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Sent: Tuesday, 24 August 2021 1:58 pm
To: * All Staff <AllStaff@wellingtonwater.co.nz>
Cc: Amber Shiels <Amber.Shiels@wellingtonwater.co.nz>; Jo Howey <Jo.Howey@wellingtonwater.co.nz>; Rachel Ebbitt <Rachel.Ebbitt@wellingtonwater.co.nz>; Vanessa Ellis <Vanessa.Ellis@wellingtonwater.co.nz>
Subject: Vaccination bookings now available - prioritising our critical networks and treatment plant people now - Petone office /wider whanau from next week.

Hello

We have been seeking every avenue to fast-track vaccinations for our staff and wider whanau. We are initially focusing on our critical frontline and treatment plant people.

Success! Today the Runanga (Te Rūnanganui o Te Ati Awa ki te Upoko o Te Ika a Maui Inc) said they *would take bookings from tomorrow* for drive through vaccinations.

They are located at the Te Whiti park at Waiwhetu, Lower Hutt. Colin was able to get his vaccination though the drive through today.

Vanessa, Rachel, Jo have kindly agreed to consolidate requests into spreadsheets for depot staff and Amber Shiels for the Petone office.

So let them know if you are keen for us to get you on track for vaccination.

You will need to provide your name, date of birth, address, phone number (for text reminders), email address, and NHI number (if you know it).

If you don't want to share your DOB and address – Liam McArthur (WWL employees only), Michael Gordon Garrett (FH employees only) or I (WWL employees only) can add this data separately from your personal file. We (along with Rachel Goodfellow and Morwen Thomas) are the only people with access to this personal data.

Amber, Jo, Rachel and Vanessa have been asked to keep your information in a secure place that is not accessible by others.

The spreadsheets will come back to me – and I will send them to the Runanga. You will be contacted by them with booking times.

If there is a bubble to be vaccinated together – please note this on the sheet.

If you wish to book your vaccination privately then ring the [0800 28 29 26](tel:0800282926). or book on line at <https://bookmyvaccine.covid19.health.nz/>

It seems being vaccinated nicely supports our shared values

- **Tangata Tiaki** – together we protect our most valuable taonga
- **Whanau** – united we support, connect and respect each other
- **Mana** – individually, we bring our best to every situation

Please find some Q&A's below

I work on the frontline but can't / don't want to get vaccinated – can I still do my job if I'm not vaccinated?

We strongly encourage all our people to get the COVID vaccine as it's an important layer of protection for our people, their friends and whanau, and their community against COVID-19. However, we are not looking at redeploying anyone if they choose not get the vaccine.

Can I take time off work to get a vaccination?

Yes you can prioritise paid time during work to get vaccinated. Please let your team leader or manager know .

Is the COVID vaccine safe?

Yes the COVID vaccine is safe. The primary vaccine available in NZ at the moment is the Pfizer/BioNTech vaccine which has been approved for use by Medsafe, NZ's medicines safety authority. More information about vaccine safety and how it works can be found on the Ministry of Health website - <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-vaccines/covid-19-how-vaccine-works>

What if I experience side effects from the vaccine and need to take time off work. Do I have to log sick leave for this?

In the unlikely event you experience side effects, please let you team leader or manager know, so it can be entered into payroll as discretionary paid leave

Will Wellington Water be collecting data and information about my vaccination status?

We will have the spreadsheet of people who have asked us to facilitate bookings on their behalf. This will be held on the secure P&C drive. This drive is access by P&C authorised people only. Where people provide P&C a copy of their vaccination certificate, it is held on their personal file only.

When you go to get your vaccination, your information will be collected by the vaccinator and provided to the Ministry of Health as part of their vaccination roll out programme.

Why are we getting priority access to the vaccine? Surely there are other frontline essential workers out there that are higher risk and need the vaccine more than us?

We provide Wellingtonians with a critical service. Although our people don't undertake work that increase their risk of contracting COVID, having COVID back in the community again presents a risk to our organisation's ability to continue to deliver water services to our communities if our people, particularly those who work on the frontline or those with specialist skills, fall sick or have to isolate. Therefore, it is important for our people to get access to the vaccine and we want to give our people the chance to get the vaccine as quickly as possible.

Ngā mihi

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