

**19)****Use of Machinery**

In order to ensure the safety of all stakeholders during the use of machinery and while machinery and chemicals are stored, please follow these procedures:

- Staff will be trained in the use of machinery prior to use.
- Staff will be trained in the use of dangerous chemicals prior to use.
- The school will provide safety equipment for staff while they are engaged in the use of machinery or dangerous chemicals.
- The Property Manager will view all short term contractors' safety procedures prior to the commencement of work. The Principal will review safety procedures of all contractors engaged for a period of 3 days or more.
- Equipment and chemicals which could potentially cause harm will be identified, labelled and stored securely. (ie petrol, flammable materials in the property manager's shed)
- The Principal and property staff will provide safe conditions for children while machinery is being used in the school grounds.
- Students need to be aware of any coned off areas and hazard tape.

**20)****Bullying**

In order to ensure the emotional, social and physical safety of children please follow these procedures:

- Staff member(s) to listen to any issues or complaints that children or parents raise.
- Acknowledge the issue and take complaints seriously.
- Gather all the facts from relevant sources, document and avoid making assumptions.
- For physical or emotional negativity to upset others refer to Responding to Minor Staff Managed Behaviour Flowchart. Strategies that could be used include:
  - Give some strategies to the victim
  - Conduct a restorative chat
  - Contact parents involved (as necessary)
  - Refer to the Consequences/Interventions
  - Talk with discretion at team level eg team assemblies and team meetings
- For on-going physical and emotional persistent acts of bullying (refer to Responding to Major Management Managed Behaviour Flow Chart):
  - Inform School Manager and teacher of the child doing the bullying
  - Inform appropriate Senior Leader
  - Senior Leader informs parents and manages the issue
  - The Senior Leader ensures the Principal is kept informed and/or involved.
- At the earliest convenience inform the teacher of the children involved in the bullying incident.
- Regularly remind children that any form of bullying is not acceptable including racist taunts, bullying of students with special needs, homophobic bullying and sexual harassment.

**21)****Pandemic Planning**

In order to ensure the school community responds appropriately and effectively in the event of a pandemic, please follow these procedures:

- Ministry of Health and Ministry of Education recommendations are disseminated and followed.
- Procedures are developed specific to requirements outlined by the Ministry of Health relevant to the particular pandemic.
- Effective signage is displayed throughout the school reminding stakeholders of recommended hygiene procedures e.g. handwashing, sneezing and coughing procedures, use of tissues, use of hand sanitisers, disinfecting of hard surfaces.
- Regular up to date information is provided to parents and staff by the Principal.
- Email is in place and all staff are aware of their obligations and have relevant contact details at hand.
- Hand sanitisers, hand soap, tissues, disinfectant, cloths, paper receptacles and any other necessary hygiene items are provided where and when appropriate.
- The school website, eTap emails and Seesaw are used as a means of regular community communication.
- Specific plans/procedures are in place for the various Alert Levels of the pandemic

## **22) Adult Helper**

In order to establish a responsive and effective partnership between the school and parents/caregivers, and community and to welcome and utilise the expertise of parents and people within the wider community to support the learning and teaching, sporting and cultural programmes, please follow these procedures:

- Adult helpers may be invited or volunteer to act as 'helpers' for regular, ongoing activities throughout the school.
- Adult helpers are to be clearly informed of their obligations and purpose as helpers within the school environment.
- Adult helpers are to be made clear of the need to maintain confidentiality about any children and any sensitive issues that they may encounter while helping. Any concerns with regards to children's behaviour should be reported to the staff member in charge.
- Adult helpers who transport children should not provide any extrinsic rewards to children.
- The transportation of children in a private vehicle on any school related journey must
  - Have parental/caregiver consent
  - Have drivers with a full and current NZ driver's licence.
  - Be in a vehicle that displays a current warrant of fitness, holds registration and is legally roadworthy.
  - Have 3 point seat belts for all students.
- A briefing of all adult volunteers appropriate to the activity (as determined by the organising staff member) must be carried out before the activity commences.
- Adult volunteers assisting outside the classroom in any situation should be given clear guidelines of their responsibilities such as Risk Analysis Management Systems, day activity timetable and instruction sheets.
- Should an incident occur beyond the school boundaries parents are asked to write a report and a copy provided to the Principal upon return to school. Parents of the children concerned may be notified at the discretion of the Principal.
- Overnight parent helpers will be Police vetted. Any alerts from these will be reviewed and assessed by the nominated Police vet agent and the Principal. A decision for their suitability will be made accordingly.



## **23) Use of Animals for Teaching Purposes**

In order to ensure that all live animals in school are well cared for and their welfare is paramount, please follow these procedures:

Ensure -

- Proper and sufficient food and water is supplied.
- Adequate shelter is provided.
- The opportunity to display normal patterns of behaviour is catered for.
- Appropriate physical handling.
- Protection from, and rapid diagnosis of, injury and disease.
- During school holidays or when school is closed pets need to be sent home or an alternative environment needs to be provided.

Staff and children may bring ~~and use~~ animals to school:

- For observation as a loved pet.
- As a classroom pet.
- For pet days where students and teachers share their feelings for their pets and appropriate care is observed and rewarded.
- To observe the complete life history of an animal.
- To observe and measure behaviour, body, structure, function and/or animal responses.
- To learn the responsibilities of humane care.

**24)****Food At School**

In order to ensure the provision of appropriate nutrition for children to have a better opportunity of learning, and participating in classroom and school activities, please follow these procedures:

- The school supports the Ministry of Health's initiative for parents/caregivers to provide nutritional and adequate food for their child(ren).
- All drinks from home must be water and kept in non-breakable containers.
- Knives of any description are not permitted.
- Parents are encouraged to notify the school of any special health, cultural or religious dietary needs.
- Allergies and food intolerances need to be recorded on eTAP
- Sharing of school lunches and/or morning teas is prohibited. (unless it is deemed an organised special occasion)
- The use of the school's external providers for ordering lunches is appropriate but parents are recommended to provide the students with food for Break 1 and Break 2
- Children without lunch report to the school office.
- All children will adopt the school's pack in/pack out process which requires them to retain any wrappers, papers, skins and containers within their lunchbox and return them home.
- Naked lunches are recommended and encouraged.
- Food scraps may be used for the worm farm under teacher direction.
- Letters are sent home to classes if there is a child with nut allergies, requesting that no nuts or products containing nuts are brought to school.

## **25) Food Activities Procedure**

In order to comply with relevant legislation and regulations and ensure appropriate food preparation and consumption in school community activities, please follow these procedures:

In seeking approval for food based activities the following will be considered:

- Educational value
  - Curriculum relationship
  - Medical, cultural or religious implications
  - Current legislative compliance including hygiene
  - Encouragement and promotion of the sense of community within the school
  - Student health
- 
- All approved food based activities must comply with relevant Ministry of Health guidelines.
  - Parents will be notified that they are not permitted to bring, offer, purchase or supply food for children other than their own

**26)****Rewards Procedure**

In order to ensure that extrinsic rewards do not jeopardise the health and well-being of children at Royal Oak Primary School, please follow these procedures:

- Teaching staff, support staff and trained volunteers operating special learning or behaviour programmes, who interact with children at Royal Oak Primary School may use extrinsic motivators to reward social behaviour(s) and learning as part of the school programme.
- Extrinsic rewards for individual or groups of children may include stickers, merits, golden tickets, stationery items, extra computer time, game time, small game items, certificates or selected free time
- The appropriateness of the reward should be considered in terms of allergy, religious based, medical or cultural reasons.
- Parent helpers, volunteers, and people who transport children are not to bring, offer, purchase or supply food treats, sweets or any extrinsic rewards to children.
- If a parent helper, volunteer or transporter considers children deserve recognition this information is to be given to the teacher or staff member in charge.
- Money is not to be used as an extrinsic reward in any circumstances.



**27)****Road Safety**

To ensure the safety of children on the road whilst in the care of the school, please follow these procedures:

- **To and From School**  
The school cannot take responsibility for children in the transition to and from school on a daily basis.
- **Pedestrian**  
Safe road crossing procedures and safe walking places will be emphasised through the school police education programme.
- **Traffic Safety Teams**  
The school establishes a traffic safety teams to facilitate the safe crossing of school students across Manukau Road. The Pah Rd crossing is operated by traffic lights.
- **Car Parking**  
Parents who drop off and pick up children from school must park according to the Road Code and Traffic regulations and must ensure the safety of children at the school gates at all times.

Designated school car parks are for staff use only.

- **Cyclists**  
In order to cycle to and from school, students must have parental permission and preferably cycle with an adult.
- **Buses**  
All buses used for transporting students must have a current registration and certificate of fitness

A parental/caregiver signed permission slip is a prerequisite for all school trips requiring vehicle transportation.

- **Private Cars**

The transportation of children in a private vehicle on any school related journey, must be:

- By signed parental/caregiver consent.
- By drivers with a full and current NZ drivers licence.
- In a vehicle that displays a current warrant of fitness, holds registration and is legally roadworthy.
- Has 3 point safety belts.
- Has booster seats for children under 7 years of age

## Guidelines

### **1. Pedestrian Safety**

- 1.1 Children are encouraged to walk to school in pairs/groups.
- 1.2 Children must obey the walking school bus rules – as outlined in the leaflet provided to people who register.
- 1.3 Children must walk on the footpath where one is available.
- 1.4 Children must use the pedestrian crossing and school road patrol where available.

### **2. Cyclists / Scooterists**

- 2.1 All Year 5 children will undergo cycle safety training ~~by the NZ Police Education Officer.~~
- 2.2 Children under the level of Year 5 may not cycle/scooter to school unless accompanied by an adult.
- 2.3 All cyclists must wear an approved NZ/Australian Standards safety helmet, which is correctly adjusted and securely fastened. (Cyclists Declaration form)
- 2.4 All bikes/scooters will be stored at the risk of the owner in the designated rack areas and locked up. A lock ~~should~~ **must** be provided by the owner.
- 2.5 Parental/caregiver written permission must be provided prior to cycling to/from school. This permission will be held by the Principal.
- 2.6 Bicycles and scooters must be walked through the school grounds and across the pedestrian crossing.
- 2.7 Helmets are recommended for students riding scooters.

### **3. Bus Safety**

- 3.1 Emphasise safe practices when getting on and off buses.
- 3.2 Seating on a bus –2/3 on a seat.
- 3.3 No children standing in the aisle.
- 3.4 Children must stay seated during the duration of the bus journey.

#### **4. Transport of Children by Private Motor Vehicle**

- 4.1 All drivers must hold a full, current New Zealand drivers licence.
- 4.2 All vehicles must have current registration and a current warrant of fitness which must be clearly displayed in the vehicle, and vehicles must be legally road worthy and insured.
- 4.3 The driver and all passengers must wear a safety belt. The driver of the vehicle is responsible for ensuring all his/her passengers are wearing safety belts correctly and using booster seats if under the age of 7.

#### **5. Traffic Safety Teams**

- 5.1 The school patrol is manned by Year 6 students.
- 5.2 School patrols will be trained yearly by a Police Education Officer.
- 5.3 In order for a student to become a student patroller they must have written permission from their parents/caregivers.
- 5.4 School patrols operate twice daily during school terms, 8:25 – 8:45am and 3:00-3:15pm. An adult supervisor is always present.



ROYAL OAK PRIMARY SCHOOL

**Transport of Children by Private Motor Vehicle Disclaimer Form**

I, ..... confirm that:

- I hold a full, current New Zealand drivers licence.
- My vehicle displays a current registration, current warrant of fitness and is legally road worthy.
- My vehicle is insured.
- My vehicle has three point seat belts for ..... passengers.

Signed: .....

Dated: .....

**28)****School Uniform**

The purpose of a student uniform is to foster pride in the School and give the School an identity in the wider community. In order to ensure the uniform is worn appropriately, please follow these procedures:

- The Royal Oak Primary School uniform will be worn by all students.
- The school uniform is detailed in the enrolment documentation and the school information booklet.
- Students are expected to wear the correct uniform tidily at all times including moving to and from school and on any school related activity as required.
- Hats must be worn when children are outside during Term 1 and Term 4 as stated in the school's Sun Safe Policy. The uniform hat is navy blue.
- It is the responsibility of all teachers and parents/caregivers to support the Board's uniform standards.
- Staff will actively discourage the wearing of non-uniform items or bright coloured accessories with the school uniform.
- Sport uniforms are for Year 5 and 6 students and sport shirts are mandatory for Year 5 and 6 students.
- Teachers will ensure shirts are used to cover uniforms when students work with art materials.
- A change of clothes will be worn in place of uniforms when playing on the field during terms 2 and 3.

## **29) Smoking, Vaping, Alcohol and Drugs**

In order to ensure that Royal Oak Primary School is a smoke, vaping and drug free environment and that the sale and recreational use of alcohol out of school hours is lawful, please follow these procedures:

- Royal Oak Primary School is a smoke and vaping free school and no smoking or vaping is permitted anywhere on school premises.
- All illegal substances are banned from the school property.
- A licence to sell alcohol at school events will be applied for and conditions abided by at all times.
- No staff member will be permitted to work at school under the influence of drugs or alcohol. Refer to Protected Disclosures procedure for the process in reporting staff members who are suspected to be under the influence of drugs or alcohol.
- Any employee found to be under the influence of alcohol or drugs could receive instant dismissal or be subject to disciplinary procedures as set out by their relevant collective contract.
- The Principal will immediately inform parents or caregivers of any Royal Oak Primary School students who are found smoking, vaping, drinking alcohol or using drugs during school hours. Such students will be deemed to have committed serious misconduct.
- Phone the Police for any suspicious or drunken/disorderly behaviour noted on school premises after hours.

### **30) Access to School Buildings Outside School Hours**

In order to ensure the safety and security of staff outside school hours, please follow these procedures:

- If accessing school buildings before 7am or after 6pm during school term time, during weekends or in the school holidays staff may need to de-activate alarms and unlock doors. Teachers must relock doors they open.
- De-activate areas required, contact Alarm Surveillance (Sure Control) monitoring service and advise areas and times present.
- Ensure any area unlocked to gain access is locked again once entry is gained.
- Staff should leave the school grounds before darkness falls, unless attending a specified meeting.
- Report any suspicious behaviour directly to the police.
- Contact Sure Control if any circumstances arise and a staff member feels unsafe and request a guard be sent.
- Secure and lock any areas accessed whilst in the school and re-activate the alarms upon departure.
- If working or meeting after dark, ensure another adult accompanies the last person to leave. Use well-lit areas.
- Park close to the classroom if possible.



**31) Children Going Home During the School Day**

In order to ensure all children are fully accounted for at all times of the day, please follow these procedures:

- Ensure the electronic register is taken by the teacher by 9:00am and 1:40pm every school day.
- Send any communication regarding leaving during the day, written or verbal, to the school office as soon as possible.
- Send any sick children to the Health Room with a note (where a decision will be made by staff with current first aid certificates) regarding follow up measures.
- Ensure all parents/caregivers taking a child out of school sign in at the office before the child is collected.
- All communication with parents/caregivers asked to collect sick children must be done through the Office.
- Be proactive in ensuring parents/caregivers understand these procedures.
- Ensure the Principal is aware of all children leaving during school time.
- Maintain a register at the front office of children who leave during school time.

## **32) Positive Behaviour Management**

Positive Behaviour to enhance student learning promotes school wide appropriate behaviour that is non-threatening and supportive of all students and staff. To ensure all stakeholders involved with Royal Oak Primary School manage behaviour in a positive way, please follow these procedures:

### **SCHOOL EXPECTATIONS**

 **C@RE- Manaaki**  
 **RESPECT- Whakaute**  
 **EMPOWER– Whakamana**

- Ensure all students are taught explicitly what behaviours are expected of them in all school settings
- Increase positive interactions with all students
- Decrease reactive/punitive behaviour management
- Use a consistent schoolwide response to behaviour management
- A caring, respectful and empowering school climate is continually maintained
- Use strategies learned through attending IYT Course
- Ensure an effective acknowledgement system operates at class level
- Use as part of schoolwide acknowledgement system, Golden tickets.
- At no time is it appropriate to use physical force with any student.
- For an emergency or when backup support is required the RED CARD should be sent to the School Office. The office staff will pass it to one of the Senior Managers for immediate action.
- To manage inappropriate student behaviours refer to Responding to Minor Behaviour Flowchart. Strategies that could be used include:
  - Citing inappropriate behaviours
  - Prompting

- Redirecting
  - Reteaching
  - Providing Choices
  - Engaging in Student Conference
  - Refer to the Follow Up/Logical Consequences
  - Record as a Minor Behaviour-ROPS Behaviour Form- eTAP
  - Use Restorative Kōrero card for restorative conversations
- 
- For on-going persistent behaviours refer to - Responding to Major Management Managed Behaviour Flow Chart
    - Intervention by a Senior Manager
    - Senior Manager(s) inform parents and manages the issue. A meeting with parents is organised. An action plan is acted on. Support is provided for teacher(s)
    - Record as a Major Behaviour- ROPS Behaviour Form-eTap
  - The Senior Manager monitors the action plan and feeds back to parents / teacher(s) / Principal.
  - The Senior Manager ensures the Principal is kept informed
  - The Principal actions Stand Down procedures as required
  - Action referrals to LSC and/or DP in charge of behaviour using the ROPS Land B referral form. Additional referrals may be made to RTLB and /or MOE re students presenting with challenging behaviours
  - To support students a referral to the school counsellor maybe an option
  - The Board of Trustees (Board) is kept informed in committee of extreme/challenging student cases.

### **33) Risk Analysis for Parent Group Functions**

In order to ensure children and whanau are kept as safe as possible while taking part in Parent Group functions, please follow these procedures.

- All Parent Group functions must be planned in advance.
- A Risk Analysis Matrix (RAM) must be completed in consultation with the Principal one week prior to the event and signed by the Principal when risk is a possibility.
- The signed RAM must be discussed with those involved before the event takes place.
- Ensure that all possible hazards are checked and managed to completely avoid incidents that could result in injury or death.
- For Food Festivals/Carnivals/Garage Sales: Bain-maries to be filled with cold water and heated from cold at the stand.
- All wiring must be safely covered to avoid tripping hazards.
- All outside provider field activities should have risk assurance management provided by the provider.
- No jugs, toasters or any other food/liquid heating devices to be in classrooms.



### **34) Parent Group Breakfasts and Food Celebrations in Classrooms**

In order to ensure that all parties are safe during functions held in classrooms during school hours please ensure that:

- A RAM form is completed for each of these functions.
- All those who are supervising are aware of the RAM form and these procedures.
- There is to be no boiling water in the classroom, including in electric jugs or any other vessel.
- Food provided is to be placed on tables with hand sanitiser made closely available.
- The tables on which food is available are clean and clear of any cords or wires.
- Supervisors are aware of any hazards and take appropriate precautions.
- Supervisors are aware of any food allergies.

## **35) Wellbeing Procedures for Staff, Tamariki and Whānau**

In order to ensure that the Wellbeing of our community is held at the forefront, the following procedures should be adhered to:

### **Staff**

- Monitor workload and meetings.
- Provide annual flu vaccinations.
- Fund 3 confidential counselling sessions if needed.
- Celebrate 'O' birthdays with flowers.
- Acknowledge and celebrate the hard mahi in a variety of ways throughout the year.
- Provide release if and when required.
- Provide discretionary paid leave when/where appropriate.
- Allocate 'leave early' days and 'arrive later' days.

### **Tamariki**

- Ensure that all staff prioritise the wellbeing of the tamariki.
- Provide counselling services as appropriate.
- Implement the Pause, Breath, Smile programme.
- Implement a mindfulness programme.
- Use restorative practice strategies.
- Ensure PB4L programme is embedded in all classes.

### **Whānau**

- Build strong connections with whānau.
- Engage whānau support (Parent Group) where necessary.
- Have an open door policy.
- Include whānau in all school activities.
- Have regular positive contact with whānau.

## Procedure for Mandatory Vaccinations at Royal Oak Primary School

### Scoping

On 25 October 2021, the COVID-19 Public Health Response (Vaccinations) Amendment Order (No 3) 2021 ("**the Vaccination Order**") came into force. The Vaccination Order makes COVID-19 vaccinations mandatory for all school staff and workers, relievers, contractors and volunteers who may come into contact with children i.e. by working onsite.

### Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures relating to the Health Order
- ensure employees have the information they need in order to comply with policy and procedures and are encouraged to play a role in maintaining and improving health and safety systems at work.

### Expectations and Limitations

To be able to work onsite at a school after **15 November 2021**, you must have had at least 1 dose of the COVID-19 vaccine.

You must be fully vaccinated by the end of the day on **1 January 2022** to be allowed to work onsite at a school going forward. Fully vaccinated simply means having had two doses of the COVID-19 vaccine.

You are allowed to get vaccinated during your work hours but you should have a discussion with the principal to work out a mutually agreeable time.

Your employer is legally obligated to ask you about your vaccination status and contact information and you are obligated to provide your employer with this information. Your employer is obligated to keep this information securely and to prevent any unauthorized access to this.

If you do not get one dose of the vaccine by 15 November 2021, you will be excluded from onsite work and your employer is likely to commence an employment process which could result in the termination of your employment.

If you cannot be vaccinated on medical grounds, you need to get an exemption from a health practitioner and present this to your employer.

You can find information about the COVID-19 vaccine at the following [website](#).

### Vaccination Records

As already indicated, the Vaccination Order will make it compulsory for everyone over the age of 12 who does any kind of onsite work at a school (or at other education services covered by the Vaccination Order) to have at least 1 dose of the vaccination by 15 November 2021.



Your employer is obligated to inform you of the vaccination mandate and they should also talk to you about any relevant Board policies related to the mandate and seek your feedback. The duty to keep track of who is and who is not vaccinated at your worksite falls on your employer. To meet this duty, your principal will ask you for information about your vaccination status and contact details. This information will include-

1. Your name, date of birth and contact details (email address and phone number)

2. whether you are vaccinated:

3. **if you are vaccinated,—**

- a. the name of the COVID-19 vaccine or vaccines you have received; and

- b. the date or dates when you have received a dose of the vaccine or vaccines:

4. if you have an **exemption** from being vaccinated (which is very rare)—

- (i) confirmation of this fact; and

- (ii) a copy of the exemption or authorization (i.e. a letter from a registered health practitioner stating that you cannot or should not be vaccinated on medical grounds).

Please note that you must provide your employer with this information and you must also keep your employer up-to-date if any of the above information changes (i.e you get a second dose of the vaccine).

If you refuse to provide your employer with this information, you could put yourself and your employer in breach of the Vaccination Order and you can be issued with an infringement fee of \$300 or a fine of up to \$1,000. Your employer could also initiate an employment process which may result in serious disciplinary action and potentially even result your dismissal. The key message here is that we urge you to provide your employer with the information outlined above. You can be assured that your employer is under a statutory obligation to keep the information secure and to prevent unauthorized access to it. If there are any problems in this respect, please contact the NZEI TRR Member Support Centre on 0800 693 443.

### **Getting vaccinated**

Whilst your employer cannot force you to be vaccinated, in many circumstances you will not be able to do your job anymore from 16 November 2021 onwards if you have not been vaccinated with at least one dose of the COVID-19 vaccine.

If you cannot do your ordinary onsite job anymore after the 15 November deadline has passed without breaching the law, your employer will need to exclude you from the workplace from 16 November onwards. Your employer may provide you with alternative duties offsite when this is an option, but this is pragmatically not going to be a realistic option in many circumstances. If you cannot be provided with alternate offsite duties, you will be placed on either paid or unpaid leave at your employer's discretion. Your employer will also likely commence an employment process with you. Although your employer is obligated to follow a fair process, you need to know that such an employment process could result in your dismissal. Please further note that this would not be considered a redundancy situation as your job has not actually become surplus to requirements- you would simply no longer meet the legal requirements to do the job. Your notice period would continue to apply though.



Before making the decision to refuse the vaccination, we strongly encourage you to seek medical advice and to consider the impact this decision could have on you and your family/whānau. It is not unusual to be nervous about the vaccine. However, your GP, as well as health workers at the COVID-19 vaccination Centres, the Ministry of Health (link [here](#)) and trusted websites like <https://karawhiua.nz/> have lots of valuable resources about the vaccine and its safety.

If you struggle to get vaccinated outside of your work hours, talk to your principal about this to arrange for a time that you can leave work to get your vaccination. You can be reassured that your employer is under a legal obligation to allow you to get vaccinated- even during your school hours. No leave of absence should be recorded for this.

If your employer does not allow you to be vaccinated during work hours, they are in breach of the Vaccination Order and they commit an infringement offence. We strongly encourage you to call NZEI TRR on 0800 693 443 if you experience any problems in this respect.

### **Can I change my mind after 15 November and still get vaccinated?**

If you have not been vaccinated by the 15 November deadline and your employer has excluded you from onsite work from 16 November onwards, you can still decide to change your mind and get vaccinated to avoid more serious employment consequences. So, if, after talking to your employer, you decide that you wish to get vaccinated after all, this is still possible. As soon as you are vaccinated with a first dose of the vaccine, you will be able to go back to working onsite until the second deadline of 1 January 2022 when proof of a second COVID-19 vaccination becomes mandatory.

### **Exemptions**

Some workers cannot be vaccinated with the COVID-19 vaccine for health reasons. This is very rare, but if you are one of the people affected, please ensure that you get a letter from your health practitioner stating that you should be exempt from vaccinations on medical grounds. This will also involve a process set out by the Ministry of Health (to be announced) Your school will need to keep a copy of this letter in order to comply with the Vaccination Order and will need to have further discussions with you in good faith about the exemption.

### **Employees at Alert Level 3**

If you are employed at an Alert Level 3 school, please note that you are under an obligation to be tested before returning onsite and every 7 days until you have received your second dose of the COVID-19 vaccine. In practice, we therefore recommend getting double vaccinated as soon as possible as this will save you from having to go through the hassle of getting weekly COVID-19 tests just to be able to work onsite.

### **Legislative compliance**

TBA