



COVID-19 VACCINATION POLICY

*Ratified by the Tennis Auckland Board – 17 December 2021
Review Period – As per changes in NZ Government COVID-19 laws,
regulations and guidelines*

- Safety, Health and Welfare at Work Act 2015
- Employment Relations Act 2000
- COVID-19 Public Health Response Act 2020 and Amendments
- COVID-19 Public Health Response (Vaccinations) Order 2021

The overall Policy is to minimise the risk to staff, stakeholders and participants of contracting and/or transmitting the COVID-19 virus.

All Managers and employees should familiarize themselves with the contents of this Policy and the associated procedures. Employees have a duty of care to themselves and to others in relation to Health and Safety and must comply with any processes/control measures that have been provided by their employer for their safety.

Questions should be directed to the relevant managers.

PURPOSE

- To set out the method for ensuring, in so far as is reasonably practicable, that employees are protected from, and act in such a way as to minimise risks to themselves and to other employees from, the COVID-19 virus.
- To provide a formal procedure for planning for “COVID-19 Safe” activities within Tennis Auckland.

COMPLIANCE

It is the obligation of all Line Managers to ensure full compliance with this Policy and its implementation under the Company Occupational Health & Safety Management System.

Risk Assessments have been completed for staff work teams and TA venues and are summarised in this Policy and detailed in Appendix A.

Breaches of conformance with the Company’s Occupational Health & Safety Management System may endanger the health, safety and welfare of employees. Therefore, such breaches may be treated as serious issues requiring comprehensive investigation.

SCOPE

This policy details the overall planning for all staff and venues while New Zealand is in the COVID-19 Protection Framework [COVID-19 Protection Framework | Unite against COVID-19 \(covid19.govt.nz\)](https://www.covid19.govt.nz/).

Potential Risks

The risks facing staff in a community where the COVID-19 virus is present are:

- Unvaccinated people
- People not wearing a face covering within the World Health Organisation recommended physical distance of 2m

- Lack of regular hand sanitising
- Sharing of equipment
- Lack of adequate ventilation in an indoor setting

Risk Assessments have been carried out by Tennis Auckland which are specific to the COVID-19 pandemic. The potential hazards are identified and the Control Measures to be taken are put in place. Risk Assessments are reviewed and updated periodically.

Employee Vaccination Mandate

All work teams within TA's staff structure have completed a WorkSafe "COVID-19 Risk Assessment – What work requires a vaccinated employee." The results of these assessments are:

- Head Office/Business Support team – Overall risk is low to moderate. Can implement standard COVID-19 controls to mitigate risks. Therefore, no HO/Business Support employee is required to be vaccinated, however, to enter the TA offices situated within the Next Generation Club building, an employee is required to be vaccinated.
- Clubs & Schools and Interclub team – Overall risk is low to moderate. Can implement standard COVID-19 controls to mitigate risks. Therefore, no Clubs & Schools and Interclub employee is required to be vaccinated. Should any member of this team be required to enter the grounds of a school, they will need to adhere to the COVID-19 vaccination policy of that school.
- Facilities Management team – Overall risk is low to moderate. Can implement standard COVID-19 controls to mitigate risks, plus ensuring meetings with non-staff are not held in the office environment. Therefore, no Facilities employee is required to be vaccinated, however, it is highly recommended that the General Manager and Facilities Manager be vaccinated.
- Domestic Tournaments team – Overall risk is moderate to high. Can implement standard COVID-19 controls to mitigate risks, however the key high-risk areas of large numbers of participants, many who are not easily identifiable and the long length of interaction, will be difficult to mitigate. Therefore, both the Tournament Director and the Tournament Assistant should be vaccinated.
- Coaching & Performance team – Overall risk is moderate to high. Can implement standard COVID-19 controls to mitigate risks, however the key high-risk areas of large numbers of participants, many who are not easily identifiable and the long length of interaction, will be difficult to mitigate. Therefore, all Coaching and Performance employees will be required to be vaccinated.

In summary, only members of the Facilities Management, Domestic Tournaments and Coaching & Performance teams are required to be full vaccinated against COVID-19. All other staff members are strongly recommended to be vaccinated but cannot be mandated.

My Vaccine Pass Usage – COVID-19 Vaccination Certificate

All TA venues have had a COVID-19 risk assessment completed against the Sport New Zealand and Tennis New Zealand guidance. The results of these assessments are:

- Head Office – As per the COVID-19 Vaccination Policy of Next Generation Club (the landlord of the Tennis Auckland Head Office), a valid hardcopy or electronic evidence of a COVID-19 Vaccination Certificate (My Vaccine Pass) is **mandated** for entry to the TA Head Office within the Next Generation Club
- Scarbro Tennis Centre
 - Indoor Facilities – A valid hardcopy or electronic evidence of a COVID-19 Vaccination Certificate (My Vaccine Pass) is **mandated** as a condition of entry to the indoor facilities
 - Outdoor Court Facilities – A valid hardcopy or electronic evidence of a COVID-19 Vaccination Certificate (My Vaccine Pass) is **not required** as a condition of entry to the outdoor court facilities
- Manukau Tennis, Sports & Community Centre
 - Indoor Dome Court Facilities – A valid hardcopy or electronic evidence of a COVID-19 Vaccination Certificate (My Vaccine Pass) is **not required** as a condition of entry to the indoor dome court facilities
 - Outdoor Court Facilities – A valid hardcopy or electronic evidence of a COVID-19 Vaccination Certificate (My Vaccine Pass) is **not required** as a condition of entry to the outdoor court facilities
- Nicholson Park – A valid hardcopy or electronic evidence of a COVID-19 Vaccination Certificate (My Vaccine Pass) is **not required** as a condition of entry to the outdoor court facilities
- All venues and facilities – TA reserves the right to **mandate** the use of the My Vaccine Pass as a condition of entry for any official TA gathering or event held at any TA owned, leased, rented or operated venue or facility

COVID-19 Vaccine Policy of Next Generation Club

TA's primary office is located on Level 2 of the Next Generation Club (NGC), 1 Tennis Lane, Parnell, Auckland. TA rents office space from NGC, so as a tenant of NGC, TA must adhere to the COVID-19 Vaccination Policy of NGC.

That policy states that "As of the 3rd of December all people that enter the entire facility, staff, customers, and any contractors will need to have their vaccine pass verified, or a valid verified medical exemption. If they cannot produce a vaccine pass they are to leave the building immediately until one can be produced.

- Staff that have an account with Next Gen will need to have this verified just the once on their first day back. This involves coming to our reception with their pass, having this verified and the expired date entered into our system.
- Customers will need to have this verified by your business and it is your responsibility to ensure this happens.
- If your customers wish to use any NGC facility i.e., anything past the barriers, toilets, gym etc. they will need to have this verified each time through our reception team. If they are NGC members this will only need to be completed on their first visit."

Responsibility: Safety and Environment Section

COVID-19 Mitigation Protocols & Control Measures

TA will ensure the government mandated COVID-19 mitigation protocols and control measures are implemented and adhered to at all venues, events, meetings and activities. The Line Manager should explain the protocols to their staff detailing the specific arrangements that are in place for their protection, including the following:

- If persons are unwell, they stay home and do not enter a TA office or venue
- Mandatory use of the COVID Tracer App QR codes
- Physical distancing of 1m between all people
- Wear face coverings at all times except when being active
- Frequent use of hand sanitiser and hand washing
- Limited sharing of equipment
- Adequate ventilation for all indoor activities

Appendix A

WorkSafe COVID-19 Risk Assessment – What work requires a vaccinated employee

Company name: _____

Department (if applicable): _____

Risk factors	Answer	Results
How many people does the employee carrying out that work come into contact with? (very few = lower risk; many = higher risk)		
How easy will it be to identify the people who the employee comes into contact with? (easy to identify, such as co-workers = lower risk; difficult to identify, such as unknown members of public = higher risk)		
How close is the employee carrying out the tasks in proximity to other people? (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment = higher risk)		
How long does the work require the employee to be in that proximity to other people? (brief contact = lower risk; lengthy contact = higher risk)		
Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions? (little to none = lower risk; whole time = higher risk)		
What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)		
Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk)		

Consider other controls. Identify any further infectious disease controls you and your employees could put in place to reduce the risk. The Ministry of Health has detailed information about how to prevent the spread of COVID-19 at work.

Assess the results of your risk factor discussion and the impact of any extra controls you will implement.

If your risk ratings tend toward higher risk and you are not able to reduce that risk by implementing more controls, you and your employees should consider whether the work should be performed by a vaccinated employee.