



## ST PAUL'S COLLEGE

**St Paul's College, Ponsonby**

**Policy Title: Vaccinations**

**Related NAGS's: 5- Provide a safe and emotional environment  
3- Be a good employer**

**Approved by: Leadership Team**

**Board Approval: February 2022**

**Contact: Leadership Team**

**Review date: February 2025**

### **PURPOSE**

The purpose of this policy is to meet the requirements of the *Health and Safety at Work Act 2015 (HSWA)* and the Government's directives to mitigate the risks of further negative impact of COVID-19 and other communicable diseases and pandemics, by outlining St Paul's College (School) policy and procedures associated with vaccinations against communicable diseases and/or pandemics.

The Government's current vaccination campaign provides free COVID-19 vaccination for everyone in Aotearoa aged 12 and over, adding to a range of measures to manage the spread and infection rates of the virus, and to facilitate societal wellbeing and economic recovery.

### **SCOPE**

This policy is applicable to all School employees, any contractors engaged in work for the School and volunteers (staff) and all students. The policy also applies to all individuals who visit the campus and/or facilities on School related business.

### **POLICY STATEMENT**

St Paul's College promotes, and is committed to providing and maintaining, a safe and healthy physical and emotional environment for its employees, students, visitors and contractors attending the School.

The harm caused to the community from communicable diseases can be severe, as evidenced with the Delta strain of COVID-19. Given the number of (and physical distance between) persons on-campus on a daily basis, the risk of transmission is extreme. To mitigate this risk and promote a safe environment, the School aims to encourage all staff members and students to be vaccinated against known communicable diseases. Further, pursuant to the Government's vaccination directive, the School requires all employees to be vaccinated against COVID-19 as a condition of their employment. The School also requires any contractors or volunteers who may have contact with children or students to be vaccinated against COVID-19.

### **RESPONSIBILITIES**

In relation to any communicable disease/pandemic which the School considers poses a high risk



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within its community (including COVID-19), the School will:

- Provide students and employees with information about the relevant vaccine/s to inoculate against the communicable diseases and/or pandemics
- Provide employees with the justification for the School's aim to encourage all staff members to be vaccinated including relevant Risk Assessment information
- Encourage staff to communicate with the Headmaster, a member of the Leadership Team or the School Nurse, if they have personal concerns about a vaccination
- Take reasonable steps to offer further support to staff and students who have expressed concerns about vaccination against a communicable disease
- Provide staff and students with sufficient time to obtain their vaccination
- Provide staff and students with reasonable support to obtain the vaccine such as facilitating vaccination on-campus, providing staff with time to receive a vaccination during school hours or granting students approved leave to obtain a vaccination
- Abide by the terms of any orders issued by the Government

### **Current Employees**

The School encourages all employees to be vaccinated against known communicable diseases. In accordance with the Government's directive, the School requires all employees to be vaccinated against COVID-19.

#### *Teaching Staff*

A teacher carries a risk for the spread of and/or exposure to a communicable disease. Teachers are exposed to different classes (with up to 25-30 students in a classroom) on a daily basis. The scale of transmission of a communicable disease could be extreme if a teacher was infected and on-campus. As such, it is highly recommended teachers are vaccinated against communicable diseases and/or pandemic viruses. In accordance with the Government's directive, all teachers must be vaccinated against COVID-19.

Exemptions may be provided by the Headmaster, on a case by case basis, where a teacher has communicated legitimate health reasons for being unable to have a vaccination (which are supported by a suitably qualified health practitioner).

#### *Support Staff*

The risk for spread of a communicable disease or pandemic in the School community (students and their families, staff and their families and the greater Auckland population) varies for Support Staff members, depending on the role they perform. It is, however, still significant. Whilst members of the Support Staff are not necessarily in the same proximity to large numbers of students that teachers are, they are present on a busy campus throughout the school day, with up to 400 students and 50 staff members. Therefore, it is also highly recommended that all Support Staff receive a vaccination for any known communicable disease or pandemic virus. In accordance with the Government's directive, all support staff must be vaccinated against COVID-19.

Exemptions may be provided by the Headmaster, on a case by case basis, where a member of the support staff has communicated legitimate health reasons for being unable to have a vaccination (which are supported by a suitably qualified health practitioner).

### **Prospective Employees**

The School stipulates that vaccination against known communicable diseases and/or pandemics



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(including the vaccine against COVID-19) is a pre-requisite for employment at the School. Applicants are required to disclose their vaccination status (and/or whether they are willing to become vaccinated) as part of their application for the role. Applicants would need to provide further information (such as religious or medical grounds) if they were not vaccinated, and wanted to be considered for a role. The School will be mindful of its obligations under the Human Rights Act 1993 when considering such applications.

The School may deem applicants who refuse to disclose their vaccination status as unvaccinated.

The School may decline to offer employment to applicants who are not vaccinated or who are not willing to become vaccinated.

### **Others (visitors, volunteers, parents, contractors)**

The risk for transmission of a communicable disease and/or pandemic virus from visitors to the School is lower than that of teaching staff. However, there is still significant risk. As such, any other individuals on the School's campus will:

- Complete the sign in procedure at Main Reception
- As part of the sign in procedure, indicate whether they have been vaccinated against communicable diseases and/or pandemics (or whether they decline to confirm their vaccination status, in which case they will be deemed to be unvaccinated)
- Agree to wear a face covering and maintain a minimum distance of 2m away from other persons on-campus, if they are not fully vaccinated (or if they decline to confirm their vaccination status)

The School has the right to refuse to allow an individual entry on campus in circumstances where they decline to follow the sign in procedure and/or agree to the health and safety measures outlined above. The School also has the right to refuse to allow an unvaccinated individual entry on campus in accordance with any applicable Government order.

### **Students**

The School strongly encourages all students to be vaccinated against communicable diseases and/or pandemic viruses (including the vaccine against COVID-19).

#### *Current Students*

A student carries an extremely severe risk for spread of a communicable disease or pandemic in the School community. Students are exposed to up to 6 different classes and teachers, along with up to 30 different students in each class, on a daily basis. The scale of transmission of a communicable disease could be extreme if a student was infected and on-campus. As such, it is highly recommended that all current students are vaccinated against communicable diseases and/or pandemic viruses.

### **RELATED DOCUMENTS**

*Health and Safety at Work Act 2015* *Employment Relations Act 2000*

*Human Rights Act 1993*

*New Zealand Bill of Rights Act 1990*

Employment Agreements

Secondary Teachers' Collective Agreement

Support Staff in Schools' Collective Agreement

*Education and Training Act 2020*



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### APPENDICES

The following appendices are the procedures relating to the School's approach to vaccinations:

Appendix I: Teaching Staff vaccination procedures

Appendix II: Support Staff vaccination procedures

Appendix III: Prospective Employees vaccination procedures

Appendix IV: Students vaccination procedures



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### **APPENDIX I: Teaching Staff vaccination procedures**

The purpose of this procedure is to detail the process for encouraging all teachers to be vaccinated against communicable diseases and/or pandemic viruses.

Teachers who cannot be vaccinated (on justifiable medical or religious grounds as examples) will be asked to provide evidence of this to the Headmaster.

- Teachers will be requested to provide their vaccination status to the Deputy Headmaster-Operations
- If a Teacher declines to confirm their vaccination status, they will be deemed to be unvaccinated
- The Deputy Headmaster – Operations will maintain an accurate, confidential database of the vaccination status of teachers
- The School will work closely with teachers who are not vaccinated, to provide reasonable support and further information to assist them to receive a vaccination. Such support could include granting leave for a vaccination or facilitating vaccinations on-campus
- Teachers who refuse to receive a vaccination will be provided with further information about the importance of vaccination and encouraged to obtain a vaccination

Notwithstanding the above, all teachers will be required to be fully vaccinated against COVID-19 from 1 January 2022 onwards (having received their first vaccine by 15 November 2021).

### **APPENDIX II: Support Staff vaccination procedures**

The purpose of this procedure is to detail the process for encouraging all Support Staff to obtain vaccinations against communicable diseases and/or pandemic viruses.

- Support Staff will be requested to provide their vaccination status to the Deputy Headmaster-Operations
- Support Staff who decline to confirm their vaccination status will be deemed to be unvaccinated
- The Deputy Headmaster – Operations, will maintain an accurate, confidential database for the vaccination status of members of the Support Staff
- The School will work closely with any Support Staff member who is not vaccinated, to provide reasonable support and further information to assist them to obtain a vaccination. Such support could include granting leave for a vaccination or facilitating vaccinations on-campus
- Support Staff to refuse to obtain a vaccination will be provided with further information about the importance of vaccination and encouraged to obtain a vaccination

Notwithstanding the above, all Support Staff will be required to be fully vaccinated against COVID-19 from 1 January 2022 onwards (having received their first vaccine by 15 November 2021).

### **APPENDIX III: Prospective Employees vaccination procedures**

The purpose of this procedure is to detail the process for ensuring all new School employees are either already vaccinated against communicable diseases and/or pandemic viruses or willing to obtain a vaccination upon employment.

- When advertising a role, the School will stipulate, in associated documentation, that vaccination against communicable diseases and/or pandemics is a pre-requisite for any role at the School.
- Applicants are required to disclose their vaccination status (and/or whether they are willing to become vaccinated) as part of their application for the role
- Applicants would need to provide further information regarding the reason for their decision not to be vaccinated (such as religious or medical grounds) to the Headmaster, if they wish to be



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considered for an exemption to vaccination

- The School may deem applicants who refuse to disclose their vaccination status as unvaccinated

The School may decline to offer employment to applicants who are not vaccinated or who are not willing to be vaccinated.

### **APPENDIX IV: Current Students vaccination procedures**

The purpose of this procedure is to detail the process for encouraging all students to obtain a vaccination against communicable diseases and/or pandemics.

- Students will be provided with regular messages about the importance of vaccination from the Headmaster and as part of the Health Education programme
- The School will take reasonable steps to support students who want to obtain a vaccination. This could include providing opportunities to get vaccinated on-campus or granting approved leave for vaccination