

9th August 2021

To: Greg McCullough, Director Global Quality & Safety, Fonterra

cc: David Smith, General Manager, WOHC

Tēnā koe Greg,

**COVID-19 Vaccine and Immunisation Programme
Confirmation of readiness for 10th August 2021**

Thank you and the team at Fonterra for your input to date on the development of the COVID-19 Vaccine and Immunisation Programme (the Programme). We appreciate your ongoing support in this Workplace pilot with delivering on this critical programme to protect New Zealanders.

The purpose of this letter is to seek your confirmation that you and your provider, WOHC, have assessed your facilities as ready to deliver COVID-19 vaccinations from 10th August 2021, as per our expectations and guidelines. We are planning to begin shipping vaccine to your agreed location/s in line with the numbers agreed with your team.

We have been working with your provider to outline our expectations with regard to the roll out and implementation of the Programme, including:

- identifying the vaccinator and administrator workforce for training
- confirming your operating model for day to day running of the Programme
- confirming your delivery locations and storage available for the Pfizer vaccine

The Ministry of Health is satisfied that WOHC is prepared to vaccinate your workforce at the following site locations:

Fanshawe Street (Auckland Central Hub)	Whareroa
Darfield	Takanini
Edgecumbe	FRDC
Waitoa	Edendale
Clandeboye	Kauri
Hautapu	Te Awamutu
Eltham	Linchfield
Te Rapa	Hamilton

A completed Site Readiness checklist (appendix A of the COVID-19 Vaccine Operating Guidelines) for each of these sites must be signed by the WOHC General Manager or delegate, to assess whether the vaccination site is ready to commence vaccinations. The checklist is then submitted to MoH Logistics team, and cc the account manager. Further each site will be required to conduct a dry-run and short wet-run to assess readiness. With these protocols in place the Ministry assesses your workplace will be ready to "go live" from 10th August 2021.

We will continue to work with you in the coming weeks on process improvements and clarifications that will stand us in good stead as the Workplace programme begins to rollout at scale. If you do have further questions or concerns, please get in touch with the team at covid-19vaccine@health.govt.nz or your account manager josh.wineera@health.govt.nz

Ngā mihi,

Jo Gibbs
National Director Operations
COVID-19 Vaccine and Immunisation Programme

Released under the Official Information Act 1982

28th July 2021

To: Craig Evans, Country Manager, Mainfreight

cc: Richard Turnbull, Walls and Roche

Tēnā koe Craig,

COVID-19 Vaccine and Immunisation Programme
Confirmation of readiness for 3rd August 2021

Thank you for Mainfreight and your input to date on the development of the COVID-19 Vaccine and Immunisation Programme (the Programme). We appreciate your ongoing support in this Workplace pilot with delivering on this critical programme to protect New Zealanders.

We have been working with you and your provider Walls and Roche to outline our expectations with regard to the roll out and implementation of the Programme, including:

- identifying the vaccinator and administrator workforce for training
- confirming your operating model for day to day running of the Programme
- confirming your delivery locations and storage available for the Pfizer vaccine

The Ministry of Health has issued Operational Guidelines on establishing and managing a COVID-19 vaccination site, including guidelines for the vaccination workforce. We have been working with you and your team on your “wet-run” to assess readiness; and assessed with you and your team that you will be ready to “go live” from 3rd August 2021.

The purpose of this letter is to seek your confirmation that you and your provider have assessed your facilities as ready to deliver COVID-19 vaccinations from 3rd August 2021, as per our expectations and guidelines. We are planning to begin shipping vaccine to your agreed location/s in line with the numbers agreed with your team. Please respond as soon as possible with confirmation in writing of your readiness for the first week of vaccinations.

We will continue to work with you in the coming weeks on process improvements and clarifications that will stand us in good stead as the Workplace programme begins to rollout at scale. If you do have further questions or concerns, please get in touch with the team at covid-19vaccine@health.govt.nz or your account manager josh.wineera@health.govt.nz

Ngā mihi,

Jo Gibbs
National Director Operations
COVID-19 Vaccine and Immunisation Programme

13th August 2021

To: Nick Grayston, Chief Executive, The Warehouse Group

And To: Kim Rutherford, Country Manager, Vitality Works

Tēnā korua Nick and Kim,

COVID-19 Vaccine and Immunisation Programme
Confirmation of readiness for 16th August 2021

Thank you and your teams at The Warehouse Group and Vitality Works for the input to date on the development of the COVID-19 Vaccine and Immunisation Programme (the Programme). We appreciate your ongoing support in this Workplace tranche with delivering on this critical programme to protect New Zealanders.

The purpose of this letter is to seek your confirmation that you have both assessed The Warehouse Groups' facilities as ready to deliver COVID-19 vaccinations from 16th August 2021, as per our expectations and guidelines. We are planning to begin shipping vaccine to your agreed location/s in line with the numbers agreed with your teams. Accordingly, please can you provide your confirmation by signing this letter in the space below and sending a scanned copy by email to josh.wineera@health.govt.nz.

We have been working with Vitality Works to outline our expectations with regard to the rollout and implementation of the Programme, including:

- identifying the vaccinator and administrator workforce for training
- confirming the operating model for day to day running of the Programme
- confirming the delivery locations and storage available for the Pfizer vaccine

The Ministry of Health is satisfied that Vitality Works is prepared to vaccinate your workforce at the following site/hub locations:

HUB Location	Address
Store Support Office	26 The Warehouse Way, Northcote 0627
NI Distribution Centre	92 Langley Road, Wiri, Auckland, 2104
Westgate TWL	Fernhill Drive, Westgate, Auckland 0610
Northlands TWL+	Cnr of Sissons Dr and Sawyers, Papanui, Christchurch 8053
Riccarton TWL	265 Blenheim Road, Riccarton, Christchurch 8041
Petone TWL	Annie Huggan Grove, Petone, Wellington 5012
SI Distribution Centre+	12-36 Izone Drive, Rolleston, Christchurch, 7675

Lyall Bay TWL	Cnr George Bolt St & Cochrane S, Lyall Bay, Wellington 6022
South City TWL	Cnr Bath & Colombo Streets, Christchurch 8011
Te Rapa (the base) TWL	The Base, Maahanga Drive, Te Rapa, Hamilton 3200
Hamilton Central TWL	Cnr Ward & Anglesea Streets, Hamilton 3204

A completed Site Readiness checklist (appendix A of the COVID-19 Vaccine Operating Guidelines) for each of these sites must be signed by the Vitality Works Country Manager or their delegate, to assess each vaccination site is ready to commence vaccinations. The checklist must then be submitted to MoH Logistics team and copied to the MoH account manager by email. Further, each site will be required to conduct a dry-run to test overall site readiness and short wet-run to detect any clinical or quality issues. With these protocols in place the Ministry assesses The Warehouse Group will be ready to "go live" from 16th August 2021.

We will continue to work with you in the coming weeks on process improvements and clarifications that will stand us in good stead as the Workplace vaccination programme begins to rollout at scale. If you have any questions or concerns, please get in touch with the team at cvipworkplaces@health.govt.nz or your account manager josh.wineera@health.govt.nz

Ngā mihi,



Jo Gibbs
**National Director
COVID-19 Vaccine and Immunisation Programme**



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Nick Grayston
Chief Executive, The Warehouse Group

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Kim Rutherford
Country Manager, Vitality Works

1 September 2021

To: Lewis Gradon, Chief Executive Officer, Fisher & Paykel Healthcare
Kim Rutherford, Country Manager, Vitality Works

Tēnā korua Lewis and Kim

COVID-19 Vaccine and Immunisation Programme - Confirmation of readiness for 1 September 2021

Thank you and your teams at Fisher & Paykel Healthcare and Vitality Works for the input to date on the development of the COVID-19 Vaccine and Immunisation Programme (the Programme), particularly in this Alert Level 4 period, and for continuing to share your learnings of COVID-19 workplace vaccinations with our COVID-19 Vaccination Immunisation Team and other workplaces. We appreciate your ongoing support in this Workplace tranche with delivering on this critical programme to protect New Zealanders, and especially your essential workforce and whanau.

The purpose of this letter is to seek your confirmation that you have both assessed the Fisher & Paykel Healthcare facilities as ready to deliver COVID-19 vaccinations from 1 September 2021, as per our expectations and guidelines. We are planning to begin shipping vaccine to your agreed location/s in line with the numbers agreed with your teams. Accordingly, please can you provide your confirmation by signing this letter in the space below and sending a scanned copy by email to josh.wineera@health.govt.nz.

We have been working with Vitality Works to outline our expectations with regard to the rollout and implementation of the Programme, including:

- identifying the vaccinator and administrator workforce for training
- confirming the operating model for day to day running of the Programme
- confirming the delivery locations and storage available for the Pfizer vaccine

The Ministry of Health is satisfied that Vitality Works is prepared to vaccinate your workforce at your Fisher & Paykel Healthcare site.

A completed Site Readiness checklist (appendix A of the COVID-19 Vaccine Operating Guidelines) for the site must be signed by the Vitality Works Country Manager or their delegate, to assess the site is ready to commence vaccinations. The checklist must then be submitted to MoH Logistics team and copied to the MoH account manager by email. Further, the site will be required to conduct a dry-run to test overall site readiness and short wet-run to detect any clinical or quality issues. With these protocols in place the Ministry assesses Fisher & Paykel Healthcare will be ready to "go live" from 1 September 2021.

We will continue to work with you in the coming weeks on process improvements and clarifications that will stand us in good stead as the Workplace vaccination programme begins to rollout at scale. If you have any questions or concerns, please get in touch with the team at cvipworkplaces@health.govt.nz or your account manager josh.wineera@health.govt.nz

Ngā mihi,



Jo Gibbs
National Director
COVID-19 Vaccine and Immunisation Programme

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Lewis Gradon
Chief Executive Officer, Fisher & Paykel Healthcare



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Kim Rutherford
Country Manager, Vitality Works

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