

# COVID-19 Policy

## Introduction

The World Health Organisation has declared a global pandemic due to the outbreak of the COVID-19 virus. The New Zealand Government is leading a response based on stopping COVID-19 at the border, whilst working to immunise the population ahead of people being exposed to COVID-19. Ports of Auckland has duties to protect the border and duties under the Health and Safety at Work Act 2015 to take all practicable steps to keep workers safe. To achieve a safe working environment in a COVID-19 environment, POAL will comply with all Government Health Orders and relevant Guidelines.

POAL receives international ships and is therefore subject to the Government's border control measures aimed at preventing COVID-19 from entering our workforce or the community. POAL believes that every employee has a personal obligation to comply with all reasonable instructions to keep themselves, their colleagues, and communities safe. This is achieved through a variety of controls in relation to business processes and controls, personal hygiene etiquette, COVID-19 PPE, distancing, regular testing, and vaccination.

It should be noted that due to the dynamic nature of this pandemic and the changing guidance published by the Ministry of Health that this policy may change frequently.

## Scope

This policy applies to all entrants to the Waitemata seaport. For clarity this applies to all employees (including contractors who hold internal organisation positions), all non-POAL employed workers who work at the port, truck drivers entering the port and all visitors to the port.

This policy does not apply to international crew of vessels that enter the Waitemata seaport.

## COVID-19 Border Management

POAL has set up a COVID-19 Border Management Team to guide the business response to COVID-19. The core functions of this team are:

- Gather and collate information and data regarding the pandemic to ensure POAL has a thorough awareness of the pandemic and response obligations,
- Interact with Ministry of Health including advocating for specific port business requirements,
- Ensure the port remains compliant to Public Health Orders,
- Develop business continuity plans,
- Guide managers on operational roll out of COVID-19 requirements,
- Report to the Executive team and the Board.

## COVID-19 Alert Levels and Controls

POAL is committed to adhering to meeting the requirements of the COVID-19 Protection Framework (also referred to as the traffic light system). The protection framework will be used

as a minimum guide, and POAL may take a more cautious approach as it deals with both the border risk and the community risk of COVID-19.

All Business Unit managers are required to have an active COVID-19 Business Unit Pandemic Plan which documents how their Business Unit will work under each traffic light. These plans need to be able to be activated within 24 hours' notice.

Any employee or contractor who breaches the requirements of protection framework while at work may be subject to disciplinary action.

### **Personal Protective Equipment (PPE)**

POAL is committed to following Ministry of Health Guidelines for all border workers in the use of PPE. POAL will provide full and appropriate PPE to employees to significantly reduce or prevent the risks of infection and transmission, including directions as to PPE use and disposal.

PPE must be worn in situations as communicated in the COVID-19 Business Unit Pandemic Plan, general communications and notices, or guidance that is issued across the business.

### **COVID-19 Health Checks**

POAL will undertake health checks during the Red and Orange settings of the protection framework to ensure that staff, contractors, and visitors to the port do not have identifiable COVID-19 symptoms. Refusal of a health check, or identification of any COVID-19 symptoms, will result in a person being prevented from accessing the port.

### **COVID-19 Testing and Vaccinations for Border Workers**

Port workers are subject to Public Health Response Orders that require certain tasks to be carried by vaccinated workers, and for these workers to undergo regular testing. Workers defined as affected workers include those that carry out the following tasks:

- anyone who boards or carries out work on or around affected ships; or
- transports people to or from affected ships; or
- interacts with people required to be in isolation or quarantine.

POAL has determined that the following roles / competencies are required to be vaccinated under the Public Health Response Orders:

1. Stevedore – Lasher
2. Stevedore – Lash Leading Hand (this includes crane drivers)
3. Stevedore – Ship Leading Hand (this includes crane drivers)
4. Stevedore - General Duties
5. Stevedore – Ship Supervisor
6. Shift Operations Manager
7. Kaiarahi
8. Kaiako
9. Pilots
10. Marine Operations Officers
11. Marine Shift Supervisors
12. Marine Casuals
13. Marine Officer

14. Marine Team Members
15. Crane Fitters (at Engineering)

For the avoidance of doubt, if you have multiple competencies and you undertake any one of the above roles, then you must be vaccinated.

In addition to the above, the Government requires that any person who goes on board an international ship (even if occasionally) or transports people to or from an international ship (even if occasionally) is to be vaccinated (and tested). Personnel shall not board a ship, nor transport people to or from an international ship unless they are vaccinated in accordance with the Governments timelines.

All workers who are required to comply with the testing order will be notified of this requirement and the frequency that testing is required. The Border Workforce Testing Register is used to monitor testing dates and compliance. Testing facilities are available on site to facilitate ease of testing.

Those workers that fail to comply with the Testing Order will be managed using the following process:

- 3+ days overdue required testing – a letter notifying the worker that they are 3+ days overdue will be sent by email advising of the breach of the Testing Order and directing that the worker make arrangements to be tested as soon as possible;
- The worker will have 3 days from the date of the reminder letter to achieve the testing requirement;
- Failure to comply with the Testing Order after 3 days of the date of the reminder letter will result in the worker being taken off the work roster as they will be deemed not available for work;
- Any missed shifts due to failure to comply with the testing order will be unpaid; and
- Extended non-compliance may result in disciplinary action.

Workers who do not comply with the Testing Order may also receive a Government issued infringement notice and fines.

Workers with particular physical or other needs that a health practitioner determines would make it inappropriate for the person to undergo that testing can be exempted but may not be able to continue to work at the border. Any person who believes they should be exempt must raise their concerns with their manager as soon as practically possible.

POAL is committed to meeting the requirements of the COVID-19 Public Health Response (Vaccinations) Order 2021 which now includes booster doses for those on the Border Worker Testing Register. The Order amendment on the 14 July 2021 requires privately employed port workers to be vaccinated in order to carry out certain work. Government announced further changes on 21 December 2021 requiring all workers covered by the vaccination order to

receive their booster shots by the end of January 2022. Please see above for positions that POAL has determined are required to be vaccinated under the vaccination order.

New employees who are defined as affected workers must be fully vaccinated before commencing any of the above tasks.

Under the Order, affected workers must also:

- allow POAL to obtain from the Ministry of Health their vaccination status;
- notify POAL the dates of when they have been vaccinated; and
- provide POAL with written confirmations of any exemptions.

### **Port wide vaccination mandate**

Ports of Auckland has duties to protect the border and duties under the Health and Safety at Work Act 2015 to take all practicable steps to keep all its workers safe. Following a risk assessment process carried out by the Health & Safety Committees, POAL has established that:

- All people who work at, or visit, the port (including, but not limited to; staff; POAL engaged contractors; third parties working on the port; visitors; and regulatory bodies) are to be fully vaccinated.
- From 21 February 2022 all the above people who are not covered by the Border Worker Vaccinations Order will be required to have received their first dose of the COVID-19 vaccination.
- From the 21 March 2022 all the above people who are not covered by the Border Worker Vaccinations Order will be required to have received their second dose of the COVID-19 vaccination.
- All the above people who are already fully vaccinated are required to register their Vaccine Pass with POAL by 1 February 2022.
- All new employees need to be fully vaccinated before commencing work at Ports of Auckland.
- All entrants to the Waitemata seaport including existing and new employees consent to providing a valid covid vaccine pass when requested.
- All entrants to the Waitemata seaport including employees to maintain a fully vaccinated status.
- Any entrants to the Waitemata seaport including employees who hold a valid medical exemption will not be subject to this requirement. Proof of exemption will need to be provided.

To assist with the above, POAL will provide the following for its employees:

- arrange on-site vaccinations where possible;
- provide flexibility to facilitate off-site vaccinations; and
- support staff by allowing time to receive their vaccinations at a clinic close to the workplace while remaining on full pay.

If any employee is unable to provide evidence they have received the COVID-19 vaccine, or for some reason is unable to receive the COVID-19 vaccine, POAL will work with the employee to consider available options. Should no other options be available, because of the vaccine mandate, it is unlikely that any sustainable redeployment options may exist within POAL and as such POAL may propose termination of the employment relationship.

In such cases every effort will be made to consult with the employee and balance the requirements of the COVID-19 Public Health Response Order 2020, the Health & Safety at Work Act 2015, the Employment Relations Act 2000, and POAL's role specific risk assessments. Termination will be a last resort after all other options have been exhausted.

Vaccinated employees must continue to comply with all controls in the relevant Business Unit Pandemic Plan including wearing COVID-19 PPE.

### **International Travel**

The company reminds staff who are contemplating travelling to international destinations for non-work travel that this travel is under "let the flyer beware" conditions. We encourage staff travelling internationally for holidays to consider the following:

- Those who have been issued with a company laptop should take the laptop with them with a suitable charging device so that they are able to work remotely if there is an isolation or lockdown requirement;
- If working remotely is not possible or performed, staff will be required to use any/all existing leave entitlements (e.g., annual leave, leave without pay) for this time;
- If there is no balance left within leave entitlements, the company has no obligation to pay remuneration. Special accommodations may be granted on individual basis following consultation with the manager; and
- You may be required to have a negative COVID-19 test before returning to work following international travel.

Staff must inform the manager if travelling overseas and advise which countries they will visit. Allowing someone to work remotely is at the discretion of the manager.

**Wayne Thompson**

**Interim Chief Executive Officer**

**Approved by the Interim CEO: 23 December 2021**

**Policy Owner: Senior Manager People Capability and Business Support**

**Reviewed: 6 monthly**