

To: **Barbara McKerrow** From: Richard Leverington
Manager Risk & Assurance
Purpose: **Decision Required** Cleared by
Copies: Meredith Blackler, James Roberts Date: 25/11/2021

The purpose of this memo is to make recommendations proposing which Council facilities and sites will require proof of vaccination using the Covid Vaccine Pass under the Government's Covid-19 Protection Framework (the 'traffic light system') and which Council roles must be vaccinated.

Summary

1. New Zealand moves to a traffic light system on 3 December. This new approach to COVID-19 will introduce more freedoms for vaccinated New Zealanders. Where Wellington will sit in the traffic light system is not confirmed, however we expect to be put in the orange setting. This is due to our high vaccination rates.
2. The traffic light system leverages the protections of vaccination by affording people greater freedoms when they are fully vaccinated. This will reduce the spread of COVID-19 and help to protect vulnerable populations.
3. The goal of the Covid 19 Protection Framework is minimisation and protection. High uptake of vaccinations is critical to achieving this goal.
4. Vaccine passes will restrict access to certain events and services to only vaccinated or medically exempt people and require relevant staff to be vaccinated. The use of vaccine passes otherwise is up to the Council as a PCBU, and will enable continuity of services with fewer restrictions.
5. Council staff covered by the My Vaccine Pass mandate, and at other locations where Council determines that a vaccine pass is required, need to have their first dose by 3 December and be fully vaccinated by 17 January 2022. This provides confidence to the public we are operating in the safest way while ensuring continuity of our services are less affected by COVID-19 in the community.
6. As of 25 November 2021, there are no explicit rules on how to determine when to use vaccine passes for many of the Council functions and activities that occur every day.
7. In the absence of explicit rules and to ensure we are prepared for the move next week, we have applied the principles of:
 - **Protecting public health and safety** – reducing transmission, encouraging higher levels of vaccination as the best form of defence, alongside face coverings and physical distancing;
 - **Assuring organisational health and safety** – to protect Council staff and ensure continuity; and

- **Providing access to public services** – rules that do not penalise the vaccinated majority whilst looking for alternative solutions for the unvaccinated minority to access critical services
 - **Providing continuity of service** – reducing the disruption to services as a result of staff having to isolate or sites having to close
8. Leaders across the organisation have conducted an assessment on all sites taking into consideration the principles above. They considered implications of both using and not using a pass, and have provided the recommendations attached in appendix 1
 9. Additionally, People & Culture in partnership with managers and staff have performed role risk assessments of our services which interact with the public to determine where additional mandatory vaccinations are needed outside of the mandates already imposed by the Government. These assessments and recommendations can be seen in appendix 2
 10. Vaccination will be required for all Council staff at businesses where customers need to show COVID-19 Vaccination passes as set out in the legislations supporting the COVID-19 Protection Framework.

Considerations for Covid Vaccine Passes (CVP) at Council sites and facilities

11. **Duty of care to public, contractors and staff.** Vaccinated people who catch COVID-19, are 95% less likely to fall seriously ill and are less likely to transmit the virus to others. By implementing CVP we would reduce the risk from unvaccinated people passing on COVID to others, including our staff and contractors. If this occurs, then the Ministry of Health would require all people deemed close or casual plus contacts to self-isolate.
12. Unvaccinated people include children under 12 and those who are medically exempt. These people would still be able to access all Council sites and services where a CVP is required.
13. Covid Vaccine Passes would encourage unvaccinated people to get vaccinated in order to access Council services. Increasing the percentage of vaccinated people across Wellington demonstrates a wider duty of care and is consistent with the government's directive that vaccines are the best form of defence.
14. **Reducing transmission in public areas** Whilst some physical measures can be taken to contain the risk, implementing a vaccine adds an additional layer of protection and recognises vaccines as the first line of defence against COVID-19.
15. These recommendations are based on protecting the majority (those who are vaccinated or medically exempt), and where appropriate we will look to adjust services so the minority (those who are unvaccinated) can still access the Council services in some way.
16. **Continuity of service** There is a higher likelihood that non-CVP sites would have to close more often as a result of more frequent COVID-19 incidents disrupting service. Non-CVP sites would continue to face restrictions on capacity, restricting the level of service that they can provide.

Considerations for Health and Safety Risk Assessments for roles

17. **How did we decide which roles should be recommended for vaccination?**

Criticality of service. To ensure continuity of essential services, vaccinations are recommended to ensure teams delivering these to the community are most protected from COVID-19. Services like Consenting and Compliance, Waste Services, Community Services, as some examples. There are additional responsibilities some of our roles have in responding to an emergency which we recommend also receive a vaccination.

18. **Health and Safety:** Under the first consultation in early November, the decision to include those roles was based on them being covered by the Health Order for EOTC (Education Outside the Classroom). We were required to do so by the Government.

This latest proposed consultation is based on responding to the Government's new Protection Framework (Traffic Light System) and includes those roles that have been assessed as between high and extreme risk for exposure to COVID against our Health and Safety risk matrix and assessment outcomes. Where roles are also based at those facilities where we are proposing to make COVID Vaccination Pass (CVP) required entry for the public, they are also covered under this proposed consultation.

Some roles deemed as high risk have been reserved for phase 2 of consultation where the 3 December deadline is less urgent for our operations continuity under the new Protection Framework. The consultation timeline and vaccination dates therefore differ for the roles covered under Phase 2 as outlined below.

19. **Proposed consultation and timeline**

Consultation is proposed to commence on **25 November**, approx. 4.00pm for affected staff.

Consultation is divided into two phases. This is so that those roles (including contractors and volunteers) most urgently required under the CVP requirements (due to the Protection Framework commencing 3 December) can be prioritised. This also provides the Council additional time to consult with those proposed incumbents of roles affected in phase 2 through the health and safety risk assessments. During this time, additional engagement with staff, health and safety representatives, unions and management will occur relating to the health and safety risk assessments. The delay in vaccination requirement is deemed low risk due to the Christmas period commencing shortly where many staff whose roles are included in Phase 2 will be on annual leave.

All staff who work in worksites and facilities where CVP required entry is mandated will be required to have had their first dose of the COVID-19 vaccine by **2 December 2021**. If they do not have their first vaccination by 2 December 2021, they will be placed on leave without pay unless they opt to take annual leave. If they do not have their full vaccination by **17 January 2022** (as per Government guidelines <https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/>) they will not be allowed to work on-site on **18 January 2022** onwards. Again, they will be placed on leave without pay unless they opt to take annual leave.

All staff who work in roles in **Phase 2** deemed as high or extreme risk rating requiring vaccination will be required to have a first dose of the COVID-19 vaccine by **21 January 2022** and be fully vaccinated by **11 February 2022**. If these staff do not have their first vaccination by 21 January 2022, they will potentially not be allowed to work on-site from **22 January 2022**. If they do not have their full vaccination by **11 February 2022** they will not be allowed to work on-site on **12 February 2022** onwards. Again, these staff will be placed on leave without pay unless they opt to take annual leave.

If these staff can work from home as we navigate through this with them, then that may also be a temporary option. Other temporary options put forward may also be considered.

During this time and as quickly as possible, we will seek to meet with staff to discuss their concerns and understand their barriers to being vaccinated. If they continue to choose not to be vaccinated, we will commence discussions around potential redeployment opportunities or to terminate their employment where redeployment is not practicable. Staff would be provided four (4) weeks' notice where they would either not be required to work or they may be redeployed to an alternative role during this time. At any point during these four weeks, they can choose to change their mind, get vaccinated and return to their role (based on the above-mentioned timing criteria). We would work closely with these staff and their representative to ensure a fair process.

Key dates:

- Consultation for Phase 1 & Phase 2 commences 25 November 2021.
- Consultation for Phase 1 (CVP) finishes Tuesday 30 November, 12.00pm.
- Decision for Phase 1 (CVP) provided Wednesday 1 December 2021.
- Consultation for Phase 2 (H&S risk assessments) finishes 13 December 2021.
- Decision for Phase 2 (H&S risk assessments) provided 17 December 2021.
- Decision on Tahiwī and Boulcott becoming CVP sites to be provided in the New Year.

Next Steps

20. Subject to your approval of the recommendations, consultation with staff will commence to be completed by mid-day Tuesday 30 November. This includes those who will be required to be vaccinated to continue performing their role.
21. A decision will be made on Wednesday 1 December and communicated with impacted staff.
22. Business Unit leaders will begin operationalising the decisions ready for the deadline of 3 December.
23. All supporting communication and guidance will be distributed on Thursday 2 December.

Recommendations

24. Approve proposing the implementation of Covid Vaccine passes at the Services and Sites recommended in Appendix 1 to staff

Agree/Disagree

25. Approve proposing the vaccination requirements by role category set out Appendix 2 to staff.

Agree/Disagree



Barbara McKerrrow
Chief Executive
Wellington City Council

Date:

Released under LGOMIA

Services / Sites with public access

Covid 19 – Traffic light implications

Appendix 1

Absolutely Positively
Wellington City Council

Me Heke Ki Pōneke

Information Sheet

	No limits if vaccination passes are used for:	If vaccination passes are not used, the following restrictions apply
Green	No limits if used for: <ul style="list-style-type: none"> Hospitality Gatherings (e.g. weddings, places of worship, marae) Events (indoor/outdoor) Close contact businesses Gym 	Following restrictions apply: <ul style="list-style-type: none"> Hospitality - up to 100 people based on 1metre distancing, seated & separated Gatherings up to 100 people (e.g. weddings, places of worship, marae), based on 1 metre distancing Events (indoor / outdoor) – up to 100 people based on 1metre distancing, seated and separated Close contact businesses – face coverings for staff, 1m distancing between customers Gyms – up to 100 people, based on 1metre distancing
Orange		Following restrictions apply: <ul style="list-style-type: none"> Hospitality – contactless only Gatherings up to 50 people, based on 1 metre distancing Close contact businesses, events (indoor / outdoor) and gyms are not able to operate
Red	Following restrictions apply: <ul style="list-style-type: none"> Hospitality - up to 100 people based on 1metre distancing, seated & separated Gatherings up to 100 people, based on 1 metre distancing Events (indoor / outdoor) – up to 100 people based on 1metre distancing Close contact businesses – public health requirements in place Gyms – up to 100 people, based on 1 metre distancing Tertiary education – vaccinations required for onsite delivery, with capacity based on 1m distancing 	Following restrictions apply: <ul style="list-style-type: none"> Hospitality – contactless only Gatherings up to 10 people Close contact businesses, events (indoor / outdoor) and gyms are not able to operate Tertiary education distance learning only

WCC COVID-19 Protection Framework Note: The WCC Protection Framework is an application of Central government guidelines (top table) to provide local context.

If vaccine certificates are used:

	Gym		Workplaces		Public Facilities	Event (indoor/outdoor)	Retail
	Gym	Recreation Centres	Office	e.g. Library, community centres and pools		E.g. Festival	e.g. Tip Shop
Green	✓ No limitations	✓ No limitations	✓ open under general settings	✓ open under general settings		✓ No limitations	✓ open under general settings
Orange				✓ capacity limits based on 1 metre distancing			✓ open with capacity limits based on 1m distancing
Red	✓ up to 100 people, based on 1 metre distance	✓ up to 100 people, based on 1 metre distance	✓ WFH encouraged	✓ up to 100 people, based on 1 metre distance		✓ up to 100 people, based on 1 metre distance, seated and separated	

If vaccine certificates are not used:

Green	✓ up to 100 people, based on 1 metre distance	✓ up to 100 people, based on 1 metre distance	✓ open under general settings	✓ open under general settings		✓ up to 100 people, based on 1 metre distance, seated and separated	✓ open under general settings
Orange	✗ unable to operate	✗ unable to operate		✓ capacity limits based on 1 metre distancing		✗ unable to operate	✓ open with capacity limits based on 1m distancing
Red			✓ WFH encouraged	✓ up to 100 people, based on 1 metre distance			

Service Area: PSR (1/3)

Service	Sites	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
Cemeteries	<ul style="list-style-type: none"> Karori Makara 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities This will impact people entering these premises, including contractors. Update the Quality Management System, ISO Accredited and Forms to reflect the requirement (operational matters). IT needs - an addition 3 – 4 devices to cover the passes in public facing roles. 	<ul style="list-style-type: none"> At red, restricted numbers in the buildings (as per government mandate) Cleaning in between services would be required. Practicalities and cost may make this unfeasible. 	<p>Officer recommendation is to require CVP mandate to access the following sites:</p> <ul style="list-style-type: none"> Karori Depot & Office (x 2) Karori Chapel x2 (note crematorium is attached to small chapel) Makara Depot <p>Note - this will not impact access to the cemetery grounds itself. – e.g. visits to the graveyard.</p> <p>Customer or funeral director can still decide if CVP is required for their funeral/gathering.</p>
Pools	<ul style="list-style-type: none"> Freyberg Pool Karori Pool Thorndon Pool Khandallah Pool Keith Spry Pool Tawa Pool Wellington Regional Aquatic Centre (WRAC) 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Based on comments from customers to date we believe a small minority would be upset that they can no longer enter facilities if they are unvaccinated. IT needs - an additional 17 devices to cover the passes in public facing roles. The distribution numbers can be seen in the recommendations. Security needs - recommend an additional 4 security guards in total split between Freyberg and WRAC at peak times (at least initially). We are confident in the other sites that there are sufficient resources on reception - e.g. Keith Spry Pool already have security on site. 	<ul style="list-style-type: none"> Significantly reduced customer confidence and public participation at pools. This will also impact revenue. Reduced number or complete halt of school visits. Under 12's are regular customers of the venue and there is a duty of care to protect those who can not be vaccinated. Increased risk of contracting COVID-19 for staff and customers, particularly as pools have reduced options at their disposal for mitigating the transmission of COVID-19 due to the nature of the facility. Feedback from staff and customers suggests that there would be considerable opposition from customers if we did NOT mandate CVP. Inconsistent rule for services and increased confusion of what applies as there are multiple purposes for these venues. For example, KSP shares a creche and a library. Other sites include gyms, retail and hospitality. Significant capacity restrictions for pools that host close contact services (e.g. physio, learn to swim, rescues) which are unable to operate in orange and red. 	<p>Officer recommendation is to require CVP mandate to access all of the following sites:</p> <ul style="list-style-type: none"> Freyberg Pool (2-3 x devices and 1-2 additional security guards) Karori Pool (2 x devices) Thorndon Pool (1 x device) Khandallah Pool (1 x device) Keith Spry Pool Tawa Pool (2 x device) Wellington Regional Aquatic Centre (WRAC) (6-8 x device and 1-2 additional security guard) <p>There is one exception to consider for the WRAC due to its relationship with the DHB and the use of a hydro pool (that we may be unable to prohibit access). We will need protocols in place, for example, two entrances and deep clean in between access to the hydro pool.</p> <p>Auckland and Christchurch Council have already confirmed they are mandating CVP for pools and this is consistent.</p>

Service Area: PSR (2/3)

Service	Sites	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
Rec Centres	<ul style="list-style-type: none"> Karori Rec Centre Tawa Rec Centre Nairnville Rec Centre Kilbirnie Rec Centre ASB Sports Centre 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Council may need to review the set up of entrance ways/front of house so that vaccine passes can be checked <u>at the point of entry</u> IT needs - an addition 15 devices to cover the passes in public facing roles. The distribution numbers can be seen in the recommendations. Security needs - an additional 2 security guards to support ASB Sports Centre at peak times (at least initially). We are confident that all other sites are manned with sufficient resources on reception. 	<ul style="list-style-type: none"> For Recreation Centres, see above implications for Pools (the same reasons apply). <p><u>Additional implications include:</u></p> <ul style="list-style-type: none"> People who are not vaccinated have an increased risk of severe symptoms and hospitalisation if they contract COVID. If the site does not mandate CVP then unvaccinated people have an increased risk of contracting COVID due to the nature of activity/close contact sport. Significant impact on training camps, community and professional sport. For example, national sporting organisations such as the Silver Ferns will not access our site if it is not CVP mandated. Sites such as the ASB Sports Centre also host a large number of national and regional events which will be unable to operate in orange and red. 	<p>Officer recommendation is to require CVP mandate to access all of the following sites:</p> <ul style="list-style-type: none"> Karori Rec Centre (2 x devices) Tawa Rec Centre (1 x devices) Nairnville Rec Centre (2 x devices) Kilbirnie Rec Centre (2 x devices) ASB Sports Centre (8 x devices and 2 security) <p><u>Points for consideration and possible exemption:</u></p> <p>We may not be able to require CVP for some children's holiday programmes such as OSCAR (<i>Out of School Care and Recreation</i>) – we will need to follow government guidance for these. If not, we will need to implement separate measures to manage these.</p> <p>Tawa Recreation Centre is owned by Tawa College. We may need to look at options for CVP when we are in control of that site. We need to conduct further consultation if they want to take a collective approach.</p> <p>Wellington Sports Med is a tenant at ASB Sports Centre. As a health provider they may not be able to use CVP. We need to conduct further consultation with them to determine options</p>
Golf clubs	<ul style="list-style-type: none"> Berhampore Golf Office 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities IT needs - an addition 1 device for the Golf Office. 	<p>Public perception of H&S risk – may impact usage (anecdotal evidence from customer conversations suggests this is the case)</p>	<p>Officer recommendation is to require CVP mandate to access the golf course office.</p> <p>We understand that golf courses are likely to be covered under the government guidelines so we would need to align with that.</p>
City Parks & Reserves	<ul style="list-style-type: none"> Botanic Garden (incl. Treehouse shop) Otari-Wilton's Bush treehouse & Leonard Cockayne Centre Discovery Garden Begonia House 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities 	<ul style="list-style-type: none"> These facilities host children for LEOTC (Learning Experiences Outside the Classroom), so not requiring a CVP could result in a loss of school bookings. There is a café in Begonia House where workers must be mandated to operate. 	<p>Officer recommendation is to require CVP mandate to access the building components that make up the city parks and reserves. This includes bookable spaces.</p> <p>Minor operational depot areas within the gardens will be covered for staff under the risk assessment tool.</p>

Service Area: PSR (3/3)

Sites	Sites	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
Depots	<ul style="list-style-type: none"> Newtown Depot & Office 	<ul style="list-style-type: none"> IT needs – an addition 1 device for Newtown. 	<ul style="list-style-type: none"> Mobile service workers interact closely with the community and are at increased risk for contracting COVID and bringing it back to the depot which would impact multiple teams. 	<p>Officer recommendation is to require CVP mandate to access depot sites.</p> <p>Other minor operational depot areas within sportsfields will be covered for staff under the risk assessments</p> <p><u>Other considerations to note:</u></p> <p>Large numbers of staff (approx. 80) have limited/no WFH options so every effort should be taken to minimise the impact of COVID and the effects this will have on the health of staff and business continuity.</p> <p>Note - Contractors/couriers and some members of the public visit the site (to pick up keys/ handle deliveries etc).</p>
Nurseries	<ul style="list-style-type: none"> Berhampore Nursery 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities IT needs - an addition 1 device for Berhampore Nursery. 	<ul style="list-style-type: none"> Unable to run volunteer programmes No community groups on site for plant pick up. WCC would have to deliver and pick up the cost. 	<p>Officer recommendation is to require CVP mandate to access Berhampore Nursery Office.</p>
Harbour Market	<ul style="list-style-type: none"> Harbour Market 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Challenge of managing entry (multiple points of entry to the Market) – may need temporary fencing, gates/verification points. 	<ul style="list-style-type: none"> Challenge of managing H&S with many people in close proximity Public perception of H&S risk – may impact usage (anecdotal evidence from customer conversations suggests this is the case) 	<p>Officer recommendation is to leave at this stage and wait for advice on government settings to see what to do with this site.</p>
Sportsgrounds	<ul style="list-style-type: none"> Newtown Park Mt Albert Park (National Hockey Stadium) Rugby League Park Martin Luckie Park 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Challenge of managing entry (multiple points of entry to the ground) – may need temporary fencing, gates/verification points. 	<ul style="list-style-type: none"> Challenge of managing H&S with many people in close proximity Public perception of H&S risk – may impact usage (anecdotal evidence from customer conversations suggests this is the case) 	<p>Officer recommendation is to require CVP mandate to access all of the following sites:</p> <ul style="list-style-type: none"> Newtown Park - as this will be impacted by restricted numbers for events if not. <p>Other sites are impacted by elite sport and so we want to wait for advice on government settings to see what to do with them.</p>

Service Area: Libraries

Sites (16)	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
<ul style="list-style-type: none"> • Brooklyn • CBD - Te Awe Brandon • CBD - Arapaki Manners • CBD - He Matapihi Molesworth • Cummings Park (Ngaio) • Island Bay • Johnsonville @Waitohi • The HIVE Makerspace (Johnsonville) • Karori • Khandallah • Kilbirnie • Miramar • Newtown • Tawa • Wadestown • Johnsonville Collection and Distribution Centre (Not public facing) • City Archives 	<ul style="list-style-type: none"> • Public confidence in the H&S risk at these facilities • Ideal if the CVP mandate applies to all site but in some cases there are sub-leases in place, e.g. cafes, hireable spaces. If these are not CVP mandated then we will need to make alternate arrangements for unvaccinated customers. • Arapaki will need alternate ways to deliver housing services (all levels) • IT needs for managed entry – checking CVP 	<ul style="list-style-type: none"> • Limitation to service levels (we have experienced the impact of this during the Level system where service limitations have triggered angry incidents with some customers with consequent H&S risk to staff – as recorded in Risk Manager). • Feedback from customers has been that many may not come to the site if it is not CVP mandated, so we need to consider access to the many vs. access to the few. • Significant impact on groups of customers (e.g. schools). 	<p>Officer recommendation is to require CVP mandate to access all sites EXCEPT:</p> <ul style="list-style-type: none"> • Johnsonville Collection & Distribution Centre <p>Other considerations:</p> <ul style="list-style-type: none"> • He Matapihi - awaiting advice from National library if we can apply a CVP mandate • Arapaki – ensure the Service Centre has alternate methods for providing service to Social Housing customers

Service Area: Community Centres

Sites (30)	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
<ul style="list-style-type: none"> • Aro Valley • Berhampore Centennial • Brooklyn • Churton Park - Office hours • Churton Park - Centre Access for events/programmes • Haitaitai • Island Bay • Johnsonville • Karori • Khandallah Town Hall Cornerstone • Kilbirnie / Lyall Bay • Linden • Miramar / Maupuia • Mt Vic Hub • Newlands - Office/Drop-in Lounge • Newlands - Centre Access for events/programmes • Newtown • Ngā Hau e Whā o Paparāangi • Ngaio Town hall • Northland Memorial • Raukawa • Seatoun Village Hall (The church below and the hall are next door to each other). • Seatoun St Christophers (The hall above and church are next door to each other). • Strathmore Park • Tawa • Te Mara Community Room • Thistle Hall (peak hours) • Wadestown (Wadestown Community Center Coordinator hours) venue open variable hours • Waitohi-Johnsonville Community Hub (captured under J/Ville Library and Community Centre) • Vogelmorn (no hours published) 	<ul style="list-style-type: none"> • Public confidence in the H&S risk at these facilities • Logistics of managing out of hours access where there are no Council staff – either onus on the user to verify CVP or it has to be Council staffed • We may need to amend some lease conditions e.g. Tawa community centre tenants • We can mandate CVP as a condition of hire but we may possibly lose some bookings as a result 	<ul style="list-style-type: none"> • Limitation to service levels as a result of the logistics requirements to maintain H&S in a non-CVP site • Feedback from customers has been that many may not come to the site if it is not CVP mandated, so we need to consider access to the many vs. access to the few. • Potential impact on groups of customers (e.g. elderly). 	<p>Council funded Centres</p> <ul style="list-style-type: none"> • Recommend that CVP requirement is added to funding contracts <p>Council run centres</p> <ul style="list-style-type: none"> • Officer recommendation is to require CVP mandate • We may need to make special (non-CVP) arrangements for the Foodbank at Newlands <p>City Housing Community Rooms</p> <ul style="list-style-type: none"> • It is unlikely we can mandate CVP as these are used by tenants.

Service Area: City Consenting & Compliance

Sites (1)	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
<ul style="list-style-type: none"> • Consenting & Compliance Head Office - 113 The Terrace Wellington (Levels 7, 10 & 11) • Moa Point Dog Pound 	<ul style="list-style-type: none"> • Public confidence in the H&S risk at these facilities • Ensure H&S of public and staff while interacting with the public • IT needs - scanning devices on level 7 and at Moa Point dog pound 	<ul style="list-style-type: none"> • Maintain logistics restrictions as per current Alert Level settings • Any business associated with Health, Hospitality and Education would need to be undertaken by vaccinated staff, any specialist contractor e.g. engineers, will need to be vaccinated. • Implications of staff undertaking site visits / inspections will need to be considered and actively managed when returning to Head Office 	<ul style="list-style-type: none"> • Officer recommendation is to require CVP mandate • We have a legislative requirement to respond in a City emergency event and therefore it is critical we maintain H&S of staff and capacity levels – risk of not achieving this is heightened with greater possible exposure to unvaccinated people in the workplace

Released Under GMA

Service Area: Public Reception areas

Sites (4)	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
<ul style="list-style-type: none"> • Boulcott Street offices (including Level 7 public access point) • 113 The Terrace Tahiwī offices (including Level 7 public access point & Level 16 reception) • Arapaki Service Centre • MOB office 	<ul style="list-style-type: none"> • Public confidence in the H&S risk at these facilities • Visitors, staff and contractors would need to be CVP verified. • We need to be able to provide service to Social Housing tenants using alternate arrangements • IT needs – verification devices at access points • Security needs – possibly required to ensure controlled access 	<ul style="list-style-type: none"> • Greater H&S risk to the public governors (Councillors) and leaders of the Council (ELT and HO staff). This group is important to the ongoing and emergency operations of the City. • Public perception of H&S risk – may impact usage (anecdotal evidence from customer conversations suggests this is the case) • Need to maintain logistics restrictions as per current Alert Level settings • Arapaki Service Centre <ul style="list-style-type: none"> • there is a risk that we can't operate a fully staffed or alternate Service Centre if there is a COVID transmission event in Arapaki 	<p>Officer recommendation is to require CVP mandate on the following areas ONLY:</p> <p>Tahiwī Level 7, 8 and 16</p> <ul style="list-style-type: none"> • Considerable public interaction with many Councillors and staff on these levels <p>Boulcott Level 7</p> <ul style="list-style-type: none"> • Reasonable amount of non-staff interaction with staff on this level <p>Arapaki Service Centre</p> <ul style="list-style-type: none"> • Considerable public interaction with staff at this site • Note: We need to be able to provide service to Social Housing tenants using alternate arrangements.

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Service Area: Rubbish, Recycling & Waste

Sites (2)	Implications if yes to CVP	Implications if no to CVP	Decision / Comments
<ul style="list-style-type: none"> Southern Landfill – Office (generally no public access) and Transfer station (public access to facilities, outdoors) Southern Landfill - Tip Shop (retail, indoors) 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Visitors, staff and contractors would need to be CVP verified. IT needs – verification devices at access points Security needs – possibly required to ensure controlled access 	<ul style="list-style-type: none"> Maintain logistics restrictions as per current Alert Level settings Public perception of H&S risk – may impact usage (anecdotal evidence from customer conversations suggests this is the case) 	<p>Office and Tip Shop</p> <ul style="list-style-type: none"> Officer recommendation is to require CVP mandate. Considerable public and non-staff interaction with staff at these sites <p>Other areas</p> <ul style="list-style-type: none"> Face coverings mandatory for public accessing our facilities Rubbish & recycling collection services – operate with PPE Miramar Para Kai kerbside food waste collections – operate with PPE

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Service Area: Other

Service	Sites	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
Art Gallery & places for hire	<ul style="list-style-type: none"> Toi Poneke Arts Centre 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Visitors, staff and contractors would need to be CVP verified. IT needs – verification devices at access points Security needs – possibly required to ensure controlled access 	<ul style="list-style-type: none"> Maintain logistics restrictions as per current Alert Level settings Public perception of H&S risk – may impact usage (anecdotal evidence from customer conversations suggests this is the case) 	<p>Officer recommendation is to require CVP mandate.</p> <p>Considerable public and non-staff interaction with staff at these sites</p>
Emergency Operating centres	<ul style="list-style-type: none"> WREMO (Turnbull Street) 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Visitors, staff and contractors would need to be CVP verified. IT needs – verification devices at access points Security needs – possibly required to ensure controlled access 	<ul style="list-style-type: none"> Maintain logistics restrictions as per current Alert Level settings Heightened H&S risk at a time of emergency for the City 	<p>Officer recommendation is to require CVP mandate.</p> <p>Need to minimise the H&S risk of all staff and visitors operating in an emergency situation</p>

Service	Sites	Implications if yes to CVP	Implications if no to CVP	Recommendation & Considerations
Car Parking	<ul style="list-style-type: none"> Clifton Terrace Car Park 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Visitors, staff and contractors would need to be CVP verified. IT needs – verification devices at access points Security needs – possibly required to ensure controlled access 	<ul style="list-style-type: none"> Maintain logistics restrictions as per current Alert Level settings 	<p>Officer recommendation is to <u>NOT</u> require CVP mandate.</p>
Manage boat ramps	<ul style="list-style-type: none"> Evans Bay Office (Evans Bay Marina / Clyde Quay) 	<ul style="list-style-type: none"> Public confidence in the H&S risk at these facilities Visitors, staff and contractors would need to be CVP verified. IT needs – verification devices at access points Security needs – possibly required to ensure controlled access 	<ul style="list-style-type: none"> Maintain logistics restrictions as per current Alert Level settings 	<p>Officer recommendation is to <u>NOT</u> require CVP mandate.</p>

Role Groupings	Potential Situations	Current Controls	Residual Risk Contraction of COVID-19 (once controls are in place)	Residual Risk Transmission of COVID-19 (once controls are in place)	Vaccination Consideration	Vaccination Requirement
Public Health Order - Education Mandated roles under the Public Health Order for Education - required to go into schools	Roles that are required to regularly go into schools as an essential part of their role and therefore mandated under the COVID-19 Public Health Response (Vaccinations) Order 2021.	<ul style="list-style-type: none"> •Masks •Physical Distancing •Good Hygiene •Tracking using COVID app •Staying home when unwell •Covid test where required •Record results in Sensitive Event Module of Risk Manager <p>Vaccination legally Mandated</p>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	These roles are required to be vaccinated under the COVID-19 Public Health Response (Vaccinations) Order 2021. Vaccination consideration ranking Number of people interacted with = Medium to Extreme Ease of contact tracing = Extreme Physical Distancing = Low to High Length of interaction = Extreme Interacting with the public = Extreme Affecting vulnerable people = Extreme Workplace risk vs non-work = Extreme	It is legally mandated for these roles to be vaccinated. All positions that fit within this role profile are required to be vaccinated .
Covid Vaccination Pass Facilities Wellington City Council Facilities requiring a Covid Vaccination Pass for entry include: - Cemeteries - Pools - Recreation Centres - Golf Clubs - Building components of City Parks and Reserves (incl bookable) - Newtown Depot & Office - Berhampore Nursery - Newtown Park (Sportsfield & Function Room) - Libraries - Community Centres - Arapaki - Southern Landfill - Office, Transfer Station Offices - Toi Poneke Arts Centre and Office Spaces - Wremo x 2 (CVP for EOC Activation) - Level 16 Tahiri - CCC Office - Level 7 Kai Upoko	All roles who carry out work in facilities which have been deemed a Covid Vaccination Pass Facility are required to provide their My Vaccination Pass upon entry.	<ul style="list-style-type: none"> •Masks •Physical Distancing •Reduction of attendees to events/facilities/programmes •Good Hygiene •Tracking using COVID app •Staying home when unwell •Workers with cold, flu or COVID-19 symptoms get tested where required •Workers record results in Sensitive Event Module of Risk Manager 	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	These facilities are defined as requiring Covid Vaccination Pass for entry due to the: - Criticality of service - Ability to service the city or undertake our services - Risk of exposure - Protection of the unvaccinated - Health and vitality of the city - Reduce transmission in public facilities Vaccination consideration ranking Number of people interacted with = Extreme Ease of contact tracing = Extreme Physical Distancing = High Length of interaction = Extreme Interacting with the public = Extreme Affecting vulnerable people = Extreme Workplace risk vs non-work = Extreme	All workers who work within facilities requiring Covid Vaccination Pass for entry are required to be vaccinated . In addition to the above, any roles that go into Covid Vaccination Pass Facilities are required to present their Covid Vaccination Pass upon entry.
Regulatory and Resource Services These roles include building consents, animal services, parking services and environmental health.	Roles that have regular interactions with the public and/or internal/external stakeholders to fulfill resource or regulatory services.	Golden Rules: <ul style="list-style-type: none"> •Masks •Physical Distancing •Good Hygiene •Tracking using COVID app •Staying home when unwell •Covid test where required •Record results in Sensitive Event Module of RM •Work from home where possible 	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Regulatory and Resource Services roles interact regularly with the public and/or internal/external stakeholders, and are unable to confirm vaccination status of those they interact with. These include legally required roles Council must deliver. There may be certain sites that require vaccination certificates are mandated under the Health Order. Vaccination consideration ranking Number of people interacted with = Medium to Extreme Ease of contact tracing = Extreme Physical Distancing = Medium to High Length of interaction = High to Extreme Interacting with the public = Medium to Extreme Affecting vulnerable people = High to Extreme Workplace risk vs non-work = Extreme	It is recommended that all Regulatory and Resource Services roles be required to be vaccinated as an additional control measure.
Essential Services These roles would be required during a lockdown, higher alert/traffic light levels or in the event of a local/regional or national emergency. These essential services roles include: •Emergency Management (incl EOC workers) •IT •Facility Management •PSR (Newtown) operational maintenance or emergency and/or call •Conservation lab (Otari) •Nursery services •Horticulture services •Cemetery Services •Ranger Services and after hour response •Asset and plant management •Tenancy management/welfare/urgent responses •CCC Site inspections •Communications and Engagement •Waste Operations •Security •H&S •Transport and Infrastructure roles •Legal	Essential services roles which are required to work on site during lockdowns, as well as in alert/traffic light levels or in the event of a local/regional or national emergency These roles: - directly contribute to delivering an essential service? (eg Water or Wastewater technician) - include identified "back-up roles" which perform the function of the primary role if unavailable - if unavailable has the potential to negatively affect the organisation/city - requires highly specialised skills and/or knowledge that is difficult to cover for	<ul style="list-style-type: none"> •Masks •Physical Distancing •Good Hygiene •Tracking using COVID app •Staying home when unwell •Workers with cold, flu or COVID-19 symptoms get tested where required •Workers to record results in Sensitive Event Module of Risk Manager •Work from home where possible <p>Limited access to worksites which would reduce risk of exposure and transmission</p>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Essential roles will be required to work on site during lockdowns, as well as in alert/traffic light levels or in the event of a local/regional or national emergency. These roles will have varying levels of interactions with the public including vulnerable groups of society. They are unable to confirm vaccination status of those they are likely to interact with. Vaccination consideration ranking Number of people interacted with = Medium to Extreme Ease of contact tracing = Medium to Extreme Physical Distancing = Medium to High Length of interaction = High to Extreme Interacting with the public = Medium to Extreme Affecting vulnerable people = Medium to Extreme Workplace risk vs non-work = Extreme	It is recommended that all Essential Services roles are required to be vaccinated as an additional control measure.

<p>Pool and Recreation Facilities</p>	<p>WCC Pool and Recreation Facilities roles regularly interact with the public, in particular having high attendance rates for children* and other vulnerable groups of society.</p> <p>Pools and Recreation Facilities can not easily provide separate access/egress or separate worker only areas, therefore, anyone working onsite will interact with the general public.</p> <p><i>*Children are defined as a vulnerable group by Government given they cannot be vaccinated (you must currently be at least 12 years old to be vaccinated).</i></p>	<ul style="list-style-type: none"> •Masks (where appropriate) •Physical Distancing •Good Hygiene •Tracking using COVID app •Staying home when unwell •Workers with cold, flu or COVID-19 symptoms get tested where required •Workers to record results in Sensitive Event Module of Risk Manager <p>Pool specific rules:</p> <ul style="list-style-type: none"> •parents to assist with guiding or hands on support if needed for swim lessons 	<p>Consequence: Major</p> <p>Likelihood: Likely</p> <p>Risk: High</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>Consequence: Major</p> <p>Likelihood: Likely</p> <p>Risk: High</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>Pool and Recreation facilities workers are in regular close contact with children and other vulnerable groups of society. They are also unable to confirm vaccination status of those they regularly interact with. These facilities also have the potential for large scale events, and emergency response (first aid)</p> <p>Pool Specific Risk: Due to the nature of pool activities, standard health and safety measures like face coverings are not appropriate, and physical distancing is not always easy to maintain.</p> <p>Recreation Facility Specific Risk: WCC Recreation facilities host multiple events and sporting activities with high attendance by children (and other vulnerable groups of society), where physical distancing is not always possible to be enforced.</p> <p><i>Under the traffic light system, it does talk about close contact roles, which swim school may fall within, which would see the roles mandated.</i></p> <p>Vaccination consideration ranking Number of people interacted with = Extreme Ease of contact tracing = Extreme Physical Distancing = High Length of interaction = Extreme Interacting with the public = Extreme Affecting vulnerable people = Extreme Workplace risk vs non-work = Extreme</p>	<p>All locations within pool and recreation facilities may have interaction with vulnerable groups of society and therefore are considered within this group.</p> <p>It is recommended that all Pool and Recreation Facilities roles are required to be vaccinated as an additional control measure.</p> <p>Any roles that regularly go into Pools and Recreation Facilities would also need to be vaccinated as we can't separate those on site from public, and children who can not be vaccinated.</p>
<p>Libraries and Community Centres</p>	<p>Libraries and Community Centre roles regularly interact with the public, in particular having high attendance rates for children* and vulnerable groups of society.</p> <p>Libraries and Community Centres can not easily provide separate access/egress or have worker only areas away from the public, therefore, anyone working onsite will be exposed to the general public.</p> <p><i>*Children are defined as a vulnerable group by Government given they cannot be vaccinated (you must currently be at least 12 years old to be vaccinated).</i></p>	<ul style="list-style-type: none"> •Masks •Physical Distancing • Physical barriers where appropriate •Good Hygiene •Tracking using COVID app •Staying home when unwell •Workers with cold, flu or COVID-19 symptoms get tested where required •Workers to record results in Sensitive Event Module of Risk Manager •Work from home where possible <ul style="list-style-type: none"> •Scheduling of programmes and limiting admission numbers into Library and Community Centres as well as programmes 	<p>Consequence: Major</p> <p>Likelihood: Likely</p> <p>Risk: High</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>Consequence: Major</p> <p>Likelihood: Likely</p> <p>Risk: High</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>Libraries and Community Centre roles regularly interact with the public and vulnerable groups of society, including hosting youth programmes etc. They are also unable to confirm vaccination status of those they regularly interact with.</p> <p>Libraries and Community Centres will likely continue to be operational during higher traffic light levels, where there is high community transmission.</p> <p>Vaccination consideration ranking Number of people interacted with = Extreme Ease of contact tracing = Extreme Physical Distancing = High Length of interaction = Extreme Interacting with the public = Extreme Affecting vulnerable people = Extreme Workplace risk vs non-work = Extreme</p>	<p>It is recommended that all Libraries and Community Centre roles are required to be vaccinated to provide an extra layer of protection.</p> <p>Any roles that regularly go into Libraries and Community Centres would also need to be vaccinated as we can't separate those on site from public, and children who can not be vaccinated.</p>
<p>Public facing (high interaction with public and/or internal/external stakeholders)</p>	<p>Public facing roles that have high interactions with internal/external stakeholders. This work can not be done remotely.</p>	<ul style="list-style-type: none"> •Masks •Physical Distancing • Physical barriers where appropriate •Good Hygiene •Tracking using COVID app •Staying home when unwell •Workers with cold, flu or COVID-19 symptoms get tested where required •Workers to record results in Sensitive Event Module of Risk Manager <p>Scheduling and limiting interaction with external stakeholders</p>	<p>Consequence: Major</p> <p>Likelihood: Likely</p> <p>Risk: High</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>Consequence: Major</p> <p>Likelihood: Likely</p> <p>Risk: High</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>These roles will have high interaction with the public (including vulnerable groups of society) and/or internal/external stakeholders. They are unable to confirm vaccination status of those they interact with.</p> <p>These roles will likely continue to be operational during higher traffic light levels, where there is high community transmission.</p> <p>Vaccination consideration ranking Number of people interacted with = High to Extreme Ease of contact tracing = Extreme Physical Distancing = High to Extreme Length of interaction = Low to Extreme Interacting with the public = High to Extreme Affecting vulnerable people = Low to Medium Workplace risk vs non-work = High to Extreme</p>	<p>It is recommended that all Public Facing (high interaction) roles are required to be vaccinated as an additional control measure.</p>
<p>Public facing (low interaction with public and/or internal/external stakeholders)</p>	<p>Public facing roles that have low interaction with internal/external stakeholders as well as public. This work can not be done remotely. This includes public facing roles that are not captured within the other role profiles.</p>	<ul style="list-style-type: none"> •Masks •Physical Distancing • Physical barriers where appropriate •Good Hygiene •Tracking using COVID app •Staying home when unwell •Workers with cold, flu or COVID-19 symptoms get tested where required •Workers to record results in Sensitive Event Module of Risk Manager <p>Scheduling and limiting interaction with external stakeholders</p>	<p>Consequence: Moderate</p> <p>Likelihood: Likely</p> <p>Risk: Medium</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>Consequence: Moderate</p> <p>Likelihood: Likely</p> <p>Risk: Medium</p> <p><i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i></p>	<p>These roles will have low interaction with the public (including vulnerable groups of society) and/or internal/external stakeholders. Due to the low interaction they are likely to be able to confirm vaccination status of those they interact with.</p> <p>Vaccination consideration ranking Number of people interacted with = Low to Medium Ease of contact tracing = Medium to High Physical Distancing = High Length of interaction = Low to High Interacting with the public = Low to Medium Affecting vulnerable people = Medium Workplace risk vs non-work = Medium</p>	<p>With physical distancing, mask, good hygiene required for these roles, there are multiple layers of control which are adequate to reduce the risk of contact and transmission of covid.</p> <p>It is not required but it is recommended that these roles are to be vaccinated.</p>

Office or non-public facing (with high face to face interaction with internal/external stakeholders)	Office or non public facing roles that have high interaction with internal/external stakeholders that can not be done remotely.	<ul style="list-style-type: none"> Masks Physical Distancing Physical barriers where appropriate Good Hygiene Tracking using COVID app Staying home when unwell Workers with cold, flu or COVID-19 symptoms get tested where required Workers to record results in Sensitive Event Module of Risk Manager <p>Scheduling and limiting interaction with external stakeholders</p>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Consequence: Major Likelihood: Likely Risk: High <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	<p>These roles will have high interaction with the internal/external stakeholders. Due to the nature of the relationships and without public interaction they are likely able to confirm vaccination status of those they interact with.</p> <p>Vaccination consideration ranking Number of people interacted with = Extreme Ease of contact tracing = Extreme Physical Distancing = High Length of interaction = Extreme Interacting with the public = Extreme Affecting vulnerable people = Extreme Workplace risk vs non-work = Extreme</p>	<p>It is recommended that all Office or non-public facing roles are required to be vaccinated as an additional control measure.</p>
Office or non-public facing (with low face to face interaction with internal/external stakeholders)	Office or non-public facing roles that have low interaction with internal/external stakeholders. This includes office or non-public facing roles that are not captured within the other role profiles.	<ul style="list-style-type: none"> Masks Physical Distancing Good Hygiene Tracking using COVID app Staying home when unwell Workers with cold, flu or COVID-19 symptoms get tested where required Workers to record results in Sensitive Event Module of Risk Manager <p>Can work from home in higher alert/traffic light levels</p>	Consequence: Moderate Likelihood: Likely Risk: Medium <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	Consequence: Moderate Likelihood: Likely Risk: Medium <i>Unvaccinated or those at higher risk may experience more severe reaction, and have a higher risk</i>	<p>These roles will have low interaction with internal/external stakeholders. Due to the low interaction they are likely to be able to confirm vaccination status of those they interact with.</p> <p>Vaccination consideration ranking Number of people interacted with = Low to Medium Ease of contact tracing = Medium to High Physical Distancing = High Length of interaction = Low to High Interacting with the public = Low to Medium Affecting vulnerable people = Medium Workplace risk vs non-work = Medium</p>	<p>With physical distancing, mask, good hygiene required for these roles, there are multiple layers which are adequate to reduce the risk of contact and transmission of covid.</p> <p>It is not required but it is recommended that these roles are to be vaccinated.</p>

Almost certain Will occur in most circumstances	Likelihood	Medium - 5	High - 9	Extreme - 15	Extreme - 16
Likely Will probably occur		Low - 3	Medium - 7	High - 12	Extreme - 14
Unlikely Possible but unlikely		Low - 2	Medium - 6	High - 10	Extreme - 13
Rare May occur in exceptional circumstances		Low - 1	Low - 4	Medium - 8	High - 11
		Consequence			
		Minor consequences or transmission	Moderate consequences or transmission	Major consequences or transmission	Severe consequences or transmission
WCC COVID Risk Matrix		<ul style="list-style-type: none"> 1 worker contracts COVID with minor or no symptoms 5 or less close contacts Limited interactions with stakeholders and/or public 	<ul style="list-style-type: none"> 2 - 5 workers contract COVID with minor or no symptoms 6-10 close contacts 1 worker contracts COVID with moderate symptoms Some interactions with stakeholders and/or public 	<ul style="list-style-type: none"> 6-10 workers contract COVID with minor or no symptoms 11-25 close contacts 2-5 workers contract COVID with moderate symptoms 1 worker hospitalised due to COVID Regular interaction with stakeholders and/or public 	<ul style="list-style-type: none"> Wellington City Council classed as a cluster 25+ close contacts 6+ workers contract COVID with moderate symptoms 2+ workers hospitalised and/or dies due to COVID High interaction with stakeholders and/or public

Vaccination consideration risk matrix	
Number of people interacted with How many people does the worker carrying out the work come into contact with each shift?	Low = Less than 10 Med = 10 to 20 High = 20 to 30 Extreme = more than 30
Ease of contact tracing How easy will it be to identify the people who the worker comes into contact with?	Low = Co-workers only Med = Co-workers and known associates High = Unknown associates or high risk members of public Extreme = Unknown associates or high risk Members of Public
Physical Distancing How close is the worker carrying out the work in proximity to other people?	Low = Outdoor/Indoor with 2m distance Med = Outdoor close contact (less than 2m distance) High = Indoor close contact (less than 2m distance) Extreme = Indoor close contact (less than 1m distance)
Length of interactions How long does the work require the worker to be in close proximity to other people?	Low = 5 minutes or less Med = 5 to 10 minutes High = 10 to 15 minutes Extreme = 15 or more minutes
Interacting with the public How frequently does the worker interact with unknown people during each shift?	Low = Less than 10 Med = 10 to 20 High = 20 to 30 Extreme = more than 30
Affecting vulnerable people Does the work involve interaction with people known to have a higher risk of severe illness from COVID-19, such as people with underlying health conditions, people ineligible to be vaccinated (e.g. Children under 12 years old) or people unable to wear masks?	Low = Less than 5 Med = 10 to 15 High = 15 to 20 Extreme = More than 20
Workplace risk vs non-work Is the risk of COVID-19 infection and transmission in the work environment significantly higher than the risk outside the workplace?	Low = Rare Med = Unlikely High = Likely Extreme = Almost certain

Risk	Outcome
Low	COVID-19 Vaccine recommended
Med	COVID-19 Vaccine highly recommended
High	COVID-19 Vaccine Mandatory
Extreme	COVID-19 Vaccine Mandatory

Released