

Appendix 4

Questions and Answers relating to COVID-19 Vaccination and UCOL's proposed Policy

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Section 1

Te Tiriti o Waitangi

How does UCOL's COVID-19 response align with our Te Tiriti o Waitangi priorities?

UCOL is committed to giving effect to Te Tiriti o Waitangi in all our activities – governance, management and operations, as we deliver equity and inclusion for and with Māori. Given the disproportionate impact on COVID-19 for Māori, UCOL is acutely aware of the additional risk and therefore impact for kaimahi Māori, ākonga Māori, whānau, hapū, iwi and Māori communities throughout our Region. In this regard, UCOL acknowledges that the vaccination policy needs to be supported by an approach, information, support and resources designed with and for Māori.

Section 2

Proposed Policy

What is UCOL's proposed COVID-19 Vaccination Policy?

UCOL's proposed policy is that unless exempted, all kaimahi, ākonga, manuhiri, contractors and our Te Tiriti partners that engage in UCOL activities will be required to be fully vaccinated.

Why is UCOL making this decision?

UCOL is committed to doing everything practicable to enable a safe working and learning environment. As part of this commitment, UCOL is proposing this Policy to support the public health response to COVID-19 and to manage the risk of COVID-19 being contracted by those within our places of work (considering the infectious nature of this virus and the potential for asymptomatic transmission).

UCOL, as a PCBU (Person Conducting a Business or Undertaking), has a primary duty of care under the Health and Safety at Work Act 2015, and must ensure the health and safety of ākonga, kaimahi, and visitors to its places of work. While risk controls, such as physical distancing, hand sanitising and the

wearing of face coverings, are important to prevent transmission of the virus, the Government position, based on scientific evidence, is that vaccines are the most effective control.

How long will the vaccination requirement be in place for?

UCOL will follow Government guidance and review vaccination requirements, as appropriate.

When is the Policy likely to start?

Following consideration of consultation feedback, the approved Policy is likely to start on 1 February 2022.

Will UCOL accept medical exemptions?

Yes, medical exemptions from the Ministry of Health will be accepted by UCOL. Find more information about applying for the medical exemption [here](#).

Will UCOL accept exemption based on religious belief?

UCOL respects individual choices however, anyone who is not fully vaccinated or does not have an exemption will be unable to attend classes, lectures, labs, workshops, tutorials, and meetings in person. The proposed Policy has a section on criteria and considerations for exemptions.

What does “fully vaccinated” mean?

You’re deemed “fully vaccinated” if you have received two doses of an approved COVID-19 vaccine. The Pfizer/BioNTech is the vaccine commonly administered to people in New Zealand, and the AstraZenica is now an option for those who cannot get the Pfizer/BioNTech vaccine. Your status as fully vaccinated will need to be verified by your (valid) My Vaccine Pass.

Do I need the booster dose to be considered “fully vaccinated”?

We are guided by Ministry of Health, and recognise that this definition may change over time to include booster injections or confirmation of COVID-19 antibodies. Currently, you do not need to have a booster dose to be “fully vaccinated” for My Vaccine Pass. If you do get a booster dose, it will be added to your My COVID Record and you can create another pass. Find out more information about the booster dose [here](#).

Do I need to present a valid My Vaccine Pass even if I produce a negative COVID test within the last 24 hours?

Yes, you will need to present a valid My Vaccine Pass or an exemption. UCOL will not accept a negative COVID-19 test in place of the vaccination requirement.

How will UCOL check each person’s vaccination status?

We will confirm the process for this as our planning progresses. Non-disclosure of vaccination status or insufficient evidence will be deemed to mean not vaccinated.

What will happen to ākonga and kaimahi who are not vaccinated?

UCOL acknowledges that some kaimahi and ākonga and manuhiri hold a different position to that of the Ministry of Health, choosing not to be vaccinated against the effects of COVID-19. In this regard, UCOL will work to find a solution where possible with individuals so they can continue, defer or transfer their studies, and/or receive an academic transcript as evidence of their completed studies.

For kaimahi who chose to be not vaccinated, UCOL will work with individuals to see what is possible, with all reasonable options for resolution genuinely considered.

Section 3

Consideration for Ākonga

I am an online learning ākonga and do not need to come to campus, what does this proposed policy mean for me?

Online learning ākonga who have no need to be on campus (e.g. no contact course) and who do not wish to come to campus to access services (e.g. Library) may not need to be vaccinated (if they do not wish to) to attend online learning. As an online learning ākonga, you are an important part of our UCOL whānau. We aim to provide more information on our online courses in the New Year, for example take a look at eCampusnz.com.

If this proposed policy is adopted, can I study online and just not come to campus?

Many of our programmes require practical learning and assessments that are not suited to being completed online. There are also some aspects where online learning is possible and encouraged. The proposed policy allows for exemptions following specific criteria where exemptions can be safely granted.

If this proposed policy is adopted, will I still be able to access student services if I am not vaccinated?

Many of our student services are available online. Vaccine passes are not required for ākonga needing to access UCOL health and disability services.

If the proposed policy is adopted and I am an online learning ākonga but have a workplace placement course component, do I need to be vaccinated?

All ākonga attending third-party sites as part of their course requirements will need to have an exemption or be fully vaccinated. Many workplaces have this as a requirement already or will be covered by the mandatory vaccination health order.

Under the Health and Safety at Work Act (HSWA) 2015 students (and visitors) are deemed to be 'Other Persons.' 'Other Persons' under the HSQA are required to:

- Take reasonable care of their own health and safety
- Take reasonable care that others are not harmed by something they do, or do not do
- Comply, as far as they are reasonably able, with UCOL's reasonable health and safety instructions that are given so that UCOL can comply with the HSWA and regulations

UCOL must ensure, so far as is reasonably practicable, as its primary duty of care, that the health and safety of workers, and that 'Other Persons' are not put at risk by its work. This includes reducing the risk of transmission and infection by its students to other places of work while undertaking their course-related activities.

For some courses, an online work placement may be an option.

What if I am halfway through a programme and cannot complete my study online and choose not to be vaccinated?

We strongly encourage you to get vaccinated so you can complete your studies. If you choose not to be vaccinated, we will work with you to review your options. Further information on whom to contact if this is your particular situation will be communicated, if the proposed policy is adopted.

Are there some courses that already require students to be vaccinated for COVID-19?

Yes. The COVID-19 Public Health Response (Vaccinations) Order 2021 which requires workers within specific groups to be vaccinated now includes workers in the education, Health and disability sectors. For Education, this means people who carry out work at or for early childhood education centres and schools or home-based education and care services.

In relation to the health and disability sector workers, this includes general practitioners, pharmacists, community health nurses, midwives, paramedics, and all healthcare workers in sites where vulnerable patients are treated.

Some UCOL kaimahi and ākonga are subject to this requirement as they provide services to these sectors, or may attend these workplaces as part of their course (i.e. clinical placement in a hospital, or early childhood education).

If you are enrolled in courses that are impacted by this, you should already have received requirements from your lecturer. If you are not yet enrolled but are considering a course where vaccinations are required, you will need to provide information on your vaccination status as part of your enrolment.

These subject areas include:

- Healthcare
- Primary and Secondary Education, Early Learning
- Hospitality
- Hairdressing and Beauty
- Gyms
- Social Services
- Events

How does this policy apply to secondary school students and U-Skills students?

School students are exempt from vaccine pass requirements when accessing secondary learning on a tertiary campus.

Secondary school students on campus for other reasons such as Open Days and events are not exempt from the Vaccine pass requirements and should follow the Policy set by UCOL.

I'm worried that my choice to not be vaccinated will encourage bullying - what should I do?

UCOL is committed to providing an environment which is free from harassment, where ākonga are treated with dignity and respect. UCOL has a zero tolerance for harassment and considers any form of harassment to be unacceptable. If you are experiencing bullying or harassment, we have staff ready to help. Please contact UCOL's Student Success.

I feel overwhelmed with all the discussions around COVID-19 and vaccinations, what support is available?

If you want support or to talk to someone, let our student support team know and they can help. UCOL has free and confidential counselling services on all of our campuses, and for ākonga who study online.

What programmes will I be able to study without an exemption or a My Vaccine Pass, should the policy be adopted?

We aim to provide more information on our online courses in the New Year, for example take a look at eCampusnz.com.

I cannot complete my qualification now due to the Policy. Will there be an alternative available?

UCOL will work with ākonga to find a solution. Options include arrangements where possible to complete studies, defer papers to a time in the future, transfer to another qualification, and/or receiving an academic transcript as evidence of completed learning, potential online options, or to exit with a qualification where possible, should the policy be adopted.

Will my course fees be refunded if I am withdrawn from a course because I do not have an exemption or a valid My Vaccine Pass?

Where opportunity exists to transfer to another programme, UCOL will transfer the fees paid towards that programme. Refunds will be assessed in accordance with UCOL's Student Refund Procedures and applicable StudyLink requirements. Should the request be based on exceptional circumstances, UCOL's position is that a choice not to be vaccinated is not an exceptional circumstance as it is a matter within the control of the ākonga.

Will I be able to attend classes in-person if I have a valid medical vaccination exemption?

Yes you can attend class in-person if you have a valid medical vaccination exemption.

I have a medical exemption, but I am not prepared to come to campus for safety reasons. Will I be able to continue my studies?

UCOL has taken all practical steps to ensure the safety of our staff and students including, importantly, the requirement for vaccination. Attending studies on campus is as safe as it can be.

Will I have to scan in using the COVID Tracer app and show My Vaccine Pass?

Yes, you will need to scan in using the COVID-19 Tracer app. We will work on processes for exemptions and vaccine pass verification.

Will face masks remain a requirement on campus if everyone is vaccinated?

We strongly encourage wearing face masks. Face masks are mandatory in the Red setting, and strongly encouraged in the Orange setting of the COVID-19 Protection Framework (Traffic light system).

In relation to the Ambitions Training restaurant, do all customers need to be fully vaccinated?

Yes, all customers will need to present an exemption or a valid My Vaccine Pass. This is already a requirement as part of the Protection Framework for the hospitality sector.

Do I need to submit my exemption or My Vaccine Pass anywhere to ensure UCOL has it on file?

We will let you know what you need to do. UCOL will abide by all legislation such as the COVID-19 Public Health Response (Vaccinations) Order 2021, the Public Health Response (Protection Framework) Order 2021, and the Privacy Act 2020.

Will my medical information be kept confidential?

Any information you provide UCOL to adhere to its Vaccination Policy is personal health information and will be held in accordance with the requirements of the Privacy Act 2020. However, this information may be required to be made available to the Ministry of Health, WorkSafe, or a legally authorised enforcement officer.

Will I be able to use the library if I do not have an exemption or a My Vaccine Pass?

All ākonga, mahi, and visitors are required to show their exemption or valid My Vaccine Pass to enter UCOL premises, including access to our campus libraries.

I have already completed my studies. Can I attend graduation without an exemption or a My Vaccine Pass?

In accordance with the COVID-19 Protection Framework set out by the Government, all attendees at events like graduation will need to show their exemption or valid My Vaccine Pass.

Will I be given time off to get vaccinated?

We will work with ākonga and kaimahi to attend vaccination appointments.

Section 4

Consideration for Kaimahi

I feel overwhelmed with all the discussions around COVID-19 and vaccinations, what support is available?

Talk with your colleagues and friends and family. UCOL will provide information and assistance. Make use of Employee Assistance programme services, which are free and confidential.

I am vaccinated and do not want to be on campus with people who are not, what should I do?

If the proposed policy is adopted, ākonga, kaimahi, visitors, and contractors will all be fully vaccinated or have an exemption, if they want to come on campus or on any of UCOL's sites. If you have concerns, please discuss these with your Manager or the Health and Safety Manager.

I'm worried that my choice to not be vaccinated will encourage bullying - what should I do?

UCOL is committed to providing a work environment for its staff which is free from harassment, where staff are treated with dignity and respect. UCOL has zero tolerance for harassment and considers any form of harassment to be unacceptable. If you are experiencing bullying or harassment, please speak to your manager, or a People and Capability Advisor.

Will my vaccination and testing data be kept private?

Yes, all data is subject to the Privacy Act 2020.

Section 5

General Vaccination Questions

What is the COVID-19 Protection Framework (Traffic light system)?

COVID-19 Protection Framework (traffic light system) is the new approach to COVID-19 that will help protect New Zealanders, while also providing more certainty and new opportunities. It minimises the impact and provides protection from COVID-19 through three settings - Green, Orange, and Red. Check out the summary [here](#).

What is a My Vaccine Pass?

My Vaccine Pass is an official record of your COVID-19 vaccination status for use in New Zealand. It will allow you to access certain events and venues operating under the COVID-19 Protection Framework (traffic light system). Your My Vaccine Pass will include your name, date of birth, and a QR code. You can save it on a digital device, like your phone or print a physical copy. Read more about My Vaccine Pass [here](#).

Who can get a My Vaccine Pass?

You can request a My Vaccine Pass if you are aged 12 or over and:

- Have had 2 doses of the Pfizer or AstraZeneca COVID-19 vaccine in New Zealand, or
- Been vaccinated overseas with an approved vaccine, or
- Have a medical exemption

Who does not need a My Vaccine Pass?

People under the age of 12 years and 3 months are not required to show proof of vaccination.

What does it mean to have a valid My Vaccine Pass?

All My Vaccine Passes are meant to expire 6 months from the date of issue, or on 1 June 2022, whichever comes sooner. The government has set an expiry date to allow flexibility in how we respond to the changing nature to the pandemic.

Will an overseas COVID-19 Vaccine proof work?

If you have received your vaccination overseas, you should refer to the Ministry of Health's advice to see if your vaccine is one of the eight approved by the COVID Vaccination Technical Advisor Group and apply to have your vaccination record from overseas added to New Zealand's COVID Immunisation Register (CIR). You need to do this before you can get My Vaccine Pass.

Will I need a My Vaccine Pass or exemption to access UCOL facilities, if I have received my vaccination overseas?

Yes you will need an exemption or valid My Vaccine Pass to access UCOL facilities in-person.

How to access a My Vaccine Pass?

There are three ways to get your My Vaccine Pass - online through My Covid Record, over the phone, and in person at a participating vaccination site. To request a My Vaccine Pass online, simply log in to My Covid Record (<https://mycovidrecord.health.nz/>), go to the 'Passes and certificates' section, select 'Request pass or certificate'. The 'Select a pass or certificate' screen will open. Select 'My Vaccine Pass' and then select 'Continue'. In the 'Your details' screen, enter the email address that your vaccine pass should be sent to and select 'Request pass'. A confirmation message will appear once this is completed.

and you should receive an email with your pass within 24 hours. If you do not have a My Covid Record account, select the 'Sign up' button and follow the on-screen steps.

How to get a My Vaccine Pass if you don't have a valid New Zealand ID?

There are three ways to get your My Vaccine Pass - online through My Covid Record, over the phone, and in person at a participating vaccination site. If you do not have a unique email address or valid ID, you can get your pass over the phone or at a participating vaccination site.

Will medical exemptions be accepted?

Yes, UCOL will follow the Ministry of Health's guidance and requirements for medical exemptions, should the proposed policy be adopted.

What happens if I have a health condition and I am not sure whether I should be vaccinated?

The [COVID-19 website](#) has advice on different health conditions and what to do. If you are in doubt, please speak to your doctor or a health professional.

Where can I get vaccinated?

If you are aged 12 or over, you can [book your free COVID-19 vaccination](#) now. It does not matter what your visa or citizenship status is.

You can book on behalf of someone else - or help them with their booking - if you have their permission.

How do I prove that I have been vaccinated?

You will be asked to show your My Vaccine Pass upon entry to UCOL's premises as proof of vaccination status.

Where can I find out more information about the vaccines?

Here is a list of credible and reliable sources of information on COVID-19. Be mindful that not everything you see on social media is reliable information.

- [Official COVID-19 Website](#)
- [Ministry of Health website](#)
- [Te Rōpū Whakakaupapa Urutā \(National Māori Pandemic Group\)](#)
- [Karawhiua website](#)
- [COVID-19 Information for Māori](#)
- [Ministry for Pacific Peoples COVID-19 Information](#)