responsible for:</p> <ul style="list-style-type: none"> a. Requesting and receiving advice (including independent advice as desired) on the introduction and enforcement of any precautions under this Tikanga Whakahaere; b. Approving the introduction and enforcement of any precautions recommended by Ngā Tumu under this Tikanga Whakahaere; and c. Recording advice and actions for an outbreak as Schedules to this Tikanga Whakahaere. <p>3.6 Te Taiurungi and Ngā Tumu are responsible for:</p> <ul style="list-style-type: none"> a. Receiving and analysing advice from agencies, professional advisors, stakeholders and medical practitioners; and b. Developing and recommending precautions to Te Mana Whakahaere, to be introduced and enforced under this Tikanga Whakahaere. <p>3.7 Kiriwhanake will be responsible for implementing a consultation process that provides an opportunity for Kaimahi and Union Partners to provide</p>

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	<p>feedback on any risk assessment of roles before final decisions are made under this Tikanga Whakahaere (and where such a process is appropriate).</p> <p>3.8 Environmental Safety and Wellness (Te Marupainga) will:</p> <ul style="list-style-type: none"> a. undertake outbreak risk assessments; b. seek independent expert advice (as appropriate); and c. ensure that supporting relevant information is available to Kaimahi, Tauira and Manuhiri. <p>3.9 Line Managers are responsible for managing procedures associated with their functional areas so that Kaimahi, Tauira, and Manuhiri are informed, understand, and adhere to this policy.</p> <p>3.10 All Kaimahi and other persons as directed are responsible for familiarising themselves with the content and complying with the requirements of this policy and any official government health advice in relation to any infectious disease outbreak.</p> <p>3.11 All Kaimahi, Tauira, and Manuhiri engaged in activities under the direct control of TWoA are responsible for meeting requirements made under this Tikanga Whakahaere relevant to the work, or other activity they undertake, and for continuing to provide TWoA with relevant information required under this Tikanga Whakahaere, and / or any relevant government mandated requirements</p>
<p>Te Whakapono The basis of our beliefs and the confidence that what we are doing is right</p> <p><i>Policy statements related to stakeholder participation or reporting.</i></p>	<p>3.12 TWoA recognises its duty of good faith and the need for respect and care, and will demonstrate our obligations by:</p> <ul style="list-style-type: none"> a. engaging and consulting with Kaimahi and Union partners, and communicating our intentions with other stakeholders (as appropriate); b. ensuring that we have support for Kaimahi, including information in relation to the precautions (including vaccination) c. supporting initiatives to encourage workplace health and safety practices to reduce infection and transmission, such as regular cleaning of workspaces and equipment and the use of Personal Protective Equipment (as applicable);

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	<p>d. encouraging use of services to support wellbeing including EAP counselling or other relevant services (as appropriate).</p> <p>e. establishing and maintaining a database of all relevant records and effectively managing legal requirements for the privacy of Kaimahi, Taurira and Manuhiri data and information (under this Tikanga Whakahaere); and</p> <p>f. applying care, respect and sensitivity when dealing with Kaimahi, Taurira and Manuhiri around adherence to any of the precautions or information requirements under this Tikanga Whakahaere.</p> <p>3.13 TWoA acknowledges the right for Kaimahi, Taurira and Manuhiri to have and exercise their own personal view about any precautions (including vaccination) which may be introduced under this Tikanga Whakahaere, however personal views expressed and or shared in the workplace (or on social media) must not bring TWoA into disrepute.</p>
<p>Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p> <p><i>Policy statements related to compliance or process / system integrity</i></p>	<p>3.14 TWoA will develop and undertake a transparent risk assessment of Kaimahi, Taurira and Manuhiri to assess the risk of infection and transmission and the most appropriate precautions (under 3.4) to be introduced and enforced with reference to:</p> <p>a. The size of the space that kaimahi and Taurira work in, how close they are to others, and how long they are around others;</p> <p>b. Whether kaimahi and/or Taurira interact with people who are particularly vulnerable;</p> <p>c. Scale and number of roles which are people facing, and are therefore at high risk of infection and transmission;</p> <p>d. Effectiveness of precautions in minimising the risk of transmission and infection in our operational context;</p> <p>e. Public health measures to manage infection and transmission; and</p> <p>f. Requirements for Kaimahi to be physically present at TWoA (for part of work time) and potential limitations on the ability of Kaimahi to work from home all of the time.</p> <p>3.15 Where vaccination is identified to be included as a precaution , TWoA may determine that:</p>

Ngā Uara	Policy
	<ul style="list-style-type: none"> a. in roles identified by TWoA as having a high risk of infection and or transmission that this work must be performed by an appropriately vaccinated Kaimahi; b. vaccination (as an effective infection and transmission risk minimisation strategy), may be generally required for Kaimahi, Tauira and or Manuhiri who access our campuses or other sites where we deliver services; c. maintenance and legitimate proof of vaccination status will be required (as applicable) from Kaimahi, Tauira, and Manuhiri covered by this Tikanga Whakahaere. <p>3.16 TWoA will continually assess circumstances and the precautions which are in place, and may adjust the application of precautions in line with:</p> <ul style="list-style-type: none"> a. evidence-based medical advice and practice; b. levels of community spread (from an outbreak); c. changes in regulatory restrictions or controls; d. changes to risk profile; or e. as otherwise required by Ngā Tumu and Te Mana Whakahaere.
<p>Kotahitanga Unity amongst iwi and other ethnicities, standing as one</p> <p><i>Policy statements related to cohesion, uniformity, integration or transparency</i></p>	<p>3.17 TWoA, in managing an outbreak, will ensure opportunities are made available (as far as practicable) for Kaimahi, Tauira and Manuhiri to continue to work and or participate with TWoA.</p> <p>3.18 Tauira who are unable or unwilling to adhere to any of the precautions approved (under 3.5b) including refusal to disclose their vaccination status, must be prepared to, study online and / or not participate in activities at our campus or other sites.</p> <p>3.19 Kaimahi and Manuhiri who are unable or unwilling to adhere to any of the precautions approved (under 3.5b), including refusal to disclose their vaccination status, alternative ways of working or access will be considered.</p> <p>3.20 TWoA may allow and accept exemptions to the application of any precautions under this Tikanga Whakahaere (including vaccination) for Tauira, Kaimahi or Manuhiri who are unable to comply on medical or other grounds (on a case by case basis), and will work to explore reasonable alternative ways to maintain the required safety to ensure that the risk of transmission and infection is eliminated</p>

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	<p>or minimised to the same level as compliance with the precautions would provide.</p> <p>3.21 If a Kaimahi, Taura or Manuhiri is required to be vaccinated due to the rules of a third party (e.g. Kaimahi who work from third party sites, or Taura with placement at an external provider site), TWoA will explore but cannot guarantee alternative ways to work or alternative learning/assessment options, in relation to the requirements of third parties.</p> <p>3.22 In the event that alternative ways of working, or learning are not available (under 3.18, 3.19 or 3.21) and the risk of infection and transmission remains on campus or other sites, Kaimahi, Taura and Manuhiri who are unable or unwilling to adhere to any of the precautions approved (under 3.5b) and who do not have an exemption (under 3.20) will be subject to:</p> <ul style="list-style-type: none"> a. Individual workplace consultation for Kaimahi (with the potential for termination of employment or contract); or b. prohibition of access to campus, other sites, services or enrolment (for Taura and Manuhiri). <p>3.23 Breaches of this policy will dealt with via the appropriate processes (including disciplinary procedures for Kaimahi), or as otherwise applicable (for Taura or Manuhiri).</p> <p>3.24 Te Wānanga o Aotearoa will develop and implement tikanga here (including Schedules to this Tikanga Whakahaere) to provide for, and give effect to, this Tikanga Whakahaere.</p>

4.0 Whanuitanga

This Tikanga Whakahaere applies to all Governance Members and Kaimahi of Te Wānanga o Aotearoa.

5.0 Whakamāramatanga

Term	Description
Infectious Disease Outbreak	For the purposes of this Tikanga Whakahaere, where a disease (including infection or virus) is readily or easily transmissible and or contagious to others by casual and or indirect contact, including but not limited to COVID-19 (novel coronavirus) and any other officially declared pandemic.
Fully Vaccinated	The required doses (e.g. two) of a vaccine approved by the Ministry of Health, and may include booster shots, or other requirements as determined by the Ministry.

Term	Description
Kaimahi	All persons employed by, seconded to, volunteering to, and authorised contractors of Te Wānanga o Aotearoa.
Line Manager	The person who a kaimahi directly reports to and has direct influence over an individuals employment through decisions and recommendations related to such matters as assessment of performance, salary, budget and discipline.
Manuhiri	For the purposes of this Tikanga Whakahaere; any person who is guest of, or visitor to, Te Wānanga o Aotearoa and who is not a Kaimahi, Taura or Governance Member.
Medical or other grounds for exemption	For the purposes of this Tikanga Whakahaere; medical grounds supported by documented medical advice (i.e. an exemption card), or any other genuine and valid ground in accordance with regulatory provisions from the Ministry of Health or WorkSafe.
Taura	All persons currently enrolled in Te Wānanga o Aotearoa programmes and courses.
Proof of Vaccination Status	For the purposes of this Tikanga Whakahaere, includes a copy of an official government document, app or device approved for use as proof of vaccination status (for example, My Vaccine Pass).
Te Wānanga o Aotearoa	Includes Te Wānanga o Aotearoa and 100% owned and controlled entities.
Te Wānanga o Aotearoa Governance Members	Members of any established Te Wānanga o Aotearoa governance group e.g. Te Mana Whakahaere.

6.0 Ngā Hononga

Related Tikanga Whakahaere:

- Anti-Bullying Harassment and Discrimination
- Business Continuity
- Employment Complaints and Investigations
- Employment Relations
- Flexible Working Arrangements
- Health, Safety and Wellbeing
- Kaimahi Ora
- Ngā Ture Whakapai (Legislative Compliance)
- Privacy and Breach Management
- Risk Management
- Social Media

Related Tikanga Here:

- Mana Whaiaro
- Performance Management and Formal Complaints Tikanga Here

Related Documents:

- TUIA Collective Agreement
- TEU Collective Agreement
- Individual Employment Agreements
- Application for Employment Form
- Declaration of Interests Form

Schedule 1: COVID-19 (novel coronavirus)

1. Determinations

- I. Te Wānanga o Aotearoa recognises that:
 - a. COVID-19 presents an immediate and significant health and safety risk to our Kaimahi, Tauria, and Manuhiri, and this extends to ensuring we control the likelihood of spread and infections within our campuses, and other sites where we deliver services.
 - b. People who contact COVID-19 (including any variants), can become infectious within 48 hours, thus people are more likely to transmit the virus before they have symptoms, or test positive.
- II. Te Wānanga o Aotearoa accepts the advice of the Ministry of Health that:
 - a. mutations of COVID-19 may be more transmissible and that this increased transmission is the cause for rapid spread in Aotearoa and around the world;
 - b. mutations of COVID-19, including the Delta variant, have caused people to become sick faster, more seriously ill, at higher risk of hospitalisation, and possible death; and
 - c. vaccinations are an effective tool available to minimise the risk in the wider community and in the workplace.
- III. Te Wānanga o Aotearoa acknowledges that the New Zealand Government has:
 - a. assessed some work types to be at high risk because of the likelihood of exposure to the COVID-19, (including any variants) and has applied compulsory Health Orders for such roles including at Corrections, Early Learning Centres and Youth Programmes, which require vaccination of all Kaimahi who work in these roles; and
 - b. introduced the COVID-19 Protection Framework ('PF Traffic Lights') to protect Aotearoa New Zealand, provide more certainty and minimise the impact from COVID-19 and which will require Kaimahi and Tauria to be vaccinated for onsite delivery to occur under the "red" traffic light.

2. Actions

- IV. TWoA will continue to support Government led initiatives which manage the health impact of COVID-19 on our Kaimahi, Tauria, and Manuhiri.
- V. Where TWoA identifies work or on-site or in-person activities or use of services as being low to medium risk (in accordance with a health and safety risk assessment and the enforcement of precautions, other than vaccination), then full vaccination will be not be required for Kaimahi, Tauria, and Manuhiri on or before **1 June 2022**.
- VI. Where TWoA requires work identified as high risk (in accordance with a health and safety risk assessment) then this work must continue to be carried out by fully vaccinated Kaimahi, from **21 February 2022**.
- VII. Notwithstanding the above, TWoA may enforce precautions (on a temporary basis) for Kaimahi, Tauria, and or Manuhiri including during any consultation over proposed reintroduction of a vaccination precaution, if there is a sudden surge in cases or emergence of a new variant or in accordance with the PF Traffic Lights. If so, TWoA will communicate with those Kaimahi and Tauria to clarify the applicable requirements.