

Note: This Policy will be frequently updated from time to time as circumstances of the COVID-19 Pandemic continue to change and evolve. Please ensure you are up to date with the latest version of this Policy which will be hosted on our website at ExpressPros.co.nz.

This Policy is intended for guidance to Express Associates within New Zealand.

Opening Message

We at Express acknowledge that the COVID-19 Pandemic has been an incredibly challenging time for all. Lockdowns, separation from loved ones and limitations on “life as normal” have significant impacts on physical and mental health. We remain grateful for your ongoing cooperation and teamwork during this time.

We also acknowledge that the topic of COVID-19 Vaccination can be difficult and particularly challenging for some. The purpose of this document is not to force or compel you to do something against your wishes. It is intended to ensure you have sufficient information to make an informed decision and to understand Express’ approach to this topic.

We have structured this Policy in a “Q&A” format to tackle the questions you may have and to allow us to update this document as the situation continues to change.

Please read this document carefully and ensure you stay up to date with further versions.

Is COVID-19 Vaccination Mandatory in New Zealand?

Currently, there is no legal requirement for you to be vaccinated.

Vaccines are optional for New Zealander’s, although there are some industry segments (such as high-risk health workers, quarantine, and education staff who come into contact with children and students and any business which requires customers to show evidence of double vaccination to enter the business premises) whereby vaccination has been made mandatory by Government Health Order in order to continue to perform work. For more information on those health orders/industries, please see the “mandatory vaccinations for workers” and “Legislation and key documents” section in the below link:

<https://COVID19.govt.nz/COVID-19-vaccines/vaccinations-and-work/mandatory-vaccinations-for-workers/>

I live in a region in New Zealand that is subject to an Alert level – what does this mean for me?

New Zealand currently has an Alert level system in place ranging from level 1 – 4 with different restrictions applying to each Alert level. Information on the restrictions that apply under the various Alert Levels are set out in detail in the “Alert Levels & updates” section in the below link:

<https://COVID19.govt.nz/alert-levels-and-updates/>

Notably at Alert Level 3 and below you are permitted to attend work in the office; however, you must abide by certain requirements including physical distancing, hygiene, and mask wearing at some Alert levels.

When New Zealand reaches 90% double vaccination across each district health board within New Zealand a new COVID-19 Protection Framework will apply with different restrictions applying to green, orange, and red alert levels. Information on the restrictions that apply under those new alert levels are also set out in the above link.

I don’t plan to have the COVID-19 Vaccination due to personal preference. What does this mean for me?

Whilst Express respects that COVID-19 Vaccination is a personal choice, we encourage all our team to consult their GP with any vaccination related concerns you may have so that you can make an informed choice and understand the benefits and risks associated with COVID-19 Vaccination. You can access more information about COVID-19 Vaccination here: <https://www.health.govt.nz/our-work/diseases-and-conditions/COVID-19-novel-coronavirus/COVID-19-vaccines>

It is important that you understand that by choosing not to vaccinate:

- it is suspected that these New Zealand may at some stage impose vaccination requirements for domestic travel and in certain business settings broader than the current mandated vaccination industries. Again, if you are not double vaccinated, you may be excluded from participation in work (or other freedoms) for an indefinite period if/when Government directions change.
- We at Express also reserve the right to introduce and/or maintain restrictions based on vaccination status regardless of Government directions.

I am ineligible to receive a COVID-19 Vaccination due to medical reasons. What does this mean for me?

We at Express respect that each person has individual health needs and circumstances.

If you cannot be vaccinated due to medical reasons, please see your GP and request that they provide a written explanation for your condition. We then ask you to discuss this with us confidentially so that we can work with you on a solution. We are here to support you.

What is Express's view on COVID-19 Vaccination generally?

Express encourages all our workers and customers to be fully vaccinated against COVID-19 as soon as possible. Express' goal is to protect the health and safety of our team and customers as best we can.

COVID-19 Vaccination is just one line of defence in the fight against the spread of COVID-19. At Express, in addition to encouraging COVID-19 Vaccination and abiding by any lawful vaccination mandate, we will continue to maintain our COVID-Safe Workplace Plans and may also introduce other controls to help keep you safe.

Whilst Express is not mandating that all staff (and customers) are double vaccinated against COVID-19 at this time, we note that the New Zealand Government has followed the approach of NSW and VIC in allowing freedoms for vaccinated persons not granted to unvaccinated. We also anticipate that many other businesses and industries will mandate vaccination – making vaccination an inevitable requirement for returning to the 'new normal'. This means that if you are not vaccinated, you may miss out on freedoms granted to others including, but not limited to, your eligibility to be placed within certain roles by Express.

Remember, only those that are double vaccinated will be able to return to work in the specified industries in the immediate future in New Zealand.

It is also possible in the future that Express will itself require vaccination (regardless of State/Territory Government decisions) should Express deem it reasonably necessary to protect the health and safety of its workers and customers.

We cannot stress enough therefore how important it is that you make an informed vaccination decision.

How will Express be checking/enforcing vaccination status?

As part of your onboarding process we ask you questions about your vaccination status and request you upload evidence of vaccination. Evidence of vaccination will need to be provided with one of the following options:

- a copy of your COVID-19 vaccination records available from 'My COVID Record' <https://app.COVID19.health.nz> ; or
- a copy of a confirmation letter of your COVID-19 vaccination from the Ministry of Health.

It is anticipated that digital vaccination certificates will be soon be available from November, when available this will also be an accepted form of evidence.

The answers and information you provide will be used and retained in accordance with our obligations under Privacy Laws and to ensure we can plan work allocation.

Where you advise you have not been vaccinated or fail to provide adequate evidence of your vaccination status, you will not be considered for roles that are lawfully restricted to vaccinated associates only. They could be roles in mandatory vaccination industries or roles with clients who are not in a mandatory vaccination industry but have a lawful policy prohibiting unvaccinated workers in their workplace. It is important that if your vaccination status changes you inform Express as soon as possible so that you can be considered for both vaccinated and unvaccinated roles that may be available.

Will I need to wear a mask in the workplace?

We will follow Government protocols in this regard and will keep you updated on the requirement to wear masks in the role in which you are placed.

What other measures is Express introducing to keep me safe?

As mentioned above, COVID-19 vaccination is one important tool in the fight against COVID-19 transmission.

However, it is important that you continue to follow other COVID-Safe measures at all times including the following mandatory safety directives (in respect of both Express offices and third party workplaces in which you are placed):

- Checking in and out when entering workplaces.
- Using hand sanitiser regularly.
- Wearing a mask and other personal protective equipment such as gloves where appropriate.
- Washing your hands regularly and properly.
- Maintaining social distance from others in the workplace (where possible).
- Abiding by workplace capacity limits.
- Checking and abiding by any restrictions applicable to the area in which you reside or are required to attend for work.
- Complying with other Government mandated directions (e.g. isolation directions).
- Checking updated case locations and not attending work if you have been to any of the listed locations within the listed periods unless you first obtain a negative result and comply with any other isolation requirements.
- Not attending a workplace if you feel unwell or have any other symptoms of COVID-19 including but not limited to:
 - Fever
 - Cough
 - Sore throat
 - Shortness of breath (difficulty breathing)
 - Loss of taste or smell
 - Fatigue
 - Nasal congestion or runny nose
 - Body aches and pains consistent with the flu
 - Headache
 - Diarrhoea
 - Nausea/vomiting
 - Loss of appetite
- Notifying us as soon as possible if you are unable to attend work due to the above directives (or any other reason).
- Complying with any other policies, procedures and reasonable directions in respect of COVID-19 safety requirements of the workplace in which you attend.

We may introduce other COVID-safe controls from time to time and ask that you do all that you can to help keep yourself and others safe.

Express also undertakes work health and safety checks on clients of Express responsible for workplaces which you may be placed, including confirmation of their COVID-Safe measures in place before Express places associates into roles.

Where can I find more information about COVID-19, Vaccinations and other questions I may have?

If you have questions regarding our policies or workplace plans, please consult us at support@expresspros.com.au.

If you have any questions regarding COVID-19 or Vaccinations more broadly we have provided some links below to Government information sources.

We also strongly encourage you to consult with your GP to obtain personalised advice if you need it.

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

NZ COVID-19: Information for businesses: <https://www.business.govt.nz/COVID-19/>

NZ Unite Against COVID-19: <https://COVID19.govt.nz>