**[ PROD CO NAME ]**

**Covid-19 Vaccination Policy**

**1. Policy Statement**

Due to the recent Delta outbreak in New Zealand [ PROD CO NAME ] has introduced a COVID-19 Vaccination Policy. Please take the time to familiarise yourself with this Policy and do reach out to the production’s Health & Safety Supervisor or Officer or the Line Producer if you have questions or concerns.

Please **DO NOT COME TO WORK IF YOU ARE SYMPTOMATIC. AND PLEASE GET TESTED.** If you have any symptoms of COVID-19, no matter how small, we recommend you get tested. Testing is a key tool for catching community outbreaks of COVID-19. It also means you are able to go to work and that you don’t expose your friends and colleagues to the virus. There are many ways to get tested and results generally come back within 24-48 hours.

**2. About this Policy**

The WHO and the Ministry for Health both recommend getting vaccinated against COVID-19 as the best defence for yourself, your family and your colleagues.

Screen production covers a variety of work activities at numerous sites, including indoor and outdoor film sets, workshops, and offices. It is a collective responsibility to ensure these environments are healthy and safe. The Government is very vocal in its position that vaccines will play a critical role in protecting New Zealanders’ health and wellbeing. In following the Government’s lead, vaccinations are an integral tool for [ PROD CO NAME ] in protecting the health and wellbeing of all our cast and crew and in doing so help provide a healthy and safe workplace for them.

This policy does not form part of any cast or crew member’s contract for services or engagement and we may amend and review this policy on an ongoing basis to reflect changes in the law and advice from the appropriate authorities, including the Ministry of Health, WorkSafe and ScreenSafe.

The objectives of this policy are to:

* Keep cast and crew and the wider community healthy and safe.
* Sit alongside our COVID-19 controls to protect the health and wellbeing and safety of all cast and crew.
* Ensure the Production can continue whilst applying the relevant guidance from the Ministry of Health and other Government agencies.
* Actively encourage everyone who can, to get vaccinated.
* Ensure workers are not disadvantaged or penalised in accessing vaccinations.
* Encourage a healthy and safe and respectful work environment.

**3. Who does this Policy Apply to?**

This non-contractual policy applies to all cast and crew (whether engaged as a contractor and regardless of seniority or role) and includes all casual contractors and off-site crew (extras, casual crew, post-production crew, chippies, etc) who work for and with [ PROD CO NAME ] on the Production, wherever located. You must ensure that you read, understand and comply with this policy.

**4. Our Policy**

1. **VACCINATION IS STRONGLY RECOMMENDED**

As an employer, we have a duty to ensure the safety of our workers. In addition, the Health and Safety at Work Act 2015, requires employers to take all reasonable steps to ensure the health, safety and welfare at work for all of its workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, the vaccine provides a greater level of personal safety against serious illness.

Because of this, we actively encourage and recommend that **all cast and crew contracted to [ PROD CO NAME ] are vaccinated prior to returning to work on the Production**, and would expect any new cast or crew to be vaccinated before commencing work on the Production.

We encourage everyone, who can, to get vaccinated. Vaccinations are a collective action; they work best when we all get them.

If you have a medical exemption and cannot be vaccinated, or choose not be vaccinated, please let us know. If that is the case, we will work with you to assess your individual situation and working arrangements.

1. **SOME ROLES MAY NEED TO BE PERFORMED BY A VACCINATED WORKER**

Where there is high risk of contracting and transmitting COVID-19 to others [ PROD CO NAME ] can require that **certain work or roles must only be done by vaccinated workers**. There may also be instances where third parties or government agencies and regulations require workers entering certain sites or following essential services to be vaccinated.

To determine if work or a role is high risk, we will undertake a health and safety risk assessment on two main criteria, in accordance with WorkSafe guidance:

* the likelihood of a worker being exposed to COVID-19 while performing the role, and
* the potential consequences of that exposure on others (e.g. community spread).

Specific examples on the Production where work or roles must only be done by vaccinated workers might include:

* [ PRODUCTION SPECIFIC EXAMPLES TO BE ADDED ]
* Cast or extra roles where social distancing is not possible and close personal contact is unavoidable – for example intimate scenes;
* Front-line crew roles such as make-up, costume or cast drivers where social distancing is not possible and close personal contact is unavoidable;
* Locations where there are health compromised individuals, border or security regulations; or
* Confined locations with inadequate ventilation.

We will assess the risk in consultation with the applicable worker/s. Following a health and safety risk assessment of a role, if a role needs to be performed by a vaccinated person and the worker currently in the role cannot or chooses not to be vaccinated (or will not disclose their vaccination status), we will consult with the impacted worker prior to taking any action.

1. **IN SOME CASES, TESTING WILL BE MANDATORY**

There may be some instances where **we may request regular testing** of workers. This will be mandatory if it is required by law (as with inter-regional travel for essential workers at Levels 2, 3 and 4) or if a case-specific health and safety risk assessment has determined that such testing is necessary.

Please discuss with us if you have an issue with testing (most likely this will be saliva testing), keeping in mind that health and safety considerations of your colleagues, and the overall risk to the Production, should be at the forefront of these discussions.

We can only test for diseases and/or substances that workers know they are being tested for.

1. **WE WILL HELP YOU TO GET VACCINATED**

[ PROD CO NAME ] understands that it may not always be possible to book a vaccination appointment outside of work hours. If this is the case, **we will provide reasonable time off for vaccination** and any side effects experienced following vaccination. You will not be disadvantaged or penalised in accessing vaccinations.

**5. Making an Informed Decision**

It is normal that some of our workers may have concerns about having the vaccine. We encourage all of our workforce to make an informed decision by paying attention to official information sources such as the Ministry of Health.

Providing accurate and clear information in the workplace is essential and we would ask our workers to check the source of any information they read about the vaccine as we are aware that there is a certain amount of uncertified information available. Accordingly, [ PROD CO NAME ] has a zero-tolerance approach to misinformation spread with intent to scare and anger people.

We expect our workers to be treated with dignity and respect by their colleagues in relation to their decision over the vaccine. [ PROD CO NAME ] will not accept any bullying or harassment, or other unwanted behaviour, against a worker because of their decision.

**6. Vaccine Status**

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, sometimes dictated by personal circumstances such as health or religion.

**7. Declaration**

**Please go to:** [ INSERT HYPER LINK TO DECLARATION FORM ] and complete a short online questionnaire on your vaccination status before you start work or return to work.

[ PROD CO NAME ] can ask you whether you have been vaccinated against COVID-19, but we cannot require you to disclose your vaccination status unless the particular work/role requires a vaccinated person.

However, if you choose not to declare your vaccination status, [ PROD CO NAME ] will need to assume that you are not vaccinated, and we will need to assess what effect it may have on your ability to perform your role safely.

Your vaccination status is your personal information, and we will handle it in accordance with our obligations under the Privacy Act 2020.

**8. Further information**

If you have any questions regarding our policy, please discuss with any of the following:

[ Health and Safety Supervisor: NAME MOB NO EMAIL

Health and Safety Officer:

Producer:

Line Producer: ]

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Book your Vaccine:

<https://bookmyvaccine.covid19.health.nz/>

For more information about vaccinations and the workplace you can check out these links:

<https://covid19.govt.nz/covid-19-vaccines/get-the-facts-about-covid-19-vaccination/nz-vaccine-facts/>

<https://covid19.govt.nz/covid-19-vaccines/get-the-facts-about-covid-19-vaccination/how-covid-19-vaccines-are-developed-and-approved/>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines>

<https://covid.immune.org.nz/>

<https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/assessing-whether-a-specific-role-needs-to-be-performed-by-a-vaccinated-worker/>

For further up to date information about COVID-19 please visit:

Unite Against COVID-19 - <https://covid19.govt.nz/>

Ministry of Health COVID-19 pages - <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>

World Health Organisation COVID-19 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>