**Vaccination policy confirmation letter**

Kia ora,

We know how important physical and mental wellbeing are in the ongoing fight against COVID-19, and that’s why we’re committed to doing all we can to get our organisation open and keep it open.

As you know, the Government has announced a new COVID-19 Protection Framework, which will adopt a ‘traffic light’ approach to managing COVID-19, including the use vaccination certificates.

So we have the best chance possible of ensuring compliance with our health and safety obligations, reducing the risk of exposure to, and transmission of, COVID-19, and operating safely and optimally at all levels of the COVID-19 Protection Framework, [Organisation] has confirmed a new COVID-19 vaccination policy and in line with this, we will be requiring employees, and contractors, and all members and volunteers (including coaches, officials, athletes, parents and other visitors) to be fully vaccinated against COVID-19 prior to entry to our facility and activities from [*insert date*].

Until that time, we plan to operate on a trust model, where anyone accessing our facility / activities will simply be asked to tell us their vaccination status and will be treated according to their responses.

Once the new COVID-19 Protection Framework is in place, should you not wish to produce your vaccination certificate, we will assume that you are unvaccinated, and you will no longer be able to access [Organisation] facility and activities.

We have further detail in the attached COVID-19 Policy and FAQs.

For employees: *<select based on whom letter is being sent to>*

If you do not wish to be vaccinated against COVID-19, we will need to assess whether accommodations can be made for you (such as redeployment or providing you with alternative duties). However, this may not always be possible, and you should be aware that termination of your employment may be a potential outcome. However, termination of employment will be used as a last resort, after considering alternative options (if any).

For members: *<select based on whom letter is being sent to>*

If you do not wish to be vaccinated against COVID-19 yet, we do have options for you. We can put you on special COVID-19 pause for up to x months. Alternatively, if you’d rather cancel your membership as a result of your choice to not be vaccinated against COVID-19, we can arrange that. Please email x if you’d like to take up either option.

We do realise that the choice to get vaccinated or not is a personal one and we respect that. However, for [Organisation] to do what we do best, we need to be open and operating safely, and vaccinations are the key factor for us being able to do so.

If you have any questions in relation to this communication, please don’t hesitate to get in contact with [name / contact].

Kind regards,

X