



## CONSIDERATIONS FOR COVID-19 VACCINATIONS

Prior to making any decisions on mandating vaccinations for your staff in your business, it is recommended that you consider the following. Do seek external legal advice as necessary.

### 1.0 PUBLIC HEALTH ORDERS / FAIR WORK REQUIREMENTS

- Understand the relevant state government public health orders that applies to your industry sector
- Understand Fair Work requirements - Coronavirus and Australian workplace laws - Fair Work Ombudsman

### 2.0 CONSULTATION

- Undertake a consultation with employees
- Analyse your intention to vaccinate data and other information through staff survey's
- If required, consult with employees' representatives including union delegates

### 3.0 COMMUNICATION

- Create a communication plan for customers/clients and external stakeholders to set expectations of service delivery (in person) and for visitors to office / site locations.
- Decide if you will continue to support and service vaccinated and unvaccinated customers

### 4.0 FACILITATING VACCINATION

- Provide access to information on vaccination safety and if required, a medical expert
- Provide paid leave for vaccination and recovery
- If possible, provide a workplace vaccination program

### 5.0 PROOF OF VACCINATION

- How will employees demonstrate they have been vaccinated against COVID-19?
- How will your customers demonstrate they have been vaccinated COVID-19?
- What systems will you need to put in place to collect and store this information as is required by the privacy laws?
  - Does the system track different status?
    - First vaccination
    - Second vaccination
    - Booster date (if required)
    - Comfort level of staff to return to the office with unvaccinated staff
    - Medical exemption
    - Refused
- Have you put additional data protection in place – IT security, access, and privacy controls?

### 6.0 POLICY DEVELOPMENT

- Decide the deadline to become vaccinated
- Prepare a mandatory vaccination policy
- Add vaccination requirement to new employment contracts and as a condition of offer of employment



**ALL PURPOSE ACCOUNTING**

- Consider any additional documentation such as collection notices, job application forms and advertisements

## **7.0 PROCESSES**

- Exemption requests:  
Information about medical exemptions
  - Mechanism for employees to request an exemption
  - What information will be acceptable as valid
  - How the decision is made
  - Appeal process
- Managing medically exempt employees
  - Redeployment
  - Testing
- Managing vaccination refusal without a medical exemption or where one has been denied
- Policy implementation and outcomes for non-compliance