



Snow Sports New Zealand COVID-19 Vaccination Policy

Purpose

1. The purpose of this policy is to outline COVID-19 vaccination requirements as they apply to Snow Sports New Zealand (SSNZ) locations.
2. This vaccination policy will complement a range of wider protocols that minimise the risks associated with COVID-19 in our environments (e.g. physical distancing, contact tracing, mask wearing where appropriate, intensive hand hygiene). Together, they are designed to keep our people safe and are aligned to the Government's objective of minimising the impacts of the COVID-19 global pandemic and protecting the communities of Aotearoa New Zealand.

Scope

3. This policy applies to:
 - a. All SSNZ employees and contractors;
 - b. Tenants of SSNZ controlled facilities;
 - c. All visitors to SSNZ facilities (including athletes, coaches, and volunteers; and
 - d. Anyone attending 'events' at SSNZ facilities.

Policy Statement

4. From 23 December 2021, only those people who are fully vaccinated will be able to access SSNZ facilities (including the HPSNZ gym and performance health facilities, the Super Tramp and Dry slope located in 'The Compound')
5. In addition, from 23 December 2021:
 - a. all new employees or contractors of SSNZ will need to be fully vaccinated; and
 - b. SSNZ employees and contractors who work in other workplaces (including HPSNZ/NSO environments) will be required to be fully vaccinated.
6. For the purposes of this policy, being fully vaccinated means you have received all applicable doses of the Government approved COVID-19 vaccine (including any recommended booster shots as determined by the Ministry of Health) and show your "My Vaccine Pass" as proof of vaccination prior to entry to an SSNZ facility.
7. In the interests of health and safety, those unable or unwilling to provide proof of vaccination when requested, will be considered not to have been vaccinated. Support is available for those who may be hesitant about vaccination – any employee or contractor with concerns should speak to the SSNZ CEO or the SSNZ Board Chairperson. In the meantime, for those who are hesitant, the COVID-19 website has information that may help: <https://covid19.govt.nz/covid-19-vaccines/>.

8. SSNZ respects the rights of individuals to choose whether to be vaccinated and accepts that some people will be unable to be vaccinated for medical reasons.
 - a. We will work with those people who are not vaccinated on a case by case basis, respectfully and in good faith to explore options and try and find a way forward. For staff members this may involve steps such as working from home or redeployment where practical.
 - b. Where an unvaccinated athlete requires Performance Health services, where possible SSNZ will continue to provide those services, with appropriate measures in place to mitigate the risk of transmission of COVID-19 within our environments.
9. In addition to this policy, SSNZ will maintain a range of appropriate and complementary measures in its facilities to further minimise the risks associated with COVID-19. These measures are outlined in COVID-19 Safety Plans.
10. SSNZ acknowledge that best practice in the minimisation and mitigation of the impacts of COVID-19 is evolving rapidly (e.g. the potential introduction of rapid antigen testing). This policy will be reviewed from time to time (with advice from the SSNZ Medical Director) and updated appropriately as needed.

Responsibilities

11. The SSNZ CEO is responsible for:
 - a. maintaining and appropriately securing records of the vaccination status of employees and contractors;
 - b. handling any information associated with people's health or wellbeing (including vaccination status) sensitively and in accordance with the Privacy Act;
 - c. ensuring job advertisements and recruitment processes set out the requirement to be fully vaccinated and provide evidence of vaccination under the Policy; and
 - d. consulting with employees, contractors and/or managers where individuals wish to seek an exemption from complying with this Policy.
 - e. ensuring all people entering SSNZ Facilities are aware of the requirement to be fully vaccinated and provide evidence of vaccination under this Policy;
 - f. managing requests for leave associated with COVID-19 vaccination;
 - g. consulting in any of the following instances:
 - i. a direct report notifies them that they wish to seek an exemption from complying with this Policy (e.g. on medical grounds); and/or
 - ii. a direct report refuses to fully vaccinate and/or provide evidence of vaccination under this Policy; and
 - b. handling any information associated with people's health or wellbeing sensitively and in accordance with the Privacy Act 2020.
12. All staff are responsible for:
 - a. being fully vaccinated and providing evidence of vaccination on or before entering a workplace after 23 December 2021;
 - b. ensuring that have evidence of vaccination prior to entering a SSNZ facility;
 - c. notifying their Manager if they wish to seek an exemption from complying with the Policy; and
 - d. notifying their Manager if they are otherwise unwilling or unable to comply with the Policy

13. All visitors (athletes, contractors, volunteers) are responsible for:
 - a. being fully vaccinated and providing evidence of vaccination on or before entering a workplace after 23 December 2021;
 - b. ensuring that have evidence of vaccination prior to entering a SSNZ facility;
 - c. notifying the SSNZ employee/contractor(s) they are visiting if they wish to seek an exemption from complying with the Policy; and
 - d. notifying SSNZ employee/contractor(s) they are visiting if they are otherwise unwilling or unable to comply with the Policy
14. Where a staff member provides any information regarding an inability to be vaccinated due to a medical condition or seeks an exemption on other medical grounds, that information will be treated as a confidential personal health records and will be stored as such.

Compliance with this Policy

15. Non-compliance with this Policy may include, but is not limited to:
 - a. A staff member refusing to advise their manager or a site manager of their vaccination status;
 - b. A staff member refusing to be fully vaccinated as required by this Policy, either before they begin work, before they enter a site or as required during their employment.
16. Non-compliance with this Policy could result in significant risk to the health and safety of SSNZ staff, athletes and visitors. Immediate escalation as early as possible is generally going to be the preferred initial method of resolution – for example, by raising the concern or issue with a manager or site manager as soon as possible.
17. In the event of any non-compliance or suspected non-compliance with this Policy, the manager will engage with the CEO and the direct report about the situation. During that process, the manager and the CEO may consider the following factors
 - a. The direct report's reasons for refusing to provide information regarding their vaccination status;
 - b. The direct report's reasons for refusing to be vaccinated, including any health related limitations on their ability to be safely vaccinated;
 - c. Whether there is any other role into which the direct report could reasonably be redeployed that does not require the direct report to be fully vaccinated in accordance with this Policy; and/or
 - d. Whether reasonable adjustments could be made to accommodate the direct report without requiring they be fully vaccinated in accordance with this Policy and without increasing health and safety risks or causing unreasonable disruption to the HPSNZ activities.
18. During any period of non-compliance or suspected non-compliance with this Policy, including any period when a staff member is not fully vaccinated in accordance with this Policy, the manager may require the direct report to remain away from work or work from a different location or undertake alternative duties. A potential outcome of non-compliance with this Policy may include termination of employment.
19. If a staff member is found to have not complied with this policy, either intentionally or unintentionally, action appropriate to the seriousness of the non-compliance may be taken. Action may range from immediate removal from the facility to censure or dismissal (or in the case of a contractor, termination of the contractor's contract).

20. If a serious instance of non-compliance with this policy occurs, the Chairperson of the SSNZ Board and Chairperson of the Audit, Finance and Risk Committee, must be notified immediately and the necessary action will be taken to mitigate risk to SSNZ, external organisations and/or to individuals.

Related Documents

SSNZ CV-19 workplace risk assessment
SSNZ CV-19 safety plan assessment tool