**Vaccination policy letter template**

Kia ora,

The purpose of this [email/letter] is to update you on the development of [Organisation]‘s draft COVID-19 Vaccination Policy and provide you with an opportunity to give us feedback, over the next week.

As you will know, the Delta variant of COVID-19 has proved to be a game changer and carries significantly higher risks of transmission than previous strains of the virus. Vaccination is widely considered critical to protecting people’s health and safety, by reducing the risk of transmission and minimising the clinical impacts of COVID-19 infection. Therefore, like many other organisations, [Organisation] is considering mandatory vaccination requirements.

As an employer, we have a health and safety obligation to manage the risks that COVID-19 poses to our people and workplaces. This includes putting in place controls that eliminate, or where not that is not reasonably practicable, minimise the risk of COVID-19.

[Organisation] has carried out a role-based risk assessment for employees and contractors. This was done by grouping positions according to type of role and the work each role does within the organisation and considering a series of risk factors prescribed by WorkSafe New Zealand.

We have also considered what stance we adopt when it comes to members and volunteers, including coaches, officials, athletes, parents and other visitors.

Based on a range of factors, our [board/committee] has formed the preliminary view that:

1. *The risks associated with COVID-19 cannot effectively be mitigated by our wider COVID-19 protection measures (e.g. contact tracing, physical distancing and hygiene requirements)*
2. *It is appropriate to require vaccinations across [all [Organisation] activities and roles]* ***OR*** *[insert relevant roles*]*.*

While other control measures, such as masks and physical distancing, are helpful in reducing the speed of spread, they will not stop the spread and only provide partial protections from the Delta strain. Our draft risk assessments have established that the only effective way to significantly limit the risks associated with contracting or passing on Covid-19 in the workplace is through vaccination.

This reflects the way we operate, the flexibility and freedom of movement in our operations, and the potential consequences for our communities if COVID-19 is transmitted in our environments.

We have also considered our draft Vaccination Policy in relation to the Government’s COVID-19 (traffic light) Protection Framework. Although the new framework isn’t in force yet, there is a clear indication that requiring vaccinations under the new framework will mean that we have more flexibility to operate at the different levels (red, orange or green).

Organisations that do not require vaccinations are expected to be more restricted, both in terms of whether they can open at all levels and in their operations when open.

On that basis, requiring vaccinations for all those accessing [Organisation]’s facility / activities, as proposed in the attached Draft Policy, will enable us to provide more certainty and continuity to participants by keeping our facilities open, activities running and minimising any disruption for our communities.

**How to provide feedback**

We know that our preliminary position has the potential to impact you. We would like to reiterate that this is currently at proposal stage only, as we believe it is important to engage with our people around the health and safety measures and controls we are considering. We strongly encourage you to participate in the consultation process.

As such, we would value your feedback on the draft Vaccination Policy and the risk assessment conducted, which are attached. It is equally important that we hear from those who support the policy as well as those who have concerns, questions or suggestions for improvement.

The proposed date for the implementation of the draft policy is [*insert date*].

Please provide feedback in an email to [email address] directly by **5.00pm on [day, date, month]**.

All feedback will be genuinely considered and discussed by the [board / committee]. Following consideration, we will be back in touch with you, no later than [day, date, month] to confirm what the final Policy is and the associated next steps as a result of this decision.

Regards,

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