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Silo Theatre Trust: COVID-19 Vaccination Policy

Policy Statement

In keeping with our core value of *manaakitanga*, we are committed:

- to protecting our employees, contractors, partners and audiences from the harmful effects of COVID-19; and
- to playing our part in minimising the risk of COVID-19 transmission within our workplace and the wider community.

The Ministry of Health has identified vaccination against COVID-19 as a vital measure for reducing infection and transmission. Consequently, we intend to minimise the risk of COVID-19 transmission within our workplace by:

1. Requiring all of our Board members, employees and contractors to be fully vaccinated.
2. Only permitting entry to the Silo offices or any rehearsal space to a person who:

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- has presented their *vaccine pass*;
 - has verbally confirmed that they are of *acceptable risk status*; and
 - has scanned into the venue using the COVID-19 Tracer App.
3. Complying with all applicable current public health advice in relation to audience attendance at venues when live performances are able to take place.

Scope

This Policy applies to employees, contractors and partners (**Personnel or you**) of the Silo Theatre Trust (Silo), and any other visitors to a Silo office or rehearsal space.

Exceptions

We acknowledge that, in rare circumstances, a person will receive medical advice that they should not become *fully vaccinated*.

The Executive Director will consider applications for an exception to be granted to this Policy, where:

- the applicant provides written confirmation from a suitably qualified health practitioner that the practitioner considers that full vaccination is clinically contradicted for the person; and

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- the Executive Director considers it is necessary or desirable to grant such an exception.

All exceptions must be approved by the Board Chair before being granted.

Important terms

For the purposes of this Policy:

- *Contractor* means any person who is currently engaged as a contractor by Silo or who is in discussions about a prospective contract with Silo.
- A person is *fully vaccinated* two weeks after receiving the second dose of the Pfizer vaccine or such other vaccination that is endorsed by the Ministry of Health and, if they have become eligible for a booster vaccination, after receiving such booster vaccination.
- *Risk status* means confirming with a person:
 - whether that person is experiencing any symptoms of COVID-19;
 - whether they or anyone in their household has tested positive for COVID-19 and is required to be self-isolating in accordance with the Ministry of Health guidelines;
 - whether that person is currently awaiting a COVID-19 test result; and
 - whether (to their knowledge) they have been at a location of interest within the previous 14 days or have been in contact with a person that has tested positive for COVID-19 (together, these are the risk factors).

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If a person confirms none of the *risk factors* apply, they are considered to be of *acceptable risk status* for the purposes of this Policy.

- Vaccine pass means, at any time, a COVID-19 vaccine pass that has been issued by the Ministry of Health and which remains current at that time.

Changes to the Policy

The Board will regularly review this Policy, including at every Board meeting, to reflect the changing nature of the COVID-19 virus and public health requirements and guidelines. Consequently, we may vary, amend, or terminate this Policy at any time, following consultation with our management team, to reflect changes to public health requirements and guidelines, the requirements of our partner venues, and evolving market practice.

Vaccination Pass

We may retain a copy of a person's *vaccine pass* for our records. We acknowledge that your vaccine pass and vaccination status is personal information and you do not need to disclose this information to us. If you choose not to disclose your vaccination status, we will assume that you are not fully vaccinated for the purposes of this Policy.

We will keep and maintain this information in a confidential COVID-19 Vaccination Register to manage Silo's health and safety risk.

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Access to the Register will be restricted to the Executive Director and the Chair of the Board. You may also request to access and change your own personal vaccination information at any time.

Privacy

We will ensure that all information provided by you as part of this Policy is handled in accordance with our obligations under the Privacy Act 2020.

Dated: 28 October 2021, and updated on 28 January 2022

The Silo Theatre Trust