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COVID-19 RESPONSE AND VACCINATION FRAMEWORK

This framework outlines the conditions and expectations under which Airways manages COVID-19 in the workplace for all Airways people.



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Document Review

This document is to be reviewed every year, or earlier if there is a significant change.

Record of Reviews and Updates

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1 WHY DO WE HAVE THIS DOCUMENT?

This document outlines the conditions and expectations under which Airways manages COVID-19 in the workplace for all Airways people.

Airways has an obligation to provide a safe work environment and to minimise risks, as low as reasonably practicable, including but not limited to COVID-19 and the implications therein.

2 WHO DOES THIS DOCUMENT APPLY TO?

This document applies to the following groups on Airways sites¹.

- ▶ All new employees;
- ▶ All current Airways employees;
- ▶ Contractors²;
- ▶ Suppliers;
- ▶ Students; and
- ▶ Visitors.

The vaccination requirements applicable to these people will be set out in their respective requirements/agreements.

2.1 COVID-19 Vaccination Statement

Vaccination against COVID-19 is a key control for protecting all those we interact with. We are committed to doing our part to minimise the risk of exposure and transmission of COVID-19 in the workplace. This helps support/maintain the health of individuals and those around them, therefore enabling the continuity of services that we provide to our greater community.

Airways recognises the following regarding vaccinations:

- ▶ Vaccination is critical to keep people safe and to assist in preventing the spread of disease for our people, our whānau, our customers, ongoing operations, and for the aviation industry.
- ▶ That vaccination is a key mitigation in helping protect people by either preventing or reducing symptoms of COVID-19 and the risks associated with exposure to disease(s) may be preventable by vaccination.
- ▶ That the science and knowledge around vaccines emerges and changes over time, and this document may need to be updated as developments occur.

The COVID-19 vaccine is a mandatory requirement at Airways for those people who work at or visit an Airways site. Boosters are included in the vaccination mandate. All Airways employees and contractors must have their booster no more than 6 months after their second vaccination.

¹ Offshore employees and/or employees not working at an Airways site will be required to comply with relevant COVID-19 vaccination policies applicable to their work location(s).

² Although contractors are considered Airways people when fulfilling the duties of an Airways position, they may be engaged as sole traders or via a 3rd party agency/company and therefore certain rules may differ according to their contract (i.e., sick leave).



2.2 COVID-19 Vaccination requirements

2.2.1 Employees

All employees are required to be fully vaccinated (two doses and subsequent booster(s)) with a New Zealand Government approved COVID-19 vaccine and provide Airways with evidence of vaccination within the timeframes set out below.

- ▶ All new employees must be vaccinated before commencement of their employment; and
- ▶ All current Airways employees must receive their first vaccination by **31 January 2022** and second vaccination by **28 February 2022**.
- ▶ All current Airways employees must have received the booster shot between **4-6 months after** their second vaccination

The timeframes have been set in accordance with the Proposal to Mandate COVID-19 Vaccination consultation presentation, general community accessibility, and individual eligibility.

2.2.2 Contractors

All contractors are required to be fully vaccinated (two doses and subsequent approved booster(s)) with a New Zealand Government approved COVID-19 vaccine and provide Airways with evidence of vaccination within the timeframes set out below.

- ▶ All new contractors must be vaccinated before commencement of their employment; and
- ▶ All current Airways contractors must receive their first vaccination by **31 January 2022** and second vaccination by **28 February 2022**.
- ▶ All current Airways contractors must have received the booster shot between **4-6 months after** their second vaccination

2.2.3 Suppliers

All suppliers are required to be fully vaccinated (two doses and subsequent approved booster(s)) with a New Zealand Government approved COVID-19 vaccine and provide Airways with assurance of vaccination to the contracting manager as part of their supplier agreement by the **31 January 2022**.

2.2.4 Visitors

All visitors are required to be fully vaccinated (two doses and subsequent approved booster(s)) with a New Zealand Government approved COVID-19 vaccine and provide Airways with assurance of vaccination on arrival at an Airways site from the **31 January 2022**.

2.2.5 Students

All students are covered by the Tertiary requirements to be fully vaccinated, with a New Zealand Government approved COVID-19 vaccine and provide Airways with evidence of vaccination on arrival at an Airways site from the **31 January 2022**.



2.3 VACCINATION EVIDENCE

2.3.1 Process for providing evidence of vaccination

If you are already vaccinated, you need to provide verification of the dates you received your two vaccination doses (and booster shot as appropriate). The following options will be accepted:

- ▶ Covid-19 vaccination record screen shot
- ▶ Doctors certificate
- ▶ Ministry of Health letter
- ▶ Copy of the International Travel Vaccination Certificate (This has the date of the last vaccination unlike the domestic covid pass which does not)

Your vaccine pass **is not** sufficient evidence of vaccination as this does not include the dates you received your vaccinations.

You can view and access your COVID-19 Vaccination record [here](#). From here, you can either screenshot the page (including your name) or ask to have the International Travel Vaccination Certificate emailed to you.

Email a copy of your vaccination verification documentation to be sent to:
vaxverification@airways.co.nz.

This will be accessed by the People & Capability team who will input the data onto personnel files and the Chris21 kiosk for employees and on a master spreadsheet for contractors.

Vaccination verification must be received by **31 January 2022**. If this is not provided by that time, building access will be removed.

The same updated documentation is required to verify that the booster shot has occurred within 4-6 months after the second vaccination. The updated documentation can be sent to vaxverification@airways.co.nz.

2.3.2 Suppliers and students

The assurance/evidence of vaccination must be provided through the relevant contracting manager or Training Manager. This information will be verified and stored within the relevant system.


2.3.3 Visitors

The assurance of vaccination must be provided when signing into an Airways site and verified using the NZPass Verifier. This will not be stored on Airways systems.

2.3.4 Privacy Statement

The evidence of vaccination will be collected, kept and maintained in order to manage Airways health and safety and business continuity risks across the business.

Vaccination status and vaccination records are personal information and will be kept safe by storing it securely:

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- For employees - on each individual's personnel file and only the People & Capability and the Payroll teams will have access to it;
 - For Contractors – on a master spreadsheet and only the People & Capability team will have access to it;
 - For Suppliers and Students – within the relevant system and only the relevant contracting manager or training manager will have access to it.

This information will be collected, stored/secured, used and disclosed in accordance with our obligations under the Privacy Act 2020. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is incorrect. If you would like to ask for a copy of your information, or to have it corrected, contact People.Helpdesk@airways.co.nz.

3 COVID-19 VACCINATION EXEMPTIONS

In some circumstances, exemptions may be considered for those employees and contractors who cannot comply with the vaccination mandate on Airways sites.

Those who wish to be considered for an exemption must speak to their team leader, manager, and/or HR Business Partner. Exemptions will be considered on a case-by-case basis to preserve employment where it is reasonable to do so without compromising our safety requirements. Options may include working permanently from home, moving to roles that allow them to work remotely or taking leave without pay. Refer to Airways' [COVID-19 Vaccination Exemption Application Process & Form](#) for more information.

4 COVID-19 ADDITIONAL CONSIDERATIONS

4.1 Vaccination and COVID-19 leave/sick leave

For employees who hold a medical to carry out their role³, the current operational stand-down period advised by the CAA is 48 hours from when the vaccine is administered. If impact to rosters are unavoidable, employees are advised to contact their manager in the first instance.


We will work with individuals who are required to isolate at home due to MOH requirements and/or are sick from COVID-19 and their sick leave balances do not provide the cover required for these situations. If this is your situation, refer to the [Leave Policy](#) and also talk with your manager.

4.2 Controls to manage the risk: the Traffic Light System

There are a wide and varied number of controls and activities we have and do in response to managing the COVID-19 risk in our workplace. These are summarised in the *Airways COVID-19 Protection Response – Traffic Light Guidelines* document. This document summarises both guidance and requirements for each of the three Traffic Lights for the following areas:

- ▶ Work Arrangements
- ▶ Entering Airways worksites/offices

³ This group includes Air Traffic Controllers and Airways has extended this guidance to include non-medical certificate holders who are involved in "aviation duties" such as Flight Service Officers.

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- ▶ Visitors (includes all Airways employees, contractors, and other visitors)
 - ▶ Face Coverings (masks)
 - ▶ Physical Distancing
 - ▶ Meetings & how we work
 - ▶ Communal Areas
 - ▶ Cleaning
 - ▶ Onsite Work (project work, training, etc.)
 - ▶ Domestic Travel
 - ▶ International Travel

It is everyone's responsibility to be aware of and comply with these guidelines and requirements. Please refer to the latest information on our COVID-19 page, [Airways COVID-19 Protection Response – Traffic Light Guidelines](#) for more information.

4.3 Managing sickness in the Workplace

The most important action for all employees and contractors to take during a COVID-19 outbreak is to stay home if unwell and seek medical advice around the need for testing. Any Airways employee or contractor who experiences COVID-19 symptoms or feels unwell while at work should follow appropriate protocols for management of individuals who display symptoms while at work. Please refer to [Guidance for unwell people at work](#).

4.4 Responding to a positive COVID-19 case in the Workplace

If anyone receives a positive COVID-19 test result (nasopharyngeal PCR), please follow the instructions and advice of your manager and the Health, Safety & Wellbeing team. Further information can be found in guidance - [Notification of a positive case at Airways](#).


4.5 Responding/managing a positive COVID-19 case in your household

If anyone in your immediate household is unwell and being tested for COVID-19, please stay at home until the results of the test are known. For further information, refer to [Airways COVID-19 Protection Response – Traffic Light Guidelines](#). For a positive case, the Ministry of Health will also provide you guidelines to follow, general guidance [here](#) and specific rules regarding isolation are [here](#).

Employees who are required to isolate at home due to a case in their household may work from home if they are able to do so. If they are not able to work from home, then they will be put on special paid leave for the duration of isolation. If they fall sick during this time, then they will be on sick leave.

4.6 Travelling requirements during COVID-19

The Traffic Light system defines the requirements for travelling during COVID-19, both domestically and internationally. Irrespective of Traffic Light level, international travel requires a full safety case, endorsed by the relevant ELT member, reviewed by the Health, Safety and Wellbeing Manager, endorsed by the Head of Safety & Assurance and approved by the CEO.



Refer to the [Travel Policy](#), the [Protection while travelling site \(under Total Health\)](#), the [International Travel Procedure](#), and the [Safety Case Template](#)

4.7 Flexible Working Policy

Airways is committed to considering any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met. All employees have a statutory right to request a trial or permanent change to their contractual terms and conditions of employment to work flexibly. Flexible work encompasses an array of arrangements relating to working hours, days, and locations. Refer to the Flexible Working Policy for more details and discuss options with your manager.

4.8 Recruiting people during COVID-19

All new employees and contractors must provide evidence of their vaccination status as a component of employment. Advertisements for recruitment to include information on the vaccination mandate. Ask for support through your HR Business Partner and refer to the Recruitment Policy.

4.9 Employee Support Services available

Everybody responds differently and it is important we look out for each other. We have many forms of support that are available. Services are available on the Employee Support Services page on Te Kete.

5 ROLES AND RESPONSIBILITIES

5.1 Our personal responsibility and how we behave towards each other

Everyone is entitled to different opinions and perspectives. COVID-19 is no different and we all have a role to play in actively supporting the principles of an Equal Employment Opportunity (EEO). Safety is one of our values and is core to Airways. We ensure we value safety by providing a safe working environment in which all Airways people are treated with dignity and respect.

Airways expects all our people to be able to work in an environment that is free from harm caused by bullying or harassment. Airways will not tolerate bullying or harassment under any circumstances and bullying or harassment in any form is deemed to be misconduct or serious misconduct. Refer to the Anti-Bullying and Harassment Policy and Code of Conduct for more information.


5.2 Employee responsibilities

Employees are responsible for understanding and complying with the information outlined in this framework.

5.3 Manager responsibilities

Managers are responsible for ensuring:

- ▶ they are aware and understand this framework;
- ▶ their people are aware of the requirement to be fully vaccinated, including the requirement to provide evidence of vaccination;

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- ▶ job advertisements and recruitment processes set out the requirement to be fully vaccinated and to provide evidence of vaccination, in conjunction with People & Capability;
 - ▶ requests for leave associated with the COVID-19 vaccination are managed appropriately;
 - ▶ internal consult if a direct report wishes to seek an exemption from complying with this framework and/or if they are otherwise unwilling or unable to comply with this framework;
 - ▶ the handling of any information associated with people's health, safety, and/or wellbeing sensitively and in accordance with the Airways policies and the Privacy Act 2020; and
 - ▶ their people are aware of the employee support services available.

6 RELEVANT LEGISLATION AND EXTERNAL LINKS


This list includes, but is not limited to:

- ▶ [Health and Safety at Work Act 2015](#)
- ▶ [Ministry of Health guidelines](#)
- ▶ [Ministry of Business, Innovation, and Employment](#)
- ▶ [Unite against COVID-19](#)
- ▶ [Privacy Act 2020](#)
- ▶ [WorkSafe NZ](#)

7 SUPPORTING DOCUMENTATION AND INFORMATION

Specific policies can be viewed on the [Policy Hub](#):

- ▶ [Airways COVID-19 Protection Response – Traffic Light Guidelines](#)
- ▶ [COVID-19 Vaccination Exemption Application Process & Form](#)
- ▶ [Safety and Security Policy](#)
- ▶ [Code of Conduct](#)
- ▶ [Privacy Policy](#)
- ▶ [Anti-Bullying and Harassment Policy](#)
- ▶ [Recruitment and Selection Policy](#)
- ▶ [Leave Policy](#)
- ▶ [Flexible Work Policy](#)
- ▶ [Contracting Policy](#)
- ▶ [Travel Policy](#)
- ▶ [Protection whilst travelling site \(under Total Health\)](#)
- ▶ [International Travel Procedure](#). And International Travel [Safety Case Template](#)
- ▶ Employment Agreements

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- ▶ [Outcome of the COVID-19 Vaccination mandate consultation](#) and [Frequently Asked Questions](#)
 - ▶ [Airways COVID-19 Risk Assessment](#) – per traffic light setting
 - ▶ [Employee Support Services page](#)

8 RECORD AND QUALITY MANAGEMENT

Under the Information Management Policy, NZ Archives General Disposal Authority, and Airways Retention & Disposal Authority, the following specific records must be retained:

- ▶ Vaccination evidence records will be held in the employee’s personnel file and must be retained for a minimum of 7 years from last entry date before destroying under GDA Class 3.1.0: Personnel Files. Information will be collected and handled according to the Privacy Act 2020.

Refer to Te Kete for more information on [records and information management](#).