

Covid-19 Response Policy

1. Purpose

This policy outlines the key principles, approach, roles and responsibilities that AT has put in place around the management of COVID-19, and how these underpin AT's decisions around supporting our people, partners and community.

It also outlines AT's approach on COVID-19 vaccinations. It has been developed with the purpose of ensuring the safety of all AT's people, including its partners and the wider community.

2. Scope

This policy applies to:

- All AT employees;
- AT representatives:
 - Contracted employees and onsite non-employees
 - Agency temps (in accordance with the terms of their supplier agreement with AT)
 - Staff on secondment from other organisations / agencies
 - Volunteers
 - AT Directors

AT employees and AT representatives will be referred to in this policy as **AT Staff**.

This policy does not apply to AT customers (i.e. members of the public who use AT services).

3. Policy Principles

AT's principles towards its COVID-19 response are underpinned by our core values of Auahatanga, Tiakitanga, Manaakitanga, Whanaungatanga. Our key decision-making principles (relating to COVID-19) are outlined on the next page:





1. We prioritise safety above all else. (Tiakitanga)

The health, safety and Hauora (wellbeing) of our Staff, partners and community are AT's primary focus. Our response to COVID-19 will help to ensure the safety of our people. This includes physical and psychological safety. Our COVID-19 responses will be focused on those that provide the most effective outcome while considering AT's other obligations (including its Statement of Intent, Regional Long-Term Plan, and other legislative requirements).

We will take a Health and Safety Management System Approach to COVID-19, using a continuous improvement risk management approach as outlined in AT's [Health, Safety and Wellbeing Policy](#).

2. We respect and maintain privacy of personal information (Tiakitanga)

There may be instances where we need to obtain personal information (such as vaccination status or COVID-19 test results) from AT Staff to inform decisions around COVID-19 and ensure everyone's safety. Any personal information will be collected for a lawful and reasonable purpose, and will be stored, accessed and used in line with the [Privacy Act 2020](#).

3. We are open and transparent (Whanaungatanga)

Our COVID-19 response is openly communicated to our people. To ensure we are open and transparent, we:

- welcome and encourage constructive feedback from our people;
- provide access to resources and information for our people;
- consult and engage with our people, PSA union, and health and safety representatives (when possible);
- report back to the business on findings.

4. We use trusted sources to inform our decisions (Auahatanga)

We will use up-to-date, reputable and reliable information from trusted sources (such as medical experts, government and government agencies) to inform our approach and decisions around COVID-19 management.

We will ensure that our approach is consistent with government mandates issued (for example vaccination or mask-wearing mandates). Based on our assessment of risk, we may at times require additional measure beyond the government's minimum mandated requirements.

5. We support our people (Manaakitanga)

COVID-19 impacts everyone, in different ways. We will provide support to our people to help them through whatever challenges they are facing as a result of COVID-19 – including:

- Hauora (well-being)
- Work / life balance
- Hybrid working (working from home & remote working)
- Job security
- Sick leave / time off work

6. We support our partners, suppliers and community (Manaakitanga)

AT holds a unique position in our Tāmaki Makaurau community. We have relationships with multiple stakeholders across New Zealand, and we recognise that our actions and decisions can impact our partners, suppliers and community.

When AT makes decisions around the management of COVID-19, we will consider how it affects these stakeholders, and what we can do to support them.



We recognise that AT, our partners (for example, Auckland Council and Mana Whenua) and our suppliers operate in many different environments (e.g. in the workplace, on a construction site, on our Public Transport network and in the community) and that our approach may need to differ depending on the environment.

We acknowledge that our partners and suppliers may have their own COVID-19 management policies and requirements, which we will respect and adhere to. We will ensure that our partners adhere to AT's COVID-19 policies and requirements when they operate in our environments.

7. Our approach will evolve, and we may change our approach when we need to (Auahatanga)

We recognise that the COVID-19 environment is ever-changing, and AT's approach may need to evolve over time. We will remain resilient, agile and open-minded, while continuing to use trusted sources and be transparent in our approach.

4. COVID-19 response

Vaccination

Vaccination against COVID-19 is a key control measure which has been shown to help prevent contracting and transmitting COVID-19. It remains one of the best means of protecting our people, Whānau, stakeholders and community.

In order to safely carry out our roles, and to help keep AT's people, partners, and community safe, AT strongly encourages all AT Staff to be fully vaccinated against COVID-19, including any booster dose(s) they are eligible to receive.

Entry to AT workplaces

Shared offices where AT is not the head tenant may have COVID-19 management policies which differ from AT's. If this is the case, AT Staff are expected to follow whichever policy sets the higher safety standard.

AT Staff and any visitors to AT workplaces will be required to abide by the Health and Safety practices for the building or workplace that is being visited (e.g. mask wearing, use of hand sanitiser).

Access to work sites

Any AT Staff wishing to attend a work site are strongly encouraged to be fully vaccinated against COVID-19.

AT Staff should check what mandates or policies are in place at work sites before visiting and ensure compliance with any additional requirements. It is also recommended that visits to work sites are limited to essential visits.

AT Staff who are uncomfortable about visiting a work site should seek further advice and clarification from their People Leader.

Government mandates

Any future Government Mandates, Notices or Orders listed on the [Ministry of Health website](#) that relate to AT staff but aren't referred to in this policy are to be considered as part of this policy.

Travel

AT recognises the additional risk to people in travelling domestically and internationally. It expects all people who want to travel for either work-related or personal reasons to follow Government guidance and



requirements around travel (e.g. negative testing, regional borders, quarantine, managed and / or home isolation) and any requirements or mandates at the destination. Travelling AT Staff should have a heightened awareness of their personal health and hygiene and self-isolate if they exhibit any symptoms or feel unwell following any travel.

Work-related International Travel

AT Staff should limit all work-related international travel, where possible, to essential travel only. Staff must ensure that all Government requirements are met. AT Staff should discuss and arrange all travel with their People Leader, and any international travel will continue to require approval from the Chief Executive (in line with the [AT Delegations Manual](#)).

AT Staff understand that should circumstances change while they are overseas on work-related travel then new working arrangements will need to be agreed upon with AT. AT Staff will not be required to take annual leave or leave without pay if changes require travel to be extended.

AT accepts and understands that AT Staff have the option to decline business related travel.

Personal International Travel

Where travel is for personal reasons, AT will endeavour to assist but may be limited in the support they can provide. AT Staff accept that personal travel is at their own risk, and any changes to the approved length of travel (e.g. due to border restrictions or quarantine requirements) may result in Staff being required to use annual leave or take leave without pay if they are unable to work remotely. AT Staff should take this into consideration when arranging personal travel and discuss any proposed or changed travel plans with their People Leader at the earliest opportunity. All staff working overseas must ensure they abide by the requirements of AT's [International Remote Work Standard](#).

AT Facilities

At AT's discretion, other protective measures may need to be put in place at AT Facilities and Workplaces to help ensure the safety of our people, partners and community. These measures will be determined by AT, depending on the risk level or as required by Government mandates that may be in place at the time. These may include social distancing, QR codes, rapid antigen testing, desk booking or other measures and procedures to ensure the safety of all people.

AT will work with leaseholders and relevant operators to ensure that other measures are fit for purpose for each AT Workplace or facility.

5. Definitions

Term	Definition
AT Representatives	People who are engaged to provide services to AT where they also represent AT, including; <ul style="list-style-type: none"> • Contractors & consultants filling an AT role • On-site non-employees • Agency temps (in accordance with the terms of their supplier agreement with AT) • Staff on secondment from other organisations / agencies • Volunteers • AT Directors



Term	Definition
AT Staff	Where used in this policy, AT Staff collectively refers to AT employees and AT representatives (defined above).
AT Workplace	Means any place of work for an AT employee or AT representative which is outside of the person's usual residential address. This includes the 20 Viaduct Harbour Office, ATOC Smales farm, temporary office locations, co-located offices, and access to restricted areas of AT facilities (e.g., train stations, ferry terminals etc).
Fully vaccinated	Means the person has received a full course of any of the COVID-19 vaccines that have been approved by a government health authority or approval authority. AT will be guided by the Ministry of Health's guidelines about what is meant by "fully vaccinated" and a "full course", and whether this includes additional 'booster' doses.
Work sites	Means any site not considered an AT Workplace (defined above) where AT is a PCBU (as defined in the Health and Safety at Work Act 2015). For example, project construction sites.
AT Visitors	Anyone else not defined in this policy who wishes to enter an AT Workplace, and who will be in close contact with AT Staff.

6. Roles and Responsibilities

Role	Responsibility
All employees and representatives	<ul style="list-style-type: none">Adherence and compliance with this policy and related procedures.Provide feedback to document owner(s) regarding any developments or changes that should be captured in this policy or other COVID-19 response documents.
Crisis Management Team (CMT)	<ul style="list-style-type: none">Provide up to date information regarding Health Orders or Government mandates.Monitor the effectiveness of AT's COVID-19 management strategies and processes to ensure alignment with government requirements and this policy.Develop and agree on protective measures to be implemented across AT Workplaces.
Executive Leadership Team (ELT) and AT Board	<ul style="list-style-type: none">Provide timely communication to all AT StaffLead and promote the policy's principles and fundamentals across the business.Empower and enable the business to deliver an effective COVID-19 response strategy in accordance with this policy.Ensure COVID-19 strategy and documentation approved or endorsed is consistent with the approach and principles of this policy.



Role	Responsibility
	<ul style="list-style-type: none"> Agree and confirm AT strategies and processes for managing COVID-19 in accordance with this policy.
Manager Compliance, Risk & Assurance	<ul style="list-style-type: none"> Ensure associated COVID-19 policies and procedures are aligned with and linked to the principles of this policy.
Policy Owners (EGM People & Performance / EGM Risk & Assurance)	<ul style="list-style-type: none"> Ensure policy is up-to-date and consistent with government mandates and requirements that affect this policy. Associated documents and communications published on AT's COVID-19 hub on the Engine Room are consistent with the principles of this policy.
Workplace Experience Manager, People & Performance	<ul style="list-style-type: none"> Develop processes to ensure compliance with protective measures that are put in place at AT Workplaces.
People Leaders	<ul style="list-style-type: none"> Promote the principles of this policy within teams and across the business Ensure that any proposed COVID-19 response (e.g., strategy or communication document) is aligned to this policy and communicated with the Policy Owner and Crisis Management Team before enacting or publishing. Allocate sufficient resource (if requested by the CMT or ELT) to ensure our COVID-19 response meet the principles of this policy.

7. Supporting Information

Legislative compliance	<p>This Policy supports Auckland Transport’s compliance with the following legislation:</p> <ul style="list-style-type: none"> COVID-19 Public Health Response Act 2020 and associated Orders / Notices COVID-19 Public Health Response Amendment Act 2021 Epidemic Preparedness Act 2006 and associated Orders / Notices Health and Safety at Work Act 2015 Health Act 1956 Privacy Act 2020 Health Practitioners Competence Assurance Act 2003
Supporting documents <i>These are Procedures, Standards and Guidelines that directly support this Policy.</i>	<ul style="list-style-type: none"> Health, Safety and Wellbeing Policy Health & Safety Roles and Responsibilities Policy Risk Management Policy Further supporting documents and information can be found on our COVID-19 hub page on the Engine Room.



Related documents

These are documents that relate to, but do not directly support, this Policy. This may include other Auckland Transport Policies, Procedures and Guidelines, or external materials such as regulatory codes and standards.

- [Flexible Working Policy](#)
- [Code of Conduct Policy](#)
- [AT Delegations Manual](#)
- Please visit our [COVID-19 hub](#) page on the Engine Room for additional related documents and information.

8. Non-Compliance

This policy supports and informs AT's COVID-19 strategy and response. Non-compliance with this policy could put our people, Whānau, stakeholders and community at risk.

Failure to comply with this policy may result in action as outlined in our [Code of Conduct Policy](#).

Anyone who fails to adhere to the Health and Safety and protective requirements of an AT workplace may be refused entry to (or required to leave) that workplace.

9. Approval & Review

Policy Owners:

Executive General Manager, People & Performance

Executive General Manager, Risk & Assurance

Policy Contact:

Manager Compliance, Risk & Assurance

Endorsed by:

Chief Executive

Effective date: August 2023

Approved by:

Auckland Transport Board

Next review date: August 2025

AT reserves the right to review, amend or add to this policy at any time upon reasonable notice to employees and representatives.