



Postal Address  
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e. admin@silotheatre.co.nz

## COVID-19 Vaccination Policy (Oct 2021)

### Scope

This Policy applies to employees, contractors and partners (**Personnel** or **you**) of the Silo Theatre Trust (**Silo**).

### 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. Requiring any person who wishes to visit the Silo offices or any rehearsal space to disclose their *vaccination status* and *risk status* in advance of visiting, and only permitting entry to persons who (a) have confirmed they are *fully vaccinated*, (b) who are of *acceptable risk status* and (c) who have scanned in 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.



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## 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
- 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.
- *Fully vaccinated* means a person who is fully vaccinated against COVID-19. A person will be regarded as fully vaccinated two weeks after receiving the second dose of the Pfizer vaccine (delivered at least 21 days after the first dose) or such other vaccination that is endorsed by the Ministry of Health (or equivalent from OECD jurisdictions), as well as any booster vaccination in the time recommended by the Ministry of Health.
- *Vaccination status* means, at any time, confirming whether or not a person is *fully vaccinated* at that time.
- *Risk status* means confirming with a person, via a questionnaire, whether that person is experiencing any symptoms of Covid-19, 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, and whether they are still awaiting a Covid-19 test result (together, these are the *risk factors*). 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.



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## 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 (including in relation to booster shots). 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 Register

We will ask all Personnel to disclose their *vaccination status* to us. We acknowledge that your *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.

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.

## Providing proof of vaccination

Where you have advised us that you are *fully vaccinated*, we may also request evidence. This may be in the form of an official Ministry of Health COVID-19 Vaccine Record, or a letter administered through a medical practitioner or other health professional that records your *vaccination status*. This evidence of vaccination will be recorded in our COVID-19 Vaccination Register.

## 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**

**The Silo Theatre Trust Board**

Silo Theatre  
Samoa House, 283 Karangahape Road  
Auckland Central 1010