**Template letter: Mandatory vaccine booster requirements for staff of schools and kura**

Kia ora koutou katoa,

New Zealanders are responding to the latest COVID-19 outbreak with strength and resilience, noticeable in the large number of people who continue to be vaccinated, tested and who are now receiving their booster vaccine.

As anticipated, the mandatory vaccination requirements for people working in early learning services, schools, hostels and kura have been updated to require a COVID-19 booster dose.

Everyone aged 18 and over who has received two COVID-19 vaccinations is able to receive a vaccine booster dose 93 days (three months) after receiving their second vaccination.

To meet the booster dose requirements as set out in the revised Public Health (Vaccination) Order:

* all affected persons need to have received two COVID-19 vaccinations as well as a booster dose within 183 days of their second vaccination.
* if 183 days have already passed since the person received their second vaccination, they are required to receive their booster dose by 1 March 2022.
* any person who does not meet these requirements will not be able to continue working on site.

As with your primary COVID-19 vaccinations, our school is required to confidentially collect and store the booster status of everyone who works on our site. Accordingly, we may need to contact you to request this information. Please let me know if you have any queries or concerns about this.

I would encourage anyone who needs support to understand these requirements in relation to their health to contact your GP or Healthline. You may also wish to seek independent employment advice, which could include contacting your union if you are a member.

Ngā manaakitanga,

[SCHOOL PRINCIPAL]