



EMPLOYMENT MEDIATION SERVICE – COVID-19 PROTECTION GUIDELINES

The following update provides information on what will be required of you and/or your clients for attending in-person mediation to stay protected from COVID-19.

COVID-19 protection guidelines for employment mediation

MBIE's Vaccination Policy requires all visitors to show a valid COVID-19 Vaccine Certificate (such as, My Vaccine Pass) upon arrival at mediation.

Parties will be contacted prior to in-person mediation and will be asked a series of health check questions. If anyone is for example, experiencing cold and flu symptoms or is awaiting the results of a COVID-19 test then the mediation will be moved to a remote mediation via Zoom or telephone or postponed until a later date.

Parties will also be advised of health and safety requirements and associated actions required ahead of time.

Confirming attendees to us prior to mediation

We have limits on the number of people who are able to attend based on our room capacity with social distancing. You will be advised of this number prior to mediation. In most cases this means that a party can be accompanied by no more than one to two other people, either a representative and/or support person. You will also be asked to confirm the details of those attending mediation ahead of time.

Sharing documents prior to mediation

We will not accept, share or copy physical documents on the day of mediation. Please provide us, and circulate with parties all documentation ahead of time.

On the day of mediation

- You will have an arrival time advised to you – please do not arrive early.
- You will be asked to verify your vaccination status on arrival at either an MBIE premises or any other mediation venue to gain entry
- You must wear suitable PPE and face covering as you visit our premises and through-out the mediation, unless exempt from this requirement by law and can show a valid exemption card or otherwise confirm you meet the terms of the exemption. [Wear a face covering | Unite against COVID-19 \(covid19.govt.nz\)](#) holds more information
- If you do not have a face covering one will be provided for you when you arrive.
- On arrival you will receive our COVID-19 protection guidelines to read. We will check that you have understood these before proceeding with the service.
- Signing in when you arrive at your mediation is also mandatory - QR codes will be clearly displayed and additionally a contact tracing log is provided
- Hand sanitiser will be available

Please note – if the above requirements are not complied with on the day of in-person mediation, we will not be able to proceed with the mediation.



Thank you in advance for following this guidance when attending in-person mediation and assisting the Employment Mediation Service to keep our people and our parties protected from COVID-19.