

Michael Gibbons

From: Peter Kelly
Sent: Thursday, 18 November 2021 4:01 pm
To: All UHCC Staff
Cc: Councillors
Subject: CE COVID Update To staff 181121

Kia ora koutou katoa,

Yesterday the government announced that on November 29 November, Cabinet will confirm that all of New Zealand will move into the Traffic Light system under the COVID-19 Protection Framework (CPF).

- Auckland will move into Red, the highest level of the Traffic Light system.
- All other regions will be assessed individually, and will move into Orange or Red.

It was also announced that from 15 December, anyone will be able to travel across Auckland boundaries for any reason, so long as they are fully vaccinated or have had a negative test taken within 72 hours. These requirements will be kept in place until January 17, 2022. Both Air New Zealand and Inter Islander ferries will be implementing these same testing or vaccination requirements for domestic travel on these services.

Ahead of the move into the CPF, the Government announced that it was developing guidance around the new Framework and we expect to receive a new set of Guidance for council services during the week of 29 November. All current details on the COVID-19 Protection Framework is available on the COVID-19 website: [The COVID-19 Protection Framework | Unite against COVID-19 \(covid19.govt.nz\)](#) Once we have received that guidance we will be able to consider how that impacts us all at council in delivering the leadership, support and services to our community.

As we move into the new CPF the government has launched its vaccine pass, which allows New Zealanders to download proof of their first and second Covid-19 vaccinations. The 'My Vaccine Pass' will take the form of a QR code that can be shown digitally or on printed paper, allowing venues to check whether a person has been vaccinated against the virus or not. This will be a key tool under the CPF and will be required to be shown to access certain facilities/events and the like.

I have gone through the process and it was relatively painless and should take a few minutes and will be emailed to you within 24 hours. The quickest way to get your pass is through your [My Covid Record](#), but if you cannot access this service you can call [0800 222 478](tel:0800222478). For further information on 'My Vaccine Pass' visit the [Unite against COVID-19 website](#).

This week the Health Order came into effect and we have had to comply with that order. Those staff impacted by that have been informed and we are seeking confirmation of their vaccine status. We will work with each individual staff member who has been identified but has not yet been vaccinated or shown proof of vaccination. The numbers are small and we will work with them exploring a range of options and manage our way through this process.

With regards to any further vaccine mandates for council staff this does appear unlikely, but we do not yet have a full understanding of the operational environment that we will be stepping into when the new CPF kicks in. By way of a hypothetical example, will UHCC require all people who enter council facilities to show their vaccination status?

- If so, what happens if a person is not vaccinated, are they allowed to enter or not?
- Depending on that answer, that will have a bearing on the total number of people allowed inside the building at any one time and will impact our pool, library, civic building and Whirinaki Whare Taonga.
- If only vaccinated people are permitted to enter our premises:
 - How do we serve those members of our community who are not vaccinated?
 - What does that mean for the staff that work in that facility, as they will most likely have to be vaccinated.

So as you can see this is a complex issue requiring a lot of careful consideration of government policy, COVID-19 protection framework, DIA, LGNZ and Taituarā advice. All of which has to be worked through to determine our own council health and safety policy.

Ngā mihi

Peter

Peter Kelly

Te Tumu Whakarae | Chief Executive



Te Kaunihera o Te Awa Kairangi ki Uta | Upper Hutt City Council

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2DHB Vaccinations at a glance

85%

People who have been fully vaccinated

92%

People who have had their first dose

Māori
both doses

67%

First dose: 81%

Pacific
both doses

72%

First dose: 84%

Aged 12-29
both doses

76%

First dose: 89%

2DHB total eligible population: 401,350

As at 15 November 2021

www.VaccinateGreaterWellington.nz



2DHB Vaccinations at a glance

85%

People who have been fully vaccinated

92%

People who have had their first dose



Upper Hutt: Both doses **85%** First dose: **95%**

Lower Hutt: Both doses **82%** First dose: **91%**

Kāpiti Coast: Both doses **86%** First dose: **93%**

Porirua: Both doses **81%** First dose: **91%**

Wellington City: Both doses **90%** First dose: **97%**

2DHB total eligible population: 401,350

As at 15 November 2021

www.VaccinateGreaterWellington.nz



Michael Gibbons

From: Peter Kelly
Sent: Thursday, 25 November 2021 4:28 pm
To: All UHCC Staff
Cc: Councillors
Subject: CE COVID Update to Staff 251121

Kia ora everyone,

ELT are due to meet on 1 Dec next week and at that meeting we will confirm the advice received from Government on 29 Nov, and sector specific advice received from LGNZ/DIA/Taituarā. We will then be in a position to review all the Risk Assessments for UHCC staff and make a decision on our H&S policy with regards to further COVID mitigation measures and controls for our workplace. These could include;

- making it compulsory for members of the public who enter our premises to show a vaccination certificate
- verifying the vaccination certificate via scanning
- mask wearing when moving around and in meetings inside our facilities
- maintaining physical distancing
- continuing staff scanning QR codes/signing in on entry, and
- potentially mandatory vaccinations for some or all staff

No decisions have been reached yet and we will continue to be guided by the official government advice. The new traffic light system comes into effect at 11.59 on Thur 2 Dec and the following link provides some information regarding this new framework. It is a bit scant on detail and as I have alluded to above, we are expecting further advice to help shape our decisions.

Ultimately, I am responsible to you to ensure, so far as is reasonably practicable the health and safety of all staff when here in the workplace and when working off-site. We all have a mutual obligation for this and right now given where this pandemic is likely to go, getting vaccinated is more important than ever.

Ngā mihi

Peter

[COVID Traffic Light System](#)

Peter Kelly

Te Tumu Whakarae | Chief Executive

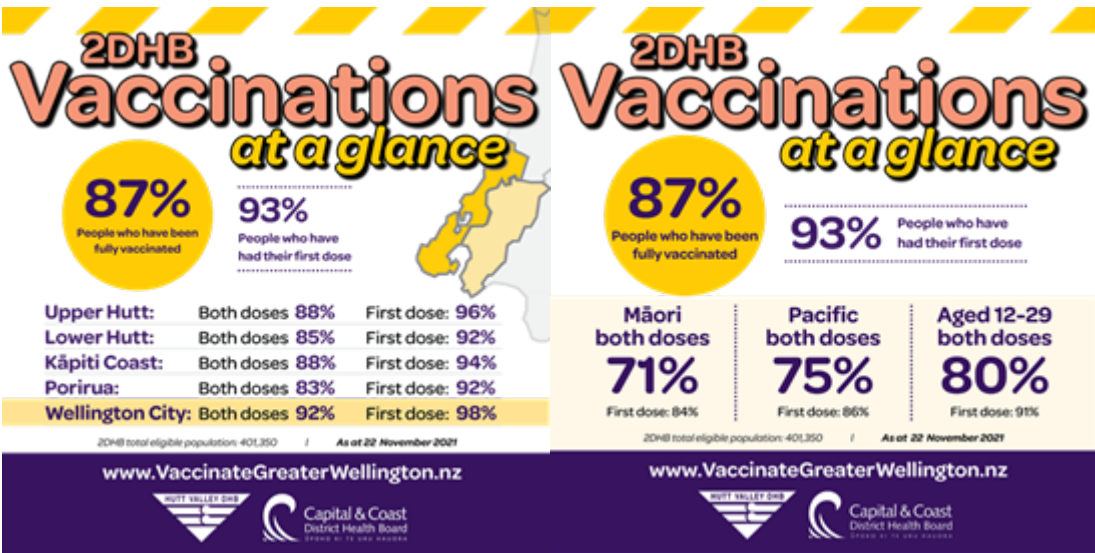


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Michael Gibbons

From: Peter Kelly
Sent: Thursday, 2 December 2021 11:21 am
To: All UHCC Staff
Cc: Councillors
Subject: CE COVID Update 021221 COVID-19 Protection Framework: Life at orange

Kia ora koutou katoa,

Yesterday the ELT met to determine our health and safety settings for all staff and how we intend to operate our facilities as we move into the new COVID-19 Protection Framework (CPF). We started off by understanding the definition for “public facilities” which is “services at facilities provided by central or **local government**, that are open to all of the public for recreational, social, community or cultural activities or services, including museums, public galleries, libraries, recreation centres, swimming pools, and zoos. Membership facilities are not included. Event or gathering rules apply to any part of the facility that is hired for exclusive use.” So, the first part was assessing this and breaking it down, that is:

Provided by local government	
Open to the public for...cultural activities...	
Not a membership facility	
Not a private hire event or gathering	

On that basis all our facilities are covered by the Public Facilities guidance within the COVID-19 Protection Framework (CVP) and not the Entertainment, Recreation and Exercise rules.

However, Whirinaki Whare Taonga whilst being a “Public Facility” could not fully operate at either Orange or Red under the CPF and the Board has determined that a COVID Vaccine Pass (CVP) will be required by all people 12 years and older to enter the facility. This is permissible under the CPF framework and is seen as a pragmatic solution due to operating model of Whirinaki Whare Taonga and the limitations of the building design (no separate air flow/HVAC systems), large separate spaces and Dough cafe.

Our swimming pool, library and civic building are Public Facilities under the definition but are not as complex as Whirinaki. As such we can operate these facilities safely under those rules that have been put in place within the CPF, where the guidance is very clear.

As a result, UHCC will announce shortly, that **we will not require vaccine passes to be shown at most of our public facilities** when the city moves to the traffic light system on 3 December. The public facilities include **Upper Hutt Libraries, Council’s Civic Centre and H2O Xtream Aquatic Centre**, with the H2O Xtream Café operating a contactless service only.

For clarity the practical steps we must implement to enable this are Customers and staff:

- Must scan in.
- Must wear a mask. (pools may be exempt once customers go poolside) in public spaces.
- Capacity limits (including staff based on building size)
- Manual process to record visit (for those who do not have a smart phone)

Many other councils run a number of different functions from within their facilities and their situation will be unique to them and their community and as such have made decisions based on their own circumstances. For instance, if you have a gym, café and the like within a swimming pool (think of Freyberg in WCC) then with the gym and café

they must institute a CVP policy or they will have to close those businesses down. Likewise, Walter Nash stadium is a gym, library and service centre etc but because it has a gym it must operate a CVP policy.

Without wanting to second guess the government, I am assuming the government have done this deliberately so as to be equitable across all of the community when accessing public facilities. Otherwise, one could assume that they would have implemented a COVID mandate if they believed the risks could not be mitigated.

Secondly, now that we have an understanding of how our facilities will operate under the CPF, we had to determine the health and safety risk to all UHCC employees under the Health and Safety Workplace Act. We did this by conducting a risk assessment of all the roles here at UHCC. Some roles must be vaccinated under the Public Health Order where they are likely to go onto school grounds and this is well in hand. From the risk assessment we then had to determine for those roles assessed as sitting in the high category 23-35 (1 being little risk-35 very high risk) can the existing controls mitigate the risk down to the medium level. The controls in place are:

- Staff must scan and sign in
- Must wear a mask (library, pool and public facing area within the civic building)
- Staff must follow the building control layout
- Staff must stay home if sick
- We will continue to implement a 50/50 remote working policy
- Capacity limits (including staff based on building size)
- Observe physical distancing

In assessing that we determined that those controls were not sufficient so we will now be consulting on implementing a COVID-19 Vaccine Mandate policy for all staff whose roles fall within the 23-35 band of the risk assessment. We will be consulting over the next week with all staff with the intention that all staff identified will need to have their first vaccination by 20 Dec and second by 17 Jan 22 and Performance and Capability will be sending out the consultation document tomorrow to all staff for feedback and review.

Finally, we have a series of review dates for all of this following the government review set for around 13 Dec ahead of Auckland's borders opening. The ELT will be meeting on 16 Dec to review the policy with any announcements planned for 17 Dec. The again in late January once back at work.

So please be assured we have followed a thorough process where all the ELT and General Counsel were in agreement and these decisions were not taken lightly. In summary, we assessed the public facility nature of our business and that we are open to all of the public for recreational, social, community or cultural activities or services. Our premise was that under this definition, UHCC is inclusive not exclusive. Once we reached that decision, we then assessed the Health and Safety risk to our staff and mitigation through the implementation of various controls, which I have laid out above.

I am happy to take any questions you may have on this and for everyone's awareness I have included the draft media release, which is embargoed until it is publicly released later today.

Ngā mihi

Peter

Peter Kelly

Te Tumu Whakarae | Chief Executive



Te Kaunihera o Te Awa Kairangi ki Uta | Upper Hutt City Council

FOR STAFF INFO - EMBARGOED UNTIL 3PM 2 December 2021:

No vaccine passes required for most public facilities in Upper Hutt

Upper Hutt City Council has announced that it will not require vaccine passes to be shown at most of its public facilities when the city moves to the traffic light system on 3 December.

The public facilities include Upper Hutt Libraries, Council’s Civic Centre and H2O Xstream Aquatic Centre, with the H2O Xstream Café operating a contactless service only.

Council made the call after working through the advice received from Government, as well as sector specific advice from LGNZ, DIA and Taituarā, to see how it impacted its Health and Safety settings with regards to further COVID-19 mitigation measures and controls for council facilities.

“There were two key factors that drove our thinking” says Upper Hutt City Council’s Chief Executive, Peter Kelly. “The accessibility and equity considerations for all of the community, and the vaccination coverage within our community and the rest of the region.”

“Our pool, libraries and customer services functions at the Council building are public facilities, it’s important to us that we continue to allow access for everyone in Upper Hutt” Kelly says.

Whirinaki Whare Taonga is the exception to this decision. They will require all visitors to be fully vaccinated – excluding under 12s who can’t currently be vaccinated, and those with exemptions.

“Whirinaki is a multi-purpose public facility that includes five galleries, a 200-seat theatre, a large recreation hall with supporting event spaces, the Upper Hutt i-SITE Visitor Centre and Dough Bakery, with open access between the various spaces” says Community Services Director, Mike Ryan.

“Under the COVID-19 Protection Framework, vaccine passes are required for the centre to continue to operate across all its functions” says Ryan.

Council Chambers remain closed to the public for now, with public forum for the December council meeting being held via Zoom and live streamed on Facebook. However, the Council does plan to offer physical public attendance again in the New Year.

Other public spaces like the city’s parks and playgrounds will have no vaccine pass requirements but the Council is encouraging its residents and visitors to follow public health guidelines. Sporting and club events will follow the guidelines put in place by organisers like [Sport New Zealand](http://SportNewZealand.govt.nz).

The council says it wants to be clear that the decision made this week may change as further information comes to light, or the Government makes more changes. A review will take place on 17 December, with another planned for January.

90% of eligible people in Upper Hutt, Kāpiti and Wellington City are now fully vaccinated, while 90% have had their first dose in Lower Hutt and Porirua.

“It’s good to see high levels of vaccination being reported by the Hutt Valley District Health Board” Peter Kelly says. “However it’s still important to keep following the public health guidelines when you’re visiting any Council facilities – wear a mask, scan or sign in, sanitise your hands, observe physical distancing and only visit if you are feeling well.”