



COVID-19 Vaccination Policy and Procedure

Authorisation	DSCC Management Committee
Review Date	1/5/2022
Approved Date	26/4/2022
Relevant Documents	COVID-19 Policy and COVID-19 Safety Plan

Purpose

Dawson Street Children's Co-operative (DSCC) embraces vaccination as an important tool for maintaining the health and wellbeing of employees and the wider community and is committed to providing employees a workplace free of recognised hazards.

The purpose of this policy is to provide employees, contractors and volunteers with the expectations around the COVID-19 vaccination. The goal of the COVID-19 Vaccination Policy is to protect employees, employees' family members, children, volunteers, others affiliated with DSCC, and the broader community, from infection and to help the organisation manage the spread of COVID-19.

Scope

This policy applies to all employees, contractors and volunteers of DSCC at all times without exception.

Policy

DSCC requires its employees, contractors and volunteers to have an up-to-date vaccination status for COVID-19, unless they have been granted an exemption in accordance with this policy.

Definitions

In this policy, the following terms have the following meaning:

- *Vaccination* means treatment with a vaccine to produce immunity against a disease for the benefit of individuals and the community.
- *Approved Vaccine* means any COVID-19 vaccination that has been provisionally registered for use in Australia by the Therapeutic Goods Administration.
- *Up-to-date status* is as defined by the Australian Technical Advisory Group on Immunisation (ATAGI).

Workplace Health and Safety

DSCC has a [duty under the model Work Health and Safety \(WHS\) laws](#) to eliminate, or if that is not reasonably practicable, minimise the risk of exposure to COVID-19 in the workplace.

This policy supports recommendations within the following guidelines documents:

- Australian Technical Advisory Group on Immunisation, [Australian Immunisation Handbook](#).
- National Health and Medical Research Council in collaboration with the Australian Commission on Safety and Quality in Health Care, [Australian Guidelines for the Prevention and Control of Infection in Healthcare 2019](#)
- Fair Work, [Fair Work Australia COVID-19 vaccinations: workplace rights and obligations](#)
- Relevant State and territory health agencies Public Health Orders that require some employees to be vaccinated, for example, those considered to be working in high-risk workplaces.

Vaccination Requirements

DSCC acknowledges that, generally, personal health information outside of your employment is your own affair.

However, the Victorian mandatory vaccination requirements requires DSCC to:

- notify employees about the obligations imposed by the Directions, including that on or after 18 October 2021 unvaccinated employees are not permitted to work outside their ordinary place of residence unless an exemption applies;
- collect, record and hold vaccination information for all employees; and
- take all reasonable steps to ensure that unvaccinated employees do not work outside their ordinary place of residence unless they have up-to-date vaccination status.

Vaccinations must be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorised COVID-19 vaccination centres).

If you receive a COVID-19 Pfizer, AstraZeneca or Moderna vaccine while overseas, you can register your vaccination on the [Australian Immunisation Register](#) (AIR) when you return to Australia. At this time, if you've received a COVID-19 vaccine overseas which is not Pfizer, AstraZeneca or Moderna, you cannot have it added to the AIR.

Evidence Requirements

All employees will be required to provide one of the following to DSCC as evidence of their vaccination status prior to attending the work premises:

- A Copy of your Immunisation History Statement
- A Copy of your COVID-19 Digital Certificate (both of which can be obtained through your MyGov account)
- A Copy of your medical exemption (if relevant).

Should the Government direct the Early Childhood Education sector to change the COVID-19 vaccine status requirement to continue working on-site, DSCC will communicate this information to all employees with the expectation that they will comply with the Government directive.

Exemptions

DSCC recognises that not all employees will be able to receive a COVID-19 vaccination due to medical conditions for which there is a recognised contraindication to receiving any of the approved vaccines.

Should an employee not be able to receive an approved vaccine due to a medical condition, they are required to notify DSCC immediately and provide them with an Australian Immunisation Record - Immunisation Medical Exemption Form issued by an authorised Medical Practitioner. DSCC reserves the right to contact the issuing Medical Practitioner to verify the authenticity of any such Immunisation Medical Exemption Form.

Transition Arrangements

Where an employee has not yet decided that they want to be vaccinated, DSCC may:

- Provide the employee with opportunity to discuss reasons for not wanting to be vaccinated
- Provide the employee with a reasonable period to get vaccinated
- Provide the employee with a period of leave (paid/unpaid) to consider options and get vaccinated.

Records an Employer is Required to Maintain

DSCC is required to collect, record and hold vaccination information about employees in relation to the COVID-19 vaccination.

DSCC is required to ensure that they comply with health records and the privacy obligations, however the need under the privacy legislation for employees to consent to the collection is removed where the information is required or authorised by a Pandemic Order. All vaccination information records will be stored securely and only used and disclosed when required.

Breach of Policy

The vaccination status of employees may be monitored (depending on health recommendations/orders). Any employee, contractor or volunteer of DSCC identified as breaching this policy may be subject to the appropriate action. For employees, this could include disciplinary actions, leading up to the termination of employment.

Policy Review

This policy is based on the Pandemic Orders released in Victoria to date. This is a rapidly changing area, with the Chief Health Officer indicating that the application and implications of directions are reviewed regularly. Accordingly, DSCC will continually assess their rights and obligations.

This policy will be regularly reviewed by Dawson Street Children's Co-operative and any necessary changes will be implemented by the Management Committee.