

COVID-19 Policy

February 2022

Note: These policies are based on current information as at February 2022. We are guided by government updates that might supersede this policy. This policy should always be considered and implemented in a manner ensuring that people's health and safety, and adhering to government guidelines, is the priority.

General Operations

Key Personnel

The Mentoring Foundation will require all key personnel (Executive Director, National Coordinator, Programme Coordinators) to be fully vaccinated. This will be documented in employment contracts, contracts for work and the Partnership Agreement signed with each Programme Partner.

All employees and contractors are required to adhere to government guidelines on contact tracing during the course of the programme.

Board Meetings

Board meetings may be conducted face-to-face provided they adhere to Ministry of Health (MoH) Covid-19 Protection Framework. Contact tracing for Board meetings will be facilitated via the meeting minutes.

Cases of COVID-19

Board members/employees/contractors or Programme Coordinators that contract COVID-19 are expected to adhere to the Ministry of Health guidelines on isolation and notify MFNZ as soon as possible. MFNZ will work with the individual and the delivery partner to ensure any other board members/staff/programme participants that may be considered close contacts are notified e.g. if the individual attended a programme gathering during their infectious period, any close contacts should get tested and isolate in accordance with Ministry of Health recommendations.

Any board member/employee/contractor or Programme Coordinator who becomes a close contact of a COVID-19 case is expected to notify MFNZ and avoid meeting in person with any individual associated with MFNZ or the programme until their period of isolation is complete and they have returned a negative test result.

If a board member/employee/contractor or Programme Coordinator becomes unwell with COVID-19 symptoms they are to avoid meeting in person with any individual associated with MFNZ or the programme and follow Ministry of Health guidelines with regards to isolation and testing.

Mentoring Programmes

Participation

All Programme Coordinators must be fully vaccinated in order to lead a programme.

MFNZ will not require individuals to be fully vaccinated in order to participate as a mentor or mentee in a programme. However a Programme Partner may wish to limit participation to fully vaccinated individuals only in which case MFNZ and the Partner will discuss and agree appropriate criteria for participation.

MFNZ via the Programme Partner will seek the following information during the programme registration process:

- Vaccine status. Note that it's voluntary for a participant to disclose this information but if a participant chooses not to disclose this information MFNZ and the Programme Partner will operate as if the individual is unvaccinated.
- Whether the participant is comfortable meeting with people who are not vaccinated.

This information is essential in order to facilitate matching of mentors and mentees and identify appropriate methods of meeting (e.g. in person or zoom).

Gatherings

"Gatherings" includes Orientation Sessions, Cohort meetings and Evaluation Sessions.

At all times, gatherings should adhere to MoH Covid-19 Protection Framework under the current alert level status in programme locations.

Under status "Red" in the MoH Covid-19 Protection Framework, our preference is for cohort gatherings to be online. Meetings of mentors and mentees may occur face-to-face if both parties are comfortable to do so.

While in “Orange” and “Green” status, we expect all activities to be run in accordance with the MoH Covid-19 Protection Framework.

If the Programme Partners policies are more stringent than those of MFNZ, then gatherings will operate in accordance with the Partner’s policy. If MFNZ’s policy is more stringent, the Programme Partner must abide by MFNZ policies.

Cases of COVID-19 within a cohort

Programme participants that contract COVID-19 are expected to notify their mentor and their Programme Coordinator if they have been in contact with anyone from the mentoring programmes during their infectious period. The Programme Coordinator will work with the individual to ensure any other Programme Participants that may be considered close contacts are notified e.g. if the individual attended a programme gathering during their infectious period, any close contacts should get tested and self-isolate in accordance with Ministry of Health recommendations.

Any participant who becomes a close contact of a COVID-19 case is expected to avoid meeting in person with their mentor/mentee, Programme Coordinator or any other member of the programme until their period of isolation is complete and they have returned a negative test result.

Any programme participant who becomes unwell with COVID-19 symptoms is to avoid meeting in person with any individual associated with MFNZ or the programme and follow Ministry of Health guidelines with regards to isolation and testing.