



IN CONFIDENCE

Meeting: State Services Heads of HR (Conference Call)

Chair: Anna Cassie

Date: Thursday 11 February 2021

Time: 3.30 – 4.00pm

Key Points and Actions

Welcome


1. Happy New Year! The environment we are all working in remains strongly COVID-19 focused for the government, with vaccine roll-out a priority.

COVID Update

2. With the approval, and imminent arrival, of the first COVID-19 vaccine, the Government has announced a sequenced roll-out approach of three priority groups being vaccinated and then the general public. The first group to receive the vaccine will be:
 - Border and managed isolation and quarantine (MIQ) workforce
 - Health workforce at highest risk of exposure to COVID-19
 - Household contacts of the above two groups.
3. Border agencies are working closely with the Ministry of Health on a roll-out plan. Te Kawa Mataaho is developing guidelines on the workforce issues around vaccination. These will be applicable to all workforces, recognising the phased roll-out. We are aiming to have this available for agencies shortly.
4. The vaccine will be free and employers will be encouraged to make access to the vaccine easy for their employees.

Contact: COVIDenquiries@publicservice.govt.nz

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Public Sector Heads of HR Conference Call

16 February 2021: 12.30-1.00

Key Points and Actions

COVID Update

1. **COVID guidance.** On 15th February CEs received a [HUDO](#) and Heads of HR received an email for the Alert Level 2-3 updated public sector [workforce guidelines](#). Please email any questions to covidenquiries@publicservice.govt.nz
2. **Vaccination program.** The [Ministry of Health](#) is staggering the rollout of vaccines giving first priority to border and managed isolation and quarantine workers. Heads of HR will be emailed the Public Service guidance on vaccinations as soon as it's published.
3. **Questions**
 - a. ***What is the position on making the vaccinations mandatory?*** The Ministry of Health states vaccines will be free and voluntary for the New Zealand Public.
 - b. ***Why does the Public Service default to working in the office under Alert level 2?*** The Public Service workforce guidelines above make it clear the expectation is that work continues from the normal place of work under normal working arrangements while operating in accordance with the Worksafe and public health safe working requirements.

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Public Service Heads of HR (Conference Call)

Thursday 25 February 2021

12.30-1.00pm

Key Points and Actions

1. Welcome

The latest COVID outbreak and resulting work, and the planned vaccine roll-out were noted.

2. COVID Update

2a. Vaccine Policy


On Tuesday 23 February the Commission released guidance on the roll-out of COVID-19 vaccinations. This guidance supports public sector agencies to take a consistent approach to help meet the Government's goal that everyone who can be vaccinated is vaccinated. There will be a tiered approach to the roll-out of vaccines, starting with workers at the Border and MIQ facilities and their household contacts.

While the vaccine is not compulsory, we should strive for the highest uptake possible amongst public servants. This means making it as easy as possible for employees to be vaccinated. Vaccines should be provided in the workplace where possible.

The guidance sets out the process and options to apply for staff who are not vaccinated, for whatever reason. The key to this is ensuring your decision-making is based on a health and safety risk assessment of the work involved. If you are considering options other than redeployment, such as leave without pay, please consult Te Kawa Mataaho.

Contact: COVIDenquiries@publicservice.govt.nz

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Public Service Heads of HR (Conference Call)

Thursday 11 March 2021

12.30-1.00pm

Key Points and Actions

Out of scope

2. COVID Update

2a. Vaccine Policy

Guidance has been released and there is a high expectation that public servants will be vaccinated.

This week there has been some publicity 'no job no jab'. Despite the headline, the article reasonably reflected our guidance and the approach of Educate, Expect, Support.


People who aren't vaccinated in some roles may need to be redeployed, following a health and safety risk assessment of the work. Agencies may consider introducing a requirement for new employees to roles like this to have a vaccine. However, no one is compelled to get the vaccine but there may be consequences that will need to be worked through.

Priority groups for roll-out of vaccine have been announced. We will provide additional guidance on this shortly.

Contact: COVIDenquiries@publicservice.govt.nz

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Wider Group: Heads of HR (Conference Call)

Thursday 11 March 2021

3.30-4.00pm

Key Points and Actions

Out of scope

2. COVID Update

2a. Vaccine Policy

Guidance has been released and there is a high expectation that public servants will be vaccinated.

This week there has been some publicity 'no job no jab'. Despite the headline, the article reasonably reflected our guidance and the approach of Educate, Expect, Support.

People who aren't vaccinated in some roles may need to be redeployed, following a health and safety risk assessment of the work. Agencies may consider introducing a requirement for new employees to roles like this to have a vaccine. However, no one is compelled to get the vaccine but there may be consequences that will need to be worked through.

Priority groups for roll-out of vaccine have been announced. We will provide additional guidance on this shortly.

We had enquiries from several agencies about how what a plan looks like and how they can work with the Ministry of Health. We are discussing with the Ministry what support they can provide. In the meantime work with the information available from the Unite against COVID-19 and Ministry websites. The key point for planning is to work through what your agency can do to educate, expect, and support. There is no requirement for a particular planning product.

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Public Service Heads of HR (Conference Call)

Thursday 25 March 2021

12.30-1.00pm

Key Points and Actions

Out of scope

2. COVID Update (David F)

We have published additional guidance on the vaccine roll-out [COVID-19 Vaccination Roll-out Guidance | Te Kawa Mataaho Public Service Commission](#)

It includes a link to [Find out when you can get a vaccine | Unite against COVID-19](#).

Key points for agencies from this website:

- Group 1 should already have been invited for a vaccine and are asked to contact their employer if not.
- Group 2 will be contacted shortly by their DHB
- Groups 3 and 4 no action required yet, but keep an eye out as further information becomes available.

Be aware of the Ministry of Health's advice regarding the interaction with the flu and other vaccines included in this FAQ [Covid-19 Vaccine: FAQs No. 2: For border and MIQ workers](#). The COVID-19 vaccine cannot be administered within two weeks of an influenza vaccine, or four weeks of any other vaccine.

Questions should be directed to the COVIDenquiries@publicservice.govt.nz address.

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Public Service Heads of HR (Conference Call)

Thursday 8 April 2021

12.30-1.00pm

Key Points and Actions

Out of scope



2. COVID-19 Update

With the announcement of quarantine free travel (QFT) to Australia, Te Kawa Mataaho is reviewing the current guidance relating to travel. It is currently covered in Alert Level guidance under “annual leave”.

The review will ensure it is relevant to the QFT environment and continuing to reflect the “flyer beware” principle for non-work travel. We intend the guidance to be live by close of business on 9 April.

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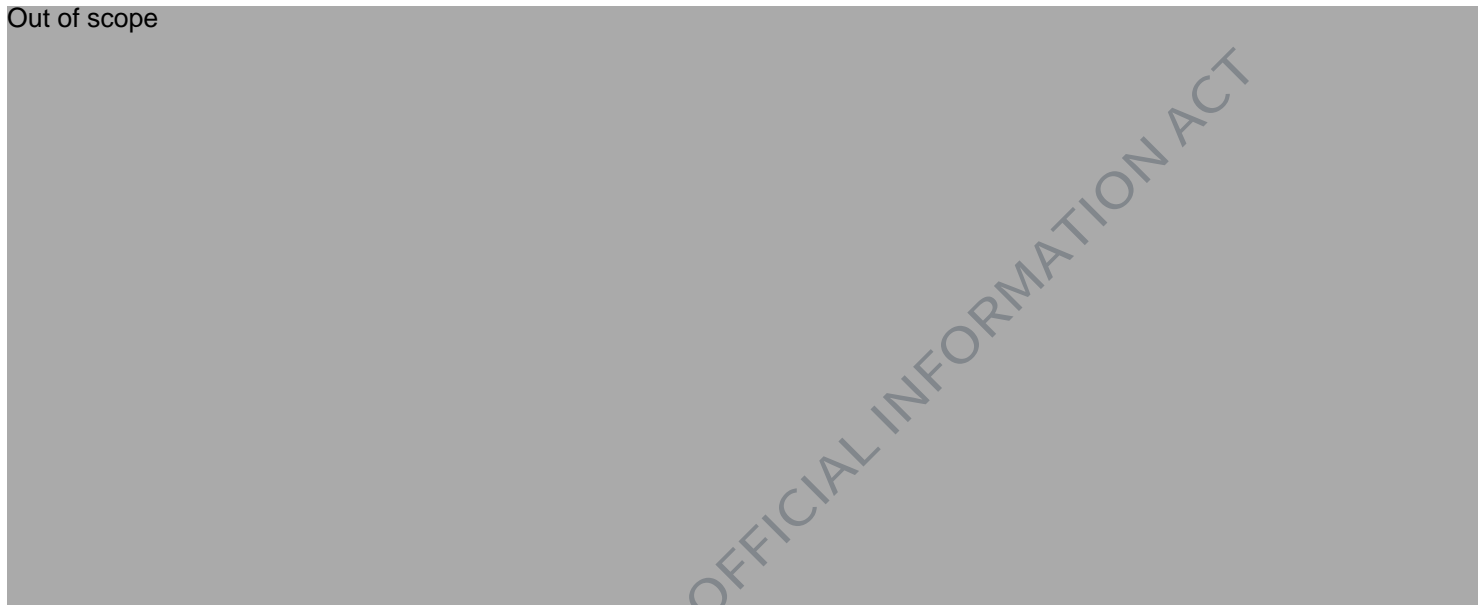
Wider Group of Heads of HR (Conference Call)

Thursday 20 May 2021

3.30-4.00pm

Key Points and Actions

Out of scope




2b. COVID-19 Vaccination Update

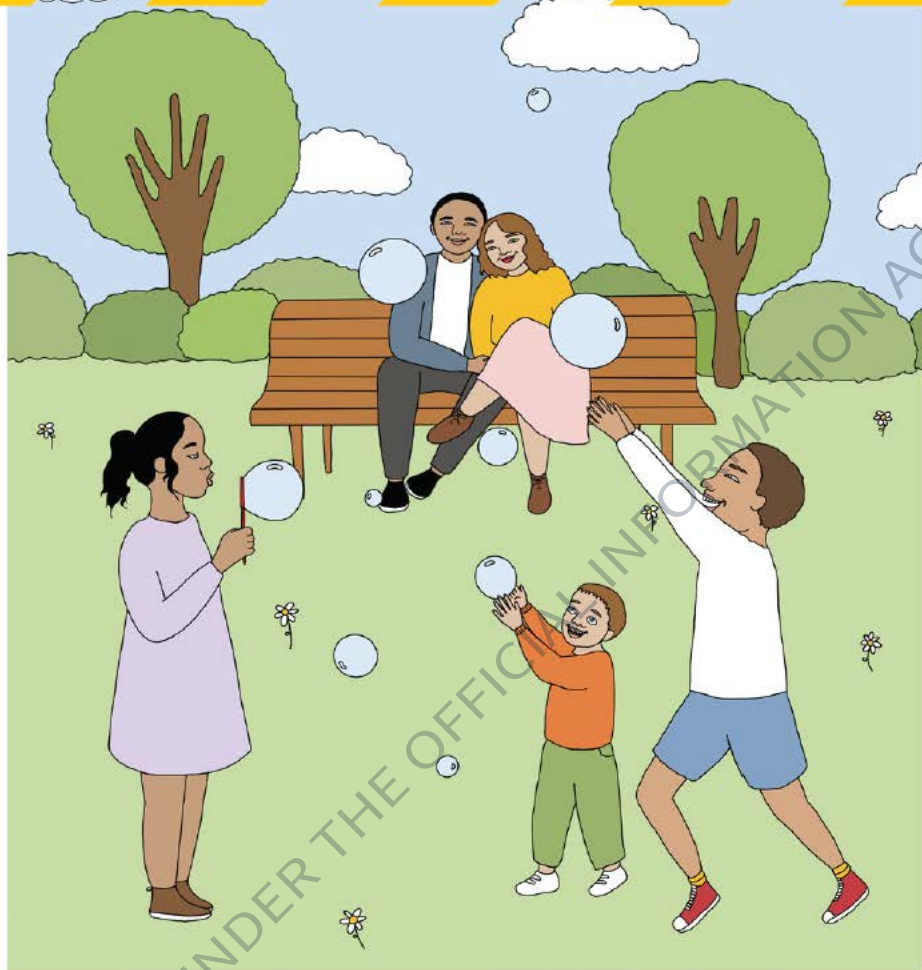
The COVID-19 Senior Officials Group have shared with us a copy of a national mailer document that provides a simple update of the National Vaccination Plan (attached). This provides clear and current information of the planned approach to the next areas of Vaccination rollout and how this will work.

You can order copies of the mailer via the [BlueStar portal](#) or print from the soft copy attached to put this information up in your workplace.

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Our COVID-19 vaccination plan

Our plan

We have secured enough of the vaccine for everyone, and it's free

We've secured enough Pfizer vaccine for everyone in New Zealand aged 16 and over, to get the two doses they need to be protected. Getting the vaccine is free for everyone, regardless of your residency or citizenship status.

How the vaccine works

The vaccine works by teaching your immune system to recognise and fight off the virus. It doesn't contain the virus, or anything that can affect your DNA. This means the vaccine can't give you the disease.

How we know it's safe

Medsafe (New Zealand's medicines safety authority) only grants consent for a vaccine to be used in New Zealand once they are satisfied it's safe and effective to use.

All COVID-19 vaccines will go through the same safety steps, and must meet the same robust standards. There have been no shortcuts in granting approval.

How the rollout works

We're rolling out the vaccine in stages. We've created four groups that everyone in the country aged 16 and over will fall under.

Groups 1 and 2 - We started by protecting those most at risk of catching COVID-19 or most at risk if they do get it, including: Border, MIQ and high-risk frontline workers; those living in long-term residential care, and older Māori and Pacific people being cared for by whānau, and those at high risk living in Counties Manukau DHB area. This reduces the risk of future outbreaks and lockdowns.

Group 3 - Next, we'll vaccinate other people most at risk of getting seriously sick.

Group 4 - Finally, we'll protect everyone else in Aotearoa aged 16 and over.

Your plan



1. Find out what group you're in

Go to [Covid19.govt.nz](https://www.covid19.govt.nz) to find out which group you are in. People at greater risk will get the vaccine first.



2. Your appointment

Groups 1 and 2 – before June 2021

Groups 1 and 2 will be invited by their local health provider or employer. There's no need to call anyone. We'll contact you.

Group 3 – from May 2021, Group 4 – from July 2021

We'll let you know when to take action. Keep an eye out for more information. We will have a range of places where you can get vaccinated, including community clinics, marae, pop-up venues and pharmacies. We'll let you know when these are ready in your area.



3. Be prepared

Your first vaccination

Once you have your booking, note the time of your first vaccination here:

Remember to share any existing health conditions you have or medications that you take with your vaccinator.

Your second vaccination

After you've had your first vaccination, make sure your second dose is booked. Note your second appointment time here:



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Covid19.govt.nz/translations

Kāore he utu o te kano ārai ia KOWHEORI 19, ā, e wātea ana ki ngā tāngata katoa o Aotearoa. Rapua āhea taea ai e koe te whiwhi i te kano ārai mate.

لقاحات COVID 19 مجانية ومتاحة للجميع في نيوزيلندا. متى يمكنك الحصول على اللقاح.

E rāvenga tutaki kore te au vairākau pāroru COVID 19, e te vai nei no te katoatoa i roto ia Aotearoa.

Kimi'ia 'ā'ea koe e patia'ia eiki te vairākau pāroru.

واكسن های کووید-۱۹ برای همه افراد در نیوزیلند رایگان و در دسترس است از زمان واکسن زدن خود مطلع شوید

Na icula ni COVID 19 era sega ni saumi qai vakarautaki vei ira kece na vakaitikotiko i Niusiladi. Mo kila na gauna o rawa ni cula kina.

न्यूज़ीलैंड में COVID 19 के टीके मुफ्त और सभी के लिए उपलब्ध हैं। पता करें कि आपको टीका (वैक्सीन) कब लग सकता है।

現在、国内にいる全ての人が新型コロナウイルス感染症のワクチンを無料で接種できます。

接種の時期をご確認ください。

E aki kaboakite iti n totoko ibukin te COVID 19 aoe tauraoi ibukia aomata ni kabane iaon Nutiran. Kakaea bwa n ningai ae ko na kona ni itinaki lain te iti n totoko.

COVID 19 백신은 뉴질랜드에서 누구나 무료로 접종받을 수 있습니다. 언제 백신 접종을 받을 수 있는지 알아보십시오.

Nakai fai totogi e tau vai huki COVID 19 ti maeke ke moua oti he tau tagata i Niu Silani. Kumikumi ke iloa ko e a fe ka maeke ia koe ke moua e huki.

COVID 19 (ਕੋਵਿਡ-19) ਟੀਕੇ ਮੁਫਤ ਹਨ ਅਤੇ ਨਿਊ ਝੀਲੈਂਡ ਵਿੱਚ ਹਰੇਕ ਵਿਅਕਤੀ ਲਈ ਮੁਫਤ ਅਤੇ ਉਪਲਬਧ ਹਨ।

ਪਤਾ ਲਗਾਓ ਕਿ ਤੁਹਾਨੂੰ ਵੈਕਸੀਨ ਕਦੇ ਮਿਲ ਸਕਦੀ ਹੈ।

Vai ne COVID 19 kat tög 'e ra ma säe ofrau se te' ne famori 'e Niu Siragi.

Sa'kior ne av hes ta 'äe la pō la teak 'e vai fa.

E maua fua tui puipui o le COVID 19 mā e maua mo tagata uma i totonu o Niu Sila.

Saili poo āfea e mafai ai ona fai lou tui puipui.

新冠疫苗免費提供給在新西蘭的所有人。

了解您何時可以接種疫苗。

Tallaalada COVID 19 waa bilaash oo waxaana loo heli karaa qof walba oo ku nool New Zealand.

Ogow marka aad heli kartid tallaal.

Las vacunas contra la COVID 19 son gratuitas y están disponibles para todos los que se encuentran en Nueva Zelanda.

Averigua cuándo puedes vacunarte.

Ang mga bakuna laban sa COVID 19 ay libre at makukuha ng lahat sa New Zealand. Alamin kung kailan ka maaaring bakunahan.

มีวัคซีน COVID 19 ให้ฟรีแก่ทุกคนที่อยู่ในนิวซีแลนด์ ตรวจสอบว่าท่านจะได้รับวัคซีนฟรีเมื่อใด

Ko nā tui puipuia o te COVID 19 e hē totogia, mā e avanoa ki nā tino uma Jele i luga o Niu Hila.

Hakii pe mafai ke fai āfea hō tui puipuia.

Ko e ngaahi huhu malu' i COVID 19 'oku ta'etotongi ia pea 'oku 'atā atu ki he tokotaha kotoa pē' i Nu'u Sila.

'llo'i'a e taimi te ke ala ma'u atu ai hao huhu malu'i.

新冠疫苗在紐西蘭免費提供給所有人。

了解您何時可以接種疫苗。

Te suki puipui o te COVID 19 e se 'otogi kae avanoa mo so se tino i Niu Sila.

Salasala ke iloa ne koe me mafea e fai iei tau suki puipui.

یہ نیوزی لینڈ میں ہر شخص کو دستیاب ہیں۔

معلوم کریں کہ آپ کب ویکسین لگوا سکتے ہیں۔

Văc xin COVID 19 được cung cấp miễn phí cho tất cả mọi người đang có mặt ở New Zealand.

Tim hiểu khi nào thì bạn có thể được chích ngừa.

You can also find information in New Zealand Sign Language, Braille, Easy Read and Large Print and Audio at www.covid19.govt.nz/alternate-formats

Covid19.govt.nz

New Zealand Government

**Unite
against
COVID-19**