



# **TE PAPA TONGAREWA**

## **DRAFT COVID-19 RISK ASSESSMENT**

### **PREPARATION FOR THE COVID-19 PROTECTION FRAMEWORK**

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# COVID-19 RISK ASSESSMENTS

- Assessments are currently required to be completed under current COVID-19 Alert Levels before vaccinations can be made mandatory for any public-facing employees not covered by a Government Health Order (Borders, Health, Education)
- As announced yesterday, close proximity businesses who elect to require customers to present vaccination certificates will need to have vaccinated staff and so again assessments will not be required, (Hospitality, Gyms, Hairdressers). Currently this does not include public venues such as museums
- For other businesses and organisations, it is recommended that risk assessments are introduced in consultation with Union and Health and Safety Representatives for public-facing employees
- WorkSafe NZ have provided a Risk Assessment guideline but not a template. Te Papa's draft risk assessment is based around WorkSafe's suggested questions
- The Public Services Commission and several legal firms have also published advice
- The Government announced yesterday that they will be issuing guidance for a clear and easy to complete risk assessment in the near future

# COVID-19 RISK ASSESSMENTS (Cont'd)

- Assessments must indicate that the nature of the work raises the risk of COVID-19 infection and transmission above the risk faced outside of work, before a mandatory Vaccination Policy can be introduced
- Assessments should be conducted for particular roles rather than individuals performing the roles
- Te Papa has drafted an assessment template but have not completed a formal assessment as yet. Following yesterday's announcements we may wait for the new Government assessment template and guidelines.
- At this time we do not know whether or not Vaccination Certificates could be made a requirement for the public to enter public venues such as museums.

# COVID-19 VACCINATION POLICY

- Once a COVID risk assessment concludes that some or all of public-facing work cannot be done safely by unvaccinated workers then employers can consider introducing a **Vaccination Policy**
- The Policy should address:- to which employees it will apply; how vaccination status information will be obtained and retained confidentially; how vaccination medical exemptions will be treated; what, if any alternative options to vaccination might be available
- Legal advice should be sought prior to finalising the Policy although the legislation changes announced yesterday should reduce the likelihood of successful legal challenges from employees
- Employees are not obliged to reveal their vaccination status and where they refuse, they should be advised that they will be regarded as being unvaccinated
- It is vital that the privacy of an employee's vaccination status is maintained just as with any other personnel information. Further Government guidance is expected on this matter

# COVID-19 VACCINATION POLICY (Cont'd)

- Unvaccinated employees working in a role that requires vaccination should be encouraged to become vaccinated and be given a time period to do so
- Efforts should be made to redeploy such employees into less at-risk roles
- After all other options have been considered, termination may have to be a last resort with a four week notice period. Affected employees have the right to challenge their termination in court
- Going forwards there may be public pressure for front-facing staff at public venues to be vaccinated. Terminations due to “client pressure” to have all staff vaccinated may be more questionable to a legal challenge

# Draft Vaccination Risk Assessment Role – StoryPlace

|     | Question                                                                                                       | Answer                                 | Risk 1=Low; 5=High |
|-----|----------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------|
| 1)  | Can you work from home?                                                                                        | No                                     | 3                  |
| 2)  | Do you rely on public transport?                                                                               | Sometimes                              | 3                  |
| 3)  | Can you wear a mask, (no PPE/face covering exemption)?                                                         | Yes                                    | 1                  |
| 4)  | Do you interact with members of the public?                                                                    | Yes                                    | 4                  |
| 5)  | How many people when carrying out your role/activity (work) do you come into contact with ?                    | 25 pre-schoolers                       | 5                  |
| 6)  | Does your work require people to see your face (face to face communication)? i.e. can't wear a face covering). | No ( Rare exceptions)                  | 2                  |
| 7)  | How easy will it be to identify the people you come into contact with?                                         | Pre-bookers – yes; walk-ins – No       | 4                  |
| 8)  | How close are you (proximity in metres) to other people when carrying out your role/activity (work?)           | Indoor, less than 1m                   | 5                  |
| 9)  | How long (minutes per interaction) does work require you to be in close proximity to other people?             | 45 min sessions                        | 5                  |
| 10) | Does work involve regular interaction with people considered high risk? (see individual risk factors on pg. 1) | Yes – unvaccinated pre-schoolers       | 5                  |
| 11) | Does your work involve regular interaction with unknown people from another region?                            | Yes – from regions at same Alert Level | 5                  |

## Notes:

Close contact, unvaccinated clientele, frequent touch points from interactives and toys

## For Health & Safety Official Use Only:

|                                   |                                                         |                            |                            |                        |                           |
|-----------------------------------|---------------------------------------------------------|----------------------------|----------------------------|------------------------|---------------------------|
| Likelihood: <b>Almost Certain</b> | Consequence: <b>Severe</b>                              | Risk Assessment: <b>40</b> | Comfort Level: <b>Poor</b> | EVALUATION: <b>Act</b> | Action Required: <b>Y</b> |
| Recommendation:                   | <b>Hosts working in StoryPlace should be vaccinated</b> |                            |                            |                        |                           |

# Draft Vaccination Risk Assessment – Role – StoryPlace Host

| Risk Assessment |                | Consequence |       |          |       |        | Level of Contact | Physical Distancing | Proximity Time  | Interaction (consider diff Alert Levels) | Public Transport Reliance | Public Facing and face to face comms |
|-----------------|----------------|-------------|-------|----------|-------|--------|------------------|---------------------|-----------------|------------------------------------------|---------------------------|--------------------------------------|
|                 |                | Minimal     | Minor | Moderate | Major | Severe |                  |                     |                 |                                          |                           |                                      |
| Likelihood      | Almost Certain | 20          | 25    | 30       | 35    | 45     | Many >50         | <1m indoor crowded  | Lengthy >5 mins | Unknown domestic and internationals      | High – every day          | FOH – 100% public facing             |
|                 | Likely         | 15          | 20    | 25       | 30    | 35     | >20              | 1-2m spaced indoor  | >2 mins         | Unknown domestic from diff alert levels  | Most of the time          |                                      |
|                 | Possible       | 10          | 15    | 20       | 25    | 30     | =20              | >2m spaced indoor   | = 2 mins        | Domestic only same AL                    | Sometimes – half the time | Mix of public facing                 |
|                 | Unlikely       | 5           | 10    | 15       | 20    | 25     | <20              | 1-2m spaced outdoor | <2 mins         | Regional only same AL                    | Every now and then        |                                      |
|                 | Rare           | 1           | 5     | 10       | 15    | 20     | Very Few <3      | >2m spaced outdoor  | Brief <1 min    | All known people                         | Never                     | BOH – Not public facing              |

  

|                                                                                                                                           |                        |                             |                             |                   |                        |                                                                                      |                               |                   |                       |                 |                 |                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------|-----------------------------|-------------------|------------------------|--------------------------------------------------------------------------------------|-------------------------------|-------------------|-----------------------|-----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ease of identifying people                                                                                                                | Easy – invited guests  | All ticketed Attendee lists | Some tickets/ Some walk ups | Majority walk ups | Hard - Unknown         | Contact Tracing                                                                      | Occupancy Cap/pax/PPE         | Contact Tracing   | Contact Tracing       | Contact Tracing | Contact Tracing | <b>Overarching Controls</b><br>- H&S Plan<br>- AL Op Procedures<br>- Cleaning<br>- HVAC<br>- Contact Tracing & Mandatory Reporting<br>- Attendee lists<br>- Occupancy cap/pax/physical distancing<br>- S'S Seated, Separated, Served<br>- Physical Controls<br>PPE & barriers<br>- Hand washing/sanitiser<br>- IMT/Transition<br>- Workforce rostering<br>- Track tests |
| Potential number of infections                                                                                                            | Low <1                 | <5                          | =5                          | >5                | High >10               | Occupancy Cap/pax/PPE Signage & S's                                                  | Occupancy Cap/pax/PPE Signage | PPE               | PPE, AL Op Procedures | PPE             | PPE & Barriers  |                                                                                                                                                                                                                                                                                                                                                                         |
| Involves people considered risky                                                                                                          | Little to none 0%      | <50% of time                | 50/50                       | >50% of time      | The whole time 100%    | PPE                                                                                  | PPE                           | PPE               | PPE                   | PPE             | PPE             |                                                                                                                                                                                                                                                                                                                                                                         |
| Stakeholder expectations                                                                                                                  | No impact              | Minor impact                | On-going issues             | Sustained tension | Complete breakdown     | IMT/Transition structure<br>ELT/Board and Key Stakeholder Reporting & Communications |                               |                   |                       |                 |                 |                                                                                                                                                                                                                                                                                                                                                                         |
| Core Service/ Service Delivery                                                                                                            | Disruption not noticed | Temp disruption             | Inability to provide svcs   | Wide disruption   | Unable to provide svcs | Occupancy Cap/Pax/Cleaning<br>Workforce Rostering                                    |                               |                   |                       |                 |                 |                                                                                                                                                                                                                                                                                                                                                                         |
| Health & Safety                                                                                                                           | Pain or discomfort     | Basic first aid             | Superficial injury          | Disablement       | Death/injury           | H&S Plan, Signage, handwashing/sanitiser<br>HVAC/Track Covid test results            |                               |                   |                       |                 |                 |                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Notes:</b> Close contact with unvaccinated children from different locations for extended periods with singing and shared interactives |                        |                             |                             |                   |                        | <b>Controls</b>                                                                      |                               |                   |                       |                 |                 |                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                           |                        |                             |                             |                   |                        | Level of Comfort                                                                     | Poor                          | Needs Improvement | Good                  | Very Good       |                 |                                                                                                                                                                                                                                                                                                                                                                         |

# Draft Vaccination Risk Assessment – Summary

## Role – StoryPlace Host

| Risk Assessment                                                                | Level of Comfort | Evaluation |
|--------------------------------------------------------------------------------|------------------|------------|
| 20                                                                             | Poor             | Act        |
| <b>RECOMMENDATION:</b><br>All Hosts working in StoryPlace should be vaccinated |                  |            |

| Evaluation | Level of Comfort |                   |          |           |
|------------|------------------|-------------------|----------|-----------|
|            | Poor             | Needs Improvement | Good     | Very Good |
| Very High  | ●                | Act               | Monitor  |           |
| High       |                  | Accept            |          | Achieved  |
| Medium     | Accept           |                   | Achieved |           |
| Low        |                  |                   |          |           |

| Key action/activity                     | Status | Commentary | Key Risk Indicator                 | Limit/Threshold | Actual | Trend | Commentary/Notes |
|-----------------------------------------|--------|------------|------------------------------------|-----------------|--------|-------|------------------|
| Vaccination                             |        |            | %ge of roles – high risk           |                 |        |       |                  |
| Redeploy                                |        |            | %ge of staff unavailable (for role |                 |        |       |                  |
| Lost time                               |        |            | Space open or closed               |                 |        |       |                  |
| Track testing results                   |        |            | %ge redeployed                     |                 |        |       |                  |
| <b>Notes: [H&amp;S and Risk INSERT]</b> |        |            | %ge of cases (for role)            |                 |        |       |                  |
|                                         |        |            | Visitor research (satisfaction)    |                 |        |       |                  |



# COVID-19 PROTECTION FRAMEWORK

Will come into affect when DHB's reach 90% of their eligible population vaccinated and vaccination certificates are available:

- **Green – some COVID cases on the community – health system able to cope well with hospitalisations**
  - Public venues and retail open; scanning/record keeping required; face coverings encouraged indoors; no maximum numbers
  - With vaccination certificates - events and hospitality – no restrictions
  - Without vaccination certificates – events and hospitality - maximum 100 people at 1m social distancing
- **Orange – increasing community transmission – health system under pressure – possible increasing risk for at-risk people**
  - Public venues and retail open with 1m social distancing; scanning/record keeping required; face coverings mandatory
  - With vaccination certificates – events and hospitality – no restrictions
  - Without vaccination certificates - No events and only contactless hospitality
- **Red – protection needed for at-risk people and the health system from unsustainable hospitalisations**
  - Public venues and retail open with 1m social distancing and maximum of 100 people for public venues ; scanning/record keeping required; face coverings mandatory
  - With vaccination certificates - events and hospitality with 1m distancing and max 100 people
  - Without vaccination certificates - No events and only contactless hospitality
- **Summary**
  - There is no current mention of vaccination certificates being used for public venues
  - Vaccination records are currently available online through “My COVID Record”; QR Code Certificates are under development
  - More Government information is expected in the coming weeks
  - Our approach must be cautious to ensure communities with low vaccination rates are not excluded from public venues



COVID-19 RISK ASSESSMENTS AND THE NEW COVID-19 PROTECTION FRAMEWORK

THANKS AND QUESTIONS

