

Vaccinations in the workplace

To make getting the COVID-19 vaccine easy and convenient for workers, some workplaces will be eligible to offer vaccinations at their workplace.

Workplace eligibility

Eligible workplaces will:

- ✓ have previously delivered a vaccine programme onsite and
- ✓ have enough workplace staff to be vaccinated per site location and
- ✓ be able to provide staff to undertake specified roles and responsibilities.

And will either:

- ✓ be considered one of the largest workplaces in New Zealand by size of workforce, OR:
- ✓ support equity goals, targeting workplaces with high Māori, Pacific or ethnic populations, and/or harder to reach populations due to rurality or shift work, for instance.

Employer responsibilities

Agree a delivery plan with the vaccination provider

The delivery plan includes the number of workers to be vaccinated, the booking schedule and approach, onsite supports and other information the commissioning agency requires of vaccination providers.

Promote and support worker participation

Employers will need to communicate the opportunity to workers and provide information about the provider, vaccination dates and how to book. Support will need to be provided to workers who need assistance to make a booking.

Operate a standby vaccination list

The Pfizer vaccine is perishable and vaccine wastage must be actively minimised. If vaccine is available because workers have missed appointments, a process to invite other workers on site to be vaccinated must be in place.

Follow-up missed appointments

Employers will need to support to the vaccination provider by providing general communication and targeted follow-up with workers who have not responded to a booking invitation, do not show up for their appointment or have not booked their required second dose appointment.

Work alongside the vaccination provider to provide onsite services including:

Non-clinical site management, such as worker reception and registration, people flow management, site health and safety, and facilities provision and management, including accessibility.

Monitoring worker wellness for 20 minutes after vaccinations and approving their return to work.

Frequently asked questions

What costs are involved?

The programme is fully funded. Workplaces are expected to cover overhead costs through the provision of support staff and workplace facilities, for instance. To ensure a level-playing field, employers cannot provide additional funding to providers.

Who can be vaccinated at workplaces?

All workers, both employees and contractors. To mitigate risks of overcrowding, comply with the Health and Safety at Work Act and manage Public Liability risks, it is recommended visitors are not included in workplace vaccinations. As employers and providers gain experience with the vaccination processes, this position may be reconsidered in conjunction with the vaccination provider's commissioning agency.

When will the workplace vaccination sites operate?

The Ministry of Health will be piloting workplace vaccinations in August. It is expected other workplaces can start participating from late August or September through to the end of the year.

What does a physical vaccination site require?

The physical space available will need to accommodate the volume of vaccinations taking place, include waiting and patient observation areas, allow emergency vehicle access, and accommodate any rearrangements required in the event of COVID-19 alert level changes. High-speed internet access is required.

What booking system will be used?

Providers will use the COVID-19 Vaccine and Immunisation programme national booking system, Book My Vaccine.

What about duty of care?

The vaccine provider is responsible for the clinical care and reporting of any vaccine-related adverse event on-site while workers are receiving vaccinations. Liability is consistent with other onsite vaccination programmes, such as influenza.

What is the commissioning process?

Both the Ministry of Health and DHBs will commission vaccination providers to deliver the vaccine in specified workplaces under a service contract.

How can my workplace express interest?

More information about how to express interest in the programme will be available the week of 5 July 2021 on the Ministry of Health website. Joint provider and employer expressions are sought.

[Visit the Ministry of Health website](#)

Further information

The Ministry of Health with the business community, providers and DHBs have developed the Workplace Model Blueprint. The Blueprint outlines eligibility criteria for employers and providers, roles and responsibilities, and key planning considerations.

[Read the COVID-19 Vaccine Workplace Model Blueprint](#)