

COVID-19 PROTECTION FRAMEWORK POLICY

1. Preamble

Te Kupenga is committed to offering a safe and caring working place, including during the Covid-19 pandemic.

Coronaviruses are a large and diverse family of viruses which includes the common cold, severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). In January 2020, officials identified a new coronavirus called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2, formerly known as 2019-nCoV). The disease caused by this new virus has been named COVID-19. It includes strains that have undergone genetic mutations such as Delta and Omicron.

On 25 November 2021, the NZ Government introduced the COVID-19 Response (Vaccinations) Legislation Act 2021 to “make vaccination a more prominent part of New Zealand’s COVID-19 response framework”. The Act supports future vaccination or testing mandates for work in the public interest and provides for regulations to be made that prescribe an assessment tool that persons conducting a business or undertaking (PCBUs) may use to ascertain whether it is reasonable for work carried out for the PCBU to be carried out only by workers who are vaccinated or tested.

From the 4th of April 2022, vaccine mandates will be removed for the education sector, although “all businesses ... will retain the ability to voluntarily introduce workforce vaccination requirements following their own health and safety risk assessments.” (Post-peak announcement – FAQs”, Unite Against COVID-19). “My Vaccine Pass” requirements will also be removed from Friday 4 April.

As a provider of tertiary education under the traffic light system, education guidelines for providers advise that after the 4th of April:

At **RED**, there is an ongoing requirement to wear masks for indoor venues and calculate capacity based on 1-metre distancing for all students and staff.

At **ORANGE**, while all capacity limits are removed, face masks are still required for staff and students

At **GREEN**, there are no specific requirements but people are encouraged “to keep up good health habits and look after those ... that are higher-risk.”

Purpose

The purpose of this policy is to ensure that:

- a) Staff Members can effectively conduct their work under the Covid-19 Protection Framework in the safest possible manner
- b) The risks of virus transmission to and among students and others who interact with Te Kupenga staff are minimised
- c) Te Kupenga complies with related guidelines and advice provided by the Government, MoH, NZQA and/or related educational advice as it pertains to its role and responsibilities as a registered PTE

2. Coverage

This policy applies to all Te Kupenga staff and contractors, students enrolled in CTC courses and all visitors to Te Kupenga premises.

3. Te Kupenga responsibilities

Te Kupenga will:

- a) Provide up-to-date procedures/guidelines for staff, students and other stakeholders that take account of the ever-changing nature of the COVID-19 pandemic and that are consistent across the organisation
- b) Continually evaluate the health and safety risks of its staff and voluntarily introduce workforce vaccination requirements if it is thought to be in the interests of staff and other stakeholders
- c) Provide advice on good pandemic hygiene and offer hand sanitizer and other appropriate supplies as recommended by the Ministry of Health
- d) Provide effective cleaning services for office locations and classrooms
- e) Provide staff with the option of working from home when personal well-being or public health guidelines recommend
- f) Provide online opportunities for staff to lecture students or conduct meetings and seminars to minimise infections
- g) Require all work travel between regions to be approved by the Chief Executive under red alert

4. Staff Member responsibilities

Staff Members must:

- a) Comply with the public health guidelines regarding isolation
- b) Adhere to the Health and Safety requirements of the site/s in which they work or visit;
- c) Make their needs known to their manager in terms of pandemic hygiene supplies;
- d) Make their needs known to their manager if they are aware of any risks/needs from the pandemic not addressed by Te Kupenga's policy or procedures/guidelines
- e) Follow reasonable instructions and training provided by Te Kupenga.

This policy will be in place while the government Covid-19 Protection Framework is in effect.

Date of issue: 4 April 2022

Next review: 6 May 2022 (or earlier as a result of Government, MOH, NZQA and/or related educational advice as it pertains to CTC - Te Kupenga's role and responsibilities as a registered PTE)